



FEDERAL DEPOSITORY LIBRARIES  
*Free Information, Dedicated Service, Limitless Possibilities*

# New Depository Staff Orientation

October 18, 2010


Education & Outreach  
Library Services & Content Management



FEDERAL DEPOSITORY LIBRARIES  
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# D

## Desktop Directory

- [www.fdlp.gov](http://www.fdlp.gov)
- The **Desktop** is an important tool for communication and assistance
- Learn your internal password
- Keep your **Directory** entry up to date
- Subscribe to FDLP-L

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The screenshot shows the 'fdlp desktop' interface. At the top, there is a search bar and navigation links: HOME, DEPOSITORY ADMINISTRATION, COLLECTION MANAGEMENT, OUTREACH, CATALOGING, HELP. Below the navigation is a login section with fields for Username and Password, and a Login button. The main content area is divided into several sections:

- General Announcements:** Includes 'Benefits for FDLP Libraries', 'Depository Library Spotlight for Electronic', 'New Archived OPAL Session: Col', 'Web site for Community Involvement Modeling the Future of the FDLP', and 'PURL Migration Schedule'.
- Cataloging:** Includes 'New Electronic Titles September 2010', 'Deadline Approaching for Partic the Cataloging Record Distrib', 'MARC records from the GPO She', 'Cataloging Record Distribution F', and 'New Electronic Titles August 20'.
- Distribution:** A section for displaying articles.

On the right side, there is a 'CATALOG OF U.S. GOVERNMENT PUBLICATIONS' section with the heading 'Welcome to the Federal Depository Library Directory (FDLD)'. It includes a 'CLICKABLE MAP OF FEDERAL DEPOSITORY LIBRARIES' showing a map of the United States with colored markers indicating library locations in various states.

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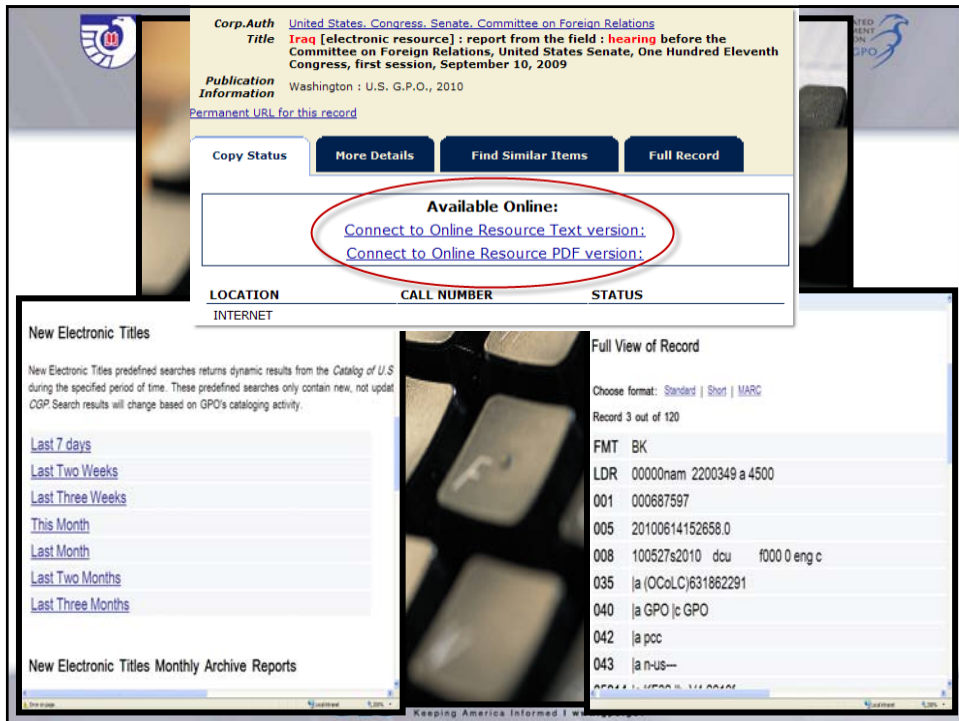
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# E

## Electronic Resources

- Libraries get to decide how **electronic** their collections are
- Manage and promote **electronic materials**
- Public access to **electronic materials MUST** be provided

