



Regional Library Supplement

Note: for a listing of helpful resources to gather and review, 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.

COLLECTIONS

Does your state or region have a State Plan?

YES NO

If Yes, is it current?

YES NO

When was it last updated?

Is it regularly reviewed?

YES NO

What topic areas does it cover?

What is the Regional Library's responsibility related to State Plan review and updating?

Does the Regional have a depository collection development policy governing the regional library's collection?

YES NO

If Yes, does the policy describe:

	Yes	No
Supersession		
Format selection		
Federal Government information needs of the Regional library's community served		
Federal Government information needs of the state or region		
Shared collection arrangements (e.g. shared housing facilities)		
Cooperative collection development		
Collection needs (e.g. format preferences)		
Other. Describe.		

If No, why not?

Does your library retain one copy of all depository publications made available through the FDLP in printed form, microfiche, or tangible electronic format (with the exception of those titles authorized for Regional discard by the Superintendent of Documents)?

YES NO

Does your region have a written comprehensive depository publication collection plan, so that all library collections support the state or region-wide collection strategy? Such a policy may affect library decision-making related to supersession, substitution within the region, cooperative collection development, collection review, retention of publications desired by libraries leaving the program, and disaster preparedness, etc. Describe.

How do you ensure that the region has a complete collection of depository materials? Describe the methods the Regional uses to build a comprehensive collection for its state or region.

What tools or resources do you rely on to ensure that at least one tangible copy of all publications remain in the region (e.g., union catalog, etc.)?

Note any constrictions or challenges the library or libraries face in building a comprehensive collection, e.g., space issues, difficulties in interlibrary coordination.

What materials, if any, does your library supersede?

What superseded materials, if any, are retained on behalf of all Regional depositories?

Have you substituted a non-depository resource for any depository resources?

YES NO

If yes, are these identified as the depository copy for permanent retention?

YES NO

Does your library have a depository publication needs list that identifies the publications missing from your collection or are you building one?

YES NO

If yes, is this shared with the selective libraries in your region?

- YES NO

Describe how selective libraries use the needs list in support of development of a comprehensive collection in the state or region.

Does your library have any Regional depository publications housed at a selective housing site?

- YES NO

If Yes, is there a current agreement on file in the library?

- YES NO

Has the agreement been submitted to GPO?

- YES NO

If No, or if you do not know, please submit a copy to the Office of Education and Outreach at fdlpoutreach@gpo.gov.

COLLECTION MANAGEMENT

Describe any efforts to provide or ensure access to electronic Government information. This could include linking to PURLs in the library catalog, storing electronic media and maintaining computer equipment that can run that media, and downloading electronic files to the library’s server for permanent, local access, etc.

What preservation efforts does the library perform for the depository collection? Check all that apply.

✓	
	Binding of material
	Placement in locations (i.e., storage containers, rooms) that support preservation
	Digitize
	Duplicate important or frequently used resources
	Other. Describe.

Is there a preservation policy that takes the library’s Regional status into account so that the library maintains the comprehensive depository collection in the state or region?

- YES NO

If your library is one of two Regional libraries in the state:

Do both libraries have separate, complete collections?

- YES NO N/A

Do the two libraries share the Regional collection?

- YES NO N/A

How is either of the above documented?

If the Regional's collection is distributed among several depository libraries in the state, is this managed under an official memorandum of understanding between the libraries, selective housing site agreement(s), or a state plan?

- YES NO N/A

If Yes, has the agreement been submitted to GPO?

- YES NO

If No, or if you do not know, please submit a copy to the Office of Education and Outreach at fdlpoutreach@gpo.gov.

DEPOSITORY PUBLICATION WITHDRAWAL PROCESS

Explain the procedures for processing disposal lists from your selective depositories. To whom must publications be offered to and in what order, if any?

Where can selective libraries find written guidance on the creation of disposal lists for weeding their depository collections?

How are selectives reminded or educated about the publication withdrawal policy?

