1999 Biennial Survey

of Depository Libraries

1. Enter your depository library number: (e.g., 0001, 0024A)

**Your depository library PROFILE information:**

Depository Library Number: 0123

Congressional District: 99

Institution Name: Mary Doe College

Library Name: Jones Library

Street Address: 100 West University Blvd.

City: Any Town

State: WA

Zip +4: 98765-1234

Library Director’s Title: Dr.

Library Director’s Name [First]: Shelly D.

Library Director’s Name [Last]: English

Documents Librarian’s Title: Ms.

Documents Librarian’s Name [First]: Jane S.

Documents Librarian’s Name [Last]: Smith

Documents Librarians Phone Number: (316) 575-2855:282

Public Service Phone Number: (316) 575-2855:217

E-mail address: jsmith@doe.edu

Fax Machine Phone Number: (316) 575-8000

Depository Web Site URL: http://www.library.doe.edu/govdocs/govdocs.html

**Attention documents librarians:** If the PROFILE information above contains out-of-date information, submit the CORRECTED INFORMATION ONLY to LPS, using the Depository Directory Update Form BELOW.

# Helpful hint: If you made changes to the profile and received a “thank you” acknowledgement, return to Survey text by clicking on the “back” button.

# Biennial Survey of Depository Libraries, 1999

Enter your INTERNAL password: (e.g., FDLP54321)

Tab to key in e-mail address or click in block with mouse.

Enter your e-mail address here to receive a confirmation of your Biennial Survey response:

**Helpful hint:** Tab between questions. Click on response(s) with mouse.

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 LPS using the Depository Directory Form above
1. Do you want to remain in the Federal Depository Library Program? Yes No

🡺***If you answered “No,” skip the remaining questions and write a letter to the Superintendent of Documents indicating that the library wishes to relinquish its status as a depository for U.S. Government publications.***

# COLLECTION DEVELOPMENT

1. How many cataloged and uncataloged items are in your library system? Include Federal depository and non-depository materials, all formats, and all collections and libraries under the purview of your library director.
* < 100,000
* 100,000 – 250,000
* 250,001 – 500,000
* 500,001 – 1,000,000
* 1,000,001 – 5,000,000
* 5,000,001 – 10,000,000
* > 10,000,000
1. Depository’s selection rate from Item Lister: \_\_\_\_\_\_\_\_\_\_ %, (Round off to higher whole number, e.g., 28.91 is rounded to 29.)
2. Do you have a **written** collection development policy for U.S. Government depository documents? Yes No

If yes, was it revised within the last five years? Yes No

1. 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

1. Are you substituting any official online resources <www.access.gpo.gov/su\_docs/dpos/subguide.html> for tangible depository materials?

 Yes No

**BIBLIOGRAPHIC CONTROL**

1. Do you provide piece-level records for **ALL** depository receipts? Yes No
2. Is your shelflist for the depository collection: (Check all that apply.)
* Part of an integrated library system
* PC-based
* Card-based

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is the processing of depository receipts integrated into the processing unit for other library materials? Yes No

# MAINTENANCE

1. Are written binding and replacement policies in place? Yes No
2. Does the library have a disaster plan in which the Federal depository collection is included?

 Yes No

1. The depository collection is weeded: Regularly Irregularly Never
2. Are documents included in the library’s major preservation and conservation activities (e.g., binding, encapsulating, materials moved to climate controlled areas)? Yes No
3. Is the majority of the print depository collection arranged using the SuDocs classification?

 Yes No

**HUMAN RESOURCES**

1. 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):

 \_\_\_\_\_\_ Librarians

 \_\_\_\_\_\_ Support Staff

 \_\_\_\_\_\_ Other (students, volunteers, etc.)

1. 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, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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
1. 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

**PHYSICAL FACILITIES**

1. Since the last on-site inspection of your library, has any construction, remodeling, or relocation affected the depository operation? Yes No
2. Are there any barriers to depository resources (print and electronic) for persons with disabilities?

 Yes, to all resources Yes, to some resources No

1. 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 Yes No

Maps Yes No

1. Does the library meet the requirements for “Public Access to Electronic Information Provided Through the Federal Depository Libraries,” Administrative Notes, v. 17 #7, May 15, 1996? <www.lib.umich.edu/libhome/Documents.center/adnotes/1996/170796/an1707r.txt>. Yes No
2. Does the library have computer equipment for the physically challenged that uses assistive

technologies (hardware or software)? Yes No

24. 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):

* 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.

**PUBLIC SERVICE**

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

1. 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.)
2. 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
1. Does your library have a written access policy for the depository collection? Yes No
2. Does your library have a written policy regarding public services for Government information in electronic formats? <www.access.gpo.gov/su\_docs/dpos/pseguide.html>

 Yes No

1. Does your library have a written policy for FDLP Internet use? <www.access.gpo.gov/su\_docs/dpos/iupolicy.html> Yes No
2. What type of catalog does your library have? (Check all that apply.)
* Card catalog
* COM catalog
* CD-ROM catalog
* Text-based online catalog
* Web-based online catalog
1. 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

