



Physical Facilities and Maintenance of the Collection

Note: For an overview of this module, as well as a list of FDLP and library resources to review, consult the [overview](#) of this module on the FDLP Desktop Tutorials section.

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.

PHYSICAL FACILITIES

Is the depository eagle emblem displayed on or near the library entrance?

Yes No

Is it on or near all public library entrances?

Yes No

On or near selective housing site public entrances?

Yes No

Each depository library must post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and that government information products can be used by the general public without charge.

Does the library have sufficient shelf, file, and cabinet growth space to properly house existing depository documents holdings?

Yes No

If No, explain.

Your depository library is entrusted with the custody of depository materials and must ensure they are properly maintained.

Are publicly accessible areas equipped with any of the following to help facilitate access to the depository collection? Check all that apply.

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Ramp(s) or flat entrances into the library?
<input type="checkbox"/>	Elevators to all floors housing depository collections?
<input type="checkbox"/>	Stack aisle widths in public areas at least 36" wide?
<input type="checkbox"/>	Computer workstations and work tables?
<input type="checkbox"/>	Equipment with assistive technologies for the physically challenged? Describe.
<input type="checkbox"/>	Other. Describe.

If any of the above does not fulfill ADA compliance, explain why and what accommodations are made to provide access to resources.

Is there sufficient work space for depository library staff in a non-public area?

Yes No

Is library visitor work space for using the depository collection typically available nearby?

Yes No

Indicate any times when visitor work space is not available near depository collections.

Are depository operations situated in an environment that facilitates access to and usage of depository resources, in that they are properly lit, climate-controlled, ventilated, neat, and clean?

Yes No

List any new physical facilities or arrangements affecting depository operations, including those that are planned or are being planned. For future projects, note estimated start and completion dates. Describe how these new facilities or arrangements have affected or will affect depository operations. Types of new facilities or arrangements could include, but are not limited to, creation or development of the following:

- New library
- New addition
- Remodeling
- Compact shelving
- Offsite storage
- Merged or integrated reference desks
- Merged or integrated library units
- Information commons
- Selective housing site
- Integration of the depository collection into another
- Computer lab
- Installation of wi-fi network (wireless network)

Walk through the library and identify all types and locations of signs that highlight and direct patrons to depository collections. Look for library produced signage and GPO posters, signs, displays, floor directories, etc.

Is this signage adequate to direct library users to government information resources?

- Yes No

Can a user unfamiliar with the library easily locate where to get help with locating depository resources or reference help for using government information?

- Yes No

Does the library have the following equipment available for library users? Check all that apply.

✓	
	Microfiche readers
	Microfiche reader/printers
	Microfiche reader/printer/scanners
	Photocopiers
	Scanners (may be part of a multi-function copy machine)
	Map copiers or plotters
	Fax machine
	Other. Describe

If any of the above machines are not available for public use, describe how library users gain access to the resources.

Does your library have a procedure for making microfiche to microfiche copies at your library, another library, or through a commercial service?

- Yes No

Computers

Using the following list as a guide, describe the computer equipment available to access online depository resources.

Check off what library staff have the ability to do on staff computers.

✓	
	Save material to computer (using what media?)
	Save material to peripherals (using what media?)
	Download material
	Email material
	Print material
	Install any software required to view depository materials
	Install depository materials on CD-ROMs or DVDs

List any data formats, if any, that you are unable to access on staff computers.

Check off what members of the general public have the ability to do on public computers.

✓	
	Save material to computer (using what media?)
	Save material to peripherals (using what media?)
	Download material
	Email material
	Print material
	Install any software required to view depository materials
	Install depository materials on CD-ROMs or DVDs

List any formats, if any, that the public is unable to access on public computers.

Indicate if there are differences between what members of the general public and your primary user group are able to perform on public computers. (May not apply to your library).

Do non-primary library users have access to depository resources on the Internet?

- Yes No

Do non-primary library users have access to depository resources on DVDs?

- Yes No

Do non-primary library users have access to depository resources on CD-ROMs?

- Yes No

Identify locations where depository DVDs, CD ROMs and online services can be accessed, and describe workstation configurations.

