



Federal Depository Library Handbook

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Federal Depository Library Handbook

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Preface

The *Federal Depository Library Handbook* (Handbook), describes requirements of Federal depository libraries, both legal and those prescribed by the Government Printing Office (GPO). Additionally the Handbook provides guidance to libraries on how they can meet the requirements of the Federal Depository Library Program (FDLP).

This information was previously found in two publications. *Instructions to Depository Libraries* contained the FDLP requirements while practical guidance for carrying out FDLP operations was in the *Federal Depository Library Manual* and its supplements. The *Instructions* and *Manual* are superseded by the Handbook.

In accepting the privilege of Federal depository status for their libraries, directors agreed to abide by all the laws and requirements governing officially designated depository libraries. Recognizing this, chapter 2 of the Handbook outlines the legal requirements and each chapter of the Handbook includes a section for library administrators. These sections are also consolidated in Appendix C.

Depository coordinators MUST ensure that all personnel involved in any aspect of depository operations are aware of the obligations of depository libraries and of the importance of the Handbook. Depository staff should review the Handbook on a regular basis and any questions can be directed to [askGPO](http://askgpo.gov) (<http://www.gpoaccess.gov/help/index.html>).

The first edition of the Handbook was published in October 2007. The Handbook is an online living publication and will be updated as needed. Depository personnel are welcome to offer revisions. All suggestions will be reviewed, and the library community will be notified of changes in content.

Acknowledgments

The Library Services & Content Management (LSCM) Business unit of GPO established teams of volunteers from the depository library community to draft chapters of the FDL Handbook. The volunteers included representatives from the Depository Library Council, regional libraries, selective libraries, and LSCM.

The volunteers were charged with:

- consolidating the *Instructions* and *Manual* into one document;
- updating and refreshing content;
- adding more information on the electronic environment;
- documenting good practices and lessons learned; and
- aligning the Handbook with GPO's Strategic Vision (Dec 2004)

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Introduction

The Federal Depository Library Program (FDLP) traces its roots to 1813 when Congress passed a joint resolution which directed copies of the House and Senate Journals, and other publications, be printed and distributed to certain libraries and institutions outside of the Federal Government. Congress took this action to ensure that the American public has access to its Government's information.

From this small beginning, the FDLP has grown into a system of over 1,250 libraries of all sizes, a variety of types, and located in the 50 states and the territories of the United States. Depository libraries have supported the public's right to Federal Government information by collecting, organizing, and preserving it, and by providing assistance to library users for more than 145 years.

The FDLP is based upon these three principles:

- Federal Government information products within scope of the FDLP shall be made available to Federal depository libraries;
- Federal depository libraries shall be located in each State and U.S. Congressional District to make Government information products more widely available; and
- Federal Government information in all media shall be available for the free use by the general public.

Materials received by depository libraries on deposit from the Government Printing Office (GPO) remain the property of the U.S. Government. Libraries become the custodians of these resources; Federal property is entrusted to their care. Certain legal obligations come with being a depository library and with the stewardship of Federal property. These obligations fall into the broad categories of access, maintenance of collections, and service. Since these categories apply to almost every aspect of depository operations, the Federal Depository Library Handbook provides requirements and offers practical guidance in these broad categories.

The Handbook was devised to inform depository staff of, and to help them understand, the FDLP requirements found in Title 44, United States Code, Chapter 19 and those prescribed by the GPO. Further, the Handbook provides guidance to libraries on how they can meet their FDLP obligations. Legal requirements are those found in public laws. Mandatory responsibilities are not legal requirements but those responsibilities that LSCM has identified for program compliance.

Unless otherwise stated, all depository library staff must be familiar with and conform to the legal and program requirements set forth in this Handbook. Statements containing the terms are required to, must, shall, or mandated, reflect legal and program

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

requirements and appear in bold with yellow highlight. Statements containing the words "encouraged", "may", "should", "could", or "can", are not requirements; they provide guidance and are merely suggestions.

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How to Interpret the Federal Depository Library Handbook

The Federal Depository Library (FDL) Handbook supersedes the [Instructions to Depository Libraries](http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html) and the [Federal Depository Library Manual](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html) with its four supplements. The Handbook serves as a one stop shop for legal requirements, Federal Depository Library Program requirements (Program), guidance and best practices.

When using this Handbook, it helps to understand the following:

- The FDL Handbook provides legal requirements in two ways. First, a compilation of the statutory mandates for both selective and regional depository libraries from Chapter 19 of Title 44 is available in Chapter Two. Second, the legal requirements are also stated on each chapter represented by words such as “must,” “shall,” “mandated,” “need,” “required” or a variation thereof. To emphasize these legal requirements, the sentence in which these words appear, has been bolded in black with a yellow background.
- The FDL Handbook also provides Program requirements. These are the mandatory requirements of the program that provide actions that assist depositories in meeting their legal mandates. They are requirements that originated at the GPO. Program requirements appear in each chapter and they are stated using words such as “must,” “shall,” “mandated,” “need,” “required” or a variation thereof. To emphasize these program requirements, the sentence in which these words appear, has been bolded in black with a yellow background.
- To further help users to identify legal and program requirements, the following statement appears as a header on the top of each page of the Handbook: “Text highlighted in yellow refers to legal and/or program requirements for depository libraries.”
- In writing the Handbook, the volunteer teams from the depository community, were instructed to build flexibility into the Federal Depository Library Program (FDLP) through the recognition of the professional judgments made every day by depository coordinators. This is evident in the best practices offered in each chapter which appear in sentences using the words, “strong encouraged”, “should,” “may,” “encouraged” and variations thereof. They also appear in

the section entitled, “Tips, Practical Advice, and Lessons Learned” found at the end of each chapter. Depository coordinators are strongly encouraged to use these practices and/or tips in their depositories when it makes sense to do so.

- To help depository coordinators point to the most important aspects of depository operations for busy library administrators, a section is offered at the end of each chapter entitled, “Important for Library Administrators.”
- Each chapter has a section entitled, “Did you realize that You Don’t Have To...?”. This section highlights those depository operations that were once requirements or have been perceived over time as requirements, but are not mandates.
- The section entitled, “What’s New and Important” reflects those issues which are new or important since some issues are not new, but they remain important to the FDLP.
- Hyperlinks appear in each chapter to take the user to more information about the subject. To help users locate information more readily, customized bookmarks have been created.
- The FDL Handbook will be revised and updated periodically. Updates will be announced on FDLP-L. Any questions about interpretation should be submitted to [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>). Please select the category Federal Depository Libraries, sub-category Federal Depository Library Handbook.

Library Services and Content Management (LSCM) Organization

Describes GPO's organizational structure and askGPO, explains how to obtain assistance from LSCM, and encourages depository staff to keep current with the Federal Depository Library Program (FDLP)

What's New and Important

Your first point of contact with U.S. Government Printing Office (GPO) should be through [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>). The [Knowledge Base](http://www.gpoaccess.gov/help) (<http://www.gpoaccess.gov/help>), a part of askGPO, is a great first stop when seeking an answer to your question about the Federal Depository Library Program (FDLP). There is a special category in the Knowledge Base that contains questions and answers about Federal depository libraries.

You should become familiar with GPO's new organizational structure and understand the role of the executive leadership team.

GPO's Organizational Structure

The [Executive Leadership Team](http://www.gpo.gov/management/index.html) (<http://www.gpo.gov/management/index.html>) for GPO is composed of executive-level managers charged with guiding the federal agency. The team consists of the Public Printer of the United States, the Deputy Public Printer of the United States, the Superintendent of Documents, and the Director, Library Services and Content Management.

The Public Printer, with the approval of the Joint Committee on Printing, is responsible for implementation of the Federal Depository Library Program. Additionally, the Public Printer designates certain types of depository libraries as detailed in the [Designation Handbook for Federal Depository Libraries](http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html).



[Robert C. Tapella, Public Printer of the United States](http://www.gpo.gov/management/tapella.htm)
(<http://www.gpo.gov/management/tapella.htm>) serves as the Chief Executive Officer of the U.S. Government Printing Office.

The Superintendent of Documents, appointed by the Public Printer, oversees the policy creation and operations of the FDLP through the LSCM business unit. LSCM staff acquire, catalog, organize, and disseminate U.S. government publications to the FDLP. Additionally, the Superintendent of Documents designates some types of depository libraries and oversees the GPO sales program.



[Richard G. Davis, Acting Superintendent of Documents](http://www.gpo.gov/management/davis.htm)
(<http://www.gpo.gov/management/davis.htm>) serves as the acting Superintendent of Documents as well as the Director, LSCM.

Within **[Library Services and Content Management](http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html)** (http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html), the Director of LSCM is responsible for the staff supporting the FDLP. In an effort to provide improved, consistent communication with the community, LSCM issued **[SOD 305 Policy Statement](#)**, "Subject: Use of Electronic Postings to Communicate Administrative Information and Announcements to the Federal Depository Community and Others" ([http://www.access.gpo.gov/su_docs/fdlp/pubs/policies/sod_305\(final\).pdf](http://www.access.gpo.gov/su_docs/fdlp/pubs/policies/sod_305(final).pdf)). This policy establishes conditions under which postings via various electronic communication mechanisms are used to communicate administrative information and announcements to Federal depository library staff and others with an interest in GPO's Library Services and Content Management programs.

About askGPO

[askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) is a customer relationship management (CRM) and online help system used by LSCM. This is your first point of contact with LSCM and it has several components:

- the [Knowledge Base](http://www.gpoaccess.gov/help) (<http://www.gpoaccess.gov/help>) contains previously submitted questions with answers that can be searched or browsed;
- the Ask a Question feature allows you to submit new questions for LSCM staff to answer;
- the My Account area provides specific information for each end-user of the system; and
- the component that helps internal staff to manage and maintain the other CRM components.

To connect you to high quality information, a searchable online Knowledge Base was created from frequently asked questions organized by subject categories. Choose the subject category, "Federal Depository Libraries", and then with one of the multiple subcategories such as Natural Disasters, Acquisitions, Cataloging, Classification, Depository Designation Status, Depository Management, or Distribution. To view all of the categories and subcategories, [click here](http://www.gpoaccess.gov/help/) (<http://www.gpoaccess.gov/help/>). Your questions may be submitted to GPO using the ["Ask a Question" tab on this Web form](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>). askGPO automatically routes your question to the appropriate subject matter expert and strives to provide an answer within 24 hours.

How to Obtain Assistance

You may obtain assistance from LSCM in four major ways:

- Remember your first point of contact is always through askGPO using the [Ask a Question](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>), a component of the CRM.
- You may also telephone LSCM. Our telephone hours are:
 - 7:00 a.m. - 8:00 p.m. EST, Monday through Friday (except Federal holidays) at:
 - DC metro area (202) 512-1800
 - Toll-free (866) 512-1800
- You may want to fax letters and other documentation to us. Our Fax number is (202) 512-2104.
- You may send regular mail to us at the following mailing address:

- U.S. Government Printing Office
Mail Stop: IDCC
732 N. Capitol Street, NW
Washington, DC 20401
- The FDLP Desktop includes a [Library Services & Content Management Director Contact form](#) (<http://www.fdlp.gov/help/directors.html>) which can be used for contacting the Directors. Please do not use this form for general inquiries.

Don't forget that you may also obtain support and assistance with depository operations and management from [Regional depository libraries](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals-060707.pdf). The principal responsibility of a regional depository library is to ensure the comprehensiveness and integrity of Federal depository resources in the state or region. To learn more about Regional Services, see chapter 12 in this Handbook.

Keeping Current with the FDLP

At least one staff member in the depository library should be subscribed to the [GPO-FDLP-L](#) (<http://listserv.access.gpo.gov/scripts/wa.exe?SUBED1=gpo-fdlp-l&A=1>) discussion list to receive important announcements and news about the program. Click here to [search and view the archives](#) (<http://listserv.access.gpo.gov/archives/gpo-fdlp-l.html>) for the GPO-FDLP-L list. You may also subscribe to the [FDLP Desktop News and Updates RSS feed](#) (<http://www.gpoaccess.gov/rss/index.html>).

Tips, Practical Advice, and Lessons Learned

Use the Knowledge Base. As part of askGPO, it has a wealth of information on a variety of topics. Frequently asked questions and answers are organized under subject categories and subcategories. Federal Depository Libraries may be one of the first categories you search. Typical questions found in its subcategories are:

- Natural Disaster questions (When should I stop depository shipments?)
- Acquisitions (Will this document be distributed to depository libraries?)
- Cataloging (Is this item cataloged?)
- Classification (Is this the right SuDoc number?)
- Depository Designation Status (Can my library become a depository?)
- Depository Management (Can I obtain assistance with the biennial survey or annual selection updates?)
- Digitization (What is the registry of digitization projects?)

