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OCTOBER 18-20 • VIRTUAL • #FDLConference



No More Paper, No More Books: A Practical Overview of the Transition to a Digital Depository

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Introduction and Regionals' Perspective

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Introduction

- What is an all-or-mostly digital depository?
 - A library that focuses primarily on selection of and access to online depository resources
- Why do libraries pursue this direction?
 - Lack of space for physical collections
 - Changes in administration and/or collecting priorities
 - Lack of staff/resources for supporting a physical collection



Regionals' Perspective

- First steps
 - Determine what type of digital depository you want to be:
 - All-digital moving forward
 - No longer select tangible items; retain historic physical collection
 - All-digital
 - No longer select tangible items; withdraw physical collection over the next 5 years
 - Mostly-digital
 - No longer select most tangible items; withdraw majority of the physical collection



Regionals' Perspective

- Benefits to remaining in the program and “right-sizing” to a more digital focus
 - Maintaining GPO support and services for your patrons’ access to government information.
 - Flexibility with weeding; no need for a Collection Disposition Plan.
- Item selection modification – GPO can help!
 - Stop the flow of incoming material before tackling your tangible footprint



Regionals' Perspective

- Site Visit with Regional
 - Can also be done before item selection conversations with GPO
 - “Visit” can be virtual or pictures of your collection.
- Other considerations
 - Weeding
 - Formal processes: e.g., Regional guidelines, eXchange
 - Informal processes: e.g., connect with Preservation Stewards, ASERL COEs
 - Collect/keep for your constituents, not because you “should” keep something
 - Contact your Regional with any questions
 - Cataloging updates (CRDP, Marcive, OCLC)
 - New Electronic Titles list may work well for smaller collections



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GPO Perspective: FAQs

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Federal Depository Support Services (FDSS)
LSCM, GPO



FAQ about process: Where to start?

- Stop getting new shipments of tangible or physical pubs?
- Weed current tangible depository collection?
- Plan for continued FDLP free, public access and services?

- FDSS Outreach Librarians and your regional depository coordinator(s) are available to consult about your individual library's situation and offer suggestions/info tailored to your needs.
- Contact FDSS at askGPO and shared phone # 202-512-1119



Stop new physical receipts

- Usually recommended as the first step so you stop getting physical shipments to accession and then weed years later.
- Identify item numbers to deselect first
 - If going 100% digital, deselect any item # with format code other than (EL).
- Based on your plan and use of item numbers, add EL item number equivalent, if any, to tangible item number being deselected.
- DSIMS (Depository Selection Information Management System)
 - Know item numbers to deselect before logging in.
 - Can upload formatted spreadsheets with up to 100 rows.



Weeding & other collection management

- Stay in contact with regional coordinator about weeding.
 - Quick win: Weed superseded and any pubs that don't require regional review/permission.
- Continue to select or keep some physical pubs?
 - Continue to manage any tangible depository pubs properly.
 - Stamp depository pubs or identify as depository (Federal property) and share with colleagues what this means.
 - Special Selection Offers.
- Best practice: Offer pubs approved for weeding within your state/region through the FDLP eXchange, in support of the National Collection of U.S. Government Public Information.



Plan for your library's digital depository

- Focus on access and services.
 - Create new access points to content.
 - Provide new public services to direct users to the digital format.
 - Determine how to track online resource usage.
- You may need to do more to be visible (FDLP requirement).
- Identify who will be involved, and what they'll need to be successful.
 - Training, resources, and training.
- Document decisions
 - You'll be glad you did for reference, and your colleagues will thank you.



Your new depository “collection”

- Curate your library’s digital collection, or group of resources to focus on/provide access to.
 - Describe in an updated collection development policy.
 - Catalog or point to the content that is most useful to your community.
- Provide access to all FDLP Content.
- FDLP Basic Collection.

[Federal Depository Library Program](#) / [LibGuides](#) / [FDLP Information](#) / [FDLP Basic Collection](#)

FDLP Basic Collection: Core U.S. Government Resources

Core U.S. Government resources made available at all Federal depository libraries

[Core U.S. Government Resources](#)

[About the FDLP](#)

Basic Collection Catalog Search



Search for Basic Collection titles in the Catalog of U.S. Government Publications



Free, public access

- FDLP value and mission continue, just like for any other Federal depository library.

