

BIENNIAL SURVEY OF DEPOSITORY LIBRARIES

2007 Questions



FEDERAL DEPOSITORY LIBRARY PROGRAM
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2007 BIENNIAL SURVEY OF FEDERAL DEPOSITORY LIBRARIES

For assistance with the survey, contact askGPO. Select the “Federal Depository Libraries” category and subcategory for Biennial Survey under “Depository Management”.

INTRODUCTION

By law, (44 USC §1909) depository libraries are to report every 2 years on conditions in the depository. GPO provides depositories the Biennial Survey to meet this mandate. Filling out the survey, therefore, is required by all depository libraries.

Please enter your depository number.* Please include all digits such as “0001x”.

Please enter your depository name:*

I have reviewed my library’s profile information in the pdf files posted on the FDL Directory web page and :*

- All the information is correct.
- Some of the information was incorrect and the corrections were submitted to GPO using the form at the bottom of the Federal Depository Library Directory web page.

Question 1. Does your library plan to remain in the Federal Depository Library Program?*

- Yes
- No

COLLECTION Development

Please note: For the purposes of this survey, “depository collection” refers to Federal depository resources and any other U.S. Government resources or finding tools you consider part of the collection of resources.

Question 2. How many items are in your library or library system? (Include all material in all collections, cataloged and uncataloged under the purview of your library director.)

- less than 10,000
- less than 250,000
- 250,000 - 1,000,000
- more than 1,000,000

Question 3. Describe your depository collection characteristics.

- Regional library collection (weeding of duplicate formats and superseded items only)
- Comprehensive, retrospective research collection (minimal weeding)
- Blend of current and retrospective holdings (some weeding, performed on a regular or as needed basis)
- Mostly current, 5-year collection (regular weeding)

Question 3a. Identify the depository collection formats (tangible and electronic) that are preferred by your library’s patrons.

- Collect primarily tangible items
- Collect primarily electronic items (Internet-accessible)
- Collect a mixture of tangible and electronic items (Internet-accessible)

Question 3b. What percentage of your depository collection was acquired through your FDLP item number selections?

- 0%
- 1 - 30%
- 31 - 50%
- 51 - 75%
- 75% or more

Question 4. Please indicate whether your library has written policies for U.S. Government depository materials. (Written policies may be separate policies for depository resources only or incorporated into library-wide policies.)

	Yes, as part of an overall library policy	Yes, in a separate policy governing FDLP resources only	No
Collection Development			
Binding or Replacement			
Disaster Plan that includes the depository collection			
Access policies for users of depository resources, including accommodations under the ADA			
Public Services for Federal Government information in all formats			
Internet Use			
Training staff on the use and management of the depository collection			

Question 4a. Have these policies been revised in the last five years?

	Yes	No	Not Applicable
Collection Development			
Binding or Replacement			
Disaster Plan that includes the depository collection			
Access policies for users of depository resources, including accommodations under the ADA			
Public Services for Federal Government information in all formats			
Internet Use			
Training staff on the use and management of the depository collection			

Question 4b. Are these written policies available for the public to access over the internet? (Written policies may be separate policies for depository resources only or incorporated into library-wide policies.)

	Yes	No	Not Applicable
Collection Development			
Binding or Replacement			
Disaster Plan that includes the depository collection			
Access policies for users of depository resources, including accommodations under the ADA			
Public Services for Federal Government information in all formats			
Internet Use			
Training staff on the use and management of the depository collection			

Question 5. Are tangible Federal depository publications integrated into the library's main collection?

- All
- Most
- Some
- None

Question 5a. Indicate where tangible Federal depository publications are housed. (Check all that apply.)*

- Titles are integrated into the main collection
- Titles housed as a separate collection apart from the main collection
- Titles are housed in remote storage
- Titles sent to reference
- Titles sent to periodicals
- Titles sent to other branches or locations in the system
- Titles sent to a selective housing partner
- Titles housed in a location not listed above

Question 5b. Indicate what percentage of the depository collection is housed in remote storage?

- 0%
- 1-10%
- 11-30%
- 31-50%
- over 50%

Question 5c. If your library sends depository materials to another collection outside your institution using a selective housing agreement (SHA) Memorandum of Agreement such as described in How are partnerships formalized?, please provide the institutional names below. (Skip to question 6 if your depository does not have selective housing agreements.)

- 1.
- 2.
- 3.
- 4.

