

>> [Captioner standing by]

>> Or maintain your current depository on file. The poll will be open for 30 seconds. Allow me to pass the ball to our first presenter which is Evonne Williams.

>> Good afternoon. I'm from the

NIST library and we will talk about the triumphs and the challenges. In this age of technology and increasing public demand for public and electronic information as librarians and information specialist we often find ourselves searching and trying to strategize how to meet the public's demand for digitized resources while yet maintaining a high standard of customer satisfaction and employing that practice -- best practices. As we know the FDLP has transitioned to a primarily electronic or digital program therefore some new FDL has joined the program as digital only library

and other FDL have elected to transition or become digital only libraries. As we proceed in this session we will hear from a DLC working group findings and recommendations regarding digital only depository libraries. We will hear from a digital only depository library coordinator and learn from her library best practices. We will also hear from a depository library about the preparation involved in transitioning from a library with tangible products to a digital only library and then of course we will have a brief question and answer session. At this time I would like to introduce our panel who will share with us valuable information about digital only depository library. Our first presenter is Laura Smith from GPO will offer guidance and best practices which will benefit all depository libraries. Our second presenter is Stephen Parks, state librarian from the state law library of Mississippi and a member of the DLC who will share with us the results of the working groups survey of digital only depository library websites. And then I will share with you our recommendations based on our survey following, we will hear from -- division manager of collection services from the county public library which is a digital only depository library. Our final presenter will be Catherine Patterson, civic engineer librarian from La Jolla University of Chicago whose library is in the process of becoming a digital only depository library. Please receive our panel.

>> I'm an outreach librarian at GPO and I will give you a brief overview of becoming a digital only depository from the GPO point of view. Really the first thing I'm going to say is the most important thing which is GPO is here to help you if you decide to go digital only. It does not have to be confusing or mysterious process. We work with a number of libraries

that decided to go this route and they do it for various reasons. Sometimes they are changing priorities like space, the whole library is becoming digital only and sometimes your administrator tells you that you will be going digital only. It might be a library that serves a lot of distance education students were remote users and sometimes the libraries are considering leaving the FDLP and that becomes a good time to transition to digital only for space issues and a lot of new libraries who joined the FDLP decided to join as digital only. We also have a handout that outlines the digital only repository if that's helpful with some pretty

good guidance. The steps are outlined on this slide if you decide to become digital only. You consult and share information with the office about reaching support that's where I work and several other librarians and also the regional. They want to know what's going on. You adjust your item selection profile and remove all the item numbers on their for tangible item numbers or the mysterious one did not tell you what format they are because you could get something tangible with that. You make a plan for cataloging or providing access to the online content because people still need to be able to find that. You make a plan for providing services again that's something that continues the matter what kind of repository you are. Your services and references are a key part of what you do and if you have interesting tangible material in your repository collection, you might want to leave that. You can decide to leave it or --. We provide best examples and guides for you and also promotional materials and graphics and you can use our guys so there's a lot of support. And then how can you be an effective digital only repository want to decided to do this. A big thing is to have a good website or more than

one. You want to have the FDLP emblem there permanently ideally on the library homepage and on your depository homepage. Explain clearly how your patrons can get access to the material and who they should contact or where they should go if they need help. Another important thing is having good policies and review them regularly and training all the library staff on what the policies are, that provides clarity for everyone. Providing superior reference services and referrals as needed is really important. We all know it's not true that everything is online and it's also not true that everyone can find everything that is online so your role as an expert and federal government information is still very key when you are digital only repository. You still need to help patrons find the information they need or refer them to someone else if you are stuck. To stay current definitely take advantage of training and continuing education opportunities. The FDLP Academy or whatever else is useful to you and the network of the one who's in the FDLP. You want to have a system in place for how you identify online resource is and catalog them or provide access to them. Just as with any collection, your digital only repository needs to be visible so people know that it's there. That might mean cataloging the online resources and helping cataloging them yourselves or using a vendor. That might mean having a good guide or website that you continuously up date. You want have a system in place for evaluating the usage of your online resources. We know that can be challenging and that's a hard one but you often need to provide evidence of the usage of your collection so consider using the reporting tools that you have or finding out what analytics are available for the website or guide that you're using and a lot of them has built-in analytics that you can use. The last one I have listed is continue to participate actively in the FDLP community to stay up-to-date on trends and issues . You can watch FDLP Academy webinars and they are for everyone coordinator's, your other staff, your user community and general public and you can spread those far and wide. You can attend the FDLP conference in person or virtually . Sign up for FDLP events and emails and follow any agencies on social media that are particularly relevant to you or really delve into the website and get to know the agencies that are important to you. You can monitor listserv and talk to your fellow depository coordinator and regional coordinator and participate in those statewide original events. There's a lot of expertise in the community so take advantage of that. Last thing reiterating again we are here to help you through the process after the process any depository at any time we are here for you.

