

## Instructions for identifying if your library has Separates held by GPO's Distribution staff

Please consult the spreadsheet linked to below to identify if your library has Separates content being held by our Distribution unit. The list is customized to your library's item selection profile. To obtain any material listed for your library, claims may need to be filed using the shipping list information provided.

The spreadsheet may be found here: <https://www.fdlp.gov/file-repository/collection-management/4830-list-of-separates-distributed-in-fy-2020-affected-by-covid-measures>

A couple of things to note:

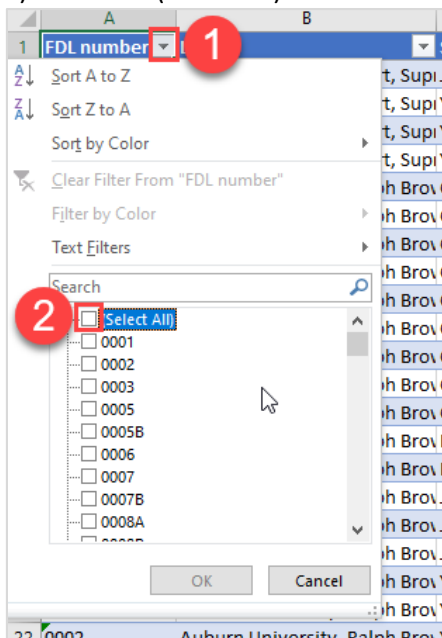
- Your library must fill out the [Library Status](#) form in order to receive these publications.
- Your library may have received some of the publications on this spreadsheet already. Different libraries received different content at the beginning of the pandemic. There is no need to file claims for material you have already received.
- There is also no need to file claims for material that has already superseded, unless your library retains superseded material.

### Instructions to use the list:

The left column is FDL number. You can scroll down the list to see your library's content, or you can filter it to just the content held for your library.

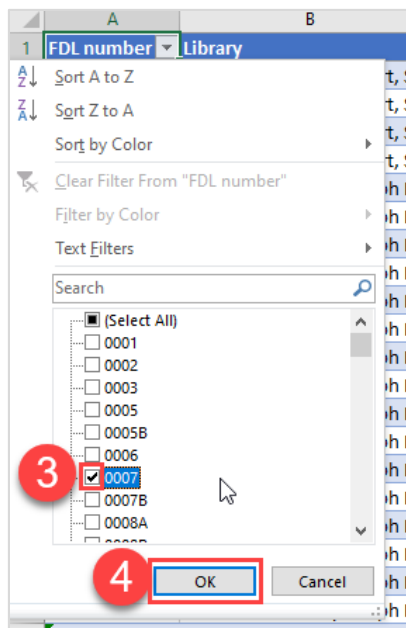
To filter the list:

- 1) Click on the drop-down arrow next to FDL number, and
- 2) Uncheck "(Select All)."



Scroll down in the list of FDL numbers until you see your library number.

- 3) Check the box next to your library number, and
- 4) Click 'OK.'



If you complete these instructions, at this point, you are looking at Separates content your library profiles for that is being held by our Distribution unit. Again, this is a best guess estimate.

For any material you see listed, verify if your library has received it already. If you have not, file a claim for it. Claim material using the [askGPO](#) Claims form.

Please note this unusual process was a consequence of COVID safety and health measures and only applies to Separates issued in Fiscal Year 2020. Separates for Fiscal Year 2021 will be distributed like normal for libraries that have resumed their shipments.

If you have any questions, please feel free to contact our Federal Depository Support Services (FDSS) staff through [askGPO](#). Select the category "Other depository library question or issue". Alternatively, you can call 202-512-1119.