

# 2021 Biennial Survey of Depository Libraries - PREVIEW

## Instructions for completing the survey

- 1) All Federal depository libraries are required to complete this survey. The survey must be submitted by March 9, 2022.
- 2) Download or print the preview of the questions. Fill out the responses in the preview and have your director or their designee review and approve the responses.
- 3) Provide your responses according to current conditions in 2022, unless specifically requested to enter responses related to the ongoing COVID-19 pandemic and its impact. In all other cases, we are interested in learning the current state of operations, on the day you answer the questions. (Please note that this “2021 survey”, which normally is held in the fall of odd-numbered years, was delayed.)
- 4) Each depository coordinator will be emailed a unique URL to complete the survey. Do not share this URL outside your depository library, as it is unique to your institution. Once approved, use this URL to log in to the survey and enter your library’s responses.
- 5) Complete the survey in one session. If you need to leave and come back, your original responses will be lost.
- 6) If you did not receive your unique URL, or if you have questions about the survey itself, please direct your questions to [askGPO](#), category ‘Other depository library question or issue’. GPO staff will monitor and respond regularly.

**Note** - All questions in this survey refer to Federal depository resources and Federal Government information unless otherwise specified.

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Q1. I certify that my library fulfills the [Legal Requirements and Program Regulations \(LRPR\) of the Federal Depository Library Program](#). \*

- Yes
- No. If no, please explain:

Q2. Does your library plan to remain in the Federal Depository Library Program? \*

- Yes
- No
- Not sure

Q3. Can anyone (general public and your library's primary and non-primary patrons) enter the library and use Federal Government depository resources in all formats and receive reference services free of charge at your library? \*

- Yes
  - No, temporary COVID-19 safety measures restrict public access
  - No, please explain:
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- Don't know
  - N/A, my library is designated as the highest state appellate court library

Q4. Other than providing computers for patron usage, how does your library make online Federal depository publications discoverable? Select all that apply. \*

- Government information resources in discovery services (ex. Primo, EBSCO, etc.)
  - Library finding aids/subject guides with links to online resources
  - Links on library web pages
  - Local catalog records in the ILS
  - Locally host a digital collection
  - Other. Please specify:
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Q5. Report the Full Time Equivalencies that support the Federal depository operation. Count the number of hours based on a 40-hour work week. For example, if four librarians spend a combined total of 100 hours per week on depository activities, report 2.5 FTE for Librarians. Include reference staff, web page developers, subject guide developers, technical services staff, etc. in your calculation. Report "0" for the staff categories you do not have, and use decimals for your figures (example: 0.00, 0.25, 2.00, 2.50, etc.) \*

Librarian

Support staff

Volunteers

Student workers

Q6(a). In which areas, if any, has your institution implemented new library-wide policies and/or procedural changes as a result of COVID-19. Select all that apply. \*

- Collection maintenance and weeding
  - Instructional and Educational Services
  - Interlibrary Loan Services
  - Item selection / FDLP selection profile
  - Outreach Services
  - Processing
  - Public access
  - Reference services
  - Shelving
  - Staffing
  - Storage
  - Other:
- 
- Changes were made due to COVID-19 but now back to pre-COVID policies
- 
- No new policies or procedures implemented.

Q6(b). Which of these implemented changes, if any, do you anticipate will remain part of your normal operations? \*

Q7. What significant projects or events affected your FDLP operations in the last two years? Do not report COVID-19 closings or limitations to public access during COVID-19. Select all that apply. \*

- Budget cuts
- Cataloging project
- Collection move
- Facility issues (For example: burst pipes, mold growth, etc.)
- Facility renovation
- Natural disaster
- New training initiatives
- Preservation project
- Space constraints
- Staff cuts or turnover
- System migration
- Other:

N/A

Q8. What are your library's major plans for the depository operation in the next two years?  
Select all that apply. \*

