



Making the Biennial Survey Data Count



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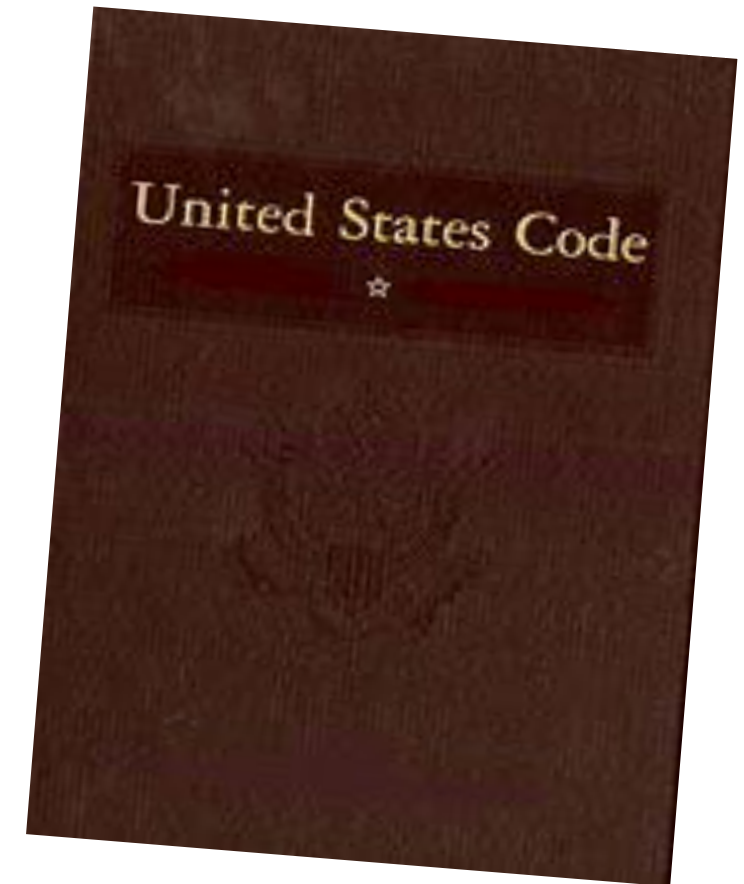
Monday, October 18, 2021



What is the Biennial Survey?

The Biennial Survey of Depository Libraries is the means by which depository libraries report their conditions to GPO, administered in odd numbered years, and response is required by law.

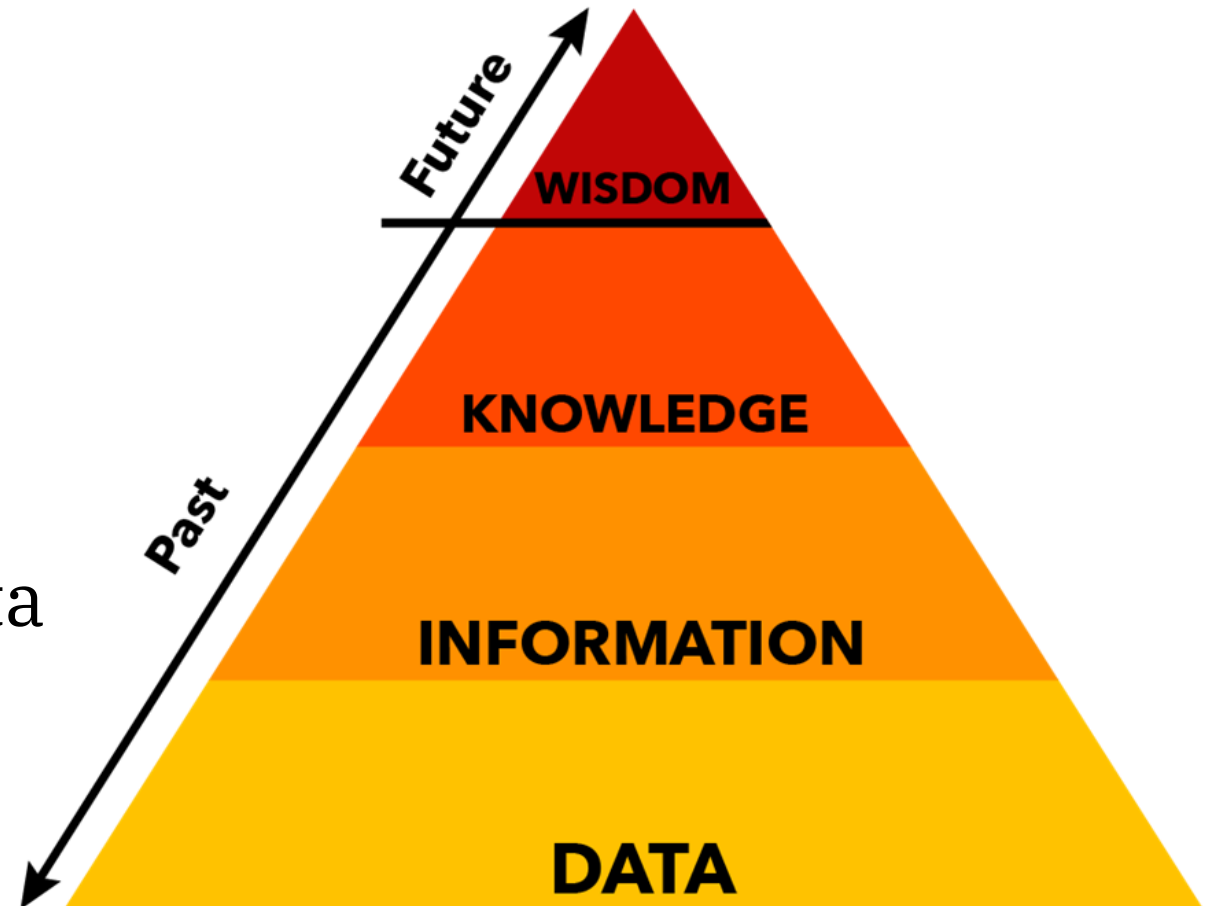
“The designated depository libraries shall report to the Superintendent of Documents at least every two years concerning their condition.” (44 U.S.C. § 1909)