>> So specifically directed towards FDLP as far as FDLP presents for some type of presence on the homepage, 15 did not have any type of presents. Low clearly identifiable link to government information and listed as other

, they did have a link from their homepage with words directly to government information but not necessarily a logo. When we looked at working links 12 of the libraries that have working links to basic government information. 6 did not and 5 listed as problematic and some of the links worked and some of them did not or a guide refers to a source that the longer available but it does link to government -- and when it comes to contact information there was varying results all over. All have some type of contact information whether it was a mailing address or a generic email address but very few had contact information for library and physically to handle the government documents. 40 depository items. Based on those observations from the survey the working group with some best practices and best recommendations which we will not discuss. >> Thank you, Stephen. Having heard that your view of the FDLP working group findings, the working group has if you recommendations for the library of counsel that we believe would provide best practices for all digital only depository libraries. It is our hope that these best practices recommendations be part of the FDLP recommendation to the GPO following this spring need meeting. >> First, we recommend that the FDLP logo be placed in a homepage of the website. Since it is a mandate that depository libraries with tangible collection have the FDLP logo on the window or at the entrance of the library to signify that the library is a federal repository we believe that having a logo on the homepage of the website with demonstrate consistency

and continuity within the overall program. Secondly we recommend that the FDLP logo be placed on other webpages which references federal government documents. It makes the collection more visible and provides authenticity of the webpage as well as promotes free access to the resources. These are two examples of the logo however GPO has many designs with a logo to choose from. I simply did a group search to retrieve these. Thirdly, we recommend that each digital only depository library have links to the basic collection such as the budget of the United States government, the code of federal regulation, the federal register and the U.S. code. It is important to have links to these publications because they support the public's right to know about the workings and essentials activities of the federal government. In addition to learn more about the basic collection you can visit the FDLP.GOV website under requirements and guidance tab. Fourthly, we recommend each digital only depository library have a contact person listed who can assist customers who have concerns or questions about the federal government website or collection. We believe it's good to have a contact person was easily accessible to customers. Finally, we recommend that the GPO considered this digital only depository library or perhaps have a public service assessment to provide guidance and offer assistance. At this time I will turn you over to our next presenter Leah from London County Public Library.

>> We are in the northern Virginia area and we became a digital only depository library in October of 2018. This came about because it was discovered that the 10th congressional district did not have a federal depository library and our County Public Library Board of Trustees chair found out about this so he introduced the idea of us joining the system. We had a lot of discussion about it amongst our staff and based on what the staff recommended are library direct decided we should join has federal depository library but as a digital only library. That decision was based on at the moment we do not have capacity either staff or space wide for having a physical collection. And we realized having a digital access would provide availability for customers without having to visit a branch and at the same time that's expanding our digital collection that we offer for our customers. So how do we -- promoting and using our digital collection that's a link to our website. Or the webpage within our website. We changed our website April 2nd so this webpage is a new version of what we had before. Even previously when it was a little bit different, those slides were getting pretty healthy use, over 150 hits per month and as of March 31st we had 963 hits so we are interested to see what happens when we have increased the visibility of it and with our new website the logo is at the footer of every single page of our website, not just on the front page. We have this as a link and homeschool resources for all ages, children, teens, and adults and is also part of our site indexed. We have 10 library branches and death in a separate building in the logo stickers on the front door. Our branches are able to help customer resources and as I mentioned previously the promotion has been increased and the webpages ready have good traffic. We are going to continue to offer this resource and see what happens. Thank you. >> Can everyone hear me? That looks like a yes. I'm Catherine and I'm the librarian at Loyola of Chicago and we are as has been said halfway into our journey of becoming a federal or a digital depository. I'm going to talk about how that came about and where we're going next. Just a quick history of our FDLP. Were designated in 1966 as a depository library and most of the documentation only stretches out about 10 years and that's about when everything started to change. In 2008 we worked -- collected but the report we have from 2008 states the desire to reduce selection and focus on the core collection and the strength that we identified for the remaining selections. Some reports we have there is never really an indication as to why we really wanted to reduce the footprint collection but a common understanding is that we took up a lot of shelf space and the collection was incredibly underutilized and it was not really a priority for the library administration at the time. In 2009 and 2010 we were decreasing our print selection by a lot and increasing those electronic selections. The last report that I have we whittle down our collection by that

