Moving to an All-or-Mostly-Digital Depository: Next Steps and Best Practices

Thinking of moving to an all-or-mostly digital depository? Here are some helpful tips:

- Contact your Regional depository coordinator. They can help you think through issues and will ask questions about your collection and service goals.

- Contact FDLP Outreach librarians via AskGPO (https://ask.gpo.gov/)

- Determine the best scenario for your library - are you interested in no longer receiving physical items, are you interested in reducing the size of your collection's footprint, or some combination?
    First stop the flow of incoming material, then tackle the existing collections.

- Modify your selection profile accordingly. GPO can help, especially if you decide that you no longer want to receive any physical items.

- Stay in touch with your Regional - they may have resources available to help guide your weeding (ie, needs lists).

- Do you receive catalog records via Marcive or another service that requires you to use item numbers to acquire catalog records? That is a separate profile to update - you don't want to receive records for materials you aren't receiving, and you may want to add item numbers associated with the online format.

- Share information about the depository's transition with library colleagues and patrons.

- Review all access points for Federal information resources (ie websites or LibGuides) and make sure colleagues are aware of them. Provide training where needed.

- Continue to ensure that collections and services are visible and accessible for all user groups. (Utilize FDLP Promotion resources to help with this.)

October 20, 2021