

2019 Biennial Survey of Federal Depository Libraries

Instructions for filling out the survey

- 1) All Federal depository libraries are required to complete this survey. The survey must be submitted by November 18, 2019.
- 2) Responses must be reviewed and approved by your institution's library director or designee prior to submission. Survey questions were posted in advance so that depositories could prepare their responses.
- 3) Have your regional depository coordinator's email address on hand. At the conclusion of the survey, you must enter it into a field so they receive a copy of your library's Biennial Survey.
- 4) It is best to complete the survey in one session. If you need to leave and come back, your responses will be lost.
- 5) It is best to review the responses on each page before clicking the "Next page" button. Your browser's back button may not work.
- 6) All questions are required unless otherwise stated.
- 7) Ask questions related to the survey using [AskGPO](#). GPO staff will monitor and respond regularly.

Note - All questions in this survey refer to Federal depository resources and Federal Government information unless otherwise specified.

First and last name of person filling out survey

Please select your depository library number/institution [drop down box]



Phone number

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Q1. I certify that my library fulfills the Legal Requirements and Program Regulations 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. Are you considering changing your designation from regional to selective?

- Yes. My library is designated as a regional and I am considering changing it to selective.
 - No. My library is designated as a regional and I do not plan on changing the designation.
 - N/A, my library is a selective depository.
-

Q4. 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 (please explain) _____
 - Don't know
 - N/A, my library is designated as the highest state appellate court library
-

PREVIEW

Q5. How much of your tangible collection (paper, microfiche, etc.) would you estimate is fully cataloged?

- 0 to 25%
 - 26 to 50%
 - 51 to 75%
 - 76 to 100%
 - Not sure
-

Q6. Do you acquire bibliographic records for newly cataloged FDLP material for your Integrated Library System (ILS)?

- Yes
 - No
-

Q7. How does your library routinely acquire Federal Government catalog records? Select all that apply.

- Vendor catalog record service
 - GPO's Cataloging Record Distribution Program (CRDP)
 - Record sets through Z39.50 via the CGP
 - Record sets through CGP on GitHub
 - Copy catalog individual records after review of New Titles and New Electronic Titles lists
 - Copy catalog individual records after review of Listserv discussions
 - Copy catalog - other. Please specify:

 - Member of consortium
 - Original cataloging
 - N/A, my library does not catalog depository resources
-

PREVIEW

Q8. Which classification system(s) do you use for Federal depository material? Select all that apply.

- Superintendent of Documents (SuDocs)
 - Library of Congress (LC)
 - Dewey
 - Other. Please specify: _____
-

Q9. My tangible FDLP collection is...
Select all that apply.

- Located in open stacks in a separate area in the library
 - Integrated with other library collections
 - Located in closed stacks
 - Located in offsite storage
 - Located in shared housing within my institution
 - Located in shared housing outside of my institution
 - Circulating
 - Partially circulating
 - Non-circulating
 - N/A – my library has no tangible FDLP collection
-

PREVIEW

Q10. How do you provide access to online Federal depository publications? Select all that apply.

- Catalog records
 - Library website
 - Library finding aids/subject guides
 - Locally host a digital collection
 - Reference assistance
 - Other. Please specify: _____
-

Q11. How do you discover online or digital depository content for inclusion in your collection? Select all that apply.

- Vendor catalog record service
- GPO's Cataloging Record Distribution Program (CRDP)
- Search or browse government information digital collections (for example, UNT Digital Collection, HathiTrust, etc.)
- Subscribe to FDLP News and Events announcements
- Search the Catalog of U.S. Government Publications (CGP) for specified topics
- Search **govinfo**
- Review GPO's New Titles list(s) (for example, New Electronic Titles or NET)
- Follow GPO social media (Government Book Talk blog, Facebook, etc.)
- Browse agency websites
- Subscribe to agency mailing lists, press releases, social media, etc.
- Browse subject guides (for example, FDLP LibGuides)
- Subscribe to discussion lists (please specify) _____
- Other (please specify) _____
- Not applicable

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Q12. Do you have library staff who can respond to inquiries (in-person and online) related to government information?

- Yes
 - No
 - Please explain (optional): _____
-

Q13. What services in support of U.S. Government information do you provide at your library? Select all that apply.

- Reference services
 - Inter-library loan
 - Library programs or classes incorporating Federal government information or services (for example, genealogy research programs or bibliographic instruction classes)
 - Participation in community events incorporating Federal Government information or services
 - Marketing or promotion of the FDLP collection or government information services
 - GIS/data services
 - Other. Please specify: _____
-

Q14. What has affected your FDLP operation in the last two years that you want GPO to be aware of? (For example: staff cuts; had a flood; state budget cuts; collection move; completed retrospective cataloging project)

- Enter your response here _____
 - N/A
-

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Q15. What are your library's major plans for the depository operation in the next two years? Select all that apply.