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Corp.Auth: [United States Congress Senate Committee on Foreign Relations](#)  
 Title: [Iraq \[electronic resource\] : report from the field : hearing before the Committee on Foreign Relations, United States Senate, One Hundred Eleventh Congress, first session, September 10, 2009](#)  
 Publication Information: Washington : U.S. G.P.O., 2010  
 Permanent URL for this record: [http://www.gpo.gov](#)

Copy Status | **More Details** | Find Similar Items | Full Record

**Available Online:**  
[Connect to Online Resource Text version:](#)  
[Connect to Online Resource PDF version:](#)

LOCATION	CALL NUMBER	STATUS
INTERNET		

**New Electronic Titles**

New Electronic Titles predefined searches returns dynamic results from the Catalog of U.S during the specified period of time. These predefined searches only contain new, not updated GPO Search results will change based on GPO's cataloging activity.

- [Last 7 days](#)
- [Last Two Weeks](#)
- [Last Three Weeks](#)
- [This Month](#)
- [Last Month](#)
- [Last Two Months](#)
- [Last Three Months](#)

**New Electronic Titles Monthly Archive Reports**

**Full View of Record**

Choose format: [Standard](#) | [Short](#) | [MARC](#)  
 Record 3 out of 120

FMT BK  
 LDR 0000nam 2200349 a 4500  
 001 000687597  
 005 20100614152658.0  
 008 100527s2010 dcu f000 0 eng c  
 035 ja (OCoLC)631862291  
 040 ja GPO |c GPO  
 042 ja pcc  
 043 ja n-us---



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# P

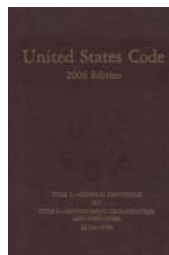
  

## Public Access

- FDLP libraries are guided by the principle of free, **P**ublic access to all
- FDLP was established by Congress to ensure access to Federal publications (44 USC §19)



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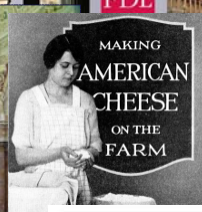
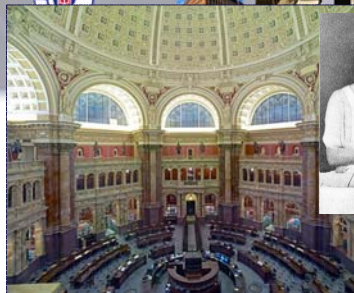




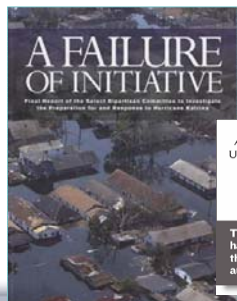
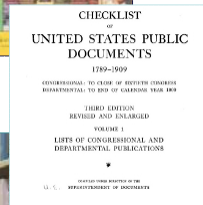
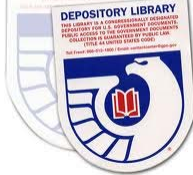
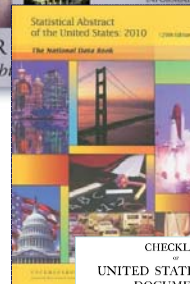
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O  
cOllECTION  
Development  
catalOging

- Your community guides your cOllECTION development
- GPO catalOgs U.S. Government pubs and includes them in the CGP



LIBRARIES  
Limitless Possibilities





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# S Super- intendent of Documents Selectives

- Greatest call number system EVER.
- Organized by agency, department, and type of publication
- Tutorials to learn SuDoc
- You are not required to use SuDoc (but why not?)
- GPO catalogs in SuDoc and Congressional publications also get LC
- Selectives motto "*Select and retain what is wanted*"




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Creator of the  
Superintendent of  
Documents call  
number system

