

# Biennial Survey of Depository Libraries, 2005

I have reviewed my library's PROFILE information above, and (choose a or b):

- a. All the information is correct
- b. Some of the information is incorrect, and the corrections were submitted to GPO using the Depository Directory Form above

1a. Do you want to remain in the Federal Depository Library Program?

YES NO

If you answered "No," please contact GPO through the GPO Customer Contact Center at:  
<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>

and choose "Federal Depository Libraries" as the category and "Depository Designation Status" as the subcategory.

1b. Is the library in the process of reconsidering depository status?

YES NO

## COLLECTION DEVELOPMENT

2. How many cataloged and uncataloged items are in your library system? Include Federal depository and non-depository materials, all formats, and collections and libraries under the purview of your library director.

- < 250,000
- 250,000 - 1,000,000
- > 1,000,000

3. Depository's selection rate from Item Lister? % (Round off to higher whole number, e.g., 28.91 is rounded to 29.)

4. Do you have a written collection development policy for U.S. Government depository documents?

- YES and revised within the last five years?
- YES but NOT revised within the last five years?
- NO

5. Are Federal depository documents integrated into the library's main collection?

All Most Some None

Are any Federal depository documents housed in a location separate from the majority of the depository collection (e.g., titles sent to reference, periodicals, etc.)?

YES NO

If YES, what percentage do you estimate is in remote storage?  
(for none, choose 0)

6. Are you substituting any official online resources

< [http://www.access.gpo.gov/su\\_docs/fdip/coll-dev/subguide.html](http://www.access.gpo.gov/su_docs/fdip/coll-dev/subguide.html) > for tangible depository materials?

YES NO

## BIBLIOGRAPHIC CONTROL

7. Do you provide piece-level records for ALL depository receipts?  
YES NO

8. Is your shelflist for the depository collection (Check all that apply):  
Part of an integrated library system  
PC-based  
Card-based  
Other (specify)

9. Is the processing of depository receipts integrated into the processing unit for other library materials?  
YES NO

## MAINTENANCE

10. Are written binding and replacement policies in place for depository materials?  
YES NO

11. Does the library have a disaster plan in which the Federal depository collection is included?  
YES NO

12. The depository collection is weeded:  
Regularly Irregularly Never

13. Are documents included in the library's major preservation and conservation activities (e.g., binding, encapsulating, materials moved to climate controlled areas)?  
YES NO

14. Is the majority of the print depository collection arranged using the SuDocs classification?  
YES NO

## HUMAN RESOURCES

15. Number of FTE (full time equivalencies) staff devoted to Federal depository operations (e.g., based on a 40-hour work week, if four librarians spend 100 hours per week on depository activities, report 2.5 FTE for librarians):

NOTE: For this question 15, please fill in EACH block below, even if only to answer 0.

Librarians Full Time Equivalent (FTE)  
Support Staff Full Time Equivalent (FTE)  
Other (students, volunteers, etc.) Full Time Equivalent (FTE)

a. Has your library's depository staffing decreased in recent years?  
YES NO

b. If the answer to 15.a. above is YES, please answer the following:

1. Budget constraints are limiting staffing - True False

2. Cross training of staff allows us to function with less full time documents staff - True False

3. An increase in Web/electronic publications means we need less staff for processing and other related functions for tangible depository collections.

- True False

4. Other. Specify

16. Is the depository operation an independently administered unit (i.e., responsible for procedures and policies)?

YES NO

If "No," with which area(s) is documents most closely associated?

Acquisitions

Administration

Cataloging

Reference

Special Collections

Subject Collection (e.g., business, social sciences)

Other

Other (specify)

16.a. Was your library's documents department consolidated with other library departments?