- Conduct a preservation project
- Digitize U.S. Government publications
- Enter into a new Selective or Shared Housing Agreement to house regional copies at an alternate location
- Inventory tangible collections
- Move FDLP material to a new location (within library building, new building, offsite storage)
- Plan strategic community outreach
- Renovate facilities
- Retrospectively catalog U.S. Government publications
- Train library staff in the use of U.S. Government information
- Transition to a digital-only depository and discontinue receipt of future tangible depository material
- Undertake a large-scale systems project, such as replacing or implementing a new library system platform
- Weed tangible collections
- Do not have any plans
- Other. Please specify:

Q9. My library is actively working to increase diversity, equity, and inclusion (DEI) through ... Select all that apply. \*

- Catalog and tool enhancements to include ADA, 508 compliance, modification of subject headings, etc.
- Collection development
- Displays
- Hiring decisions
- Human library programs
- Programs for the public
- Staff training
- Other, please specify:

Does not apply

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Q10. Describe the nature of your depository collection. Please select the option that most closely matches. \*

- Comprehensive research collection (little to no weeding)
- Blend of current and retrospective holdings (active collection management, including weeding)
- Mostly current publications, held for 5-year retention (regular weeding of tangible publications)
- Mostly digital collection
- All digital collection (no tangible publications)

Q11. Does your library have an active collection development plan for Government information resources? Select the closest characterization. \*

- Yes, as a part of a larger library-wide collection development plan
  - Yes, as a part of a larger, cooperative collection development plan with other libraries or institutions
  - Yes, we have a separate collection development plan for Government information
  - No
  - Other. Please explain:
- 

Q12. Is your library interested in receiving FDLP digital publications on deposit from GPO? (Select the response that best fits your situation)

- Yes
- Yes, and my library director supports this
- No
- Maybe
- I don't know

Q13. Does your library have a digital repository that is freely accessible to the public?

- Yes
  - No
  - No, but will have one within the next 1-2 years
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Q14. Does your library have tangible depository material in any format? \*

- Yes
- No

(Q14(a) through Q22 are to be filled out if you answer Yes in Q14)

**Questions for depositories with tangible formats (paper, microfiche, electronic media, etc.)**

The following questions are intended to assess the size of the tangible collection in Federal depository libraries.

Not all libraries are able to provide details on their collections using the same standard. For the first four questions, please provide a best estimate count of titles, items, publications, or other unit of measurement for your collection in all locations, as applicable. In your answer, provide the quantity and the standard used.

For example:

"360 linear feet"

"12 inches"

"456 titles"

"65,000 items"

"zero microfiche"

"1.2 million publications"

Guidance: "[Is there a formula I can use to estimate the size of my documents collection?](#)"

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Q14(a). To the best of your knowledge, how many FDLP-issued publications in paper (not including maps) would you estimate are in your collection? \*

**Enter your estimate - include the unit of measurement.**

For example, 200 linear feet

Q14(b). To the best of your knowledge, how many FDLP-issued microfiche would you estimate are in your collection? \*

**Enter your estimate - include the unit of measurement.**

For example, 30 drawers (21" wide x 28" deep)

Q14(c). To the best of your knowledge, how many FDLP-issued maps would you estimate are in your collection? \*

**Enter your estimate - include the unit of measurement.**

For example, 3 drawers

Q14(d). To the best of your knowledge, how many FDLP-issued DVDs, CD-ROMs, VHS tapes, and floppy diskettes would you estimate are in your collection? \*

**Enter your estimate - include the unit of measurement.**

For example, 500 inches

Q15. Do you have CDs/DVDs/diskettes/floppies in your depository collection that can no longer be used? \*

- Yes, there is media that cannot be used
- No, all media can be used
- I don't know
- N/A, the format is not in the collection

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(Q15(a) and Q15(b) are to be filled out if you answer Yes in Q15)

Q15(a). Why can't the information be accessed? Select all that apply. \*

- My library does not have the equipment to read these formats
- My library has equipment to read these formats, but information on the disks cannot be retrieved
- Other, please specify:

Q15(b). Have you tried to develop local solutions to providing access to the content? \*

- Yes
  - No
-

Q16(a). My tangible FDLP collection is primarily... \*

**Please select one**

- Integrated in open stacks with other library collections
- Located in closed stacks
- Located in a consortial shared print archive
- Located in separate housing outside of my institution (For example: Selective or Shared Housing Agreement, shared regional collection across state lines, etc.)
- Located in separate housing within my institution (For example: Branch library, Map library, other department, etc.)
- Located in offsite storage
- Located in open stacks in a designated area within the library
- N/A, my library has no tangible FDLP collection

