



Cooperative Efforts

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 the PDFs, please consult the detailed information in the [Introduction](#) module.

LIBRARY PROGRAM ADMINISTRATION

Have you read and are knowledgeable of the Federal Depository Library Program rules, regulations, and guidelines, currently in the FDL Handbook and on the FDLP Desktop?

YES NO

How does the depository staff stay knowledgeable of GPO's current requirements and guidelines? For example, do you learn information through FDLP-L? Have you registered and regularly use the FDLP Desktop? Have you read or reviewed the FDL Handbook, etc... ? Describe.

If a problem/question arises with depository operations or depository receipts, who is consulted and by what means (e.g. askGPO, GPO staff, regional coordinator, GOVDOC-L, DocTech-L, state electronic discussion group)? Describe.

Did the library submit the latest Biennial Survey of Depository Libraries?

YES NO

If yes, was it submitted on time?

YES NO N/A

Do you have a copy of the library's latest Biennial Survey submission?

YES NO

Note: Recent Biennial Survey submissions are located on the FDLP Desktop. Reviewing your library's data may help you prepare for the next Survey.

Each Federal depository library must complete the Biennial Survey of Depository Libraries. This is a legal requirement.

Have you participated in a Public Access Assessment?

YES NO

Your active participation in this process is part of your library's cooperative efforts with GPO and facilitates an accurate review.

If No, have you read the "Focus on Access, Collections, Service and Cooperative Efforts" paper to become familiar with the areas GPO reviews in an individual library assessment?

YES NO

The paper entitled "Focus on Access, Collections, Service, and Cooperative Efforts" has broad Program goals and provides the focus and organization of PAA. The PAA is designed to make a direct connection between the activities that depository libraries perform and the outcomes of those activities, with the ultimate objective being support of desirable conditions at depository libraries that provide for free, public access to Federal depository resources. This document may serve as guidelines for a review of your library's depository operation. Consider all of the activities and services that your library accomplishes in support of each element in this document. This is another opportunity to perform a self-assessment of your depository operation and services.

Does the library have any outstanding requests for information, a letter, or other documentation from GPO?

YES NO

If yes, please contact GPO to discuss the issues.

COMMUNICATION/COOPERATION WITH GPO

Is there a designated official depository coordinator?

YES NO

Is the designated coordinator's name and correct contact information in the FDL Directory?

YES NO

If the depository coordinator position is currently vacant, is there an interim or temporary individual's name listed in the Directory to ensure continued contact with GPO?

YES NO N/A

Is the depository coordinator or another staff person in the library subscribed to FDL-P-L?

YES NO

Has the library recently assisted or volunteered to help GPO with special projects?

YES NO

If yes, describe.

Has the library responded to any surveys by GPO or commented on draft plans and resources?

YES NO

Is the library partnering with GPO in an official partnership (or in discussions with GPO about a potential official partnership)?

- YES NO

REGIONAL/SELECTIVE COOPERATION (FOR SELECTIVE DEPOSITORIES)

Does the library follow the regional library's direction for proper discards of depository publications?

- YES NO N/A SINCE MY LIBRARY IS A FEDERAL LIBRARY OR HIGHEST STATE APPELLATE COURT LIBRARY

If the state or region has a state plan, does the library follow the direction in the state plan relating to publication disposal processing and any other included activities?

- YES NO N/A

If no, explain.

Does the library participate in regional library communication mechanisms (e.g., discussion lists)?

- YES NO N/A AS THE REGIONAL DOESN'T OFFER THESE

Does the library participate in regional/selective library training events?

- YES NO N/A AS THE REGIONAL DOESN'T OFFER THESE

Does the library participate in regional/selective library meetings?

- YES NO N/A AS THE REGIONAL DOESN'T OFFER THESE

Describe any other aspect of ongoing cooperation with the regional library.

ADDITIONAL LOCAL, REGIONAL, NATIONAL, AND OTHER COOPERATION

Describe any participation and level of participation in electronic discussion lists (e.g., state discussion groups, GOVDOC-L, MAPS-L, LAW-LIB, FEDREF-L, REGIONAL-L, DOCTECH-L, etc.).

Describe any participation and level of participation in the FDLP Community site.

Describe how your library most often communicates with other depository librarians (e.g., meetings, GOVDOC-L, e-mail, state electronic discussion group, phone, chat, blog, wiki, or FDLP Desktop Community forum).