- Computer access.

- Building access.

- “The library building must be open to all depository users, including primary users and the general public, and reference services must be provided by knowledgeable library staff, so that patrons may access depository resources in all formats.”

- Source: All or Mostly Online Federal Depository Libraries” Guidance article





Cataloging

- Consider new or additional cataloging to provide access to discrete publications.
- Catalog record retention requirements.
 - Don't need to retain records indefinitely, but consider needs for substitution.
- Catalog to an official source.
- Catalog online publication format.
- Sources of catalog records.



Communicate and raise visibility

- Communicate with your library colleagues.
- Train/support training for your library colleagues to provide both technical and public services for digital formats.
- Share information with staff at other depositories libraries and in your system or geographic area.
- Communicate with patrons.
 - Continue to advertise your library as a center of U.S. Government information and expertise, with an emphasis now on digital formats.
 - Update library web pages and guides (Please!).
 - Continue outreach activities to all user groups.



Services

- As needed/useful, provide new public services to direct users to the digital format.
 - Catalog online publications.
 - Develop and maintain guides to online publications.
 - Advertise your library as a center for U.S. Government information and expertise for digital formats.
 - Re-envision reference services for the digital format, for the general public and for anyone requesting a physical pub.
 - Provide instruction for online resources.
 - Develop outreach programs focusing on digital content.
- You don't have to reinvent the wheel! Use, reference, or adapt FDLP resources or services, such as FDLP LibGuides or programs in the FDLP Academy.



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Perspective from Selective Library

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Houston Public Library



Background

- Part of FDLP since 1884, Houston Public Library moved towards collecting online only since May of 2019.
- Prior to 2019: Large collection: almost 1 million items CD, microfilm and paper





Background

- Large weeding process started since 2018
 - Weeding most printed material
 - Collecting new material electronic only, also using CRDP
 - Keeping 200 items in special collection libraries
- Offered existing tangible collection via FDLP Exchange, and to GPO for digitization since 2018





Weeding, Moving Towards Mostly Digital

- No requirement on what needs and what not need to be collected, provides flexibility on new collection
- Investigate new ways to help the community access material
 - Other local selective libraries and regionals
 - Online (e.g. govinfo or via HathiTrust)
- Consulting with Regional and other selective in the area to keep material in region



Weeding, Moving Towards Mostly Digital

- Check GPO's Needs Lists
- When your items are offered to other libraries or to GPO, some older materials get to be digitized for digital preservation in the years to come
- **Remember: Temperature monitoring keeping things climate controlled in your library may not always be possible due to budget, manpower, etc.**



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Still Thinking if You
Want to Go Almost
All Digital?

Decisions





Benefits: Going Almost All Digital

- Allow staff to devote time to other projects, outreaches by reducing tangible collection
 - Outreach
 - Special events, such as NASA historical moon landing
- Save shelf space, many public and academic libraries provide more meeting and office space





Benefits: Going Almost All Digital

- Provide digital access with more computers, tablets or other device check outs: 24/7 access from various devices anywhere
- Empower customers: Inform them materials can be downloaded and saved to their devices





Strive for success as a digital depository

- Maintain the commitment to provide free, public access to online or digital Federal information resources
 - Provide assistance with depository resources in person and remotely
 - Make your depository visible through the library catalog, web pages or guides, and any other means
 - Properly manage selected tangible resources (until they are weeded)
 - Expand your expertise in digital formats
 - Train colleagues and maintain expertise
 - Evaluate free, public access, your “digital collection”, and services on an ongoing basis



A successful digital depository

- Makes the public aware of Federal information
 - "Public service begins with public awareness. In order to benefit from the resources of Federal depository libraries, the public and researchers must be aware that these valuable information resources exist and where they can receive assistance in using U.S. Government information."
 - Source: Visibility of the Depository Library and Collection Guidance article
- Is active in the FDLP network
- Provides free, public access and professional assistance to all library users
 - Challenge: Read The Essential FDLP with digital or mostly digital depositories in mind.



Questions?

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