Does the library comply with the FDLP “Recommended Specifications for Public Access Computers?”

- Yes No

What software or programming is available on public access workstations? Check all that apply.

✓	
	Internet browsers. List.
	Word processing
	Spreadsheet software (e.g. MS Excel)
	Adobe Acrobat Reader
	GIS software
	Pop-up blocker
	Internet filtering
	Patron authentication or log-in software
	Firewall
	Other. Describe.

Does the library have a strategic or revolving plan for acquiring updated computer equipment?

- Yes No

If Yes, provide an overview.

If Yes, does the plan address the need for equipment to meet the latest Recommended Specifications For Public Access Workstations?

- Yes No

If Yes, does the plan cover printers, copiers and scanners?

- Yes No

Is wi-fi or a wireless connection to the Internet available in your library for users to access?

- Yes No

If Yes, describe how the library’s primary and also non-primary users gain access to the network.

Your depository library must have adequate equipment for the public and staff to view and use government information in all formats. The capability to view, download, copy, and print government information must be provided.

Are your library’s Web page(s) ADA/Section 508 compliant?

- Yes No Partially Not sure

Collection Maintenance

Does the library have a written collection maintenance policy or procedures?

- Yes No

If yes, does the content match current practices?

- Yes No

Does the policy or procedures include a regular review of cataloged electronic resources to see if the online material continues to meet user needs?

- Yes No

Does the policy or procedures include a similar review of locally hosted digital content?

- Yes No N/A

Does the library create any Web-based access points to Federal information resources? This may include such things as subject guides, a government information Web page, or numerous places on the library’s Web pages where Federal information is integrated in with other online content. Describe.

Are these Web-based access points updated regularly to reflect new content and changing resources?

- Yes No

Does a written replacement policy for lost or damaged documents:

✓	
	Exist, and is equal to (or better than) the library's replacement policy
	Exist, but is inferior to the library's replacement policy
	Exist, but it is a decision not to replace
	Exist but considered on a case by case basis
	Not exist
	Exist but not adhered to. Describe non-adherence.

Does the library consistently remove all packing materials from depository receipts? For example, removing plastic wrap from paper items, removing rubber bands from microfiche, and maps are removed from mailing tubes.

- Yes No

Does the library generally identify kits received as one “complete kit” or are the components separated to facilitate proper storage? Describe.

Explain any strategies used to acquire replacement copies of depository documents, e.g., purchase from GPO, contacting Federal agencies, "Needs & Offers" lists, printing an online version, etc.

Describe the method(s) used for protecting the depository collection. Consider any closed stacks, security guards, commercial book detection systems, etc.

Is the depository collection protection strategy to prevent unlawful removal of materials from the library:

<input checked="" type="checkbox"/>	
	Comparable to (or better than) the rest of the library's collection
	Weaker than the rest of the library's collection
	Not in use for depository collection or for the general library collection

Shelving

Indicate which of the following are used in the library for housing depository collections:

<input checked="" type="checkbox"/>	
	Open stacks
	Closed stacks
	Compact shelving
	Vertical file cabinets
	Offsite storage
	Microfiche cabinets
	Map/poster cases
	CD-ROM/DVD cabinets
	Computer workstations with access to the Internet
	Ready Reference
	Course Reserves
	Other. Describe:

List library locations where depository materials are housed, e.g., offsite storage, reference, branch libraries, periodicals, etc.

Are procedures in place to retrieve materials located in offsite storage or remote storage?

- Yes No N/A

How do non-primary users request materials?

How quickly are resources retrieved from offsite storage or remote storage?

Material stored in closed stacks within the library and at nearby facilities must be retrievable as soon as feasible given the distance between the library and the offsite storage facility and the frequency of retrieval.