YES NO

16.b. If Yes to 16.a. above, check all the reasons that apply:

a. Budget/staffing constraints moved us to consolidate departments in the library.

b. We consolidated documents into another areas so as to spread documents expertise across a broader cross section of the library staff.

c. The increasing Web/electronic nature of the FDLP meant we felt we didn't need a separate document unit but could successfully incorporate it into another library department.

d. Other. Specify

17. Does the library administration budget for attendance at meetings and continuing education activities for professional staff? (Check all that apply)

Local

State

Regional

National

Does not support

Other (specify)

18. Does the library administration budget for attendance at meetings and continuing education activities for support staff? (Check all that apply)

Local

State

Regional

National

Does not support

Other (specify)

PHYSICAL FACILITIES

19. Since the 2003 Biennial Survey, has any construction, remodeling, or relocation affected the depository operation?

YES NO

20. Are there any barriers to depository resources (print and electronic) for persons with disabilities?

YES, to all resources YES, to some resources NO

If Yes, what specific barriers exist? Check/enter all that apply:

1. Difficult access into the building (lack of or inadequate ramp, handicapped doors, etc.)

2. Difficult Access to depository collection in the library, i.e. no elevator to documents collection(s)

3. Stack aisles are too narrow for wheel chair access

4. Insufficient or no computer workstations, at which FDLP materials can be accessed, that are adequate for wheelchair/handicapped access.

5. Insufficient or no computer workstations, at which FDLP materials can be accessed, that have text reading and and/or other similar screen reading capabilities.

6. Library computer screens/Web pages, etc., that can include depository materials, have 508 compliance problems (the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973).

7. Other - Specify

21. At current selection rates and with regular collection maintenance, are there five years of growth room for all depository formats ?

Print  
YES NO

Microfiche  
YES NO

CD-ROMs/DVDs  
YES NO

Maps  
YES NO

22.a Does the library have wireless (WiFi) access to the Internet?

YES NO

22.b Does the library meet the "2005 Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries," <

[http://www.access.gpo.gov/su\\_docs/fdlp/computers/mtr.html](http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html) > ?

YES NO

23. Does the library have computer equipment for the physically challenged that uses assistive technologies (hardware or software) ?

YES NO

24.a Depository CD-ROMs are currently accessible:

YES, from (Check all that apply):

Stand alone workstation(s)

Library-wide LAN

Wide Area Network (WAN), beyond the library (i.e., campus wide)

Internet

Circulation to patrons

NO (Check one response only - NOTE: DON'T answer here if you answered YES above for 24.a):

We have CD-ROM capability, but we do not select depository CDs

We select depository CDs, but we do not have CD-ROM capability

We do not have CD-ROM capability nor do we select depository CDs

24.b Depository DVDs are currently accessible:

YES, from (Check all that apply):

Stand alone workstation(s)

Library-wide LAN

Wide Area Network (WAN), beyond the library (i.e., campus wide)

Internet

Circulation to patrons

NO (Check one response only - NOTE: DON'T answer here if you answered YES above for 24.b):

We have DVD capability, but we do not select depository DVDs

We select depository DVDs, but we do not have DVD capability

We do not have DVDs capability nor do we select depository DVDs

PUBLIC SERVICE

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

26. How many hours per week is there professional level assistance (not necessarily by librarians) at the reference desk that services the depository collection? (Round off to next full hour.)

27. Is there a service desk for the depository collection that is maintained separately 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

28. Does your library have a written access policy for the depository collection?

YES NO

28.a. Does your library require an ID to:

1. Enter the library
2. Use depository documents
3. Neither of the above

29. Does your library have a written policy regarding public services for Government information in electronic formats?

< [http://www.access.gpo.gov/su\\_docs/fdlp/mgt/pseguide.html](http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html)>

YES NO

30.a Does your library have a written policy for FDLP Internet use?

< [http://www.access.gpo.gov/su\\_docs/fdlp/mgt/iupolicy.html](http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html) >

YES NO

30.b Does your library use filtering or blocking software on the public access workstations?

YES NO

30.c Does your library have the ability to turn-off, or work around filtering/blocking software when patrons are doing research or need to use Federal Government information on the Web?

YES NO N/A

31. . What type of catalog does your library have? (Check all that apply.)

- Card catalog
- Text-based online catalog
- Web-based online catalog
- Other (specify)

32. Are any U.S. depository documents included in the library's catalog?

YES NO

If "YES,"

A. What percent of current depository receipts are included in the library's catalog? %

B. Do you use: (Check all that apply)

- Cataloging record loads
- Original/copy cataloging

33. What library system do you currently use? [ need to verify/update ]

- Endeavor: Voyager
- Ex Libris: Aleph
- Geac: ADVANCE
- Geac: PLUS
- Geac: Vubis Smart
- Innovative Interfaces, Inc.(III): Millennium
- Innovative Interfaces, Inc.(III): Innopac
- SirsiDynix: Dynix
- SirsiDynix: Horizon
- SirsiDynix: NOTIS LMS
- SirsiDynix: Unicorn
- The Library Corporation (TLC): Library.Solution
- The Library Corporation (TLC):CARL.Solution
- VTLS: Classic
- VTLS: Virtua

None

Other (specify) :

34. Are you planning to migrate to a new system within the next two years?

YES NO

35. Are records for Internet-accessible electronic Federal Government information products included in your library's catalog?