1. What brand is currently used for your Online Public Access Catalog?
* Ameritech Library Services (ALS), Dynix
* ALS, Horizon
* ALS, NOTIS
* Best-Seller, Portfolio
* CARL Corporation, IMDS
* Data Research Associates, Inc. (DRA), Classic
* DRA, TAOS
* Endeavor Information Systems Inc., Voyager
* Ex Libris (USA), Inc., ALEPH 500
* Geac, ADVANCE
* Geac, PLUS
* Innovative Interfaces, Inc., INNOPAC
* Sanderson Computers, Inc., Spydus
* Sirsi, Unicorn
* The Library Corporation, Library⚫Solution
* VTLS, Inc. (VTLS), VTLS99
* VTLS, Virtua
* None

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you planning to migrate to a new system within the next two years? Yes No
2. Are records for Internet-accessible Federal electronic Government information products included in your library’s catalog? Yes No

If “Yes,” are there active hyperlinks? (Select ONE best answer)

* Yes, interface supports linking capability
* Yes, though multiple interfaces are offered and not all support linking capability
* No, interface does not support linking capability
* No, policy decision not to link
1. How are library staff regularly made aware of new Government information products, services, and resources? (Check all that apply.)
* Announcements from Administrative Notes routed
* Regular staff meetings
* E-mail
* Demonstrations
* Help guides created
* Hands-on training sessions
* No regular program

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* Dial-in access
* Internet
* Network with other libraries
* Not applicable
1. 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
1. On average, how many patrons use the depository collections or services each week (including all incidents of use, i.e., in person, phone, fax, e-mail, etc.)? You may choose a week to sample. This refers to the number of people using depository materials, not the number of people who enter the library. \_\_\_\_\_\_\_\_\_\_\_
2. Has your library conducted user surveys or other studies to determine the quality of depository services? Yes No
3. Does your library charge a fee for any of the following depository services? (Check all that apply.)
* Printer paper
* Formatted floppy diskettes
* Fax
* Extensive reference service
* None of the above

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COOPERATIVE EFFORTS

1. 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 No Don’t know

If “Yes,” has the Plan been revised within the last five years? Yes No

1. Do you use the following?

askLPS <www.access.gpo.gov/su\_docs/dpos/asklps.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Documents Data Miner <kronos.niar.twsu.edu/govdocs/GdocFrames.asp>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Enhanced Shipping List Service <www.access.gpo.gov/su\_docs/dpos/shipping.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Federal Bulletin Board <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

FDLP Electronic Collection <www.access.gpo.gov/su\_docs/dpos/ec/>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Government Information Locator Service (GILS) via GPO Access <www.access.gpo.gov/su\_docs/gils/gils.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

GPO Access Databases <www.access.gpo.gov/su\_docs/db2.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

GPO’s Online Catalog of U.S. Government Publications <www.gpo.gov/catalog>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Pathway Locator Services:

Browse Electronic Titles <www.access.gpo.gov/su\_docs/dpos/btitles.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Browse Topics <www.access.gpo.gov/su\_docs/dpos/pathbrws.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Federal Agency Internet Sites <www.access.gpo.gov/su\_docs/dpos/agencies.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Searchable Agency Databases <www.accesss.gpo.gov/su\_docs/dpos/bibdata.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Search the Federal Government <www.access.gpo.gov/su\_docs/dpos/searche.html>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

Sales Product Catalog <www.gpo.gov/sales>

 Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

**THE FOLLOWING QUESTIONS OF THE SURVEY ARE OPTIONAL**

**Cost of Operating a Depository Library**

Using your most recently completed fiscal year, please provide the following information. If it is necessary to estimate, please do so.

The following information is based on \_\_\_\_\_\_\_\_\_\_\_\_ fiscal year.

O-1. **Salaries and Benefits.** Include all full and part-time staff who were identified in question 15 above. If staff only work part-time on depository activities, estimate that portion of their time that deals with Federal depository activities. Round your answer to the nearest thousand dollars.

O-1A. How much money was spent by your library on salaries for staff working with the Federal Depository Library Program? Include benefits, if possible.

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

O-1B. Does this figure include benefits? Yes No Don’t Know

O-1C. Explain any unusually large expenditures (e.g., temporary employees for special projects):

O-2. **Library Materials and Services.** Include print and electronic resources, purchases from the sales program, trade publications, subscriptions, online services, site licenses, bibliographic services, preservation, binding, and any other collection resource that supports the depository operation. Round your answer to the nearest thousand dollars.

O-2A. How much money has your library spent on library materials and services that support the depository operation? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

O-2B. Explain any unusually large expenditures (e.g., received special allocation for one-time purchases):

O-3. **Equipment, Furniture, and Computers.** Round your answer to the nearest thousand dollars.

O-3A. How much money did your library spend on equipment, furniture, and computers in support of the depository operation? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

O-3B. Explain any unusually large expenditures (e.g., new building to furnish, grant money for computer upgrades):

O-4. **Training and Travel.** Include GPO or agency-sponsored events, professional library meetings, meetings in your state, and computer or other specialized training. Round your answer to the nearest thousand dollars.

O-4A. How much money did your library spend on depository staff for training and travel?

$ \_\_\_\_\_\_\_\_\_

O-4B. Explain any unusually large expenditures (e.g., training for new staff or new library system):

O-4C. How much money was spent by depository staff that was not reimbursed? $ \_\_\_\_\_\_\_\_\_