Question 5d. Do the institution(s) that receive items through a selective housing agreement with your library provide free, public access to all depository resources?

- Yes, some
- Yes, all
- No
- Not applicable

Question 6. Are you substituting any official online resources for tangible depository materials? See Substitution Guidelines for more information.

- Yes
- No

Question 7. When was the last time a full review of the depository's item selection was conducted?

- 0-2 years
- 3-5 years
- over 5 years
- I perform a continuous review of item selections

Question 8. Does your library select or provide access to the Basic Collection?

- Yes
- No

BIBLIOGRAPHIC Control

Question 9. Indicate if you comply with depository requirements and provide a holdings record to the piece level for the following types of tangible depository materials.

	All	Some	None	Don't Collect
Pamphlets				
Maps				
Microfiche				
CD-ROMs				
DVDs				
Floppy disks				
Books				
Serials				
Visual Materials				
Mixed Materials				
Posters				
Integrating Resources (corrections or loose leafs updates)				

Question 9a. Indicate if you provide records for the following type of online depository materials.

	All	Some	None	Don't Collect
Pamphlets				
Maps				
Books				
Serials				
Integrating Resources (i.e., Web sites which are meant to be added to, updated, or changed)				
Databases or Data sets (i.e., the American Factfinder or the Soils Data-mart)				

Question 9b: Indicate a response for the total depository collection (include items in remote storage or unprocessed):

	0%	1-10%	11-30%	31-50%	over 50%
Percentage of your total depository collection that has piece-level records					
Percentage of selected EL item numbers you catalog					
Percentage of publications in closed stacks or remote storage that are cataloged					

Question 10. What percentage of depository materials received in the last 3 months are included in the library's catalog?

- 0%
- 1 - 10%
- 11 - 30%
- 31 - 50%
- 50 - 75%
- 75 - 100%

Question 10a. Are all tangible depository material receipts date stamped and marked as depository materials?

- Yes
- No

Question 11. Are you creating cataloging records for pre-1976 depository materials?

- Yes, and updating WorldCat
- Yes, but not updating WorldCat
- No

Question 12. Are records for Internet-accessible electronic Federal Government information products included in your library's catalog?* Select the answer that best describes your situation.

- Yes and interface supports active hyperlinking capability
- Yes though multiple interfaces are offered and not all support active hyperlinking capability
- Yes, BUT interface does not support active hyperlinking capability
- Yes, BUT the library has made a policy decision not to link
- No

MAINTENANCE

Question 13. Are depository discards regularly processed in conformance with GPO instructions and regional guidelines or state plans, if applicable?

- Yes
 - No
 - Don't Know
-

Question 14. Are FDLP publications included in the library's preservation and conservation activities (i.e., binding, encapsulating, materials moved to climate controlled areas)?

- Yes
- No

HUMAN RESOURCES

Question 15. For each personnel category, indicate the level of full-time equivalent (FTE) staffing in the library's Federal depository operations.

	More than 5.0	From 4.1 - 5.0	From 3.1 - 4.0	From 2.6 - 3.0	From 2.1 - 2.5	From 1.6 - 2.0	From 1.1 - 1.5	From 0.6 - 1.0	From 0 - 0.5
Number of Paid Librarians (FTE)									
Number of Paid Support Staff (FTE)									
Number of other Paid Staff such as student assistants (FTE)									
Number of Unpaid staff such as volunteers, librarians, students, contributed workers (FTE)									

Question 16. Is there one designated Federal depository coordinator, or do multiple coordinators share this responsibility?

- 1
- More than 1
- My library currently does not have a designated coordinator or coordinators

Question 17. In the last five years, has your library's depository staffing:*

- Increased
- Decreased
- Stayed the same

Question 18. Does the library administration set aside money in the library budget to pay for professional and support staff to attend meetings and continuing education activities related to the FDLP? (Check all that apply.)

	Professional Staff	Support Staff
Local		
State		
Regional		
National		
Other		
Does not support		

Question 19. Do you have procedures in place for training staff throughout the library about the following:

	Yes	No
Depository collections and management		
Reference sources and services for federal government information		

PHYSICAL Facilities

Question 20. Since the 2005 Biennial Survey, has construction, remodeling, or relocation affected the depository operation? Was the impact significant so that you filed a contingency plan for continued public access and service with GPO? *See Admin Notes for more information.

