

DEPOSITORY LIBRARY
COUNCIL TO THE
PUBLIC PRINTER
Information Guide



DEPOSITORY LIBRARY
COUNCIL

BRIEF HISTORY OF THE DEPOSITORY LIBRARY COUNCIL

The Depository Library Council to the Public Printer was established in 1972 and held its first meeting in February 1973. Its antecedents go back to 1963 when seven librarians were asked by the Public Printer to serve on an advisory committee on depository libraries. The original advisory committee was formed at the recommendation of the Senate Committee on Rules and Administration during its consideration of revised legislation on depository libraries. While the particular focus and role of the council has adapted over time, its central purpose has remained constant: to advise the Public Printer and the Superintendent of Documents on matters relating to the Federal Depository Library Program (FDLP).

Over the years, the Council has offered advice and recommendations on matters relating to the indexing, classification, cataloging, distribution, format, storage, utilization, and administration of depository material. Council also has advised the Public Printer on information policy issues affecting depository libraries and the Federal Depository Library Program.

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MISSION

To assist the Government Printing Office (GPO) in improving public access to government information through the Federal Depository Library Program (FDLP) and optimizing resources available for operating the Program.

Revised and adopted by Council on October 18, 2010

CHARTER

The purpose of the Depository Library Council to the Public Printer is to provide advice on policy matters dealing with the Federal Depository Library Program as provided in Title 44, U.S.C. The primary focus of Council's work will be to advise the Public Printer, the Superintendent of Documents, and appropriate members of GPO staff on practical options for the efficient management and operation of the FDLP.

The Depository Library Council shall be structured to provide the Public Printer with a diverse range of opinion and expertise. Additionally, it shall represent a cross section of the various types of libraries in the Federal Depository Library Program. In order to meet this goal, at least half of the Council's members shall work in Depository Libraries and have experience providing services for Government information.

Revised and adopted by Council on October 18, 2010

MEMBERSHIP

The Depository Library Council shall consist of fifteen members appointed by the Public Printer. The Council shall meet a minimum of twice each year with the meetings approximately six months apart (hereafter referred to as the spring and fall meetings). New members shall be appointed prior to the spring meeting and their term shall begin on June 1. Members shall serve three-year terms, with five members retiring each year on June 1 and five new members entering. Vacancies on the Council will be filled in cases where the remaining term is at least 1-1/2 years. All appointments to Council will be made by the Public Printer after consideration of recommendations from Council, library associations, and others as deemed appropriate by the Public Printer. Members may be appointed for additional terms.

Each fall, members of the Depository Library Council shall select a Chair-elect of Council. The Chair-elect shall assume the office of Chair immediately following the next spring meeting. Members of Council may serve more than one term as Chair. The Chair shall preside over all meetings of Council, shall be responsible for the agendas for the fall and spring meetings, shall appoint such committees as necessary to carry out the duties of Council, and shall serve as direct liaison between Council and the Public Printer. In the absence of the Chair, these duties shall be carried out by the Chair-elect or in absence of the Chair-elect by a designate appointed by the Chair.

At the spring meeting, members of the Depository Library Council shall select a Secretary of Council. The Secretary shall serve for one year and assume office prior to the fall meeting of Council. The Secretary may serve more than one term of office. It is the responsibility of the Secretary to coordinate the preparation of a summary report of each meeting for distribution to the Federal Depository Library community. The Secretary also shall summarize any decisions or actions taken during conference calls and handle correspondence and other record keeping at the request of the Chair. In the absence of the Secretary, the Chair shall appoint a member of Council to serve in that capacity.

Notice of official meetings of the Depository Library Council shall be published in the Federal Register and communicated to members of Council at least 30 days prior to the meeting date. All such meetings will be open to the public.

Revised and adopted by Council on October 18, 2010

OBLIGATIONS OF COUNCIL MEMBERS

Members of the Depository Library Council (DLC) are expected to:

- Attend if possible an orientation for new Council members;
- Attend DLC/FDLP conferences and meetings, held twice per year (spring and fall);
- Participate in conference calls (usually on a monthly basis);
- Participate in committee work and other DLC assignments as needed (e.g., respond to requests for feedback from GPO).

GPO will pay travel costs for DLC members for attendance at DLC/FDLP meetings and the orientation session.

Please note there may be potential outside work depending on the topic at hand.

Revised and adopted by Council on October 18, 2010

AMENDMENTS TO THE CHARTER

This document may be modified by the Public Printer or by a majority vote of Council.

BY-LAWS OF THE DEPOSITORY LIBRARY COUNCIL

ARTICLE I – NAME

The name of this organization shall be the Depository Library Council to the Public Printer.

ARTICLE II – PURPOSE

The purpose of the Depository Library Council to the Public Printer shall be to advise the Public Printer and the Assistant Public Printer (Superintendent of Documents) on matters dealing with the Depository Library Program. Specifically:

- a. Needs of depository libraries relative to Government publications.
- b. Cataloging and indexing of documents.
- c. Shipping and handling publications.
- d. Availability of publications to patrons and the public.
- e. General administration of the program.

ARTICLE III – MEMBERSHIP

Section 1 – General Membership. The Membership of the Depository Library Council shall consist of not more than 15 members of the Library community appointed by the Public Printer. The Public Printer and the Assistant Public Printer (Superintendent of Documents) are ex-officio members.