- Distribution/Shipments (How can I get assistance with a claim?)

Did you realize that you don't have to ?

- Understand the entire LSCM organizational structure in order to obtain assistance from the various departments and individuals that support the FDLP. Simply call or e-mail [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>), and your question will be routed to the appropriate subject matter expert. LSCM staff strives to provide an answer within 24 hours. Others might have similar questions, so your question and our answer may end up in the Knowledge Base to benefit the entire depository community!

Important for Library Administrators

- [Resources for Federal Depository Library Directors](http://www.access.gpo.gov/su_docs/fdlp/directors/index.html) (http://www.access.gpo.gov/su_docs/fdlp/directors/index.html) have been gathered for your use.
- LSCM provides a Federal Depository Library Directors' notification list. This notification list brings important information about the FDLP to the attention of your library director or library administrator. Created exclusively for them, your director or administrator may subscribe at [Director's listserv](http://listserv.access.gpo.gov/archives/fdl-directors-l.html) (<http://listserv.access.gpo.gov/archives/fdl-directors-l.html>).
- The [FDLP Desktop](http://fdlp.gov/) (<http://fdlp.gov/>) gathers important announcements of interest to the FDLP community.
- [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) is LSCM's customer relationship management and online help system. You are encouraged to use it as your first point of contact with LSCM.

Legal Requirements

Highlights the legal requirements of your Federal depository library as outlined in Chapter 19 of Title 44 USC

What's New and Important

Legal Requirements is a chapter not previously found in the *Instructions to Depository Libraries* or the *Federal Depository Library Manual*. This section brings conveniently to one location the statutory mandates of both selective and regional Federal depository libraries from Chapter 19 of Title 44. You no longer have to skim all the chapters to identify the legal requirements of Federal depository libraries.

Legal Requirements

The structure of the FDLP that is in place today comes from the [Depository Library Act of 1962 \(DLA\)](#) (<http://www.fdlp.gov/docman/aboutthefdlp/depositorylibraryactof1962/download.html>). This Act, among other things, doubled the number of libraries per Congressional district, eliminated the requirement that libraries pay postage for their depository receipts, allowed for the distribution of non-GPO publications, and created regional depository libraries.

The authority for the Federal Depository Library Program (FDLP) and the legal requirements of Federal depository libraries are found in [Chapter 19 of Title 44 United State Code](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html). In addition to the provisions of the DLA of 1962, Chapter 19 includes who designates depository libraries and which libraries are eligible for Federal depository designation.

The chapter also provides the access, service, and collection statutory mandates of your depository library:

- Make government publications available for free use by the general public;
- Properly maintain government publications and make them accessible to the public;
- Report the conditions of your depository library to the Superintendent of Documents every two years by completing the Biennial Survey (see Chapter 11 for more information on Collaboration with GPO);
- Maintain a library collection, other than Government publications, of at least 10,000 books;
- **If your library is a selective depository served by a regional depository, you MUST retain Federal publications for at least five years, unless they are superseded or the discards are authorized by the Superintendent of Documents;**
- **If your library is a selective depository not served by a regional, you MUST retain permanently at least one copy of all government publications in print or microfacsimile, unless they are superseded or the discards are authorized by the Superintendent of Documents.** For more information on the superseded policy, see chapter 5 on Depository Collections in this Handbook.
- If your library is a Federal library, you are not required to maintain depository titles for five years. Materials may be withdrawn at any time and disposed of after they have been offered to the Library of Congress and the Archivist of the United States. Your discards are not handled by a regional depository library.
- If your library is the highest state appellate court library, Chapter 19 provides special privileges:
 - No obligation to provide free public access to depository resources;
 - No five-year retention requirement before discarding depository publications; and
 - No requirement to discard property through a regional depository library.
- If your library is a regional depository, Chapter 19 delineates additional responsibilities that come with the regional designation:
 - Provide interlibrary loan and reference service to depositories within the region;
 - Assist selectives with the disposal of unwanted government publications; and
 - Retain permanently at least one copy of all government publications in printed or microfacsimile, unless they are superseded or the discards are authorized by the Superintendent of Documents.

Related Title 44 Chapters affecting depository libraries include Chapters 17 and 41. Chapter 17 authorizes the distribution and sale of public documents and the

Cataloging and Indexing Program; chapter 41 authorizes GPO Access and allows GPO to provide access to Federal electronic information. For a complete version of Title 44, chapters 17, 19 and 41, please click on the display below.

United States Code Title 44

PUBLIC PRINTING AND DOCUMENTS



[Title 44](http://www.access.gpo.gov/uscode/title44/title44.html) (<http://www.access.gpo.gov/uscode/title44/title44.html>)
Browse through a list of all chapters and link to the full text

[Chapter 17](http://www.access.gpo.gov/uscode/title44/chapter17_.html)
(http://www.access.gpo.gov/uscode/title44/chapter17_.html)
Browse through the laws governing the Distribution and Sale of Public Documents and the Cataloging and Indexing Program

[Chapter 19](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html)
(http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html)
Provides the laws governing the Federal Depository Library Program

[Chapter 41](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap41.html)
(http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap41.html)
Provides the enabling legislation for GPO Access and the locator services

Tips, Practical Advice and lessons Learned

- Become familiar with Title 44, chapters 19 and 41 which apply to the FDLP and GPO Access so you can easily inform your library administrator of the legal requirements of your depository.
- Familiarize yourself with the FDLP Desktop and all it offers beyond a location for policies and guidelines.

Did you realize that you don't have to.....?

- Select a certain percentage of government publications in order to remain in the Federal Depository Library Program. Your selection rate should be whatever rate meets the needs of your users.
- Compromise local security to provide public access. GPO permits various actions by administrators to ensure the security of their facility and personnel as long as a balance exists between the safety of personnel and property and public access.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

Public access may be provided in a manner and at a time and a location that secures the safety of personnel and property, but public access to Federal Government information **MUST** still be provided.

Important for Library Administrators

- You, as the library director, are the designated official responsible for ensuring the legal requirements of the FDLP are met.
- As mentioned above, related Title 44 Chapters that affect depository libraries are Chapters 17 and 41. Chapter 17 authorizes GPO's Cataloging and Indexing Program and Chapter 41 authorizes GPO Access and allows GPO to provide access to Federal electronic information through it.

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Federal Depository Status

Defines the FDLP and its purpose, identifies the different types of status for depository libraries, provides the location of depository libraries, and explains the process to designate and terminate depository status

What's New and Important

LSCM developed and released its guidelines for shared regional depositories in 2007. See Chapter 12 in this Handbook for more information.

The FDLP: Definition and Purpose

Administered by the U.S. Government Printing Office (GPO), the FDLP is a network of over 1,250 libraries representing many different types of institutions (public, academic, law, judicial, state and special, court and Federal agencies). These libraries are located in almost every congressional district, the District of Columbia, U.S. territories, the Federated States of Micronesia, and the U.S. Commonwealth of Puerto Rico. GPO provides Federal depository libraries with free access to official U.S. Government information in all formats. In return these libraries agree to provide free access to that information, as well as professional assistance in finding and using that information, to any member of the public.

While many libraries request Federal depository status to benefit their primary users (students, faculty, judges, residents of a particular city or county, etc.), all libraries that receive depository status (except the highest State appellate court libraries) make a legal commitment to provide Federal Government information to all the people of their Congressional District or relevant region. The key concept of no-fee, readily available access to U.S. Government information is a guiding principle of the FDLP. The Federal Government information needs of the general public must also influence the collection development of depository libraries.

A Brief History of the FDLP

The FDLP traces its roots to the early 1800's when a joint resolution of Congress directed that additional copies of the House and Senate Journals and other documents be printed and distributed to institutions outside the Federal establishment. It was not until 1962 that such modern hallmarks as regional and selective library distinctions, and the selectives' ability to discard materials after 5 years, were added. The current parameters of the FDLP are defined by the Depository Library Act of 1962 and the Government Printing Office Electronic Information Access Enhancement Act of 1993, both codified in United States Code, Title 44, Chapters [19](http://www.access.gpo.gov/uscode/title44/chapter19_.html) (http://www.access.gpo.gov/uscode/title44/chapter19_.html) and [41](http://www.access.gpo.gov/uscode/title44/chapter41_.html) (http://www.access.gpo.gov/uscode/title44/chapter41_.html) respectively.

For more history of the FDLP and a collection of important FDLP facts and statistics, consult the [FDLP Fact Sheet](http://www.access.gpo.gov/su_docs/fdlp/fdlp_fs.pdf) (http://www.access.gpo.gov/su_docs/fdlp/fdlp_fs.pdf), [Keeping America Informed](http://www.access.gpo.gov/su_docs/fdlp/pr/keepam.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/keepam.html), and [Snapshots of the Federal Depository Library Program](http://www.access.gpo.gov/su_docs/fdlp/history/snapshot.html) (http://www.access.gpo.gov/su_docs/fdlp/history/snapshot.html).

The Types and Status of Federal Depository Libraries

Your library may be designated as either a regional or selective depository with a status of either active or probationary.

If your library is a regional depository, it has agreed to receive all publications made available to depositories and to retain those items in perpetuity (with some exceptions). U.S. Senators may designate libraries in their state as regional depositories. Each state may have two regional depositories, though most have only one and a few states are served by regional depositories in neighboring states. Regional depositories are located at flagship, publicly supported universities as well as at public libraries and State libraries. In addition to selection and retention requirements, regional depositories serve as liaisons between the selective libraries in the state (or region) and LSCM. Regional depositories also provide consultation, coordinate planning, review publication disposal lists, and offer other services to selective depositories in their regions. The statutory authorization for regional depositories is found in United States Code, Title 44, Chapter [19, §1912](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1912) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1912).

If your library is a selective depository, you have the option of tailoring the collection to fit the needs of your community, which includes the library's primary users as well as the general public. This is achieved by selecting suitable materials to receive from LSCM, by retaining materials for at least 5 years or substituting them for online

equivalents, and by retaining materials beyond the required 5 years as appropriate. Two selective depositories may be designated within each congressional district, although at any given time there may be more than two in some districts because of redistricting. In addition, each U.S. Senator can designate two depositories in their state providing there is an opening in that Senator's class. The number of selective depositories in a congressional district can also be augmented by designations for certain types of libraries allowed by special provisions in Title 44.

Active depositories are those in good standing with LSCM. They are compliant with the legal requirements for depository operation as stated in Title 44 and in chapter 2 of this Handbook.

Probationary depositories are those libraries that LSCM has determined to be noncompliant with the legal requirements for depository operation as stated in Title 44 and in chapter 2 of this Handbook.