point and the annual report from the collection incredibly underutilized. However, in 2016 and 2017 respectively Marion Ryan was hired as a Dean of University library and Jeff was hired as an associate Dean and both have strong background in government information and I'm sure you all recognize the Marion name from the Council and they both had a real interest in revitalizing art collection. At the time a lot of members of the University administration worked in the political science field and in recognition of that, and the benefits of providing government information to the community beyond the reach of our campus into the Rogers Park community it was really important for those Marion and Jeff. Unfortunately everything that could be offered at that time had been offered -- collections were boxed up and ready to go. We had the selected pretty much all print selections by the time I was hired in 2018 and we were selecting but 120 electronic titles. Especially those with -- a little strange. There were no government documents in our catalog. We are using research guides mainly and we also had turned on this community zone package of government information that was just random bits of government information that is not put into the community not based on a profile at all. I don't know if any of you are familiar with that tool but the records that are in there are not great. Many of them just have titles and issuing agencies and it's a miracle and if those titles and issuing agencies are both correct and even more rare if there is any subject heading at all in those records. So I was not a big fan coming from the world of copycat working and catalog maintenance. So preempted is a little bit but I would hired in 2018 not of the government document library and. As the civic engagement library so that FDLP position was left intentionally vacant for a year so are library at menstruation could re-envision what that person would be in charge of. Meetings were still ongoing during that time so they worked incredibly hard and it was incredibly dedicated still doing all of that work during that year that that was vacant but are library -- came up with was the civic engagement library. A white umbrella to support programs that recognize and support the -- of the University life. Under that is being the depository library coordinator and that really appealed to me because I have always been really interested in the democratization of knowledge and just expanding access to information into the community which I think is really amazing about the FDLP program. That person commie, was also going to be physically located in our congressional archive. The first task that I tackled was to assess our participation in FDLP and finding a solution for how we are going to provide this electronic access. We decided we wanted to continue however to provide access to the electronic records. We wanted to envision government documents in your electronic a form as a fully integrated cross disciplinary research resource for our students in our community. Basically the process that I followed was I did a lot of research on the front in and I was familiar with a lot of people who discuss history and priority with the administration and was scheduled one-on-one meeting with all of our subject specialist. Because we are an academic library in our collection -- I was really interested in discussing the use of government information that the ready happening in those different subjects. And how that changed from subject to subject. I came in with Olivia documentation about how government information was being referenced in the research guide and -- many of the guides were not inherited so many of the subject specialists were not aware of how government information was being accessed through those tools. I make small improvements. Not huge additions, not overhauling, not a ton of recommendations as to what we should be selecting. It was a first conversation and what's going to be a series of conversations towards how government information is reporting curriculum. After that I had not settled on one approach when the head of monograph and acquisition cataloging with what is going to be our vision with did not want something that required a lot of set up or a lot of management since there's only one piece of my position and government information librarians their intentions are being pulled in other directions so we wanted something simple to set up in something that could work for electronic records. So the collection managers take your FDLP number and the user selection profile provided a bundle of record is updated monthly based on your selection profile. We tested those

records out and they worked really nice and to me they had a lot of great metadata and we did a collection in the catalog and we went forward with that. So first we thought about the philosophy behind these records. We were distracted by the amount and if there's a question as to why we want to provide all of it. I thought our catalog was really clogged and impossible to find that might actually be helpful. With this a better metadata they might be able to stumble upon that information and try to find another way. After that we selected some missing items from the collection and sent of our numbers and that was all the setup we had to do. Our membership included this subscription and I know you can get the subscription separately so if you don't have a membership that's still possible for you. There's no additional cost for us and I just want to mention for everyone who wants to retain the print it can be used for both. And you can add public notes and choose different records based on whether they are printed all electronically. The next steps in the process it takes at least one month for collections to become active and after that happened I will be checking what those records look like and making sure they're accurate and making sure the content is just as good and assessing the use of the records in the catalog. We talked a lot about assessment so far and I think that's incredibly important and continuing to add and refine the collection. One thing I noticed a lot in the report and one thing I think is kind of persistent within government documents and academic libraries is that even though we wanted to be making selections in consultation with selectors there was really not pressure to do that and there was an ongoing format