Indicate the classification system(s) used for all depository collections in your library and estimate percentages of depository material classified in each classification system:

	%
SuDocs	
Library of Congress	
Dewey	
Other	

**Are appropriate storage cabinets or other mechanisms used to properly maintain depository holdings?
Check all that apply.**

	Yes	No	N/A
Microfiche metal cabinets			
Other method of microfiche storage– but still covered and acid free			
Maps - metal cabinets			
Other method of map storage - but still covered and acid free			
Map encapsulation			
Archive/"Phase" boxes			
CD ROM/DVD metal storage cabinets			
Other method of disk storage - but still covered and acid free			
Shelves braced if appropriate (earthquake proof)			
Compact shelving			
Other. Describe			

Which of the following methods are used to effectively maintain shelves, and to what extent:

	None	Minimal	Moderate	Extensive
Pamphlet boxes				
Notebooks				
String tied binding				
Vertical file cabinets				
Slotted shelves				
3 ring binders				
Acid-free envelopes for smaller materials				

Please note that your depository library needs to purchase a variety of supplies in order to properly house the tangible collection because some depository materials are not shelf-ready when they arrive.

Does the library routinely update and interfile changes to its loose-leaf depository selections so the material is immediately available for patron use?

- Yes No N/A

If No, why?

Does your library have shelf maintenance policies, e.g., dusting, minimizing overcrowding, inventory, shelf reading, etc?

- Yes No

If Yes, are shelf maintenance policies actively followed?

- Yes No

Are depository and non-depository U.S. Government publications housed together?

- Yes No

If Yes, how do you distinguish the non-depository publications from the depository publications? Describe:

Have missing publications been systematically identified, such as through an inventory, or is one scheduled for the future?

- Yes No

If Yes, who will do the work?

Is it, or will it be, conducted on a regular basis? How often?

Has the order of materials on the shelves been systematically reviewed, such as through a shelf reading project, or is a project scheduled for the future?

If Yes, who will do the work?

Is it, or will it be, conducted on a regular basis? How often?

If No, why not?

Weeding

Are superseded publications withdrawn according to the Supersession Guidelines?

- Yes
- No

Are there retention notes on check-in records or catalog records that allow for publications to be efficiently withdrawn when new superseding publications arrive?

- Yes
- No

Is your library identifying tangible materials that have been superseded by an online version?

- Yes
- No

If Yes, is your library retaining the tangible materials that have been superseded by an online version?

- Yes
- No

If superseded publications are retained, are the publications identified as such in some manner, e.g., through a catalog record or marking on the publication?

- Yes
- No
- Occasionally

Does your library officially substitute depository publications for complete, official, and free (at no cost) publications according to the Substitution Guidelines?

- Yes
- No
- Occasionally

If Yes or Occasionally, what of the following is reviewed to identify the “completeness” of the online publication serving as an official substitute? Check all that apply.

✓	
	Pagination is the same in the two formats
	All sections (e.g., title page, introduction, chapters, appendices) of the tangible publication are compared to the online version and found to be fully available online
	All illustrations in the tangible version are also online
	Other. Describe.

What is reviewed to identify the “official” status? Check all that apply.

✓	
	Search the CGP and connect to the publication through a PURL
	Locate the publication on the issuing agency’s Web page
	Locate the publication in an official FDLP partner’s resource

Search the CGP for each piece being substituted to verify that the resource is cataloged and the PURL directs to the complete, official, and free resource.

Are all of the online publications that are serving as official substitutes available free of charge?

- Yes No

Please note that fee-based databases available at no charge to depository libraries through password or IP access are considered to be free of charge.

Do you list the publications to be substituted on publication withdrawal lists that go to the regional depository library?

- Yes No

Please note that official substitution must be authorized by the regional depository library. This is different from supersession, which you may determine at your library. Consult with your regional depository library staff if you have any questions about either process.

Are depository discards done in conformance with the FDL Handbook, 44 USC § 19, and Regional library instructions?

- Yes No

If you are a selective library, note the response time for Regional approval.

If you are at a Federal library, are depository publications offered to the Library of Congress Anglo-American Acquisitions Division?

- Yes No N/A

The Regional library service for discarding is:

✓	
	Used regularly. Note the frequency
	Not used because of lack of staff or time
	Not used because library does not weed or review the collection
	N/A (my collection is a regional collection)

If the discarding process is not used for any other reason, explain why not.