Why is the Biennial Survey so important?

- It's the law!
- Accountability
- ALL depository libraries are required to respond
- What we can do with the data





The Biennial Survey as an Opportunity

Collect data needed at a certain point in time

1956 Biennial Survey sought opinions –

Would you favor in your State the adoption of the practice which is underway in certain States, whereby a central permanent depository collection is maintained, with other depositories being permitted to turn over to the central depository old and little-use publications, which they could then secure by inter-library loan from the central collection as necessary?

[422-Yes, 82-No, 38-Other, 10-No answer]



The Biennial Survey as an Opportunity

Collect data needed at a certain point in time

NEW QUESTION: 2021 Biennial Survey

Q6(a). In which areas, if any, has your institution implemented new policies and/or procedural changes as a result of COVID-19. Select all that apply. *

- Collection maintenance and weeding
- Item selection / FDLP selection profile
- Public access
- Staffing
- Instructional and Educational Services
- Outreach Services
- Reference services
- Storage
- Interlibrary Loan Services
- Processing
- Shelving
- Other:
- Changes were made due to COVID-19 but now back to pre-COVID policies.
- No new policies or procedures implemented.



How Biennial Survey Data Are Used

“...a report on conditions of depository libraries...”

- Responses help determine compliance with the law and with Superintendent of Documents’ requirements
 - No fee access to depository materials, for anyone
 - Maintenance of the depository collection
 - Piece level accounting of Government property
 - Cataloging
- Provide a baseline for doing public access assessments.