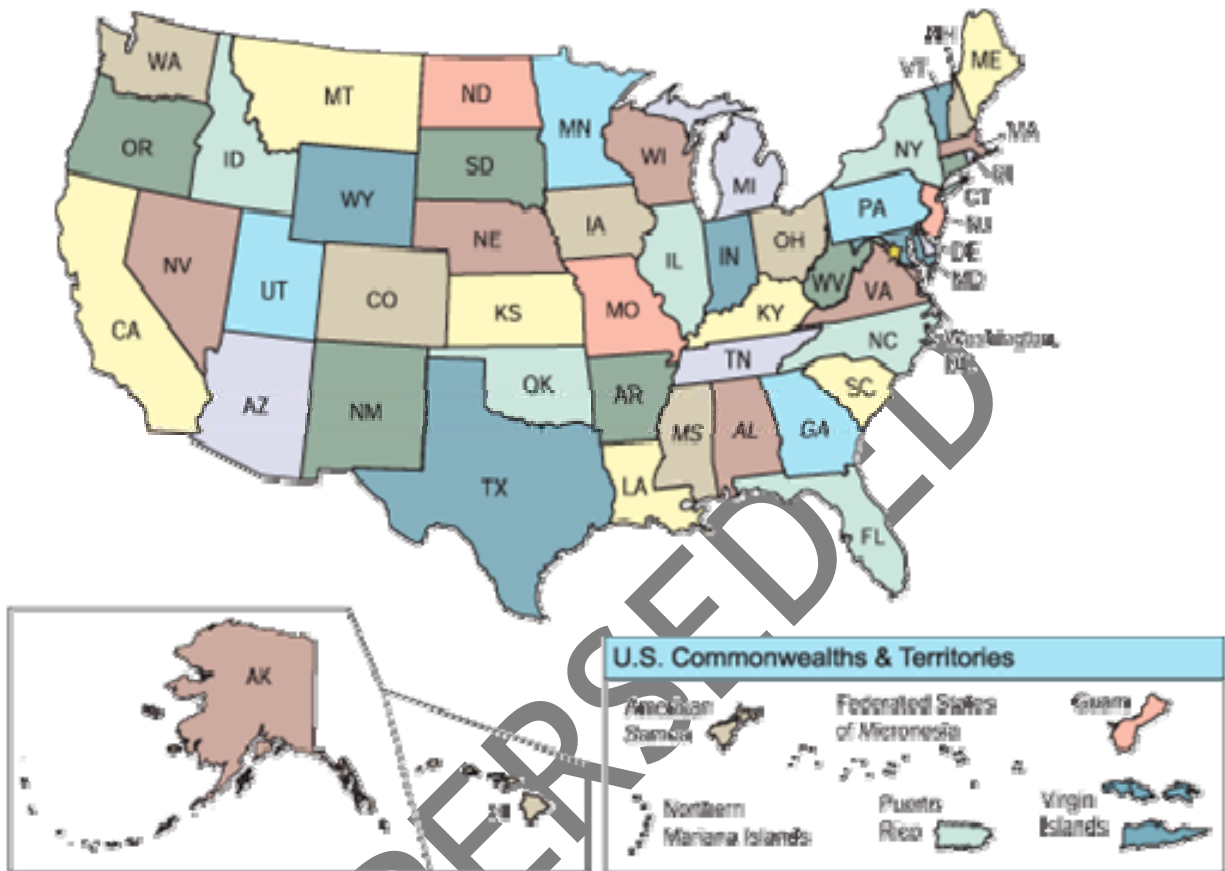
Where We Are Located

Federal depository libraries are located in every state, the District of Columbia, the Commonwealth of Puerto Rico, the Federated States of Micronesia, and in U.S. territories. Depository libraries include all sizes of academic libraries (both publicly and privately funded), public libraries, law libraries, Federal agency libraries, and State libraries. **Whether publicly or privately funded, all depository libraries (except the highest State appellate court libraries) MUST allow the public free access to all Federal depository information products, regardless of format, without impediment.**

There are several ways to find a depository library in your community or state. Use the [Federal Depository Library Directory](http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html). This directory identifies all depository libraries in the program, provides contact information for each library, and describes the origin of each library's designation status.

Click here if you want to [Find the Regional Depository Library that serves your state](http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals-060707.pdf) (http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals-060707.pdf).

For your convenience, a [Clickable Map to Locate a Federal Depository Library near you](http://www.gpoaccess.gov/libraries.html) (<http://www.gpoaccess.gov/libraries.html>) has been created. Simply click below to be taken to the online map where you can find all depositories by state or territory.



Designation of Depositories and the Termination of Status

Designation of a Library as a Federal Depository

Under United States Code, Title 44, there are a number of ways in which your library may have become a depository library. Members of Congress (Representatives and Senators) may each designate up to two libraries to fill depository vacancies in a congressional district (Representatives) or state (Senators). For those districts where vacancies exist, United States Code, Title 44, Chapter [19, §1905](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1905) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1905) dictates that the process begins when the library desiring depository status submits a written justification of the need for an additional depository to the Representative or Senator who will consider the appointment. This justification may be accompanied by letters of support from other depository libraries in the congressional district or the head of the library authority of the state in which the depository will be housed. The justification and accompanying letter(s) of support are forwarded to the

Superintendent of Documents by the Representative or Senator. For a complete description of the designation process, as well as sample letters and forms that can be used as models during the designation process, consult the [Designation Handbook for Federal Depository Libraries](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html). The Designation Handbook also contains information on designating depositories outside of the continental U.S., Alaska and Hawaii (that is, depositories for U.S. territories in the Caribbean and Pacific Islands).

Your library may have been designated a depository by certain government officials who "by law" can designate specific types of libraries as depositories. For instance, the Public Printer designates:

- State libraries, libraries of land-grant colleges ([44 USC 1906](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1906),
- Libraries of a state's highest appellate court ([44 USC 1915](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1915), and
- Accredited law school libraries ([44 USC 1916](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1916).

Although most of the libraries in the FDLP are designated by members of Congress, some depository libraries have been designated depositories by a special act of Congress, such as the American Antiquarian Society.

The Superintendent of Documents, by-law, can designate depositories. For instance, the Superintendent of Documents designates:

- Federal agency libraries ([44 USC 1907](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1907),
- Military service academy libraries ([44 USC 1907](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1907), and
- Federal independent agency libraries ([44 USC 1907](#) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1907).

Regardless of how your library was designated, the FDLP is administered by the Office of the Superintendent of Documents. Email the Superintendent of Documents (SuDocs@gpo.gov) for assistance with designations.

Termination or Relinquishment of Federal Depository Status

Your library may voluntarily terminate (relinquish) its participation in the FDLP. **A depository library seeking to terminate status MUST mail a letter to that effect to the [Superintendent of Documents](#) (http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html). The regional depository serving the relinquishing library MUST also be notified in writing of the**

desire to relinquish depository status. When relinquishing status, your library should also notify the appropriate member of Congress in whose district or state your depository is located.

Additionally, the Superintendent of Documents may officially terminate depository status when a library fails to meet the legal requirements of the FDLP including free public access, proper maintenance of the collection, and services in the use of government information ([44 USC 1909](#)
http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1909).

Upon termination of depository status, either by request (voluntarily) or for cause (involuntarily), the library SHALL request instructions from its regional depository concerning disposition of the depository publications still in the collection. All materials distributed through the depository library program remain the property of the U.S. Government Printing Office. The regional library has the authority to claim whatever it wishes for its own collection or for the collections of other selective depositories within the state or region.

If the terminating library wishes to keep certain publications that were received under the FDLP, it may request to retain them by submitting to the regional library a list of the depository publications it wishes to keep. A written request for permanent retention of the materials should accompany such a list. Each request will be reviewed on an individual basis, and the regional depository will advise the relinquishing depository of its retention decision. The regional librarian will also provide instructions to the depository relinquishing status as to disposition of all depository materials, including instructions for the transfer of depository materials to other depository collections, if applicable.

Tips, Practical Advice, and Lessons Learned

- The description of the designation process in this chapter is a brief summary. Be sure to consult the [Designation Handbook for Federal Depository Libraries](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html) for a complete description of the designation process. This handbook contains useful tips, as well as templates for letters and application forms. Because of its practical step-by-step advice, this handbook can save libraries seeking designation a great deal of time.
- If your depository library experiences problems, or if your library administrator starts to question the value of the depository program, you should immediately contact your [regional depository](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals-060707.pdf) and LSCM. Regional coordinators can offer advice, clear up misunderstandings, make site visits, talk to library administrators, and, if not done already, enlist the help of LSCM.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- If you are told that your administration is re-evaluating depository participation, do not wait until a final decision is made before contacting your regional depository coordinator and LSCM.
- For further information regarding designations and terminations, contact [askGPO](http://www.gpoaccess.gov/help/index.html) (<http://www.gpoaccess.gov/help/index.html>) to be directed to LSCM staff for assistance with designations or relinquishments.

Did you realize that you don't have to ...?

- Select a rigid, predetermined percentage of item numbers, in order to retain depository status. Selective depositories should collect only the materials they need in order to adequately meet the needs of their patrons.
- Devote hundreds of linear feet of shelf space to house a physical collection, in order to apply for depository status. For details on transitioning depository collections, see chapter 13 in this Handbook.
- Think about terminating depository status because you need more shelf space than you currently have or because your depository coordinator suddenly resigned and will not be replaced. There is a significant loss of expertise to the library as well as the FDLP when a depository library or depository coordinator leaves the program. Don't make a hasty long-term decision that cannot be reversed, especially when confronted with a temporary problem. As for reducing shelf space requirements, have you considered transitioning the depository collection to select more electronic items and less tangible items? See chapter 13 in this Handbook for details on transitioning depository collections.

Important for Library Administrators

- In today's increasingly electronic library environment, the depository program is as much about access and expertise as it is about tangible publications. **Federal depository libraries MUST provide free public access to depository materials in all formats.**
- Free public access does not mean a depository must grant *circulation* privileges to groups outside of the library's primary user community, although they may choose to do so.
- Free public access need not equal free printing or copying if your library users must pay for printing and copying of other library materials or resources.
- Free access does not necessarily mean access at all times.
- GPO permits various actions by administrators to ensure the security of their facility and personnel. Such actions may include asking users for identification, or asking users to sign a guest register, and even escorting users to the depository library.

- Even though most Federal Government information is now freely available on the World Wide Web, accessing it efficiently can be a daunting task if one depends solely on Internet search engines. Much information is in the “deep Web” and in statistical databases. Depository status ensures that a library has access to the training and support that will become increasingly important to navigate the complexities of Federal Government information sources. See details on the number of opportunities for training all staff in depository libraries listed in chapter 4 of this Handbook.

SUPERSEDED

Public Services

Defines public service and identifies public service functions, introduces the Principle of Comparable Treatment in Public Services and explains the general concept of access and its requirements, discusses reference and research services for users, referrals, circulation of materials, and the marketing of FDLP services, including the Federal Depository Library of the Year award

What's New and Important

Principle of Free Public Access

As a designated Federal depository, your library SHALL make Federal Government information products available for the free use of the general public. This is a legal requirement.

Principle of Comparable Treatment in Public Services

Access to and services in the use of depository information resources at your library should equal or exceed those applicable to other collections and services in your library. Reference service offered to members of the general public using the depository MUST be comparable to the reference service provided to the primary users of your library.

General Concept of Access

The concept of access includes more than physical access to your facility and depository collection. It is also the provision of Federal Government information products to your library's primary users and the general public, the provision of sufficient computer workstations to access electronic Federal Government information products, and a commitment to ensuring that your staff is trained and capable of providing services in the use of government information in all formats.

Referrals

You should refer depository users to other libraries for access to unique depository collections and expertise, and also offer your own unique expertise, collections and resources to users referred by other depositories or organizations. You should use the tools provided to your library to assist users in locating information at a particular depository and to ensure the information needed is available at that depository before you refer them to there.

Electronic Access and Filters

Your depository library should have written policies regarding public services for government information in electronic formats that includes provisions for no-fee access to electronic government information, in tangible format and on the Internet, for all users.

Filtering software used by your library might inhibit access to official FDLP information, for example in the health or biological sciences fields. **Therefore your library MUST allow users the option to use workstations without filtering software or provide the capability of turning off the filter while users are searching FDLP information resources. Your library MUST ensure that your computer security or access policies, or those of your parent bodies, do not hinder public access to depository materials. At a minimum, if your library is unable to deactivate filtering in a rapid manner, you MUST provide mediated searching for depository users.**

Public Access Computer Workstations

Public access computer workstations may require user authentication for security reasons; however, signage (on computers, posted at tables, on desks) MUST indicate that users may inquire at the public service desk for assistance.

Libraries may provide guests the ability to log in at a workstation or staff may log them in at authenticated stations. At a minimum, if all workstations providing Internet access require authentication, users should be directed to public service desks for assistance through mediated searching.

Time limits and the use of sign-up sheets are acceptable but should be no more severe than such measures used for non-depository workstation access.

The language on public workstations, web pages, and signage should promote access to government information rather than dissuading or limiting access.

Definition of Public Services

Public services are those activities and operations of your depository library that bring you or your staff into regular direct contact with users of government information resources.¹

The two major public service goals of the FDLP are to provide the public with access to government information resources and to provide assistance in the use of those resources so the public will benefit from that access.

Acceptable public access occurs when any member of the general public can use, at no cost, the Federal Government information products available in your depository collections and receive services in the use of those products regardless of format or housing arrangements.

Acceptable public access recognizes the public's right to have timely and efficient access to the information of, by, and about its government while balancing your local concerns for the security of your staff, facilities, and collections.

Identification of Public Services Functions

Public service functions include access, reference and research services for users, referrals of users to other libraries that have specific resources or expertise, circulation of government information resources, and marketing of your depository to your primary users and the general public.

Access

Access includes your depository library's access to government information products, the Principle of Free Public Access, the Principle of Comparable Treatment in Public Services, your public access policies, physical access to your library as well as online access to your electronic depository resources.

¹ Sources:

Reitz, J. M. (1996-). [Online Dictionary for Library and Information Science](http://bibpurl.oclc.org/web/4113). Westport, CT : Libraries Unlimited. Retrieved August 10, 2005 from <http://bibpurl.oclc.org/web/4113>

Evans, G. E., Amodeo, A. J. & Carter, T. L. (1999). *Introduction to library public services*. Englewood, CO: Libraries Unlimited.