Is there a local government documents library group? Give group names, acronyms, frequency of meetings, name of newsletter, blog, wiki, and your library’s level of participation, if any. Describe.

Does the library borrow and lend documents through Interlibrary Loan (ILL) or other resource sharing processes?

YES NO

If only part of the collection is shared, describe what is available for resource sharing versus what is limited to library use only.

Does the library assist members of the general public or non-primary patrons in borrowing or otherwise acquiring copies of documents from a regional or another library by:

Providing ILL transactions for the general public or non-primary patrons?

YES NO

Providing citation information for another library to complete an ILL?

YES NO

Are all library staff aware of the ILL policy for general public patrons?

YES NO

What formats of depository publications are shared?

	Primary Users		General public or non-primary users	
	Yes	No	Yes	No
Print (originals)				
Reproductions of print				
Microfiche (originals)				
Microfiche (duplications made by the holding library)				
CD-ROMs & DVDs				
Reproductions of CD-ROMs & DVDs				

Note any exceptions.

What consortia does the library participate in that support depository operations or services in any way?

Names and description of consortia:

Are there other Federal depository libraries in the consortia and how does one identify the depository resources at these libraries (i.e., are they cataloged or does one contact the other library's staff to ask them to check their collections for a depository publication)?

Outside of the traditional Interlibrary Loan (ILL), are the library's depository resources, cataloged and uncataloged, made available through consortia arrangement to the other libraries in the network?

YES NO

Does your state, region, or another group of libraries, participate cooperatively in the following:

Shared catalog systems.

YES NO

Name the system(s).

Name the other depository libraries involved.

Publication weeding and withdrawal initiatives.

YES NO

Name the other depository libraries involved.

Is there an up-to-date written policy?

YES NO

Cooperative collection development policy or policies.

YES NO

Name the other depository libraries involved.

Is there an up-to-date written policy?

YES NO

Shared reference services.

YES NO

Name the other depository libraries involved.

Name the service(s).

Depository staff training.

YES NO

Name the other depository libraries involved.

What were the subjects covered in the training classes? Describe.

Library staff training.

YES NO

Name the other depository libraries involved.

What were the subjects covered in the training classes? Describe.

Library user training covering, at least in part, U.S. Government information.

YES NO

Name the other depository libraries involved.

What were the subjects covered in the training classes? Describe.

Promotional events (e.g., jointly sponsored exhibit or presentation).

YES NO

Name the other depository libraries involved.

What are the events and how many have occurred?

Has the library partnered recently with a Federal agency or agencies in any cooperative activities?

YES NO

If yes, name the agency or agencies.

What are the activities and how many have occurred?

Describe other cooperative activities that individual library staff in the library have accomplished (e.g., established a local depository staff group, published an article about the FDLP, developed or provide ongoing maintenance of a Web site or other resource that assists others in the FDLP, presented at a GPO or other conference about U.S. Government information resources or information dissemination trends, etc.)

Describe other specific library activities that exhibit cooperative efforts (e.g., participation in official service partnerships such as Government Information Online or Browse Topics, submission of information to the Registry of U.S. Government Publication Digitization Projects, regular reporting of fugitive U.S. Government publications, cooperative instruction or training efforts to non-depository libraries, etc.)

TRACK PROGRESS

If you were unable to indicate that the library participates in the activities covered in this module, this is an area that should be targeted for improvement. Identify the areas of your library where cooperative efforts with other libraries may be improved or enhanced. Be realistic and forward thinking.

If you are unaware of the established mechanisms used in your local area or state or region for various cooperative activities, research what these are. The regional coordinator should be able to help identify these.

RECOMMENDATIONS FOR FURTHER COOPERATIVE EFFORTS

One easy way to enhance cooperative efforts is to include depository resources in already established local or regional cooperative efforts. If depository resources are not typically reviewed for possible interlibrary loan, consider making them available. Document information about the resources for the library staff conducting interlibrary loans or other resource sharing and assist the staff when needed to locate resources in the collection for sharing.

If a local discussion list between depository libraries in an area does not yet exist or the coordinators in the area have not met in more than a year's time, consider setting up a list or host a meeting. Explore various technologies available in order to accomplish this networking to help bridge distances and accommodate different schedules and learning styles. Opening up new lines of communication may take minimal effort but reap large rewards.

Also, advertise your successful cooperative efforts (e.g., disseminate a cooperative collection development policy to the national depository community through the FDLP Community or request to give a presentation about successful cooperative promotional activities at a conference) to spread the word about successful practices nationally.