**Adelaide Rosalie Hasse**  
b. September 13, 1868



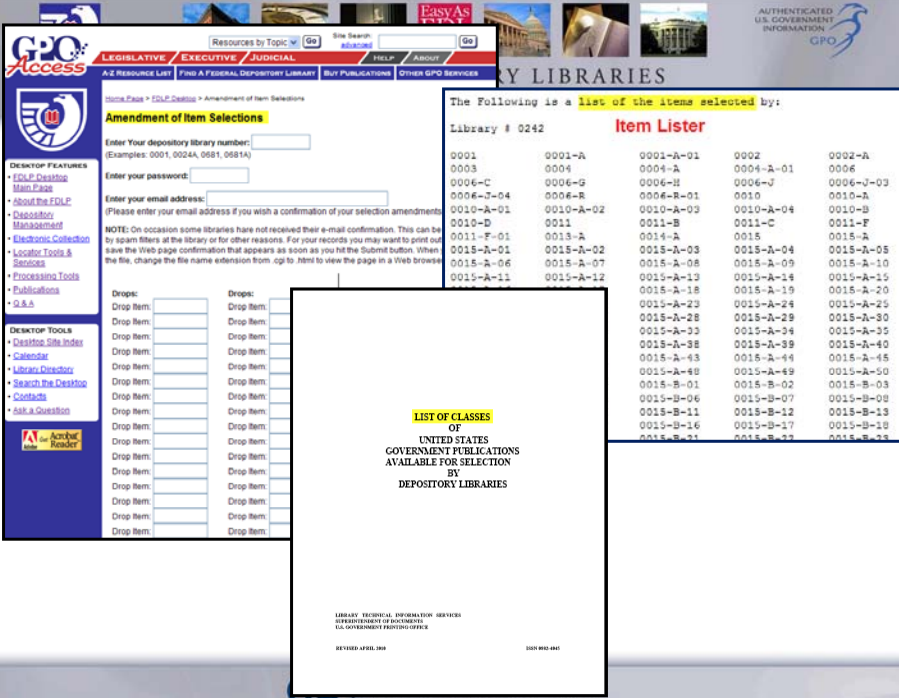


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# Item Number Item Selection

- Item numbers: *profiling selections for your collection*
- Most important time of the year: *Item Selection Update Cycle*
- Drop item numbers anytime
  - No format listed in *List of Classes?*
- More than one format listed in *List of Classes?*
  - Avoid Item Creep

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The Following is a **list of the items selected by:**

Library # 0242

Item Lister				
0001	0001-A	0001-A-01	0002	0002-A
0003	0004	0004-A	0004-A-01	0006
0006-C	0006-G	0006-H	0006-J	0006-J-03
0006-J-04	0006-R	0006-R-01	0010	0010-A
0010-A-01	0010-A-02	0010-A-03	0010-A-04	0010-B
0010-D	0011	0011-B	0011-C	0011-F
0011-F-01	0013-A	0014-A	0015	0015-A
0015-A-01	0015-A-02	0015-A-03	0015-A-04	0015-A-05
0015-A-06	0015-A-07	0015-A-08	0015-A-09	0015-A-10
0015-A-11	0015-A-12	0015-A-13	0015-A-14	0015-A-15
		0015-A-18	0015-A-19	0015-A-20
		0015-A-23	0015-A-24	0015-A-25
		0015-A-28	0015-A-29	0015-A-30
		0015-A-33	0015-A-34	0015-A-35
		0015-A-38	0015-A-39	0015-A-40
		0015-A-43	0015-A-44	0015-A-45
		0015-A-48	0015-A-49	0015-A-50
		0015-B-01	0015-B-02	0015-B-03
		0015-B-06	0015-B-07	0015-B-08
		0015-B-11	0015-B-12	0015-B-13
		0015-B-16	0015-B-17	0015-B-18
		0015-B-21	0015-B-22	0015-B-23

**LIST OF CLASSES**

OF

UNITED STATES  
GOVERNMENT PUBLICATIONS  
AVAILABLE FOR SELECTION  
BY  
DEPOSITORY LIBRARIES

LIBRARY TECHNICAL INFORMATION SERVICE  
DEPARTMENT OF COMMERCE  
U.S. GOVERNMENT PRINTING OFFICE

REVISED APRIL 2002

2002 902-840

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# T

## Training

## Tutorials

- New Depository Coordinator Tutorial
- OPAL sessions (live and archived)
- Desktop tutorials

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fdlp desktop

HOME DEPOSITORY ADMINISTRATION COLLECTION MANAGEMENT OUTREACH CATALOGING HELP

The FDLP Desktop serves as a centralized resource for the Federal Depository Library Program (FDLP), which disseminates U.S. Government information to the American public through libraries across the nation. Stay up-to-date with the latest innovations and progress of the Program and utilize various tools in order to enhance public services.

Libraries, log in with your institution's number and internal password to access depository-only content (e.g., order promotional materials).