- Yes, and we filed a contingency plan
- Yes, but the impact was insignificant so we didn't file a contingency plan
- No, we experienced no construction, remodeling, or relocation

Question 21. Are there any barriers to depository resources (print and electronic) for the public including persons with disabilities? (Check all that apply.)

- Difficult access into the building (i.e., lack of or inadequate ramp, handicapped doors, no elevators, limited parking)
- Difficult access to depository collection in the library (i.e., no elevator to documents collections, entrances or stack aisles are too narrow for wheelchair access, shelving is unstable, stacks are closed or too high to reach)
- Computer equipment that does not accommodate persons with disabilities
- Not open to the general public (i.e., closed nights or weekends, during exam weeks, not open year round)
- Not open for users of all ages including patrons under 18 years of age
- Security guards restrict entry
- Reference assistance not always available
- Signage in public service areas indicates barriers to access
- Restricted use of public access computer workstations or filtering/blocking software which can't be turned off
- Restricted usage policies or instructions displayed on library Web pages or played on library telephone messages
- Restricted admittance or institutional identification requirements for building access
- Institutional identification requirements for public access computer workstations
- Special items from the collection on reserve, in special collections, or in remote storage and not available to all patrons
- No access to CD-ROMs or DVDs on public access computer workstations
- No barriers exist
- Other, please explain briefly.

Question 21a. Is there a process for users to request an accommodation for access when such barriers exist?

- Yes
- No

Question 22. Is the depository emblem prominently displayed? (Check all that apply).

- On or near the library building entrance
- On library homepage
- On library Web pages other than the homepage

Question 23. Is there adequate housing and growth room in the library over the next 5 years for the following formats? (Assume current selection rates and formats selected remain the same and regular collection maintenance is performed.)

	Yes	No	Not Applicable
Print			
Maps			

Question 24. Indicate the access provided for the following resources. (Check all that apply.)

	CD-ROMs	DVDs	Microfiche
Access from library public workstations or microfiche readers			
No capabilities in the library			
Circulate to patrons			
Don't collect			

PUBLIC SERVICE

Question 25. How many hours per week is the library open? (Round off to next full hour.)

Question 26. How many hours per week is the depository collection's reference desk staffed? (Round off to next full hour.)

Question 27. Is the depository collection's reference desk separate from the library's main reference desk?

- Yes and staffing (hours and level) comparable to that of the main reference desk
 - Yes, but staffing (hours and level) not comparable to that of the main reference desk
 - No
-

Question 28. List and briefly describe (in a sentence or two) the five primary strategies you employ to learn the Federal Government information needs of your community so that your library's depository resources help fulfill their information needs.

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Question 28a. List the primary ways in which your library provides public access to your library's depository resources. Public access involves bibliographic services, physical building, tangible collection, Internet, and on-site computer access.

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Question 28b. List the primary ways your library provides public services for depository resources, other than routine processing (i.e., item selection, checking against shipping lists, claiming, etc).

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Question 28c. Has your library conducted user surveys or other studies to determine the quality of depository services? (The survey can be part of a library wide user survey.)

- Yes
- No

Question 29. If your library uses filtering or blocking software on public access computers, can the library staff turn off the software or do they perform mediated searching for patrons when the software can't be turned off?

- No filtering or blocking software is used.
- We can turn off or work around filtering/blocking software on public computers
- Reference staff perform mediated searches for patrons when unable to turn off filtering or blocking software on public computers

Question 29a. Does your library use software that authenticates patron access to public access computers within the library?

- Yes
- No (If no, skip to question 30.)

Question 29b. If yes, does your library have methods in place to direct non-primary patrons for assistance or otherwise provide them with access to public computer workstations? (Check all that apply.)

- Some public access computer workstations within the library do not require patrons to log in and be authenticated and these workstations provide access to online Federal depository resources.
- Signage directs non-primary patrons to public services desk(s) for assistance through mediated searching or for a guest login
- No
- Other, please explain briefly.

Question 30. How are library staff (depository and non-depository staff) regularly made aware of new Federal Government information products, services, and resources? (Check all that apply.)

- Regular staff meetings, word of mouth
- Staff memos, bulletin boards, newsletters
- E-mail, discussion lists messages
- RSS (Really Simple Syndication)
- Intranet, Web pages
- Demonstrations, hands-on training, information fairs, training events
- Displays, projects in the main depository collection
- New acquisitions list
- Help guides, manuals
- No regular program
- Other

Question 31. The library's promotion (i.e., flyers, newspaper articles) of the depository to primary users, specific groups, and the general public includes the use of: (Check all that apply.)