Your Depository Library's Access to Federal Government Information Products

The goal of the Federal Depository Library Program (FDLP) is to provide the public with free access to Federal Government information of public interest or educational value, regardless of format or medium, and to insure its continued availability in the future. The only government information excluded from this objective are those products produced strictly for administrative or operational purposes, classified for reasons of national security, constrained by privacy considerations, or which are required to be self-sustaining through sale as a cooperative publication. **As a designated Federal depository, your library is legally REQUIRED to provide free public access to depository information resources under the provisions of 44 USC 1911.** For more information on Title 44, see the Legal Requirements in chapter 2 of this Handbook.

Principle of Free Public Access

Free public access, as defined by the Government Printing Office (GPO), means that any member of the general public can use government information resources in all formats, without impediments. Your depository library has a fundamental obligation to provide free public access to depository information resources and to minimize barriers to your facilities, collections, and services. The development of library-wide access policies should address hours of operation, standards of service, access to facilities, collections and services; signage should encourage access. Staff properly trained and available to provide services, collection development and management policies, and informational or promotional materials should be developed in keeping with the goals of the depository program, and legal requirements as outlined in Chapter 2 of this Handbook.

Factors that may affect free public access to the government information resources and services available in your depository include:

- Housing (see chapter 9 of this Handbook) includes management of the physical facilities for tangible collections both current and historical, proper handling of the collection, storage, and selective housing agreements;
- Practices that include economic barriers to collections and [user categorization](#) (different treatment for different types of users such as denying access based on a student identification) will not inhibit access;
- **Staff MUST be sufficiently trained to provide services in the use of government information products in all formats, and staffing levels must be sufficient to provide access and assistance;**
- **Collection development (see chapter 5 in this Handbook) MUST consider the needs of the entire community (primary users and the general public);**

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Preservation (see chapter 8 of this Handbook) includes maintaining the collection so it is usable;
- Security efforts should allow for user access to computer workstations even if user authentication is required;
- Contingency plans will allow for continued service to users even if construction and remodeling or natural disasters inhibit access to or damage the collection; and
- **Tangible signage and language on an electronic online presence MUST not limit access to a depository collection or electronic depository resources.**
You are strongly encouraged to have a written policy regarding public access to and services in the use of government information resources regardless of format. This policy should contain provisions for no-fee access to computer workstations with CD-ROMs, DVDs, and the Internet. See more information on signage in Chapter 9 of this Handbook.
- The selection of items in electronic format assumes that the library will take reasonable steps to assist the public in their use. When appropriate, this includes providing the user with instruction in running the application and developing search strategies. If the library does not own the appropriate hardware or software, it should be willing to help the user locate a site at which the product can be used.

Such factors, and any public access policies of a depository library's parent body, MUST not hinder free public access to depository information resources. Users may be charged the "usual and customary" fees and subjected to "usual and customary" limits for printing, downloading, and storage media such as diskettes. **Any fees or limits SHALL be consistent with other public service provisions of the library.**

Communication of the Principle of Free Public Access and Public Access Requirements

All appropriate library employees MUST be aware of the Principle of Free Public Access and public access requirements of Federal depository libraries, as well as of local, state, and Federal laws affecting user privacy. Any signage or communication, whether verbal, electronic, or tangible, that limits access to a depository library MUST be amended to exempt members of the general public wishing to use the library's depository information resources.

Public access computer workstations may require user authentication for security reasons; however, signage (on computers, posted at tables, on desks) MUST indicate that users may inquire at the public service desk for assistance.

Libraries may provide guests the ability to log in at a workstation, or staff may log them in at authenticated stations. At a minimum, if all workstations providing internet access require authentication, users should be directed to public service

desks for assistance through mediated searching. Requests for recommendations on appropriate signage may be directed to [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>). Additionally, the [Knowledge Base](http://www.gpoaccess.gov/help/index.html), a part of askGPO, (<http://www.gpoaccess.gov/help/index.html>) is a great first stop when seeking an answer to your question about the FDLP.

Principle of Comparable Treatment in Public Services

Beyond honoring the requirement of providing free public access to depository information resources, local policies and practices that apply to other collections and services of the library may be applied to depository information resources and services. In general, access to, and services in the use of, depository information resources should equal or exceed those applicable to other library collections and services. **For example, if your depository library offers night and weekend service hours to its primary clientele, your library MUST provide comparable service hours to users of depository materials.** The Principle of Comparable Treatment in Public Services, however, would not require a separate documents unit to be staffed the same hours as your general reference unit if there was open access to and basic assistance in the use of the depository collection provided by your general reference unit during those extended hours.

The Impact of Your Public Access Policies

Your depository library policies for public services can impact public access and you should consider the following:

- Your library is not required to serve users who do not have a depository-related need to be in the library. Under a strict interpretation of the statute, a user from outside of your library's principal user group may be limited to using only depository information resources.
- The public may not exploit the use of depository information resources as a pretext to circumvent your library policies on the use of materials purchased or licensed for the use of your library's primary clientele.
- Your public service policies cannot deny access to depository resources to users because of their age. Your library should develop user behavior policies to address conduct problems rather than restrict access based on age. **Remember, however, depository users MUST adhere to the same standards of behavior expected of your other library users.**
- Your library has the right to bar or remove any individual who poses a threat to library staff, other users, or the security of the collections or facility.
- Access to, and services in the use of, depository information resources should equal or exceed those applicable to your other library collections and services. **Reference service offered to members of the general**

public using the depository MUST be comparable to the reference service provided to your library's primary users.

- Signage and other physical facilities of your library and parent institution cannot inhibit public access. Signage should be employed to facilitate access to depository materials. Requests for assistance, such as samples of appropriate signage and standard language, may be directed to [askGPO](http://www.gpoaccess.gov/help/index.html) (<http://www.gpoaccess.gov/help/index.html>).
- **Your depository library MUST allow users the option to use computer workstations without filtering software, or to turn off the filter while searching FDLP information.**
- **The number of available computer workstations in your depository is dependent upon the size of the depository operation and MUST be sufficient to serve depository users efficiently and effectively.** Time limits and the use of sign-up sheets are acceptable.
- Security concerns of your library may lead local library administrators to implement policies to safeguard facilities and personnel including those of the depository. Permissible actions include:
 - Asking users for identification.
 - Asking users to sign a guest register.
 - Asking questions that screen users to verify that the library houses the documents relevant to their information needs, and even escorting users to the depository collection.

These actions in no way violate the responsibility of your depository library to provide free access to the depository collection by the general public under 44 USC 1911.

Access at All Times

Public access to depository information resources and services MUST be maintained by your library during renovation projects, collection relocation projects, or other temporary disruptions in library operations. If your depository library is contemplating asbestos removal, renovation, or some other construction project or temporary situation that will involve curtailing public service to the Federal depository collection, you should develop a strategy to ensure that both your primary clientele and the general public continue to have access to government information in all formats through the Federal Depository Library Program. The strategy should be documented as a plan that includes the estimated dates of the project, the extent of service curtailment, the alternative strategies to be employed to fulfill requests for government information, and the techniques for notifying primary clienteles, other depository and non-depository libraries, and the general public. The plan does not have to be formal, lengthy, or elaborate.

If your depository anticipates such projects and prepares a contingency plan for its depository operations, you should submit a copy of the plan to Planning and Development, Library Services at GPO (via email to [Planning and Development, Library Services](mailto:lpplanning@gpo.gov) lpplanning@gpo.gov or fax 202-512-2300) and to the library's [regional depository library](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals2005.pdf).

For cases where your library cannot receive and process materials, such as during a renovation or after a disaster, the shipment of depository materials can be suspended. Notify [Planning and Development, Library Services](#) (lpplanning@gpo.gov or fax 202-512-2300) regarding the situation so arrangements can be made. For information on how to handle an unanticipated disaster affecting the library's depository operations or collections, see chapter 14 of this Handbook.

Physical Access within Your Library

Your library should provide well-planned facilities for housing and using depository information resources within the library. Both collection and public service spaces should comply with standards for accessibility ([United States Access Board](http://www.access-board.gov/) <http://www.usdoj.gov/crt/ada/adahom1.htm>) and be of the same quality as other collection and public service areas of the library, providing acceptable levels of lighting, temperature, ventilation, and noise control. Depository collections in all tangible formats should be allocated adequate, readily accessible space, located where materials may be retrieved in a reasonable period of time. Ideally, your users should be able to browse the collection.

If your depository information resources are in a separate area within the library, they should be conveniently located for user access to encourage use. Depository public services spaces in the library should be functional, flexible, and expandable. Public areas should be comfortable and provide seating at tables or carrels in sufficient numbers for in-library use of depository materials. Appropriate equipment for the use of depository information resources should be provided and maintained in sufficient numbers to meet demand, including photocopiers, equipment for reading and reproducing microforms, and appropriate hardware and software for using and downloading electronic depository information resources such as CD-ROMs, DVDs, or online publications. Attempts should be made to obtain hardware that meets the latest [Workstation Specifications](#) (http://www.access.gpo.gov/su_docs/fdlp/computers/).

If a tangible electronic information resource acquired though the FDLP is not loaded and/or supported on your depository library computer workstation, your library should attempt to provide access to it within a designated timeframe (determined by your library). As an alternative, your library should provide for the circulation of depository materials in accordance with the library's circulation policies.

Depository libraries **MUST** post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and government information resources are available for use by the general public without charge. Free decals and other promotional materials are available from GPO and can be [ordered online](http://www.access.gpo.gov/su_docs/fdlp/pr/order.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/order.html).

Online Access

Your depository **MUST** provide users access to depository materials regardless of format. Your depository library should have a written policy regarding public services for government information in electronic formats. This policy should contain provisions for no-fee access to computer workstations with CD-ROMs, DVDs, diskettes, and the Internet.

Any local computer security measures applied to the computer workstations in the depository **MUST** be consistent with the principles and access requirements of the FDLP. The following is permissible by your library:

- **Log-in or sign-up sheets may be used; however, confidentiality of these records MUST be assured and consistent with applicable privacy statutes.**
- Special passwords may be used.
- Use or access may be mediated or unmediated.
- E-mail capability of Web browser(s) on public workstations may be blocked; however, there should be capabilities provided for printing and downloading and/or transmission of electronic data, for example ftp, and for your depository library public service area to deliver government information to distance users (for example, by fax and e-mail), in accordance with existing policies in the library.
- Whenever possible, your depository library is encouraged to provide disk space on publicly available computers for temporary storage of electronic government information for public use.
- Use of depository workstations is subject to the library's overall acceptable use policy.
- Users may be charged the "usual and customary" fees and subjected to "usual and customary" limits for printing, downloading, and storage media such as diskettes. **Any fees or limits imposed by the depository SHALL be consistent with other public service fees or limits within the library.**

For additional information concerning access to online resources in your depository, see the following:

- [FDLP Internet Use Policy Guidelines](http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html)
(http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html)

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- [Depository Library Public Service Guidelines for Government Information in Electronic Formats](http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html) (http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html)
- [Public Access to Electronic Government Information Provided through Federal Depository Libraries](http://www.access.gpo.gov/su_docs/fdlp/computers/functional.html) (http://www.access.gpo.gov/su_docs/fdlp/computers/functional.html)
- [Managing the FDLP Electronic Collection: A Policy and Planning Document](http://www.access.gpo.gov/su_docs/fdlp/pubs/ecplan.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/ecplan.html)

If there is any question that the access procedures or policies of your depository library could be seen as inhibiting free public access, the library should [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>).

Reference and Research Services for Your Depository Users

This section defines reference and research services, explains the principle of comparable treatment in public services for reference and research services, and discusses training for staff providing reference and research assistance to depository users. Research assistance includes identifying information, as opposed to specific publications, by subject or agency and help with complex electronic products, software, Web sites, and databases.

Principle of Comparable Treatment for Reference and Research Services

Reference service offered to members of the general public using your depository collection MUST be comparable to the reference service provided to your library's primary users. Ideally, the reference services for users of the depository collection should be blended into the reference services for the library collection as a whole.

Comparable reference and research service, in terms of the hours of service, the degree of assistance, and the professional expertise of staff, should be extended to members of the general public using depository resources just as those services are made available to the library's primary users. The number of staff providing research and reference service will depend on the size and scope of the library and the depository collection, as well as the method of organization of the depository collection. Your depository staff may be in a separate Government Documents unit or they may be part of other library units such as Technical Services or Reference Services for the overall library. To learn more about staffing requirements, see chapter 10 in this Handbook.

When applying the principle of comparability, your library has flexibility in determining specific policies or methods for providing reference and research services for government information. The 24/7 reference environment, reference services for electronic government information and the needs of remote offsite users of government information

pose particular challenges to be taken into account when developing policies for providing reference services.