so we are currently writing a collection development plan which government information will be at peace and I hope that's an avenue to continue to consult with other selectors and I'm sure they will get sick of me and reference meetings bringing up government information but I think it will really strengthen how we can support the curriculum. We are also continuing to integrate government information in the research guides and updating things so that I'm not always correcting broken links and hopefully adding links to the catalog where appropriate when we get this collection uploaded into the discovery. And also I think that something really important is promotion. Much of why we are eliminating print

collections is because they're not being used. And I don't think they will be used in this electronic format any more than they would have been in print if we continue to promote those collections not just to the students but out into the community which is something that the huge priority for us so census 2020 is going to be big for us in a big way to get that recognition for how we are providing access to government information. Partnering with our two-year college which provides services for low income and undocumented students I think it's also going to be incredibly important and promoting the archival collections I mentioned earlier and making sure the primary source research is the cornerstone when it comes to library instructions. I know there was a lot of information very quickly and I will turn it back over for general questions but if you have any questions, feel free to email me. I also included the link so thank you very much.

>> Shellac >> [Captioners Transitioning] >>

>> Before we open it for questions I'm going to ask we get the results of the poll .

>> Again the poll asked if your library was beginning to become a digital archive only or maintain your current profile. It looks like six of you are designing or planning to become a digital depository. 20 are planning to retain tangible items and 41 are planning to maintain your current profile. Just out of curiosity for our working group, for the six planning to become digital only, we would be interested in see in the chat box what is pushing you to become a digital only depository? Or some of those planning to retain tangible what, [Indiscernible] >> Lack of space. Lack of use of print collection. Another comment is space issues. It looks like we are all experiencing the same issues. Any questions for our

guest speakers who had given their experience of becoming digital only or in the process of changing from tangible to digital?

>> This is Alicia from the University of Minnesota. I know I have libraries but I think I have a few digital only that many are going more digital. I have seen an increase in frustration in struggling with how to manage that collection. After you put records in your catalog it seems like it is harder to keep track of them then when they are on a shelf so thinking about how you manage that digital collection moving forward, if either of you have thought about that or any tips or strategies for thinking about that.

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>> I can answer a little bit of that. I think a lot about collection maintenance and we are not quite there yet with records in our catalog but I think it is important to always be doing constant assessments the way you would with your print resources as well. If things are really not getting used, it is were thinking about why that might be. Obviously subject headings were big thing for us. It was because it wasn't getting found in the catalog. Went to sort of change those aspects, if things are getting used it is worth thinking about in whether or not they really need to be there. Does that answer any part of your question?

>> I don't know, you said [Indiscernible] I imagine that is one of the best things out there but is there any other tool you are using or anyway you were thinking about that but yes, you did answer. Thank you.

>> How did the board member found out they lack the depository in the congressional district?

>> He spoke with our congressional representatives. I'm not sure how they conversation came up but in speaking with her and her staff, they realized the 10th district did not have an FDL so he brought it to our directors attention and we took it from there. >> This is Lori, I can tell you how that came about. Barbara was the representative for that district was on the house admin committee. The then direct GPO we had several hearings and our congressional liaison's always say to us here are the folks on the committee, do we have libraries in those districts? We found out to doing that search of the directory we didn't have a library in the 10th congressional district in Virginia so that is how it got started. We always check because we want to promote the FDLP with all of those members on the committee.

>> This is Mary Kark, I have been to present our library board of which one of the board members that Loudoun County was there on the bill to reform title 44 and the government documents depository program and somehow everybody got on the same page at the same time and miraculous things happened.

>> This is Yvonne. We were following the status of retaining our status. One of the reasons is we have a huge historic collection and we want to keep that collection but also found out our Internet connection has grown about 65% so yes. That is a lot and it is growing. That is one of the reasons why we are marketing our library system as the depository library because all of this information is available.

>> How did you manage keeping the five years required for rent materials?

>> As I said, our government documents system has been doing the work with the print collection, and we still do have, basically what we are required to still have. We have a list of what is still on ourselves but as far as new collections, we are down to zero.

>> With the five years still apply if you are changing your status?

>> I think it does, yes.

>> This is Cindy at GPO. There is also a substitution guidance out there that you can dispose of materials prior to five years if you are substituting for an official online version and let regional know what you are doing.