How Biennial Survey Data Are Used

Official source of data for use by the FDL Community and GPO

FDL Community

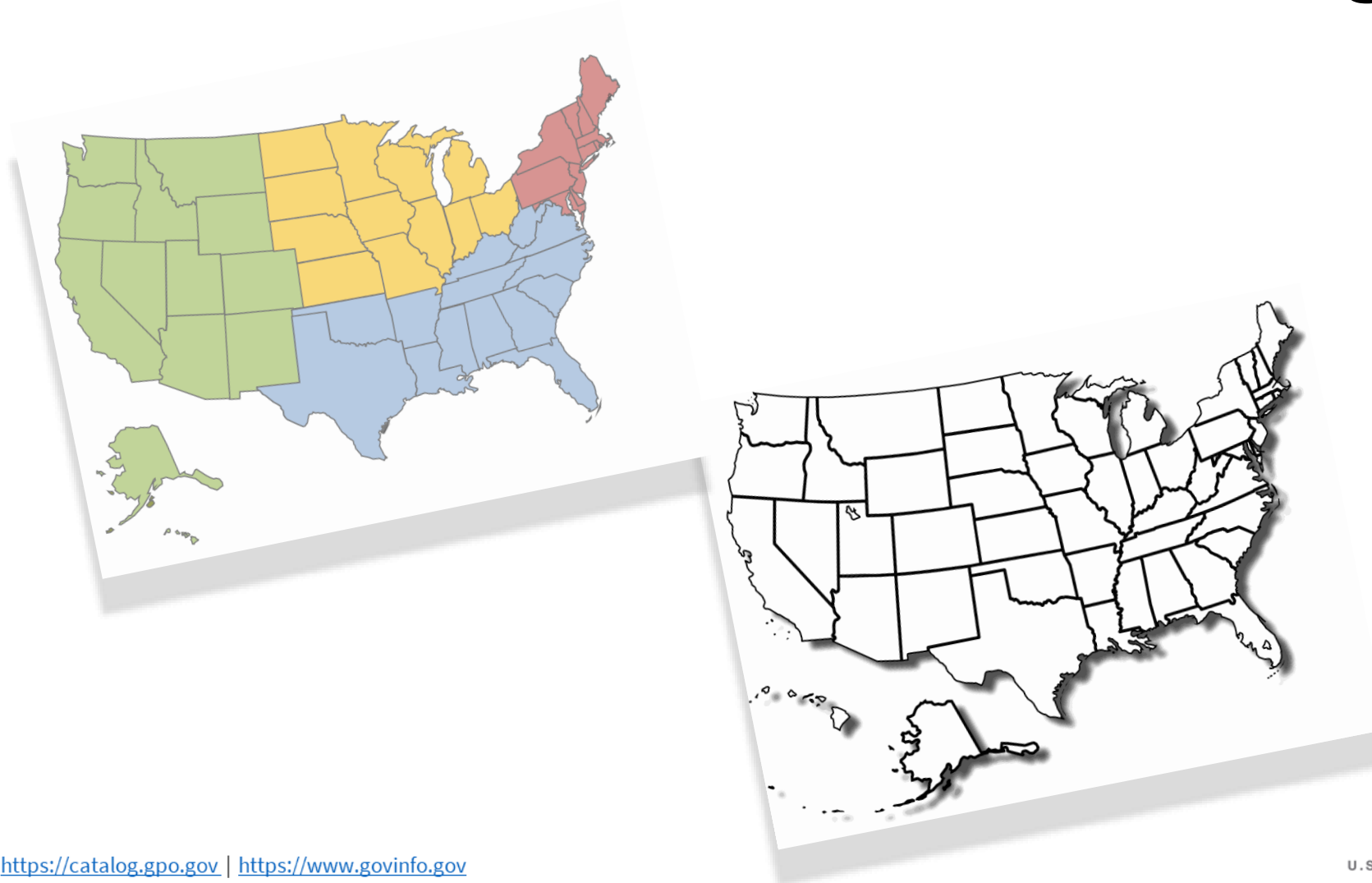
- Regionals provided reports
 - Helps them understand the situations of their selectives
- Benchmarking with peer institutions and libraries
- Detect potential collaborations
- Identify trends
- Assist with training development

GPO

- Information for congressional reporting
- Identify common needs
- Inform strategic planning
- Detect potential collaborations
- Identify trends
- Assist with training development



Same Data, Same Uses, Different Geographies





How administered?

- The first *Investigation of Condition of Depository Libraries* was issued in 1947.
- 35 surveys issued since
 - No survey in 1949
- Some years the surveys provided an opportunity for comments regarding the Depository Library Program
- The 1982 *Biennial Report of Depository Libraries* had 135 questions.
- The 1997 survey was the first to be conducted via the web.

1993 Biennial Survey Answer Sheet

14 Circulation policy

15 Professional staff hours

16 Support staff hours

17 Equipment readily accessible

Investigation on Series No. 1

UNITED STATES GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS
WASHINGTON 25, D. C.
December 1, 1947

INVESTIGATION OF CONDITION OF DEPOSITORY LIBRARIES

The Superintendent of Documents is charged by law with investigating libraries designated as depositories for publications of the United States Government. The following information is required in connection with the investigation of the condition of each depository library and will be supplemented by a personal inspection. Statements made must be returned to the Superintendent of Documents, Government Printing Office, Washington 25, D. C., not later than December 31, 1947. Libraries which do not comply with this investigatory requirement by December 31, 1947, will be considered as having vacated the depository privilege.