Reference service in the use of government information at your library should be easy to locate, access, and use. Likewise reference service for remote users should be easy to locate, access, and use on the web. Additionally, users should be able to easily locate, access, and use specific government information resources in all formats.

The library should provide all users with reference assistance with regard to depository information. In each depository library, there should be recognized focal points for inquiries about government information. At this point it should be possible to find:

- resources in the collection, including specific titles;
- location of wanted information in the library;
- answers to reference questions or a referral to a source or place where answers can be found;
- guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes and other aids including electronic products;
- availability of additional resources in the region;
- assistance in borrowing documents from regional or other libraries through interlibrary loan.

A librarian should be available to handle government information reference queries and research questions from users, with competent ready reference service available to all users. Such service includes the ability to assist users with locating specific documents or information in the depository; ability to locate documents and information online by title and/or class number or other specific access points, as well as providing answers to quick or basic reference questions. Access to indexes and other reference tools should be available to all users of your library.

If your library provides reference services using methods other than in-person contact for your primary user groups (such as by phone, mail, fax, email or chat), these same or comparable methods of obtaining reference service should also be available to members of the public using the depository collection or government information. Policies governing specific aspects of reference service (such as limits on time expended on queries, types of queries accepted through various methods of contact, extent of materials copied or supplied to offsite users and identification requirements for service) are the prerogative of your library, as long as such policies apply to all users of your collections. Reference and research policies should provide for service levels to depository users that meet or exceed those for your primary users.

Training for Staff Providing Reference and Research Assistance to Depository Users

The ability to provide more extensive research assistance to users of the depository is strongly encouraged. Research assistance includes identifying information, as opposed to specific publications, by subject or agency and help with complex electronic products, software, Web sites, and databases. On-going training for staff providing reference and research assistance to depository users is important to keep skills current, to be aware of new government information products and to be able to use transitioning collections and provide transitioning services. See chapter 13 in this Handbook for more information on transitioning depository libraries.

For training opportunities, you should consult the [FDLP Events](http://www.access.gpo.gov/su_docs/fdlp/events/index.html) calendar (http://www.access.gpo.gov/su_docs/fdlp/events/index.html) which includes the Interagency Depository Seminar, Federal Depository Library Conference and Depository Library Council meetings.

You should also check the training and educational resources available through [ALA GODORT](http://www.ala.org/ala/godort/godort.htm) (<http://www.ala.org/ala/godort/godort.htm>). More training may be available from library associations or consortia or government agencies such as the [Census Bureau](http://www.census.gov/mso/www/training/index.htm) (<http://www.census.gov/mso/www/training/index.htm>).

Research assistance from other depository coordinators is available from statewide e-mail discussion groups or through national e-mail discussion groups such as [GOVDOC-L](http://lists1.cac.psu.edu/archives/govdoc-l.html) (<http://lists1.cac.psu.edu/archives/govdoc-l.html>), [MAPS-L](http://www.listserv.uga.edu/archives/maps-l.html) (<http://www.listserv.uga.edu/archives/maps-l.html>) or [DocTech-L](http://list.lib.usu.edu/mailman/listinfo/doctech-l) (<http://list.lib.usu.edu/mailman/listinfo/doctech-l>). Resources such as the [GODORT Handout Exchange](http://www.lib.umich.edu/govdocs/godort.html) (<http://www.lib.umich.edu/govdocs/godort.html>) and topical directories of government information such as the [University of Colorado at Boulder Government Publications department's Subject Guides](http://ucblibraries.colorado.edu/govpubs/us/federal.htm) (<http://ucblibraries.colorado.edu/govpubs/us/federal.htm>), the [University of Michigan Documents Center web site](http://www.lib.umich.edu/govdocs/) (<http://www.lib.umich.edu/govdocs/>), [GODORT's Frequently Used Sites Related to U.S. Federal Government Information](http://www.library.vanderbilt.edu/romans/fdtf/) (<http://www.library.vanderbilt.edu/romans/fdtf/>), [Browse Topics at OSU](http://www.library.okstate.edu/govdocs/browsetopics/) (<http://www.library.okstate.edu/govdocs/browsetopics/>), and [USA.Gov](http://www.usa.gov/) (<http://www.usa.gov/>) offer reference tools and guides for more extensive research questions.

Extended assistance and training for all users in the location and use of government information in all formats, including major reference tools and resources such as catalogs and indexes, and key government information Web sites or electronic resources such as [GPO Access](http://www.gpoaccess.gov/) (<http://www.gpoaccess.gov/>) or [American FactFinder](http://factfinder.census.gov/home/saff/main.html?_lang=en) (http://factfinder.census.gov/home/saff/main.html?_lang=en), is strongly encouraged. These could be provided either in person, through printed handouts or help documentation, interactive online tutorials or Web pages. Examples of handouts and

instructional materials for specific tools or subjects can be found at the [GODORT Handout Exchange](http://www.lib.umich.edu/govdocs/godort/ref.htm) (<http://www.lib.umich.edu/govdocs/godort/ref.htm>). For a tiered outline of skills useful when providing services to electronic government information and links to resources to acquire proficiency in each area, see [GODORT's E-competencies](http://www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm) (<http://www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm>).

Reference and Research Referrals

The FDLP is a cooperative program that enables libraries and librarians to share access to, and services in the use of, depository collections. Referrals occur when, after you have exhausted the skills and resources of your depository library, you provide the user with information about other depository or non-depository libraries, or with government information resources available locally or nationally, that could further assist the user in his/her research.

Your library can easily facilitate access to tangible government publications it does not own by locating depository libraries that own the publication and providing full bibliographic information to the user. Within the parameters of your local reference and research policies, your library has the flexibility to determine appropriate follow-through, such as requesting a photocopy on the user's behalf, directing users to a nearby depository library with the item, initiating an interlibrary loan, or directing your users to a local library for interlibrary loan.

It may not always be possible for your depository library to fully answer every reference query or each in depth research question; your library may not be able to provide assistance in the use of every electronic product or to support every format of government information available, such as 5.25-inch floppy discs. Therefore, information about additional local and national depository and government information resources available to the user should be offered to users in such circumstances.

To do so, you should be aware of the resources available at neighboring depositories and at the regional depository. You should not only refer your users to other depository libraries for access to unique collections or unique expertise, but you should also offer your own expertise, collections, and resources to users referred by other depositories or organizations. This is reciprocity.

Depository libraries are encouraged to develop home pages or bookmarks for government information and to work cooperatively with other depository libraries in their area to provide links to prominent or useful sites for the general public.

LSCM offers tools to help you become familiar with the collections of your regional library and neighboring depositories. The [Catalog of Government Publications \(CGP\)](http://catalog.gpo.gov/) (<http://catalog.gpo.gov/>), [Federal Depository Library Directory](http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html) and [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>) can assist in locating appropriate libraries and collections. Awareness of equipment or technical expertise

available at local depositories can facilitate access to less common tangible electronic formats or assistance with more specialized software and information resources.

Before referring users, you should be familiar with the resources and expertise within your own institution that can supplement service to users. For instance, the systems or information technology (IT) staff within your library or larger parent organization may be able to assist the depository staff in the use of specialized equipment required to use some government resources.

You should also have knowledge of the available reference expertise in specific topical areas for referral of complex reference and research questions. Resources to help identify such expertise include e-mail discussion groups such as [GOVDOC-L](http://lists1.cac.psu.edu/archives/govdoc-l.html) (<http://lists1.cac.psu.edu/archives/govdoc-l.html>), [MAPS-L](http://www.listserv.uga.edu/archives/maps-l.html) (<http://www.listserv.uga.edu/archives/maps-l.html>), [DocTech-L](http://list.lib.usu.edu/mailman/listinfo/doctech-l) (<http://list.lib.usu.edu/mailman/listinfo/doctech-l>), and regional depositories.

Circulation of Depository Materials including Interlibrary Loan

This section defines circulation and explains the principle of comparable treatment in public services as it applies to circulation policies and interlibrary loan.

Definition of Circulation

Circulation refers to the distribution or transmission of government information products from place to place or person to person. Tangible items circulate in the physical environment either within the library or outside of the library. Electronic items may be disseminated online through online public access catalogs, web sites, e-mails, or some other technology. They may be pulled (meaning the user searches the online catalog or web site to locate the information and uses it), or the information may be pushed (meaning the information is automatically pushed out to the user through electronic means such as selective dissemination of information).

Principle of Comparable Treatment in Public Services, Circulation Policies, and Interlibrary Loans

Your library has the option of establishing its own circulation policies for the use of depository materials outside the library. However, the principle of comparable treatment in public services of depository and non-depository collections should be used in determining circulation policy for depository materials. For example, if a library's non-depository reference or microformat collections are non-circulating, select depository materials designated as reference tools or depository materials in microformat could also be non-circulating. Circulation of materials that cannot be easily used in the library is recommended. Examples include tangible electronic products for which a library cannot provide adequate hardware, software or user support.

Circulation periods, fines for lost or overdue depository materials, circulation to non-primary clientele and other circulation policies of your depository library are a local decision, however, the policies should follow the general principle of comparable treatment in public services.

Although interlibrary loan policies are a local decision, depository libraries should provide depository materials on interlibrary loan except for heavily used information products. All depository libraries should have a policy of providing photocopies of depository materials in traditional formats to other libraries consistent with that for non-depository materials.

Marketing to Your Users

The FDLP was established to provide the citizens of the United States with access to Federal Government information. Public access remains the highest priority of depository libraries. Public access begins with public awareness; it also includes internal and external promotion, and outreach efforts.

Your library should make every effort to ensure the public is aware of the depository collection and the services available in the use of government information.

Publications MUST be stored in accessible locations. Depository promotion should extend to all potential user groups of your library including your own library staff, the library's primary users, and the general public. Depository outreach in the surrounding communities should be ongoing and increase visibility of the depository, depository resources, and depository services.

While the utility of government information is well documented, the informational resources of many Federal depositories remain underutilized. Usage of depository materials varies widely from library to library, depending on the visibility and the accessibility of the documents collection in the libraries. Because underutilized depository collections are not cost-effective, it is in the best interest of your library to engage in public awareness, depository promotion and outreach. Increasing public awareness, and therefore usage of the depository, will provide additional justification for your library administrator to increase funding, staffing, and materials in the depository

Public Awareness

Public access to government information begins with public awareness. In order to benefit from the resources of Federal depository libraries, the American public needs to be alerted to these valuable informational resources provided at taxpayers' expense. This can be accomplished in a variety of ways including signage, bibliographic control, web sites or pages, flyers, brochures, and other handouts.

Signage

Depository libraries **MUST post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and government information resources are available for use by the general public without charge.** Free decals and other promotional materials are available from GPO and can be [ordered online](#) (http://www.access.gpo.gov/su_docs/fdlp/pr/order.html).

Bibliographic Control

The single most important action your depository can take to increase public awareness and usage of depository resources is to provide access to those resources through the library's online public access catalog. For more information, see chapter 6 of this Handbook.

Web Sites or Pages

Library Web sites or pages are a popular 21st century vehicle for publicizing depository collections and services. Your depository library is encouraged to develop web sites, homepages or bookmarks for government information and to work cooperatively with other depository libraries in your area to provide links to prominent or useful sites for the general public. Links to current news topics can incorporate both documents and non-documents. Examples might include controversial Supreme Court decisions, elections, pending legislation, and natural disasters. Academic librarians often use subject-oriented Web pages for classroom instruction. For assistance in developing a Web page, refer to the [GODORT template](#) (<http://www.ala.org/ala/godort/godortcommittees/gitco/govinfotemplate.htm>) and download [FDLP graphics](#) to place in a prominent location on depository library web pages (http://www.access.gpo.gov/su_docs/fdlp/pr/graphics.html).

Library web sites and pages are an excellent way to publicize access to depository collections and services in the use of Federal Government information. **Information posted on a web site or page MUST not conflict with the provisions of [Title 44, United States Code, Chapter 19](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html) or other written policies of the depository library program that ensure public access to FDLP resources.**

GPO Marketing Program

GPO provides depositories with free promotional materials including folders, bookmarks, pamphlets, posters, decals, and classification charts. You can order these materials through the [Free Depository Library Promotional Materials Order Form](#)

(http://www.access.gpo.gov/su_docs/fdlp/pr/order.html). You can create packets to distribute at library programs, or simply put them out for users to take as needed.

Many agencies will also provide the library with free publications to distribute to the general public. One of the best sites for receiving bulk orders of consumer information pamphlets is the [Federal Trade Commission](http://www.ftc.gov/bcp/conline/pubs/bulkordr.htm) (<http://www.ftc.gov/bcp/conline/pubs/bulkordr.htm>). An excellent comprehensive resource for consumer publications is the Consumer Information Catalog which can be obtained through the [Federal Citizen's Information Center](http://www.pueblo.gsa.gov/) (<http://www.pueblo.gsa.gov/>) or viewed online (<http://www.pueblo.gsa.gov/catalog.pdf>).