(Select ONE best answer)

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 made a policy decision not to link

NO

36. How are the library staff (depository and nondepository staff) regularly made aware of new Federal Government information products, services, and resources? (Check all that apply)

Announcements from Administrative Notes routed

Regular staff meetings

E-mail

Blog(s) [ i.e. – see <http://fdsys.blogspot.com/> and <http://dlcvisionoutline.blogspot.com/> ]

RSS [ definition – see <http://www.gpoaccess.gov/rss/index.html> ]

Intranet

Demonstrations

Help guides created

Hands-on training sessions

No regular program

Other (specify)

37. Is the library's catalog available via (Check all that apply):

Dial-in access

Internet

Network with other libraries

Not applicable

38. The library's promotion (e.g., flyers, newspaper articles, etc.) of the depository to the general public can best be described as:

Active, on-going promotion to the general public

Infrequent promotion to the general public

No promotion to the general public

39. On average, how many incidents of use are there of the depository collections or services each week (including all incidents of use, i.e., in person, phone, fax, e-mail, PURL referral count, etc., but NOT Web site hit count)? You may choose a typical week to sample. This refers to the number of people using depository materials, not the number of people who enter the library.

39.a. Has the library signed up for the Statistical Information Request from GPO? This report allows your library to obtain statistical data on the number of hits to GPO Access from your library OPAC (see [http://www.access.gpo.gov/su\\_docs/fdIp/tools/ldirect.html](http://www.access.gpo.gov/su_docs/fdIp/tools/ldirect.html)).

YES NO

40. Has your library conducted user surveys or other studies to determine the quality of depository services?

YES NO

41. Does your library receive Federal funds for technology related purposes? (Check all that apply)

LSTA

IMLS

ESEA

N/A - Do NOT receive the above funds

Other (specify)

#### COOPERATIVE EFFORTS

42. Is your Federal depository operation governed by a State Plan for providing government information services, including such elements as interlibrary cooperation, advisory group, coordination of training, etc?

YES, and the Plan has been revised within the last five years.

YES, BUT the Plan has NOT been revised within the last five years.

Don't know

NO

43. Do you use the following?

FDLP Desktop

< [http://www.access.gpo.gov/su\\_docs/fdlp/index.html](http://www.access.gpo.gov/su_docs/fdlp/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

CRM System/GPO Customer Contact Center Help Service

< <http://www.gpoaccess.gov/help/index.html> >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.



2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Documents Data Miner II  
< <http://govdoc.wichita.edu/ddm2/> >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Enhanced Shipping List Service  
< [http://www.access.gpo.gov/su\\_docs/fdlp/tools/sl/index.html](http://www.access.gpo.gov/su_docs/fdlp/tools/sl/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Federal Bulletin Board  
< <http://fedbbs.access.gpo.gov/> >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

New Electronic Titles (NET)

< [http://www.access.gpo.gov/su\\_docs/locators/net/index.html](http://www.access.gpo.gov/su_docs/locators/net/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Government Information Locator Service (GILS) via GPO Access

< [http://www.access.gpo.gov/su\\_docs/gils/index.html](http://www.access.gpo.gov/su_docs/gils/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

GPO Access Databases

< <http://www.gpoaccess.gov/multidb.html> >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Catalog of U.S. Government Publications (CGP)

< <http://www.gpoaccess.gov/cgp/index.html> >

[ NOTE: We will change to OPAC when we have the URL ]

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Browse Topics

< [http://www.access.gpo.gov/su\\_docs/locators/topics/index.html](http://www.access.gpo.gov/su_docs/locators/topics/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Federal Agency Internet Sites

< [http://www.access.gpo.gov/su\\_docs/locators/agency/index.html](http://www.access.gpo.gov/su_docs/locators/agency/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

U.S. Government Online Bookstore

< <http://bookstore.gpo.gov/>>

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Needs and Offers List

< [http://www.access.gpo.gov/su\\_docs/fdlp/tools/needs\\_of/index.html](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Ben's Guide to U.S. Government  
< <http://bensguide.gpo.gov> >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

FDLP Announcement Service (FDLP-L)  
[[http://www.access.gpo.gov/su\\_docs/fdlp/tools/fdpllist.html](http://www.access.gpo.gov/su_docs/fdlp/tools/fdpllist.html)]

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.

