

May 12, 2020

Dear Regional Depository Library Coordinator,

This spring, in the midst of the Coronavirus/COVID-19 pandemic, libraries faced what is likely one of the biggest operational changes they have ever experienced. Now as states begin to rescind stay-at-home orders, and libraries have already or are planning to reopen, they are facing new challenges.

Though the Government Publishing Office (GPO) remains in an emergency state with most employees teleworking, and Library Services and Content Management (LSCM) has no date for returning to headquarters, we nonetheless need to determine the "reopen readiness" of Federal depository libraries so we can plan for the resumption of curtailed services and are prepared to better assist and support libraries. I am reaching out to regional depository coordinators because of the leadership role you play in your region.

GPO is aware of the reopening plans for states, and we understand local jurisdictions and parent institutions may have more specific guidance to which you will have to adhere. I, as you well understand, am interested in the approach libraries with depository collections are taking to fully resume operations and services. Plans I have seen call for phased reopening to patrons and for provision of services. Please help us with our planning by addressing the following:

1. If there is a reopening plan for your library, please share it with GPO.
2. If you do not have such a plan, please describe the strategy being used in your library.
3. How would you describe your state of readiness?
4. I also value any insight you can provide on the general state of the selective depository libraries you serve. An example of this is if you are aware of any furloughs that would greatly affect the library's opening or ability to receive depository shipments in the future.

You can send your responses to FDLPOutreach@gpo.gov, along with any questions or concerns you may have. Please use the subject line: *Library Number*, Reopen.

In the near future we will be sending out a news alert asking that **all** depository libraries fill out a form to notify GPO of the date for which they will be able to, once again, receive depository shipments. Almost half of our libraries did not inform us of their closing or alternative work situations. We may need your assistance to ensure everyone responds. This information is vital to how and when we will move forward.

I also want to give you a heads up that we will be issuing guidance on using FDLP eXchange for providing offers nationally. On 10 June I will convene a virtual meeting of regional depository coordinators, though attendance will be open to anyone, to discuss this and the disposition process generally. I am interested in your feedback, and I am open to discussing other matters of interest to regionals during this meeting. Please let me know if you have other topics you would like to see on the agenda. In the meantime, be on the lookout for your email invitation to this meeting.

Thank you for taking the time to respond to my questions and providing your library's plan. If you have questions for me, I am available by email at lhall@gpo.gov. I am profusely appreciative of your dedication and commitment to providing access to and services for Government information under these most challenging and unprecedented circumstances.

Stay safe, and stay healthy,

A handwritten signature in blue ink that reads "LB Hall". The signature is written in a cursive, flowing style.

LAURIE B. HALL
Superintendent of Documents