Internal Promotion of Your Depository

Your depository can be thought of as a library within a library; depository operations, therefore, mirror all the functions of the larger library of which it is a part. Your depository library should not be thought of in isolation, but as an integral part of the larger library. Internal promotion consists of cross-training, circulating e-mails, routing interesting government documents, conducting tours, and other activities which promote your depository to internal staff, faculty, and administrators.

Cross-Training

As a part of the larger library, all levels of library staff, from director to clerical worker, should be aware of the unique resources of your depository collection. Public service staff throughout the larger library should be familiar with the documents collection, the formats available, and how to access online publications. Cross-training library staff also develops library-wide expertise and awareness of government resources in your depository. If your depository reference service is integrated with the reference services for the larger library, all reference staff play a role in providing access to, and service in the use of, government information resources.

Technical service librarians and others can benefit from instruction on the many unique aspects of depository operations. While specific times for cross-training such staff should be developed, many activities can be conducted on an on-going basis. For instance, you should always be on the alert for government publications that other staff would find useful for reference, teaching or personal interest.

Other effective ways you can promote the depository internally include circulating e-mails pertaining to current news events that are document related, routing interesting document titles and shipping lists, conducting individual tours of the documents department for new staff members, creating mini-training sessions before the library opens, and sponsoring formal training sessions to teach staff how to answer difficult user questions about government information resources.

In a successful depository, services to depository users are often fully integrated into the overall services to all users, and library personnel know and can enthusiastically recommend depository resources to all users.

External Promotion of Your Depository

Your depository library should also develop strategies for promoting the depository operation to the library's primary users and the general public. External promotion may target all of the users of your depository or specific user groups that may be under-served.

Targeting All Users

Displays, bibliographies, brochures, flyers, Web pages, current awareness announcements, and other traditional library promotional tools are typically employed to target all users. These tools often highlight resources and services in the use of resources that are of general interest or resources that have public demand or media attention.

You can create a display of colorful, controversial, unusual or provocative documents. Such a display can dispel the myth that documents are "dry, boring and legalistic." For examples of displays created by other depositories, see the [Government Documents Display Clearinghouse](#) (<http://www.lib.mnsu.edu/lib/govdoc/proj/tutorials/finalfront2.html>). Generally, the more creative and library-specific a promotion is, the more effective you will be in attracting people to the depository.

Targeting Specific User Groups

If you are a depository in an academic or special library, you can contact department or division chairs, student organizations or clients to inform them of the unique services and benefits the depository offers the user group. A review of future class offerings is one way to get started. The depository coordinator might assist a faculty member in structuring a library assignment, creating or contributing to a class Web page, participating in class conferencing, or teaming up with a subject specialist to present an instructional session using government information resources.

If you are a depository in a public library, you will probably have a community resource file which could be used as a starting point to identify potential user groups. A letter explaining the depository program and some of the subject areas in your collection, relevant to the group being contacted, is a good first step. Then follow up with an offer to speak to the group or to help with research or special projects. Because the memberships of such community organizations change, this project could be repeated every 2 to 3 years. An example is to speak to nonprofit groups about the [Catalog of Federal Domestic Assistance](#) (<http://12.46.245.173/cfda/cfda.html>), [Grants.gov](#) (<http://www.grants.gov/>), and using [American FactFinder](#)

(http://factfinder.census.gov/home/saff/main.html?_lang=en) to retrieve statistics for grant proposals.

Of course, external promotion includes contact with individuals either in casual conversation or through formal notification of recent acquisitions or other holdings in their areas of interest.

Outreach

Promotional activities can no longer be confined to the four library walls. Depository coordinators are finding it necessary to reach out to users and non-users by leaving the depository and going to where they are. Getting outside the depository is the best way to attract non-users.

Find opportunities to exhibit or present subject-specific workshops at local conventions or conferences; this is a good way to reach out to non-users. Many school districts offer educational opportunities for teachers. Some have days dedicated to training. Contact your local school districts to become a part of these activities. Promote the free resources of the Federal Government available for teachers and students. Some of these resources include lesson plans and teacher kits. Some useful sites to use might be [Federal Resources for Educational Excellence](http://www.free.ed.gov/) (<http://www.free.ed.gov/>), [American Memory Learning Page](http://memory.loc.gov/ammem/ndlpedu/index.html) (<http://memory.loc.gov/ammem/ndlpedu/index.html>), [Ben's Guide](http://bensguide.gpo.gov/) (<http://bensguide.gpo.gov/>), and the [Gateway to 21st Century Skills](http://www.thegateway.org/) (<http://www.thegateway.org/>).

Another form of outreach is through local media outlets. Your library's depository status, resources, and services could be highlighted on the local cable television's scrolled community announcements. Contact the local radio and television stations. They all run public service announcements and are often interested in generating programming that would be educational or service oriented. [FDLP Public Service Announcement and Articles](http://www.access.gpo.gov/su_docs/fdlp/pr/psa-text.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/psa-text.html) are provided by the Superintendent of Documents. Contact local newspapers to invite a reporter to visit your depository.

Practical Suggestions You Can Use to Promote Your Depository

- Provide top-notch public service that goes beyond users' expectations, and word-of-mouth will ensure a certain amount of public awareness.
- Make sure the unique resources and services of your depository are mentioned in any literature about the larger library, appear on library Web pages, and are mentioned during library-wide tours or orientations.
- Celebrate significant depository milestones (the 500,000th document, a special anniversary, a new service) and invite members of Congress, library administrators from the region, and the local media. GPO offers free materials

for [Federal depository library anniversary promotions](http://www.access.gpo.gov/su_docs/fdlp/pr/order.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/order.html).

- Never miss an opportunity to visit another depository library. A neighboring depository operation may have some good promotional ideas you can use. Adapt a promotional activity that has been used successfully in promoting other types of information or services in your own library.
- Share information on successful public awareness activities at your depository by submitting articles to the "Readers Exchange" column of [Administrative Notes](http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html), [DttP: Documents to the People](http://www.ala.org/ala/godort/dttp/aboutdttp.htm) (<http://www.ala.org/ala/godort/dttp/aboutdttp.htm>) or other publications related to literature and government resources. Share such information at workshops and documents related meetings.
- Develop special alcoves in the documents area for heavily requested depository material. A "statistics center" with census materials or a depository CD-ROM center might be worth establishing in your depository.
- Invite groups from the community, such as school groups, social or fraternal organizations, or other interested parties, to tour the depository.
- Contact all public and academic libraries in your area and make sure they know to refer users to your depository.
- Consider selective housing arrangements and other strategies of networking with neighboring libraries or other departments within your larger institution.
- Develop a subject-oriented Web page that includes government documents, and register it with Yahoo, Google, or related search engines. Publicize locally any Web awards you receive.
- Expand information and training for other librarians, faculty, students, local government, etc., by reaching them where they are. Attend their meetings and conferences, offer to present a specialized program for them, or prepare a poster session for display at meetings.
- Collaborate with your users to integrate government information into their own work and research:
 - In academic libraries, work with other librarians and faculty to integrate government information into the curricula.
 - In public libraries, meet with government officials, schools, and local organizations to help them with specific information sources such as census data.
 - In specialized libraries, work with primary users to deliver information efficiently for their special needs.
- Working through public relations, contribute newspaper or professional articles concerning special resources or services

- Contribute articles to the new FDLP Desktop concerning special events, training activities, awards and recognition such as the [Federal Depository Library of the Year](http://www.fdlp.gov/loty/index.html) (<http://www.fdlp.gov/loty/index.html>)
- For more ideas, see [Promoting Depository Collections and Services](http://www.access.gpo.gov/su_docs/fdlp/pr/index.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/index.html).

About the Federal Depository Library of the Year Award

The [Federal Depository Library of the Year Award](http://www.fdlp.gov/loty/index.html)

(<http://www.fdlp.gov/loty/index.html>) was established in 2003 as a special way to promote and market depository libraries. The award provides national recognition for a library that furthers the goal of the Federal Depository Library Program by ensuring that the American public has free access to its Government's information through all of the following areas:

- Outstanding service in meeting the Federal Government information needs of the users in your library's service area;
- Creativity and innovation in developing specific community programs for use of Federal Government information or a dramatic increase in your community's use of Federal Government information; and
- Leadership in creating public service programs that can be emulated by other Federal Depository Libraries.

The Federal Depository Library of the Year demonstrates the following attributes:

- A documented knowledge of the Federal Government information needs in the library's service area;
- Knowledgeable depository staff to assist users in the identification and use of the Federal Government information that best meets their needs;
- Excellent bibliographic control practices that enhance public access;
- Outstanding public services including significant marketing and promotion of the collection and the services available in the library and in the community;
- Substantial cooperative efforts with other depository and non-depository libraries to share knowledge and resources with a larger community;
- Access to a well-defined collection of Federal depository tangible and electronic resources adequate to meet the needs of the library's service area; and
- Exceptional care and preservation of the depository collection.

Nominations are announced on [GPO-FDLP-L](http://listserv.access.gpo.gov/) (<http://listserv.access.gpo.gov/>), usually in the spring. A selection committee that includes the Superintendent of Documents

evaluates, rates, and ranks the nominations. The winning library is notified in a timely manner to allow travel plans to be made for the depository coordinator and library director to attend the fall Depository Library Conference and Council Meeting. Past winners, libraries of current Depository Library Council members, and libraries on probation are ineligible for consideration.

The library director and the depository coordinator from the winning library are funded to travel to Washington, D. C. to accept the award honoring their library as the Federal Depository Library of the Year. The presentation is made at the fall Depository Library Conference, the largest gathering of government documents librarians in the country. This is a good opportunity for the depository coordinator and director from the winning library to showcase their library's best practices and outstanding public service. The award is a great marketing tool for the winning library.

Tips, Practical Advice, and Lessons Learned

- Your depository library should write a public services policy that includes the public service functions listed in this chapter.
- Examples of handouts, instructional and promotional materials, and tutorials for specific tools or subjects for your users and the library staff, as well as policies on access, Internet use, and public services for government information in electronic formats can be found at the [GODORT Handout Exchange](http://www.lib.umich.edu/govdocs/godort/ref.htm) (<http://www.lib.umich.edu/govdocs/godort/ref.htm>).
- [GODORT's E-competencies](http://www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm) (<http://www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm>) document provides a tiered outline of skills useful for providing services in the use of electronic government information and links to resources to acquire proficiency in each area.
- Develop Web guides, training aids, and instructional programs for library staff as well as library users. As libraries consolidate service points and departments, more library staff members who are not government information specialists are providing reference services for users seeking government information; this creates opportunities for you to promote greater knowledge of government information resources, to educate staff about the legal requirements of the FDLP and to make staff aware of the principles of the program. Continuous cross-training of all reference staff is critical. While a strong culture of referral and consultation with government information specialists is strongly encouraged, users are more efficiently and effectively served when all reference personnel can provide some level of government information reference.
- Since users looking for government information may approach any service point or person initially, all library staff that provides services directly to the public should be aware of the access and service requirements and the policies for Federal Government information. Maintain clear, updated, and easily accessible

summaries of policies and procedures relating to access and service for depository resources and provide them to all staff members of your library.