- Digitize U.S. Government publications
 - Retrospectively catalog U.S. Government publications
 - Weed physical collections
 - Inventory physical collections
 - Move FDLP material to a new location (within library building, new building, offsite storage)
 - Train library staff in the use of U.S. Government information
 - Conduct a preservation project
 - Do not have any plans
 - Other. Please specify: _____
-

Q16. For tangible FDLP material, does your library have a collection care/preservation program? For example, activities such as book repair, making boxes or other enclosures for fragile items, or moving materials to a special climate controlled storage area, etc.

- FDLP publications in need of repair are included in the library's collection care programs
 - FDLP publications are excluded from the library's collection care programs
 - FDLP publications are included in the library's collection care programs on a case-by-case basis
 - The library does not have any collection care programs
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Q17. How do you measure the use of your depository collection? Select all that apply.

- We run circulation reports for depository material in our ILS
 - We use the FDLP PURL Usage Reporting tool
 - We maintain use statistics of finding aids / subject guides that include depository content
 - We maintain statistics of assistance given to patrons in finding and using depository content
 - We do periodic surveys of library patrons to determine interest and use
 - We maintain other statistics. Please specify:

 - We do not maintain separate statistics for depository content and its use
-

Q18. If you weed your digital collection, what method(s) do you use? Select all that apply.

- Purge records from online catalog
 - Update links in online guides
 - Link checking
 - Other (please specify) _____
 - Do not weed
-

Q19. Does your library have any tangible depository publications?

- Yes
 - No
-

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

The following questions are intended to assess the status of the tangible receipts in Federal depository libraries.

Not all libraries are able to provide details on their collections using the same standard. For the first three 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

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the quantity and the standard used.

For example:

"360 linear feet"

"12 inches"

"456 titles"

"65,000 items"

"zero microfiche"

"1.2 million publications"

[Link to optional "Information for estimating the size of your collection"](#)

Q19(a). To the best of your knowledge, how many FDLP-issued publications in paper would you estimate are in your collection?

Enter your estimate - include the unit of measurement.

For example, 200 linear feet

Q19(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)

Q19(c). 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

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Q19(d). Do you weed your tangible collection?

- Yes
 - No
-

Q20. GPO is responsible for cataloging large collections of documents (for example, GPO recently cataloged 10,000 titles for a large historic collection of documents from the National Institute of Standards and Technology, NIST). If your library is interested in using these records in your online catalog, what would be your preference for how these cataloging records were classified?

- Library of Congress (LC)
 - Dewey
 - Full SuDoc numbers
 - Partial SuDoc numbers (ex: SuDoc stems only)
 - No preference
 - No classification is needed
 - Others. Please specify. _____
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Q21. GPO provides free access to bibliographic records through various sources (for example, CGP on GitHub, Z39.50, Cataloging Record Distribution Program, etc.). Select the types of customized bibliographic record sets your library staff would be interested in acquiring. Select all that apply.

- By item selection profile
 - Historic print content
 - Historic print content that has since been digitized
 - By agency
 - New serials
 - New monographs
 - All new records
 - By time period (for example, records by decade)
 - Geography
 - Changed or updated records
 - Current event resources
 - By subject
 - By format
 - By GPO cataloging project (for example, Panama Canal related publications or NIST)
 - Not interested in record sets
-

PREVIEW

Q22. Which of the following GPO promotional or marketing services do you use as you work to promote your library? 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
- Downloadable graphics, logos, templates, and public service announcements
- Guidance on promotional tactics (for example, social media guidance, anniversary celebration guidance, galleries of displays and commemorations at other depositories)
- Spanish-language promotional materials
- FDLP-related social media campaigns (for example, #lovelyFDL, #BensAdventures, sharing holiday library displays via GPO social media)
- Not using GPO promotional options. Please explain why and what GPO can do to make them more beneficial to you.

Declaration of review and acceptance of approving library director or designee.

- My institution's approving library director or designee has reviewed and accepted the responses to this survey.

Approving Official's Information:

- Approving Official's Name (first and last)

 - Approving Official's Title _____
 - Approving Official's Email Address

 - Approving Official's Phone Number

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PREVIEW

Enter your email address to receive a copy of your institution's 2019 Biennial Survey submission.

Note: You will also have an opportunity to download a PDF version of your responses after you submit the survey.

Enter your regional depository coordinator's email address so they will receive a copy of your institution's 2019 Biennial Survey submission.

Enter any additional email address to receive a copy of the survey results (optional). If you have two regional coordinators, you can enter the second email here.