1. State full name and location of the designated depository library.

Name _____
City & State _____

2. State the name and title of the responsible official in charge of the library.

Name _____
Title _____

3. Do you desire to continue as a depository? _____
(to this question is "no," the remaining items on the form need NOT be completed.)

4. Is the library open to the general public? _____

Depository Library Number _____
Designation Year _____

UNITED STATES GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20401

Report Series No. 16

BIENNIAL REPORT OF DEPOSITORY LIBRARIES

January 1982

The Superintendent of Documents under the direction of the Public Printer is charged by Title 44, U.S. Code, with responsibility for administration of the Depository Library Program.

Current statute governing the Depository Library Program requires all designated Depository libraries to report to the Superintendent of Documents every two years. The purpose of this report is to determine whether the publications are being used to the best advantage of the American public. The Superintendent of Documents also uses this report as a means of obtaining other information which is helpful in administering the Depository Library Program. The data is valuable, in addition, for on-site inspections of Depository Libraries, which are performed as resources permit.

Newly designated Depositories are asked to complete this questionnaire even though they have recently submitted the six month "Check of Condition of Depository Libraries" (Investigation Series No. 4) which is designed especially for newly designated Depository libraries. Libraries inspected in the past two years are also required to complete this questionnaire.

The Biennial Report consists of several sections. Questions are grouped together according to subject. Depository libraries are required to answer questions 1-113. Selective Depository libraries, excluding Federal Libraries, should also answer questions 114-117. "About Regional Depository Libraries"; Regional Federal Libraries Only", questions 132-135.

Most questions require a single response. Individual instructions appear for questions in which more than one answer may be marked. Additional space has been provided at the end of the form in the "Comments" section. All answers that need further explanation should be expanded upon in this section. Be sure to include the question number to the left of the expanded comments. Do not use the Comments Section to inquire about individual depository problems. Questions of this kind should be sent by direct correspondence to the Chief of the Library Division.

Please complete this questionnaire, and return it to the CHIEF, LIBRARY DIVISION (SLJ), U.S. Government Printing Office, Washington, D.C. 20401 not later than May 1, 1982. A self-addressed franked envelope is enclosed for your convenience. Please be sure to use it.



Goals for the 2021 Biennial Survey

- Twenty-five questions (some multi-part).
- Four questions support the work of the Depository Library Council.
- The survey will include instructions and a glossary.
- It will be administered through the askGPO platform.
- Testing scheduled for November 2021.
- Anticipate survey launch in January 2022.



Preview

Q1. I certify that my library fulfills the [Legal Requirements and Program Regulations](#) (LRPR) of the Federal Depository Library Program. *

- Yes
- No. If no, please explain:

Q2. Does your library plan to remain in the Federal Depository Library Program? *

- Yes
- No
- Not sure

Q3. Can anyone (general public and your library's primary and non-primary patrons) enter the library and use Federal Government depository resources in all formats and receive reference services free of charge at your library? *

- Yes
- No, temporary COVID-19 safety measures restrict public access
- No, please explain:
- Don't know
- N/A, my library is designated as the highest state appellate court library



Q4. Other than providing computers for patron usage, how does your library make online Federal depository publications discoverable? Select all that apply. *

- Government information resources in discovery services
- Library finding aids/subject guides with links to online resources
- Links on library web pages
- Local catalog records in the ILS
- Locally host a digital collection
- Other. Please specify:

NEW QUESTION

Q5. Report the Full Time Equivalencies that support the Federal depository operation. Count the number of hours based on a 40-hour work week. For example, if four librarians spend a combined total of 100 hours per week on depository activities, report 2.5 FTE for Librarians. Include reference staff, web page developers, subject guide developers, technical services staff, etc. in your calculation. Report "0" for the staff categories you do not have. *

Librarian

Support staff

Volunteers

Student workers



NEW QUESTION

Q6(a). In which areas, if any, has your institution implemented new policies and/or procedural changes as a result of COVID-19. Select all that apply. *

- Collection maintenance and weeding
- Instructional and Educational Services
- Interlibrary Loan Services
- Item selection / FDLP selection profile
- Outreach Services
- Processing
- Public access
- Reference services
- Shelving
- Staffing
- Storage
- Other:
- Changes were made due to COVID-19 but now back to pre-COVID policies
- No new policies or procedures implemented.