- Maintain awareness of your cataloging and technical service processes, including your library's policies in this area since they frequently have a large impact on public services. For example, the way the library catalog displays information can have a strong influence on your users' ability to easily locate government information. Shared library catalogs facilitate increased awareness of government information resources at other depositories, promote resource sharing, and facilitate referrals.
- Visit nearby depository libraries and your regional depository library to get a better understanding of their collections and areas of expertise including the specific reference tools and resources available. These visits help establish people and resource networks that can assist you in providing better services to your users.
- Monitor and participate in local, regional or national government information groups either in person or electronically through their e-mail discussion groups. Lists such as [GOVDOC-L](http://lists1.cac.psu.edu/archives/govdoc-l.html) (<http://lists1.cac.psu.edu/archives/govdoc-l.html>), [MAPS-L](http://www.listserv.uga.edu/archives/maps-l.html) (<http://www.listserv.uga.edu/archives/maps-l.html>), and [DocTech-L](http://list.lib.usu.edu/mailman/listinfo/doctech-l) (<http://list.lib.usu.edu/mailman/listinfo/doctech-l>) provide invaluable access to other government information specialists' expertise. Most states also have an [active GODORT organization](http://www.ala.org/ala/godort/) (<http://www.ala.org/ala/godort/>). Subscribe to the [GPO-FDLP-L](http://listserv.access.gpo.gov/scripts/wa.exe?SUBED1=gpo-fdlp-l&A=1) (<http://listserv.access.gpo.gov/scripts/wa.exe?SUBED1=gpo-fdlp-l&A=1>) discussion list and [RSS feed](http://www.gpoaccess.gov/rss/index.html) (<http://www.gpoaccess.gov/rss/index.html>) from the FDLP Desktop News and Updates to keep current on news and issues in the FDLP program.
- Cultivate good relationships with your library's technical and systems staff, and provide input into technology-related policies affecting user access to government information. The policies, procedures, and personnel of the larger library and library information technology environment often have a significant impact on public services for electronic government information.
- Create or participate in library or regional public service standards, and establish regular and quantifiable measurements of service to help assess and improve public services in your library. Examples of service standards and public service measures include the [Metrodocs Libraries Service Standards](http://www.odl.state.ok.us/usinfo/metrodocs.htm) (<http://www.odl.state.ok.us/usinfo/metrodocs.htm>) and the Association of Research Libraries' [LIBQUAL+](http://www.libqual.org/) (<http://www.libqual.org/>) program.
- Get ideas for displays to promote depository collections at the [Government Documents Display Clearinghouse](http://www.lib.mnsu.edu/lib/govdoc/proj/tutorials/finalfront2.html) (<http://www.lib.mnsu.edu/lib/govdoc/proj/tutorials/finalfront2.html>) and by networking with your colleagues online or at meetings.
- Ensure your library Web pages are handicapped-accessible. The [W3C Markup Validation Service](http://validator.w3.org/) (<http://validator.w3.org/>) can check the coding of a Web page formatted with HTML or XHTML for errors, and the [WatchFire® WebXACT](#)

(<http://webxact.watchfire.com/>) verification service is a free site that will check Web pages for accessibility issues.

- If your library policy is to have filters on all public computers, talk to your administrator about the need to be able to override the filter for free public access to government information resources. Library staff should be able to override or turn off the filter for depository users. Use or access to depository resources may be unmediated or mediated.
- **Public access computer workstations may require user authentication for security reasons; however, signage (on computers, posted at tables, on desks) MUST indicate that users may inquire at the public service desk for assistance.** Your library may provide guests the ability to log in at a workstation or staff may log them in at authenticated stations. At a minimum, if all workstations providing Internet access require authentication, your users should be directed to public service desks for assistance through mediated searching.
- **Libraries should address the provision of depository information to minors that might otherwise be subject to restricted access. Any Internet security policies MUST insure depository resources are not denied to your users because of their age.**

Did you realize that you don't have to?

- Provide free printing or photocopying. Your depository library may charge the same fees for printing and photocopying depository information resources that it charges for non-depository materials to be copied or printed. **Downloading, however, MUST be available without fees.** Your depository library is not required to provide storage media, such as floppies or USB drives, unless they are provided for users of non-depository materials. In that case, the same charges may be applied.
- Circulate depository materials. Your depository library has the option of establishing its own circulation policies for the use of depository materials outside the library.
- Maintain identical public service hours at the general reference and documents service desks.

Important for Library Administrators

- The Federal Depository Library Program was established to provide the residents of the United States with access to government information. Public access to this information remains the highest priority of all Federal depository libraries.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Your depository library has a fundamental obligation to provide free public access to depository information resources and to minimize other barriers to public access to the library's depository facilities, collections, and services.
- In general, access to, and services in the use of, depository information resources should equal or exceed those applicable to your other library collections and services.
- **Your depository library MUST offer the general public free access to online Federal Government information provided through the FDLP. Such access SHALL be provided to any library user free of fees or other restrictions such as age or residency status.**
- Filtering software may restrict access to official FDLP information, for example in the health or biological sciences fields. **Therefore, the depository library MUST allow users the option to use workstations without filtering software or have the capability of turning off the filter while searching FDLP information resources.**
- If your library provides reference services using methods other than in-person contact for your primary user groups (such as through phone, mail, fax, email or chat), these same or comparable methods of obtaining reference service should also be available to members of the public using the depository collection and government information.
- Your depository library should have a written policy regarding public services for government information in electronic formats that includes provisions for no-fee access to electronic government information in tangible format and on the Internet for all users. **Signage throughout the library and other library policies MUST be in accordance with these policies.**
- Your depository library has the option of establishing its own circulation policies for use of depository materials outside the library. However, the principle of comparable treatment in public services of depository and non-depository collections should be used in determining circulation policy for depository materials.
- **The general public MUST be able to access your depository's collections and services outside standard business hours if the library's primary clientele is able to do so.** Comparable service to both depository and non-depository materials can be provided through the integration of depository services into an overall reference policy to ensure assistance is available at all times.
- **Your depository library SHALL post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating that your library is a Federal depository and that government information resources and services in the use of those resources are available from your library for your primary users and the general public without charge.**
- Remember the FDLP logo should also be placed in a prominent location on your library web site or web pages. This informs online users that your library is a

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

Federal depository and that government information resources and services in the use of those resources are available at your library or through the Web.

SUPERSEDED

Depository Collections

Details the scope and purpose of the depository collection, explains the importance of a collection development policy, describes item selection procedures, lists tools for building a depository collection, suggests additional ways to enhance a depository collection, discusses managing a depository collection, and describes the process for discarding depository material

What's New and Important

The Transition in Federal Depository Collections

- Since 1996 with changing agency publication practices and the increasing availability of online publications, the FDLP has migrated to a largely electronic collection. Although many depository libraries, particularly Regional libraries, will continue to maintain large print and microform collections, GPO has made great strides in disseminating government information in electronic-only formats.
- The implications of this significant change will vary depending upon the type of depository library you currently manage. Regional depositories will continue to build and maintain comprehensive depository collections and acquire government information products in all formats while selective depositories may choose to build primarily electronic depository collections. See chapter 13 in this Handbook for more information on transitioning depository collections. Selective depositories have the option to collect an electronic item in lieu of the paper equivalent as detailed in the [Substitution Guide](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html). This change alone will have significant impact on such important issues as storage, service, length of retention of electronic items, and bibliographic access.

Approaches to Collection Development and Management

- Cooperative collection development to support interlibrary loan, virtual reference, and other collaborative efforts is vital since no one depository library can meet

the Federal Government information needs of a varied population, whether local or remote users.

- Given the new electronic milieu, your depository library is likely increasing its reliance on networking to share collections, to provide access to users, to practice cooperative collection development and to perform mutual bibliographic control. The challenges in your physical space may be overcome by the management of electronic resources. Specifically, access to the digital collection will require different approaches to collection development and management. Some portion of your collection will be accessible 24/7 for users in the library and users accessing the library resources remotely. As a result, you may see reference responsibilities change as well. Virtual reference, chat, and instant messaging (IM) expand the range of service models available to provide reference to remote users seeking information about depository materials.
- Additionally, the evolving role of depository librarians within their respective institutions and changes in organizational models for libraries may be reflected in changes in collection management and staff roles. You may be designated specifically as the depository coordinator or you may be a part of the larger library staff, but you serve as the contact for the depository collection and maintain responsibility for training staff throughout the library on depository materials and operations.
- Although many new changes have manifested themselves over the past several years, there are still some constants about being a depository library. For example, while electronic information now dominates as the main means of dissemination, collection development still remains relevant. Federal depository libraries build and maintain a depository collection in order to provide access to and services for the Federal government information products that meet the needs of its local community. Acquiring electronic information that falls outside the purview of GPO should be factored into any policies or any guidelines you develop as part of an overall collection development policy. Also, the challenges of item selection when developing an electronic collection should be considered when developing your depository library's collection development policies. GPO continues to reexamine and evaluate the item selection mechanisms. Keep informed of the changes to item selections at the [FDLP Selection Mechanisms](http://www.access.gpo.gov/su_docs/fdlp/selection/index.html) web page. (http://www.access.gpo.gov/su_docs/fdlp/selection/index.html)
- The needs of your user community are still one of the most important criteria used in collection development. You should continually assess user and community needs and provide access accordingly. This doesn't mean you have to re-invent the wheel each time. Instead, you should continue to review federal, local, state, and regional web sites to provide new resources and links to your users.
- Finally, as more and more government information is available only in an electronic format, remember that providing access to a depository collection for your local community will offer new and different challenges. As explained in more detail below, the suggestions and guidelines offered should be used as a means to enhance collection development activities in your depository library.

Scope of Your Depository Collection

The depository collection provides government information resources that meet the needs of both your primary and general public users. Therefore, the scope of your collection should be broad enough in subject, format and age-appropriateness to meet those needs while being sufficient in depth to accommodate reference and research services. Some titles for government information resources are considered essential; others are basic to a collection and still others are highly recommended. Your depository should include government information resources specific to your state, region, or congressional district.

Purpose of Your Depository Collection

The Federal Depository Library Program (FDLP) is based upon the principle that citizens have “free, unimpeded, local access to official information produced by their Government.”² Enabling legislation for the depository libraries and their collections resides in [Title 44, Chapter 19 of the U.S. Code](http://www.access.gpo.gov/uscode/title44/chapter19_.html) (http://www.access.gpo.gov/uscode/title44/chapter19_.html). Historically, depository collections have been developed with two major purposes:

- 1) To serve the local clientele of the Congressional District, and
- 2) To provide public service for U.S. Government publications collections

Providing no-fee public access to Federal Government information is the guiding principle under which public officials designate depository libraries; therefore, the Federal Government information needs of the general public MUST influence the collection development of depository libraries.

A majority of libraries that are designated depositories have, as their primary mission, a commitment to serve a particular patron group (students, judges, etc.). **While these libraries focus collection development more closely on the needs of their primary patrons, they MUST also serve the Federal Government information needs of the general public. The [Collection Development Guidelines for Selective Federal Depository Libraries](#), although dated, still represents a comprehensive guide to collection development and the issues that MUST be considered when developing policies.**

(http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/coldev.html)

Collection development program and performance goals include:

² U.S. Government Printing Office. Superintendent of Document, [FDLP Fact Sheet](#), (Washington, D.C.: GPO, 2001): 1. http://www.access.gpo.gov/su_docs/fdlp/fdlp_fs.pdf

- Each depository library should maintain the titles in the FDLP Basic Collection available for immediate use;
- Each library should acquire and maintain or otherwise provide access to the basic catalogs, guides and indexes, retrospective and current, considered essential to the reference use of the collection. This should include selected non-Governmental reference tools.
- Although more details follow, in general, each depository should maintain a specific written Collection Development Policy (or include in the library collection development policy) the following:
 - ♦ the selection of frequently used and potentially useful materials based on the objectives of the library;
 - ♦ the selection of materials responsive to the Federal government information needs of the users in the Congressional district and local area where the library is located
- Each depository library should conduct a comprehensive review of its selections regularly in order to insure that needed materials are selected and that materials, no longer of use, are deselected.
- Depository libraries, either solely or in conjunction with neighboring depositories, should make demonstrable efforts to identify and meet the Government information needs of the Congressional district or local area.
- Depository libraries should coordinate item selections with other depositories in the Congressional district and local area to insure adequate coverage that meets local needs

Most depositories are designated to serve a particular U.S. Congressional District. The number of depositories in a congressional district, the geographic area of the congressional district, the type of library, and even the existence of established interlibrary cooperative arrangements, could dictate a local public service area other than the U.S. Congressional District. These local public service areas, if different from the congressional district, should be negotiated among neighboring depositories to ensure all areas of the congressional district are served.

With agencies publishing in multiple, but primarily electronic formats, management of a depository collection shifts to ensuring access to government information in all formats. Regardless of the format, the purpose of the depository collection resides in offering unrestricted use of Federal government information. As technologies advance, depository collections will continue to provide one-stop access for patrons in using, accessing, and understanding government information in any format and to serve as a gateway for all users.

Importance of Collection Development Policies

Your collection development policy should be documented. The policy should include the selection of government information resources in the subject areas and the appropriate formats which best meet user information needs. Although applicable to all depositories, a collection development policy is of particular importance to your depository library if it is a selective depository where the selection of appropriate government information resources is more critical to building a relevant depository collection for your users. It is important to work within your larger library's collection development policy parameters, making sure the depository has its own separate policy that fits into the overall library policy, or that the policy for the depository integrates well into the one for your larger library. Collection development policies may discuss retention, disposal, and maintenance of a dynamic depository collection.

Also, your collection development policy should address issues in managing electronic information as well as paper and microform tangible information products. As GPO develops requirements for the Future Digital System (FDsys), discussions with the community about the need for and the feasibility of digital distribution continue.