>> This is Lori at GPO. A couple of points for clarification. Once you are mostly digital or all-digital, there is nothing to say you can't go back and add tangibles if there is a need. It is flexible. Just because you go one way and you are mostly for an online digital depository doesn't mean you can't select tangible items from the FDLP exchange . We had the discussion this morning

that in the future we may have a different item selection system that works where we may be able to have libraries select by title in print and not necessarily get everything based on the item selection system that works now. Or you may have a change in curriculum. You may have something else you may want to go back and get some tangible materials through FDL P exchange. You go down the path and you are all-digital doesn't necessarily mean you can't through various means of getting tangible back into your library collection. I think one of the things we are doing at GPO that hasn't been talked about in our update session or in our handout, folks from outreach and support are looking at creating a set of records that is the basic or essential title group that is on the GitHub site, and also the set of basic serial records that would be available for all digital libraries if they wanted to pick up the whole sent and we would have a cycle of updates. We will probably have more information in not too long.

>> This is [Indiscernible] from the University of Washington. I had a couple of thoughts. This is a very stimulating program. The first is the expertise that it occurs to me time and time again as we speak about depository libraries we are speaking about the location of expertise in government information and that is such a critical component. I know we are talking about the collections, I don't know if it is too much to say collections are meaningless without the expertise but without the context that comes with that the expert assistance said to me a civic engagement library and I really like that race and I thought it was exactly where we want to be right now. My other thought was about use and I understand the desire to have use metrics because digital things are things we can measure use of that lack of use doesn't even

denote lack of importance of all things. I turned on the television last night and it was laughable. It was a news story that featured an old hearing from 1989 entitled FBI authority to seize suspects abroad. A hearing before the sub MIDI uncivil and constitutional rights. On my TV screen flashed the hearing with Pennsylvania State University libraries depository copy stamped. We don't know the Desta hearing that is important in today's news. I feel the same is true with our digital collection. I think it does affect the digital depositories. I don't think we should delete things that don't get used. That is not to say records don't need to be maintained. People might not want to record that points to an old it isn't is something. They might want to withdraw that from their catalog or they might have a tight collection scope.

>> This is Yvonne. I think it was Leah who mentioned this or it may have been Kathy about promoting your digital materials. One of those things I enjoyed promoting is the digital. One of the things we are doing within the branches is as we have go out we are starting search strategies training. The branches are as much involved and have become digitized. All of the reference staff are trained so they will be able to share with the public. In addition to that

we are having some of the promotional items the GPO had as well as other federal agencies promotion of items and having display areas and especially the one GPO has we you can access 1 million government resources for the FDLP program. Having those things accessible and having them in view is attracting customers to utilize that information. One of the other emotional items they recently developed with the branches, we use that extensively at our last community event. I actually got a chance to talk to over 100 people and we were talking to them about that . Seeing the excitement they had, and we were pushing those digital things to them and it has been very effective.

>> If we are planning to go digital only how should we handle titles or items numbers not available digitally? What should we do with the print?

>> This is Laura at GPO. It seems to me if the items are important to you and they are not available digitally that might be an argument for not going digital only in that case. You have to do what works for your institution and if it is not available in the format you need make it available in the format where it is available. The second part of question what we should do with the print, that sounds like maybe a separate question but if you decide to go digital only we do talk you through and as we discussed, you

need to let your it ministratation know it can take up to five years to get rid of the print you have so you can adjust your profile so you're no longer see anything print coming in but then it does take time to deal with the existing print.

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>> Are there any other questions or comments from counsel?

>> This is Mary Clark. I want to thank everybody who presented. It was a very nice program, and the skill set that comes together in this group is just amazing so thank everybody for participating here and a far. One of the things I am noticing on the chat is about the preservation stewards when you are discarding. We have had great programs and we have more coming along with exchange so please make your list and check them twice and post them to exchange.

>> This is Stephen. We hope our survey results do spur action on the part of the digital repositories to check and update their site but also spur action on members of the depository program. We would all do well to check our websites and make sure we were up to date and do a better job of reporting. While the session was devoted to digital repositories only it involves all of us.

>> One last poll. Has this session been useful? We appreciate you answering the last poll question . We look forward to working on this topic again in the future as openly more members consider moving to digital only. If there are no more questions we can and a few minutes early and get prepared for our last session of the day. Join us back at 3:30 PM for our closing session. >> [Event is on a break and will resume at 3:30 Eastern. Captioner on stand by.]