Home > Help > Tutorials > New Depository Coordinators > Introduction

fdlp desktop

Introduction

Quick Links

Archive of GPO (U.S. Government Printing Office) Online Programs

- If you have viewed a GPO presentation, please take a moment to complete a [short feedback](#). Your feedback is important to us.
- **Going Mostly Electronic - Part 1: The Basics** presented in September 2010 by Melissa Parfitt, Education and Outreach Librarian, U.S. Government Printing Office.
  - Streaming audio with video (runtime 9:18)
  - Downloadable MP3 audio recording (4.4 MB; runtime 9:18)
- **Site State Virtual Government Information Conference**
  - **Keynote Speech by Gabriela Schneider** from the [Digital Foundation](#), recorded on August 11, 2010.
    - Streaming audio with video and text (runtime 99:23)
    - Downloadable MP3 audio recording (22.6 MB; runtime 99:23)
    - [Slide only](#).
  - **"Hiding Documents Accessible"**, a panel presentation by Debra Van Fleet from the University of Colorado at Boulder, Janet Steiner from the Illinois State Library, Andrea and Ralph Kocenas, and Candice O'Brien from [www.commerce.com](#) recorded on August 11, 2010.

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# R

## Regionals

## Retention

- Regional's motto "*“serving selectives in my geographic region, providing training, collections, and possessing the power of withdrawal list review...”*
- Superseded or Superceded
  - 5 Year Rule
- Official Substitution (Online)
  - Duplicates



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Withdrawal Mechanisms:					
Number of Years After Receipt:	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
<b>Supersession Rules</b> to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the Superseded List at any time in the life cycle of the document				
<b>Substitution Guidelines</b> to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years, use the Substitution Guidelines		Can be used, but the 5 Year Rule also applies	
<b>5 Year Rule</b> , selectives may request permission to discard material from their regional library	N/A	N/A	N/A	N/A	Yes

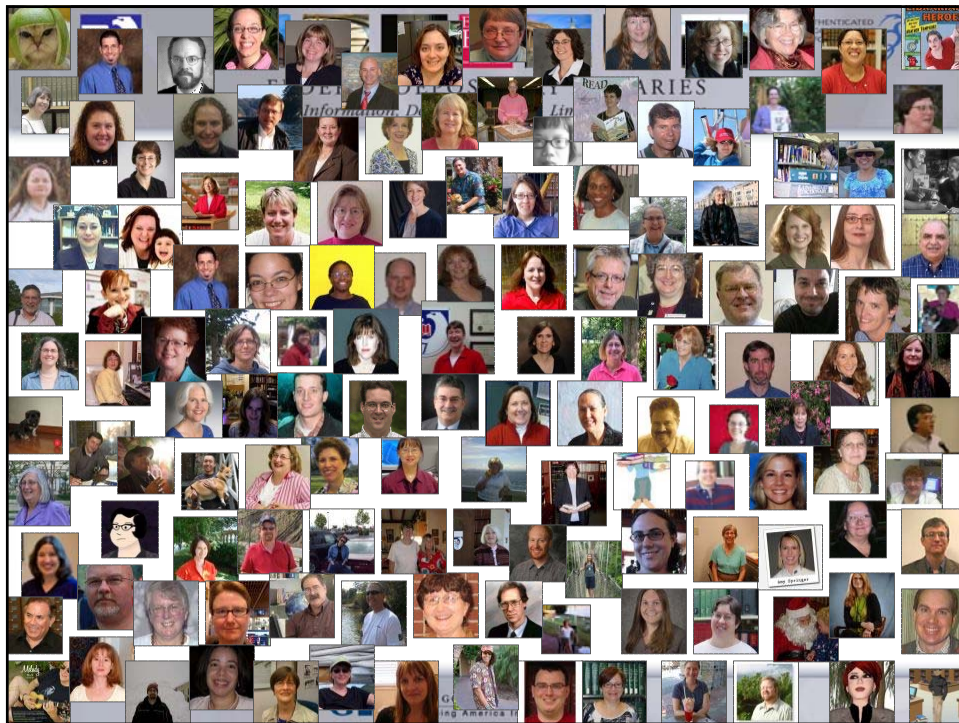
“Boring Graphic”



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**Y**  
**You!**  
 Your  
 dedication  
 Your  
 questions

- **You** are a vital link to providing FDLP services to the people!
- **You** are an important member of the FDLP community!





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- [fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)

- Office of Education & Outreach: 202-512-1119

- AskGPO:  
Desktop > Help > AskGPO

- FDLP-L