Q16(b). Please note any additional locations housing your tangible FDLP collection. \*

**Select all that apply**

- Integrated in open stacks with other library collections
- Located in closed stacks
- Located in a consortial shared print archive
- Located in separate housing outside of my institution (For example: Selective or Shared Housing Agreement, shared regional collection across state lines, etc.)
- Located in separate housing within my institution (For example: Branch library, Map library, other department, etc.)
- Located in offsite storage
- Located in open stacks in a designated area within the library
- N/A, my library entire tangible FDLP collection is in one location
- N/A, my library has no tangible FDLP collection

Q17. Are you retroactively building parts of your tangible FDLP collection? \*

- Yes
  - No
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(Q18(a) and Q18(b) are to be filled out if you answered Yes in Q17)

Q18(a). Please provide subject(s) or SuDoc stem(s) for these areas of collecting \*

Q18(b). How are you building your collection? Select all that apply. \*

- FDLP eXchange
  - ASERL Documents Disposition Database
  - Offers in area served by your regional depository(ies)
  - Listserv offers (For example: GOVDOC-L)
  - Purchasing from commercial vendors
  - Contacting agencies directly
  - Donations
  - Other. Please describe:
-

Q19. How do you weed your FDLP collection? Select all that apply. \*

- Do not weed
- Weed as needed
- Weed duplicates
- Weed superseded material
- Weed after holding for 5 years
- Substitute items with equivalent in another format
- Actively weed pre-1950 material
- Weed microfiche
- Weed tangible electronic format (For example: CDs, DVDs)
- Weed maps
- Weeding most of the tangible depository material
- Weeding all tangible depository material

Q20. Do you remove or update catalog records when you weed tangible FDLP material from your collection? \*

- Yes
  - No
  - N/A
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Q21. How much of your tangible collection (paper, microfiche, etc.) would you estimate is cataloged? \*

(Please estimate the percentage cataloged \_\_\_\_\_)

Q22. Which is most representative of your library's depository cataloging activities? \*

- Catalog new tangible depository receipts only
- Catalog new online resources only
- Catalog all new receipts, in all formats
- Catalog new receipts and routinely or systematically catalog older resources
- Catalog new receipts and occasionally catalog older resources as they are identified
- Other. Please explain:

- Do not currently catalog any depository resources
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Q23. What type of training can GPO provide to enhance your familiarity with Government information and FDLP tools and resources? \*

	Hands-on	Webinar (live)	Webcast (pre- recorded)	Tutorial	Not interested
<a href="#">askGPO</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Ben's Guide to the U.S. Government</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CGP on GitHub</a> repositories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cataloging Record Distribution Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">FDLP eXchange</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">FDLP LibGuides</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">FDLP PURL Usage Report</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">govinfo</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPO Cataloging and Superintendent of Documents Classification Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with your item selection profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">WEBTech Notes</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other. Please explain:



Q24. Please select the FDLP promotional or marketing services that you plan to use within the next two years. Select all that apply. \*

- Free promotional materials (for example, pencils, notepads, bookmarks, etc.)
- Promotional materials that you can customize locally and distribute to local branch and non-depository libraries (FDLP handouts)
- Downloadable graphics, logos, templates, and public service announcements for websites and social media
- Promotional guidance (social media, anniversary celebrations, galleries of displays and commemorations at other depositories)
- English-language promotional materials (pencils, notepads, bookmarks, etc.)
- Spanish-language promotional materials (FDLP handouts)
- FDLP-related social media campaigns (#lovemyFDL, #BensAdventures, sharing holiday library displays via GPO social media)
- Not using promotional assistance. Please explain why and what GPO can do to make them more beneficial to you:

Q25. Are you interested in exploring [official partnership opportunities](#) with GPO in support of the [National Collection of U.S. Government Public Information](#)? \*

- Yes
- No
- My library is already a GPO partner

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My institution's approving library director or designee has reviewed and accepted the responses to this survey. \*

- Yes
- No