Section 2 – Membership Makeup. At least five of the members of the Council shall be persons who work full time with government documents in a depository library.

Section 3 – Term of Office. The members shall serve three years; five retiring each year and five entering each year, and members may be reappointed for a second term.

Section 4 – Vacancies. Vacancies on the Council will be filled from persons recommended by the formal library associations and regional librarians.

Section 5 – Alternates. A member of the Council may designate a non-voting alternate to serve as an observer in his absence.

BY-LAWS OF THE DEPOSITORY LIBRARY COUNCIL

ARTICLE IV – OFFICERS OF THE COUNCIL

Section 1 – Officers. The Officers of the Council shall be a Chairman, Vice Chairman and a Secretary. Term of office of the Chairman, Vice Chairman and Secretary shall be two years. The incumbents of these offices may succeed themselves in office for no longer than two additional terms.

Section 2 – Selection of Officers. The Chairman and Vice-Chairman will be nominated by the Council and confirmed by the Public Printer. The Secretary will be appointed by the Chairman.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – Chairman. The Chairman shall preside over meetings of the Council. He will have the duty of organizing the Council. He shall appoint such committees as necessary to carry out the duties of the Council. He shall serve as direct liaison between the Council and the Public Printer.

Section 2 – Vice- Chairman. The Vice-Chairman shall perform all acts and duties ordinarily required of the Chairman in the absence of the Chairman. Should the Chairman and Vice-Chairman be absent from any meeting, the Council shall select from the number a person to act as Chairman for that particular meeting.

Section 3 – The Secretary. The Secretary shall arrange for the preparation of records of meetings and proceedings. The Secretary shall further handle all official correspondence of the Council and each notice of meetings and keep all other records of the Council.

ARTICLE VI – MEETINGS

Section 1 – Regular meetings. There will be at least two meetings, one during or just following a semi-annual meeting of the ALA and the second when and where designated by the Public Printer.

Section 2 – Additional meetings. The Chairman may call additional meetings upon the written request of the Public Printer or a written request of eight or more members of the Council.

Section 3 –Notice of meetings. Notice of meetings shall be mailed to the membership at least 30 days before the date of each meeting, and notice will be published in the Federal Register.

Section 4 – Open meetings. Meetings of the Council will be open to the public.

ARTICLE VII – REPORTS

Section 1 – Reports of meetings. The secretary will prepare a report of each meeting for the signature of the Chairman and the Public Printer. A synopsis of the action taken by the Council at the meeting will be included.

BY-LAWS OF THE DEPOSITORY LIBRARY COUNCIL

Section 2 – Annual reports. The Chairman shall present to the Public Printer an annual written report of the activities of the Council. Such reports shall be published and disseminated to the Council as soon as approved by the Public Printer. A copy of such approved Annual Report shall be forwarded to all Depository Libraries and be filed with the National Archives Records Service. This report will be listed in the Monthly Catalog and will be available for purchase.

ARTICLE VIII – RULES OF ORDER

The rules contained in the latest edition of Robert's Rules of Order shall govern the meetings of the Council in all cases to which they can be applied and are not inconsistent with the charter or special rules of the Public Printer.

ARTICLE IX – AMENDMENTS

These by-laws may be amended by majority vote of the council at a duly constituted meeting.

Adopted 29 October 1974.
(Storrs, Conn. 1975)

DEPOSITORY LIBRARY COUNCIL CHARTER (HISTORICAL)

The following statistics are provided and grouped by the areas in which the questions were posed on the survey. Results were compiled from the submissions of 1,199 depository libraries, or ninety-five percent of 1,257 depository libraries.

ARTICLE I – NAME

The official designation of the group established for depository library advice shall be called “The Depository Library Council to the Public Printer.”

ARTICLE II – OBJECTIVES

The purpose of the Depository Library Council to the Public Printer is to provide advice on matters dealing with the Depository Library Program as provided in Title 44, U.S.C. The council will limit its work and recommendations to support of this Depository Library Program.

ARTICLE III – TIME

The Council will meet at least twice a year to carry out its objectives.

ARTICLE IV – REPORT

The Council will report to the Public Printer of the United States.

ARTICLE V – SUPPORT

The Government Printing Office will provide the necessary financial support for the Library Council as determined by the Public Printer.

ARTICLE VI – DUTIES

The Council will advise the Public Printer and the Superintendent of Documents on matters relating to the Depository Library Program which is outlined in Chapter 19, Title 44, U. S. Code. This will include but not be limited to classification, distribution, cataloging, indexing, storage, availability and utilization of depository material and general administration of the Depository Library Program.

ARTICLE VII – MEETING

The estimated number of meetings of the Council is a minimum of two each year, approximately six months apart.

DEPOSITORY LIBRARY COUNCIL CHARTER (HISTORICAL)

ARTICLE VIII – OPERATION

The Council, though not subject to the Federal Advisory Committee Act, will generally operate in accordance with the Act but subject to modifications by the Public Printer. The council will expire on January 1, 1975, unless renewed in writing by the Public Printer prior to that date.

ARTICLE IX – AMENDMENTS

This Charter may be amended by majority vote of the council at a duly constituted meeting.

ARTICLE X

This Charter is filed November 1974.

Adopted 29 October 1974