What prompts the collection review for withdrawals? Check all that apply.

✓	
	The collection development policy indicates that selected publications are regularly weeded
	Superseded publications are regularly discarded
	Limited shelf space
	Other. Describe:

If your library does not currently have sufficient shelf, file, and cabinet space to properly house existing depository documents holdings, do you have a plan for weeding the collection in accordance with your regional depository library’s guidelines?

- Yes No

Note that regular collection review is strongly encouraged. Please keep in mind that regional depository libraries must review disposal lists according to the state’s or region’s State Plan or other procedures, and this process takes time. Plan well ahead for weeding projects to ensure that there is sufficient time for all parties involved.

Preservation

Regular collection maintenance is a responsibility of all Federal depository libraries. Libraries should consider active preservation policies and practices based on their collection development policies and any plans for anticipated long-term collection retention and usage.

Does the library have a response plan for disasters (may be a part of a preservation policy)?

- Yes No

If Yes, is the depository collection included in the plan?

- Yes No

If Yes to having a plan, is it reviewed regularly?

- Yes No

Does the library have a policy or written procedures for the preservation of the depository collection, either as a separate depository policy or a library-wide policy? (e.g., binding, encapsulating, materials moved to climate-controlled areas)?

- Yes No

If Yes, check all that the preservation policy or procedure addresses:

✓	
	Articulation of preservation priorities
	Regular review of preservation needs
	Inspection of microfiche for damage or moisture
	Regular procedures for the handling of documents in fragile or damaged conditions
	Methods to prevent damage to materials (e.g., boxes or envelopes for small items or leaflets, proper shelving of materials, etc.)

Does the library bind depository materials regularly or when needed?

- Yes No Occasionally

Identify any major preservation problems (e.g., excessive dust, mold, etc.) and efforts at preserving materials (e.g., spraying for insects, oiling bindings, etc.).

Note that your depository library must maintain publications distributed through the FDLP in conditions that are comparable to those of commercially purchased publications.

Do any offsite storage facility(ies) meet the preservation requirements of your library’s collection?

- Yes No N/A

Do any materials located in a special collection or archives meet the preservation requirements of your library’s collection?

- Yes No N/A

Note that all library units and offsite storage facilities must meet the requirements for storage and handling of U.S. Government publications. Your depository library remains responsible for ensuring that the offsite storage environment meets the climate, security, physical and bibliographic access requirements for depository libraries.

Indicate which safety mechanisms are permanently installed and fully functioning to protect the depository collection from fire. Check all that apply.

✓	
	Smoke detectors
	Heat detectors
	Overhead sprinklers
	Halon fire extinguishing system
	Doors that close automatically in an emergency
	Other. Describe

TRACK PROGRESS

Many collection management and housing issues that arise are long-term problems not easily fixed with short-term solutions. For problems you've identified, outline the steps necessary and the staff to be involved in addressing the issues. A point of contact or a committee may need to be designated to conduct research into appropriate solutions for your library's unique situation. If need be, incorporate the problem into a library-wide workplan so that progress is made on an ongoing basis throughout the year.

RECOMMENDATIONS FOR BETTER MAINTENANCE OF YOUR COLLECTION

The easiest way to control material damage is to prevent it. Processing procedures should be written to accommodate special instructions for the shelving or filing of depository resources, which are often not standard library book sizes or material types. For example, when shelving a single sheet material, consider putting it in acid-free envelope to prevent damage to the material from shelving.

Base a collection review on an updated collection development policy.

Plan ahead for review of depository publication withdrawal to allow sufficient time for processing the publications at your library and at the regional depository library.

Investigate ways to make the collection more accessible for users with disabilities. Note that making your collections more accessible to those with disabilities, often increases access to all users. Review guidance issues for the library facility (ADA Guidelines), library computers and Web pages (Section 508 compliance). Prioritize any changes based on what can realistically be implemented at your library. Plan short term and long term projects to increase access, setting up a schedule where feasible.

Investigate depository library users' computer, computer peripheral, and software needs. As appropriate, use the Recommended Specifications for Public Access Computers as a guide for a short-term and long term technology purchasing plan.