- Handouts (flyers, brochures, leaflets)
- Articles
- Displays
- Events in the library
- Events outside the library
- Other

Question 31a. Please tell us how you would like GPO to assist you in marketing and promoting your depository operations.

Question 32. What is the average weekly number of in-person, phone, fax, chat, or email requests for Federal government information resources and services (not the number of people who enter the library).

- 0
- 1-25
- 26-50
- 51-75
- 76-100
- over 100
- Don't know

Question 32a. What is the average weekly number of electronic depository resources accessed? You may choose a typical week to sample or incorporate statistics from GPO's Statistical Information Request to answer this question. This service is provided to depositories who have registered to receive reports counting the number of times a PURL is clicked on in the institutions OPAC to direct users to GPO Access. [Subscribe here.](#)

- 0
- 1-25
- 26-50
- 51-75
- 76-100
- 101-150
- 151-200
- 201-250
- 251-500
- over 500
- Don't know

COOPERATIVE Efforts

Question 33. Some states or regions have State plans that govern Federal depository operations for interlibrary cooperation (i.e., interlibrary loan, resource sharing, training). Is your Federal depository operation governed by a State Plan?

- Yes
- No
- Don't Know (If you don't know, contact your regional depository.) http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals-092407.pdf

Question 33a. Has that State plan been revised in the last five years?

- Yes
- No
- Don't Know
- Not Applicable

DIGITIZATION Projects

Question 34. Do you have current projects or future plans for digitizing in scope FDLP depository materials?*

- Yes, our library is actively digitizing depository materials
- Yes, as part of a partnership(s) with another library or a third party
- Not now, but our library has future plans to digitize depository materials alone or part of a partnership(s) with another library or a third party
- No (If no, skip to question 35.)

Question 34a. Are you using GPO's digitization specifications for Converted Content (V3.3) for preservation and/or access level digitized files?

- Preservation level
- Access level
- Preservation and access level

Question 34b. Are you participating in GPO's Registry of Digitization projects?

- Yes
- No

Question 34c. Would your institution be interested in partnering with GPO to ensure permanent public access to that digitized material?

- Yes
- No

Question 35. Indicate the number of Access Derivatives (PDF files) your library systematically downloads, stores, and makes accessible to the general public from local servers.

	0	1-25	26-100	101-500	501-1000	1001-5000	over 5000
# of access derivative files my library downloaded to local servers in 2007							
# of access derivative files my library plans to download to local servers in 2008							

Question 35a: If the FDLP distributes Access Derivatives (PDF files) to depository libraries using a push mechanism from FDsys based on the library's item selection, would your library want to receive them? (The retention rules for selectives and regionals would apply to these files.)

- Yes
- No

COLLECTION Strength and Specialization

Question 36: Indicate your depository library collection strengths or specializations in federal resources. Check all that apply.

- Business & Economy (industry, construction, economic development, employment, financial, labor, small business, taxes, U.S. budget)
- Computers & Internet (computer security, ID theft, online privacy, web accessibility)
- Defense & Military (armed forces, arms control, homeland security, intelligence, terrorism)
- Education (elementary education, secondary education, high school education, debate topic, student financial aid, teaching)
- Environment (air pollution, wildlife, animals, conservation, earth science, global impact, weather)
- Health & Safety (aging, disease, child welfare, disabilities, health care, social welfare, substance abuse, vital & health statistics)
- History (American Revolution, Civil War, Great Depression, Gulf War, Korean War, Vietnam War, World War I & II)
- International (Foreign nations, diplomacy, trade)
- People & Cultures (art & music, genealogy, languages, religion)
- Politics & Law (citizenship, civil rights, Congress, copyright, criminal justice, human rights, immigration, intellectual property, elections)
- Recreation & Travel (home and garden, travel warnings, foreign and domestic travel)
- Reference (geography, maps, atlases)
- Science & Technology (aviation, biology, energy, biofuels, mining, nuclear power, physics, robotics, scientific research, space, telecommunications)
- United States (census, demographics, urban planning)
- Other (please specify)

Question 37. Declaration of review and approval. I hereby certify that the library director or approving official has reviewed and approved this submission of the 2007 Biennial Survey for my library. In addition, a copy of this Survey submission will be e-mailed to the approving official.

Name of approving official

Title of approving official

E-mail address of approving official

Phone number of approving official