What processes do you have to address urgent weeding needs by the selective libraries in your state or region?

Note: To minimize the need for urgent weeding, you are encouraged to offer regular consultation. Reminders about why selectives should regularly perform collection development are helpful, so that only appropriate and needed publications are received and also so that weeding is a manageable project for both the selective and Regional library.

Do the withdrawal procedures encourage the selective depository libraries to offer any remaining substantial publications to the National Needs and Offers List Web site or to other non-depository libraries or educational institutions in the area that will make them available to the public?

YES NO

Does the regional offer alternatives to requesting lists from selective depository libraries? For example, in-person review by the Regional of publications to be discarded, requiring selectives to check discards against the Regional’s “needs” list, and exemption of specific categories or formats from the listing requirement.

YES NO

If Yes, list these alternatives and how often they are used.

Note normal turnaround times for processing weeding lists from selectives. Describe any discrepancies, for example, long lists take longer to process, etc.

Do you currently have any backlogs in processing disposal lists?

YES NO

If Yes, are there any ways to speed up the process for review of the backlog by using technology or staffing?

YES NO

Describe any guidance provided for your selectives on any format substitutions they may wish to adopt per the FDLP guidelines on “Guidelines for Depository Libraries: Substituting Online for Tangible Versions of Depository Publications by Selectives.”

NOTE: Regional libraries must retain a tangible (print or microfiche) version of all depository publications received, or establish a Memorandum of Understanding with a library agreeing to maintain particular tangible publications.

REGIONAL SERVICES

General

Is the Regional librarian or coordinator on Regional-L?

YES NO

In what ways do you participate in the network of Regional libraries? Check all that apply:

✓	
	Attend Regional meetings at depository library conferences
	Participate in REGIL, the coordinating committee of Regionals
	Contribute to the Regional Depository Library Group (under Forums on the FDL Desktop Community site)
	Contribute to special projects for the benefit of all Regional libraries (e.g., draft Regional Services chapter of the FDL Handbook, chair or participate in policy review committees, etc.)
	Other. Describe

Do you consult with non-depository libraries in your state or region about the benefits of joining the FDLP?

YES NO

Are you aware of any vacancies in your region, if any?

YES NO

Note: See the Designation Handbook for more information on identifying vacancies in your region.

Identify the last time you were in contact with each of the selectives in your region and the purpose for it.

Reference

Note the reference services that the Regional provides to selectives in the state or region.

How do you advertise the availability of these services to the selectives?

Resource sharing

Does the Regional library provide original documents, photocopies, digital scans, fiche to fiche copies or interlibrary loan to libraries in the state or relevant region?

YES NO

Indicate any special materials not included in the above procedures.

Although it is not required, does the Regional library have a microfiche to fiche duplicator that can aid selective depositories with their interlibrary loan, filling in gaps in microfiche collections, etc.?

YES NO

Does the Regional have the capability to duplicate CD ROMs?

YES NO

Does the Regional have the capability to duplicate DVDs?

YES NO

Training and consultation

Describe any consultation or training services the Regional provides to individual selective depository libraries under its purview.

If no training or limited training is provided, does another library or libraries in the region provide that service?

YES NO N/A

Note methods of communication within the region, in person, phone, email, wiki, meetings, etc.

How frequently are each used by the Regional?

How frequently are each used by the selectives?

Are all selective libraries able to access the resource being used? (e.g. if you are using an online tool, has that site been blocked for a library?)

YES NO

Note assistance typically offered by the Regional to depositories with special problems, e.g., libraries with a service disruption.

Describe any special or routine visits Regional library staff make to selective depositories. What is the frequency? What is accomplished during the visits?

How do you learn about the needs of the individual selectives in your region? This will likely vary from Regional to Regional depending upon factors such as the number of selectives in the state or region and geographic location. Check all that apply.

✓	
	Periodic visits
	Regular communication
	Cooperative activities, such as collection development, etc.
	Training events
	Other. Describe.

