



## Staffing

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Note: for a listing of helpful resources to review and to gather, please consult the [overview](#) 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 [Introduction](#) module.

### POSITIONS

**Identify the official at your library who has the final responsibility for the Federal depository library operation and services.** Hint: Unless the depository library is a small library, this is typically not the designated depository coordinator.

Name and position:

**Is the depository coordinator position vacant?**

Yes       No

**If yes, why?**

**Who is the interim depository coordinator?**

**Is the Federal Depository Library Directory entry for your library current?**

Yes       No

If no, please update the content as soon as possible, with an interim depository coordinator's name and contact information if appropriate.

**Is there one person in charge of all depository operations and services or is depository coordination shared by more than one person? Does one person, for example, manage reference while another manages cataloging? Describe.**

Repeat any of the following questions as appropriate if more than one person fills the roles described below. If your library has more than one person specializing in depository operations or services (e.g., one in each for technical and public services) within the library, please indicate that and the responsibilities of each below.

**Name of the designated depository coordinator and position title:**

**List the major depository responsibilities of the designated depository coordinator.**

**How long has the coordinator been working with the depository operation and services?**

**Whom does the coordinator report to and what unit(s) does this individual manage?**

**How many hours does the coordinator spend on depository responsibilities every week on average?**

**Does the coordinator also have responsibilities in areas other than the depository operation?**

Yes       No

**If yes, describe the duties.**

**Is there a designated depository assistant?**

Yes       No

**Is this position currently filled?**

Yes       No

**Hours a week spent on depository duties:**

**Has been in this position since:**

**Hours on reference desk \_\_\_\_\_, or  N/A**

**Other responsibilities:**

**Are there other designated depository personnel?**

Yes       No

**If yes, list the positions and their primary responsibilities.**

**Who is cross-trained to ensure new depository receipts (both tangible and electronic) are made available in a timely manner?**

In order to ensure timely access to new receipts, the library must have more than one person trained to ensure timely processing of new depository receipts.

**Is the depository operation an independently administered unit?**

Yes       No

**If No, then which area(s) is the depository associated with or part of?**

- \_\_\_\_\_ Acquisitions
- \_\_\_\_\_ Administration
- \_\_\_\_\_ Cataloging
- \_\_\_\_\_ Reference
- \_\_\_\_\_ Special Collections
- \_\_\_\_\_ Subject Collection (e.g., social sciences)
- \_\_\_\_\_ Other (specify)

**Describe other library personnel whose primary responsibility is not depository operations, but who contribute to the depository operation and its services.** For example, a circulation or access services unit may communicate with library users who wish to enter the library to use U.S. Government information resources. Also, personnel at a remote storage facility may manage and retrieve depository publications housed there. Consider all aspects of library services, including technical, public, access, bibliographic instruction, collection management, and other services. Also indicate the library unit where these personnel work. Consider all locations where depository collections are housed and where services for U.S. Government information users are provided.

**Are there any library staff vacancies in positions that have major depository responsibilities?**

- Yes       No

**If yes, have the responsibilities been reviewed so that FDLP requirements continue to be met during the time of the staff vacancy?**

- Yes       No

NOTE: Your depository staff numbers and skills must be sufficient to meet the functional requirements of the FDLP. This is a locally determined requirement for each depository library.

**Overall, is there sufficient staff to address basic depository responsibilities, i.e., are all depository responsibilities being met so that the library is compliant with the requirements of the FDLP?**

- Yes       No

**If no, what duties are not being performed and how would a desired increase in staffing aid the depository operation?**

**If there is a vacancy that cannot be filled at this time, what other options have been considered or implemented to maintain compliance with the FDLP requirements?**

**Do all Selective Housing Arrangements (SHAs) between your library and another's have a designated coordinator who liaises with the official depository coordinator?**

Yes       No       N/A

Note: If your library has any separately administered unit(s) for remote storage facilities, branch libraries housing depository resources, etc., you must have a Selective Housing Arrangement as well as a designated coordinator set up.

**Does your library collect and maintain any statistical data about staff time devoted to depository operations?**

Yes       No

**If yes, have you reviewed this data recently?**

Yes       No

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## **LIBRARY STAFF KNOWLEDGE OF U.S. GOVERNMENT INFORMATION RESOURCES**

**For the various units involved in the depository operation, describe the information sharing mechanisms and/or training opportunities for personnel.**

**Describe who selects item numbers for your library and how this is done.** For example, does one person review the item selection profile, or is the List of Classes divided up among subject librarians?

**Describe how the library uses or does not use the item selection profile to manage (EL) publications.** For example, does the library's item selection profile contain the item numbers for (EL) publications? Are electronic only publications selected and copy cataloged on a case-by-case basis regardless of the inclusion of the (EL) item numbers in the library's item selection profile?

**Describe how information about the library's item selections is shared among reference staff and/or subject selectors for use in reference work, classes, promotional activities, etc.**

**How do library personnel gain and maintain reference knowledge of U.S. Government information resources, including those online, for effective public services? Describe.**

**Describe any cross-training efforts within your library for depository. Do not forget to include:**

- material technical processing
- reference services
- access services (access to the building or collections)
- access to public access computer workstations
- collection management
- bibliographic instruction
- promotional activities
- other

**If applicable, describe efforts to inform the library director or library board of depository related issues and needs. What is the chain of command? Which staff are involved?**

**Is communication frequent or sporadic? Is this sufficient?**

**How does the library administration support professional or paraprofessional staff training, e.g., online training, workshops or depository related meetings?**

List recent training events that library staff attended to learn more about or stay up-to-date with the FDLP or U.S. Government information resources.

**REMAINING KNOWLEDGEABLE OF THE FDLP**

Do depository staff members regularly participate in the following activities?

|  | Yes | No | Frequency or last occurrence? | Library staff names or positions |
|--|-----|----|-------------------------------|----------------------------------|
| Local depository group. Name:  |     |    |                               |                                  |
| State GODORT   |     |    |                               |                                  |
| ALA GODORT   |     |    |                               |                                  |
| Other national organization. Name:                                   |     |    |                               |                                  |
| GPO Interagency Seminar  |     |    |                               |                                  |
| GPO Federal Depository Library Council Meeting (spring)              |     |    |                               |                                  |
| GPO Federal Depository Library Council Meeting and Conference (fall) |     |    |                               |                                  |
| Blogs/wikis dedicated to government information                      |     |    |                               |                                  |
| Online forum dedicated to government information                     |     |    |                               |                                  |
| This self-study resource   |     |    |                               |                                  |
| Other. Name:   |     |    |                               |                                  |

List noteworthy accomplishments of the depository staff (e.g., conference speaker, committee chair, publications):

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## TRACK PROGRESS

Identify the training needs of your library. Outline ways to meet those needs and seek administrative approval (if needed) to accomplish the training. Set up a timeline to meet the goals established.

For example, library staff in technical services need training on copy cataloging (EL) publications. The library staff identify the most efficient method of doing so and seek administrative approval for the process. Appropriate staff who will be implementing the process are identified, and training is scheduled.

Identify peer institutions (those of similar size, type, depository operation structure, and mission) and network with the depository personnel at this library to learn about effective depository operations. For example, if staffing positions are vacant for any reason, and cannot be filled, inquire about ideas or suggestions at peer institutions.

If your library is undergoing changes, such as merging departments or transitioning to an operation through which you provide access to more online resources, identify peer institutions which have been through the same process. Comparing ideas about best practices will help you identify staffing needs.