2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.

3. Other. Specify:

Free Depository Library Promotional Materials Order Form>  
< [http://www.access.gpo.gov/su\\_docs/fdlp/pr/order.html](http://www.access.gpo.gov/su_docs/fdlp/pr/order.html) >

YES

NO if "No," why not?

Did not know about it

Know about, but not how to use it

Not useful

Not useful

If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Resources for Federal Depository Library Directors  
< [http://www.access.gpo.gov/su\\_docs/fdlp/directors/index.html](http://www.access.gpo.gov/su_docs/fdlp/directors/index.html) >

YES  
NO if "No," why not?  
Did not know about it  
Know about, but not how to use it  
Not useful

Not useful  
If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Directors Announcement Service (FDL-DIRECTORS-L)  
< <http://listserv.access.gpo.gov/archives/fdl-directors-l.html> >

YES  
NO if "No," why not?  
Did not know about it  
Know about, but not how to use it  
Not useful

Not useful  
If not useful, please choose one answer below:

1. The subject matter or service is not something that is needed in my day to day library work.
2. It may be a valuable service, but I found it too difficult, time consuming, or confusing to use.
3. Other. Specify:

Proposed New Questions for the 2005 Biennial Survey

44. What would you like GPO to provide or facilitate training on? (Rank 1 to 5 to indicate level of interest - Answer all)

- a. Disaster planning

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

b. Depository operations (processing shipments, collection development strategies and tools, etc.)

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

c. Marketing/promotion

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

c.1. Depository Anniversary Celebrations

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

c.2. Library of the Year

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

c.3. Marketing your depository library at the local level

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

d. GPO Access

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

e. Ben's Guide

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

- f. FDLP Desktop
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- g. OPAC (Online Public Access Catalog – Franklin)
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- h. How to conduct user surveys
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- i. Grant opportunities/how to apply for grants
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- J. GPO Online HELP
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- k. STAT-USA/USA Trade Online
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- l. Census materials
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested
  
- m. Geographic Information System (GIS)
  - 1. Extremely interested
  - 2. Very interested
  - 3. Interested
  - 4. Somewhat interested
  - 5. Not interested



- n. Other. Specify [            ]
1. Extremely interested
  2. Very interested
  3. Interested
  4. Somewhat interested
  5. Not interested

45. Is your library currently involved in document digitization projects?  
(NOTE: GPO will add digital registry information if it is available at the time of the Survey)

Yes

No

45a. If yes, what titles or which agencies' publications are you digitizing?

45b. Are you using digitization specifications for:

1. preservation level (Link to definition)
2. access level? (Link to definition)
2. both?

45c. Do you offer unrestricted free use of your digitized collection to the general public?

Yes

No

45d. Are your digitized collections catalogued?

Yes

No

If YES to 4d above, are these digitized collections catalog records available in a bibliographic utility? (indicate all that apply)

1. YES, in OCLC
2. YES, in RLIN
3. YES, Other (specify)
4. No
5. Not Applicable

46. Does your depository participate in virtual reference services? (Link to definition).

Yes

No

46a. Would you be interested in participating in a virtual reference service if it was administered by or through GPO?

Yes

No

47.a. What is the level of interest for your library for Spanish language FDLP materials?  
(Rank 1 to 5 to indicate level of interest )

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

47.b. What is the level of interest for your library for FDLP materials in other languages?  
(Rank 1 to 5 to indicate level of interest )

1. Extremely interested
2. Very interested
3. Interested
4. Somewhat interested
5. Not interested

47. a.1. Please specify what languages you have an interest in.

Amharic, Arabic, Armenian, Bengali, Bulgarian, Cambodian, Catalan, Chinese, Czech, Dutch, English, French, German, Greek, Hindi, Hungarian, Iloko, Italian, Japanese, Korea, Laotian, Magahi, Newari, Persian, Polish, Portuguese, Rumanian, Russian, Serbian, Slovak,

47a.2 Other-specify