Does the Regional library maintain files on all depositories under its purview that include documents such as selective housing site agreements, GPO Inspection Reports, Public Access Assessment Reports, Self Study Evaluations, and other important communications between the libraries?

- YES NO

If Yes, have they been reviewed recently? Are they current? Do you know if GPO has copies of all the agreements?

Describe how the Regional library takes a leadership role in state wide Federal depository issues and projects, e.g., new or revised State Plan, training, etc.

Do you have any Federal Government or highest state appellate court libraries in your state or region?

- YES NO

If Yes, do you encourage these libraries to participate in the region’s withdrawal or disposal process and other depository activities?

- YES NO

When a library in your region joins the FDLP, do you provide them with information on resource sharing, reference, and other Regional services?

- YES NO

Do you offer regular training on depository management for the selectives in the state or region? This is separate from any requested individual library consultation.

- YES NO

If Yes, what types of training?

✓	
	Collection development
	Collection review processes (i.e., changing item number selection to change formats selected, weeding, etc.)
	Publication disposal processing
	Disaster preparedness
	Orientation for new depository personnel
	Other. Describe.

What other types of public services or reference training do you provide (e.g., use of various Federal Government information products)?

How often do you provide formal training to several libraries? Check all that apply.

✓	
	As needed
	Monthly
	Semi-annually
	Annually
	Other. Describe.

When do you inform GPO staff of major issues at the selectives (e.g., extended vacant coordinator position, library considering leaving the FDLP, complaint about public access, etc.)?

RECOMMENDATIONS FOR FURTHER REGIONAL SERVICES

Develop Web pages or a manual for the depository libraries in your region. The information can include: collection development and collection review guidance, publication disposal procedures, requirements for leaving the FDLP, guidance for depositories considering de-selection of item numbers associated with tangible formats, information to help or orient new depository coordinators to work within your region, and information on the State Plan, if any.

Identify possible methods of improving services and interlibrary relations through enhanced communication processes. Also identify any limitations, such as challenges in implementation. Describe any training needed. Also describe ease of use and access by library staff. Would everyone in the region have access to the communication in the new method? For example, if the region sets up an account on a specific application, can every library access that application or do one or more libraries block access to that resource for both public and staff library users?

Review and update any documentation on your region’s libraries. Your review may yield awareness of upcoming anniversaries or other important events, and training needs in the region. It may also help identify where communication needs to be established or reinforced. Consider sharing your findings at a region-wide meeting to help foster interest and strengthened commitments to the FDLP in the region’s libraries.

One of the biggest requests by depository libraries is for training in U.S. Government information resources. Strategically plan training programs based on your libraries’ needs. For example,

- Consider planning for training events to coincide with well attended annual or semi-annual meetings. Alternatively, if travel is limited among your libraries, consider online training options, some of which may already be available to all through state-wide initiatives or local associations.
- If need be, plan training around subjects, themes, or agencies, rotating as appropriate. Schedule the themes over an appropriate period of time, e.g. 2 years, 5 years, or longer.
- Tie in local anniversaries like a University system anniversary, or a statehood anniversary to your resource training. For example, a state celebrating their land grant university anniversary may benefit from training on agricultural resources.
- Offer to “train the trainer”, or give training on resources or subjects that the depository staff can then take to their own library.
- Investigate if you can offer continuing education credits for your training sessions; this may increase attendance.
- Open up your meetings to larger audiences than just depository library staff.
- Contact Federal agencies and request a trainer or trainers from their agency to attend one of your events.
- Explore holding state or region-wide meetings at alternate locations. This may allow different people to attend your events, as well as allow you to hold training sessions in various room set-ups (e.g. computer labs vs. classrooms).
- Enlist other depository staff who have specialized knowledge to train at a region-wide event.

After you have attended a training event, conference, or completed an in-depth project such as a subject bibliography, incorporate relevant information in your library’s Web pages, guides, tutorials or other appropriate locations. Advertise to your selectives that you have made the information available for all to review. This maximizes the impact of the findings and efforts by making it accessible to all.