Q6(b). Which of these implemented changes, if any, do you anticipate will remain part of your normal operations? *



Q7. What significant projects or events affected your FDLP operations in the last two years? Do not report COVID-19 closings or limitations to public access during COVID-19. Select all that apply. *

- Budget cuts
- Cataloging project
- Collection move
- Facility issues (For example: burst pipes, mold growth, etc.)
- Facility renovation
- Natural disaster
- New training initiatives
- Preservation project
- Space constraints
- Staff cuts or turnover
- System migration
- Other:
- N/A



Q8. What is your library's major plans for the depository operation in the next two years? Select all that apply. *

- Conduct a preservation project
- Digitize U.S. Government publications
- Enter into a new Selective or Shared Housing Agreement to house regional copies at an alternate location
- Inventory tangible collections
- Move FDLP material to a new location (within library building, new building, offsite storage)
- Plan strategic community outreach
- Renovate facilities
- Retrospectively catalog U.S. Government publications
- Train library staff in the use of U.S. Government information
- Transition to a digital-only depository and discontinue receipt of future tangible depository material
- Undertake a large-scale systems project, such as replacing or implementing a new library system platform
- Weed tangible collections
- Do not have any plans
- Other. Please specify:



NEW QUESTION

Q9. My library is actively working to increase diversity, equity, and inclusion (DEI) through ... Select all that apply. *

- Catalog and tool enhancements to include ADA, 508 compliance, modification of subject headings, etc.
- Collection development
- Displays
- Hiring decisions
- Human library programs
- Programs for the public
- Staff training
- Other, please specify:
- Does not apply

NEW QUESTION

Q10. Describe the nature of your depository collection. Please select the option that most closely matches. *

- Comprehensive research collection (little to no weeding)
- Blend of current and retrospective holdings (active collection management, including weeding)
- Mostly current publications, held for 5-year retention (regular weeding of tangible publications)
- Mostly digital collection
- All digital collection (no tangible publications)



NEW QUESTION

Q11. Does your library have an active collection development plan for Government information resources? Select the closest characterization. *

- Yes, as a part of a larger library-wide collection development plan
- Yes, as a part of a larger, cooperative collection development plan with other libraries or institutions
- Yes, we have a separate collection development plan for Government information
- No
- Other. Please explain:



NEW QUESTION

Q12. Is your library interested in receiving FDLP digital publications on deposit from GPO? (Select the response that best fits your situation)

- Yes
- Yes, and my library director supports this
- No
- Maybe
- I don't know

NEW QUESTION

Q13. Does your library have a digital repository that is freely accessible to the public?

- Yes
- No
- No, but will have one within the next 1-2 years



Q14. Does your library have tangible depository material in any format? *

- Yes
- No

Questions for depositories with tangible formats (paper, microfiche, electronic media, etc.)

The following questions are intended to assess the size of the tangible collection in Federal depository libraries.

Not all libraries are able to provide details on their collections using the same standard. For the first four questions, please provide a best estimate count of titles, items, publications, or other unit of measurement for your collection in all locations, as applicable. In your answer, provide the quantity and the standard used.

For example:

"360 linear feet"

"12 inches"

"456 titles"

"65,000 items"

"zero microfiche"

"1.2 million publications"

Guidance: "[Is there a formula I can use to estimate the size of my documents collection?](#)"



Q14(a). To the best of your knowledge, how many FDLP-issued publications in paper (not including maps) would you estimate are in your collection? *

Enter your estimate - include the unit of measurement.

For example, 200 linear feet

Q14(b). To the best of your knowledge, how many FDLP-issued microfiche would you estimate are in your collection? *

Enter your estimate - include the unit of measurement.

For example, 30 drawers (21" wide x 28" deep)

Q14(c). To the best of your knowledge, how many FDLP-issued maps would you estimate are in your collection? *

Enter your estimate - include the unit of measurement.

For example, 3 drawers

Q14(d). To the best of your knowledge, how many FDLP-issued DVDs, CD-ROMs, VHS tapes, and floppy diskettes would you estimate are in your collection? *

Enter your estimate - include the unit of measurement.

For example, 500 inches



NEW QUESTION

Q15. Do you have CDs/DVDs/diskettes/floppies in your depository collection that can no longer be used? *

- Yes, there is media that cannot be used
 - No, all media can be used
 - I don't know
 - N/A, the format is not in the collection
-



Q15(a). Why can't the information be accessed? Select all that apply. *

- My library does not have the equipment to read these formats
- My library has equipment to read these formats, but information on the disks cannot be retrieved
- Other, please specify:



Q15(b). Have you tried to develop local solutions to providing access to the content? *

- Yes
 - No
-



Q16(a). My tangible FDLP collection is primarily... *

Please select one

- Integrated in open stacks with other library collections
- Located in closed stacks
- Located in consortial shared print archive
- Located in separate housing outside of my institution (For example: Selective or Shared Housing Agreement, shared regional collection across state lines, etc.)
- Located in separate housing within my institution (For example: Branch library, Map library, other department, etc.)
- Located in offsite storage
- Located in open stacks in a designated area within the library
- N/A, my library has no tangible FDLP collection

Q16(b). Please note any additional locations housing your tangible FDLP collection. *

Select all that apply

- Integrated in open stacks with other library collections
- Located in closed stacks
- Located in consortial shared print archive
- Located in separate housing outside of my institution (For example: Selective or Shared Housing Agreement, shared regional collection across state lines, etc.)
- Located in separate housing within my institution (For example: Branch library, Map library, other department, etc.)
- Located in offsite storage
- Located in open stacks in a designated area within the library
- N/A, my library entire tangible FDLP collection is in one location
- N/A, my library has no tangible FDLP collection



NEW QUESTION

Q17. Are you retroactively building parts of your tangible FDLP collection? *

- Yes
- No

NEW QUESTION

Q18(a). Please provide subject(s) or SuDoc stem(s) for these areas of collecting *



Q18(b). How are you building your collection? Select all that apply. *

- FDLP eXchange
- ASERL Documents Disposition Database
- Offers in area served by your regional depository(ies)
- Listserv offers (For example: GOVDOC-L)
- Purchasing from commercial vendors
- Contacting agencies directly
- Donations
- Other. Please describe:



NEW QUESTION

Q19. How do you weed your FDLP collection? Select all that apply. *

- Do not weed
- Weed as needed
- Weed duplicates
- Weed superseded material
- Weed after holding for 5 years
- Substitute items with equivalent in another format
- Actively weed pre-1950 material
- Weed microfiche
- Weed tangible electronic format (For example: CDs, DVDs)
- Weed maps
- Weeding most of the tangible depository material
- Weeding all tangible depository material

NEW QUESTION

Q20. Do you remove or update catalog records when you weed tangible FDLP material from your collection? *

- Yes
- No
- N/A



Q21. How much of your tangible collection (paper, microfiche, etc.) would you estimate is cataloged? *



Percentage cataloged



NEW QUESTION

Q22. Which is most representative of your library's depository cataloging activities? *

- Catalog new tangible depository receipts only
- Catalog new online resources only
- Catalog all new receipts, in all formats
- Catalog new receipts and **routinely** or systematically catalog older resources
- Catalog new receipts and **occasionally** catalog older resources as they are identified
- Other. Please explain:
- Do not currently catalog any depository resources



NEW QUESTION

Q23. What type of training can GPO provide to enhance your familiarity with Government information and FDLP tools and resources? *

	Hands-on	Webinar (live)	Webcast (pre-recorded)	Tutorial	Not interested
askGPO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben's Guide to the U.S. Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CGP on GitHub repositories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cataloging Record Distribution Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FDLP eXchange	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FDLP LibGuides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FDLP PURL Usage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
govinfo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPO Cataloging and Superintendent of Documents Classification Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with your item selection profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEBTech Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Q24. Please select the FDLP promotional or marketing services that you plan to use within the next two years. Select all that apply. *

- Free promotional materials (for example, pencils, notepads, bookmarks, etc.)
- Promotional materials that you can customize locally and distribute to local branch and non-depository libraries (FDLP handouts)
- Downloadable graphics, logos, templates, and public service announcements for websites and social media
- Promotional guidance (social media, anniversary celebrations, galleries of displays and commemorations at other depositories)
- English-language promotional materials (pencils, notepads, bookmarks, etc.)
- Spanish-language promotional materials (FDLP handouts)
- FDLP-related social media campaigns (#lovemyFDL, #BensAdventures, sharing holiday library displays via GPO social media)
- Not using promotional assistance. Please explain why and what GPO can do to make them more beneficial to you:



NEW QUESTION

Q25. Are you interested in exploring [official partnership opportunities](#) with GPO in support of the [National Collection of U.S. Government Public Information](#)? *

- Yes
- No
- My library is already a GPO partner



FALL 2021
FEDERAL DEPOSITORY LIBRARY
CONFERENCE

OCTOBER 18-20 • VIRTUAL • #FDLConference



Q & A

<https://ask.gpo.gov/s/>