There are resources available for those interested in digital distribution and transitioning depository collections. For those seeking information on transitioning to a more online depository collection, review the "[Tips to Effectively Transition to a More Online Federal Depository Collection](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/online_coll_tips.pdf)" (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/online_coll_tips.pdf) document released in November 2005. For those seeking information on FDsys digital distribution, see the Fall 2006 Depository Library conference session on "[Digital Distribution to Depository Libraries: Exploring the Issues](http://www.gpo.gov/su_docs/fdlp/council/fall06/digitaldistribution06.pdf)" (September 6, 2006 found at http://www.gpo.gov/su_docs/fdlp/council/fall06/digitaldistribution06.pdf). Additionally, the conference included a session on "[Trials, Tribulations, and Triumphs of Transitioning Depository Collections](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/index.html)" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/index.html) with practical advice from depository coordinators.

Building Your Depository Collection

The Collection Development Policy

A written collection development policy, regularly reviewed and updated as appropriate, should include the following to maximize your service to the community:

- A community analysis of the government information needs of your library's users to include subjects, formats, languages, special products, and age-appropriate materials.
- Identification of the information needs of the Congressional district, state, region, or local area, and collect only these items best suited to meet those needs.

- Strategies for meeting the Federal Government information needs of the primary library patron community and, if different, the general public. This may include cooperative collection development efforts with neighboring depository libraries.
- Procedures for providing documents requested by users but not selected by your library; this may mean inter-depository coordination of selections, cooperative collection development, and interlibrary loan to provide access in your local area to seldom used items.
- Intensity levels and subject strengths of your existing collection which you may want to continue and enhance, or which you may want to transfer to another depository to strengthen their collection.
- Practical guidelines for format selection decisions based upon your users' needs.

LSCM no longer requires depository libraries to maintain a specific selection rate; it is based upon whatever rate meets the needs of your users. This rate could be 10% or it could be 90%. Remember that selection rates traditionally served as a benchmark for comparing the size of your library's document collection with other libraries of similar size and type. These rates can be an indicator of how much physical space your tangible collection requires, but selection rates are beginning to be a moot point in an electronic era. However, rates are still a good indicator of the work load in your depository.

Provisions may be made in your collection development policy for acquiring or locating audio, Braille, large print and foreign language editions of a range of government resources, noting also the availability of video, film, photograph, map and other non-print archives. If access is being provided electronically via a commercial source, provisions should be made to provide access to the public, ensuring a sufficient number of terminals for in-library usage, for example.

If your depository library also purchases commercial products, depository coordinators can consult the periodic review of scope and search features to determine if the collection should include access to titles through those products, to titles available in tangible and/or electronic formats through the FDLP, or a blend of formats and access points. Relevant print and electronic indexes should be available in your depository to facilitate access to the depository collection.

Item Number System

Depository libraries select documents by categories. Each category is identified by a unique item number. The item number assigned to a series generally remains the controlling number for that series regardless of change of title, transfer of the series or its publishing agency within the Federal Government, or change in the name of the issuing agency.

An item number assigned to a series may also govern the distribution of closely related series of a similar nature, e.g., numbered manuals with similar content issued by the same agency. In this instance, the library selecting this item would receive the related series as well.

The addition of new series to item numbers is announced on shipping lists and in [Administrative Notes Technical Supplement](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup).

The Technical Supplement is searchable on-line via the [WEBTech Notes](#) service (http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html).

For agencies whose scope and publications are limited, e.g., Fine Arts Commission, Marine Mammal Commission, etc., one item number has been established to cover all publications issued.

New depositories will begin receiving items they have selected within one month of receipt by LSCM of their item selection profile. All other selections are dependent upon the annual item selection update cycle which is described below.

Libraries should retain historical files as they may contain information about when an item was selected, dropped, discontinued, superseded, changed format, changed SuDocs class number, sent to a selective housing site, etc. If these data are vital to the administration of the depository operation, be cautious about the disposition of item cards. **If item cards are no longer maintained by the library, other means of establishing the item selection history MUST be in place, e.g., archiving copies of the Item Lister records, maintaining a local database, customizing electronic files from data downloaded from the Federal Bulletin Board, FDLP Desktop, etc.**

Updating Selection Profiles

Depositories are notified by LSCM shortly before each annual item selection update cycle begins. It is important that selections be centrally coordinated within the library and accurate records kept to avoid misunderstandings. Changes to a library's selection profile are made by inputting item numbers using the [Amendment of Item Selections procedure](#) (http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html).

Additions to selections may be made only during the annual item selection update cycle or an item survey. All selections should be reviewed regularly to ascertain their appropriateness and to adjust selections to the changing Federal Government information needs of patrons. Depository staff should consult the List of Classes and Administrative Notes Technical Supplement to verify the availability of items.

LSCM recommends that a zero-based review be conducted annually, or at least every 2 or 3 years. Zero-based means to review non-selections as well as existing selections

for pertinence to one's community information needs using the List of Classes and other selection tools.

If some currently selected items are judged inappropriate for the collection, these items should be deleted from the library's selection profile promptly. Deletions can be made at any time and become effective within 72 hours of submission. In the case of materials that are sent from outside vendors, such as microfiche, it may be several weeks for shipments to stop. **When an item is dropped, however, all materials previously received under the item number unless superseded MUST still be retained for the statutory five-year retention period before they can be offered on a disposal list to the regional library.**

A list of each depository library's selections is available using the [Item Lister](http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html) and the [Documents Data Miner](http://govdoc.wichita.edu/ddm/GdocFrames.asp) (<http://govdoc.wichita.edu/ddm/GdocFrames.asp>).

New item selections from the annual item selection update take effect after October 1st. New selections will not be distributed until after that date. Libraries cannot claim new selections before October 1st. Publications cannot be furnished retroactively. New selections can only be furnished to libraries as new items are ordered by and printed for the issuing agency.

Regional depository libraries receive nearly all depository items shipped by GPO. Some publications, such as Congressional hearings and the Federal Register, are issued in both paper and microfiche formats. Only regionals may select both formats for these titles although they may choose to collect only one format. Selective depositories should depend upon the regional for seldom-used items.

On rare occasions, LSCM receives only a limited number of copies of a publication from a department or agency for distribution to depository libraries. These copies are sent to all designated regional depositories; the remainder is made available to selective depositories through a "special offer" on a first-come, first-served basis. These materials are usually retrospective runs of series. These special offers are announced through Administrative Notes, notices on the depository shipping lists, or on the FDLP Desktop.

Cooperative collection development and interlibrary loan can also provide access within a local area to rarely used items. The Documents Data Miner, a State Plan, or consortia can assist with these activities.

Depository librarians are now permitted to substitute electronic versions as the sole "copy" for some tangible FDLP publications provided the electronic version is complete, official, and permanently accessible. These conditions are outlined in [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html).

Tools Available to Help You Select Items for Your Depository Collection

Once your library has been designated as a Federal depository, you may select as many or as little government information products necessary to meet the needs of your users. **Regional depository libraries, however, MUST select everything and keep it permanently whereas selective depositories have flexibility in what they collect and in the amount they select.**

Several tools exist to help you make item selections. These include the:

- List of Classes of United States Government Publications Available for Selection by Depository Libraries and the Union List of Item Selections,
- Basic Collection,
- Suggested Core Collections, and
- The Essential Titles for Public Use in Paper Format and Tangible Format Items.

The foundation of your depository collection should include titles derived from these tools.

List of Classes of United States Government Publications Available for Selection by Depository Libraries and the Union List of Item Selections

- You can currently de-select items in your depository library's profile at any time, but you can only add items once a year during the Item Selection Update Cycle which usually occurs in the calendar year during the month of June or July.
- The basis for selection is the *List of Classes of United States Government Publications Available for Selection by Depository Libraries* and the *Union List of Item Selections*. The List of Classes is a list of currently available products sorted by Superintendent of Documents (SuDocs) classification stem including item number, format, etc. While there may be several products in a variety of media listed under each item number, products can be selected only by item number. The List of Classes is updated semiannually in paper and the [Union List of Item Selections](#) is updated monthly on the FBB at <http://fedbbs.access.gpo.gov/library/list/files/indexn.htm?lib=UNIONL&order=ascending+set&count=50&search=name&set>. GPO will send out announcements when items can be added to your selection profile. You can review your library's selection list using [Document Data Miner 2 \(DDM2\)](#) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>), an invaluable collection of collection management tools for this purpose. The [Union List of Item Selections](#) is updated online and available for download at <http://fedbbs.access.gpo.gov/library/list/files/indexn.htm?lib=UNIONL&order=ascending+set&count=50&search=name&set>.
- The List of Classes and Union List of Item Selections include publications having public interest or educational value which are issued by the various departments

and agencies of the U.S. Government. Excluded from the lists are publications issued for strictly administrative or operational purposes which have no public interest or educational value, those classified for reasons of national security, and so-called "cooperative publications" which are documents which must be sold in order to be self-sustaining. For this reason, printed versions are not available for free distribution through the FDLP. Such titles as the National Union Catalog, Federal Reserve Bulletin, and Prologue fall within this category.

- It's a good idea to review items before you add them to your collection. If it's an electronic item you can usually find links to it using tools such as the [Catalog of Government Publications \(CGP\)](http://catalog.gpo.gov) (<http://catalog.gpo.gov>), OCLC, or through another depository's catalog. The [U.S. Government Bookstore](http://bookstore.gpo.gov/) (<http://bookstore.gpo.gov/>) is another good source for information on federal documents that are currently for sale. If the item is only available in print, contact your regional depository or a nearby selective depository to schedule a visit to their collection, or borrow representative issues through interlibrary loan.
- One of the advantages of being a member of the FDLP is free access to databases of Federal information that are otherwise commercially available. These databases include [Stat-USA](http://www.stat-usa.gov/stat-usa.html) for trade and economic information (<http://www.stat-usa.gov/stat-usa.html>) and [NOAA Climatic Data Center](http://www5.ncdc.noaa.gov/pubs/publications.html) (<http://www5.ncdc.noaa.gov/pubs/publications.html>). These databases may be password protected and/or limited to a certain number of IP addresses in an institution. Contact [askGPO](http://www.gpoaccess.gov/help/index.html) (<http://www.gpoaccess.gov/help/index.html>) for assistance with passwords.

Basic Collection

- The list of titles constituting the [Basic Collection](#) was first developed in 1977 to identify the most basic Federal publications for inclusion in depository collections. This list has been periodically updated since then. These publications are vital sources of information that support the public's right to know about the workings and essential activities of their Federal Government. The [Basic Collection](#) serves as a good resource when developing and maintaining a depository collection.
- Your depository library is expected to have the titles in the Basic Collection accessible for immediate use by your users. How this is accomplished is a local decision. However, merely linking to GPO Access or the CGP does not provide sufficient access to all of these titles. While access is best accomplished by cataloging the titles and including active hyperlinks in the bibliographic record, other alternatives are also available to depositories to include:
 - Link to all the titles in the Basic Collection from the library's Web site;
 - Catalog the Basic Collection using a collection level record and including a hyperlink;
 - Link to the Basic Collection Web page from the library's Web site;

- Purchase and make available commercial equivalents (tangible or electronic) of the Basic Collection titles; and
- Incorporate Basic Collection titles into topical bibliographies or guides.

These are the titles in the Basic Collection (created May, 2004):

Title	SuDoc#	Item#	Format
American FactFinder	C 3.300:	0154-B-16	EL
Ben's Guide to U.S. Government for Kids	GP 3.39:	0556-C	EL
Budget of the United States Government	PREX 2.8:	0853	P
	PREX 2.8:	0853-C-01	EL
	PREX 2.8/1:	0853-C	CD
Catalog of Federal Domestic Assistance	PREX 2.20:	0853-A-01	P
	PREX 2.20:	0853-A-09	EL
Catalog of U.S. Government Publications	GP 3.8/8-9:	0557-F	EL
Census of Population and Housing: Population & Housing Unit Counts (all states, U.S. Summary, and Puerto Rico) (Series PHC-3)	C 3.223/5:	0159-C-(#)	P
	C 3.223/5:	0159-G-(#)	EL
Census of Population and Housing: Summary Population & Housing Characteristics (all states, U.S. Summary, and Puerto Rico) (Series PHC-1)	C 3.223/18:	0159-B-(#)	P
	C 3.223/18:	0159-H-(#)	EL
Census of Population and Housing: Summary Social, Economic, & Housing Characteristics (all states, U.S. Summary, and Puerto Rico) (Series PHC-2)	C 3.223/23:	0156-M-(#)	P
	C 3.223/23:	0156-O-(#)	EL
Census of Population and Housing: Social, Economic, & Housing Characteristics (Island Areas) (Series PHC-4)	C 3.223/23-2:	0156-M-54	P
	C 3.223/23-2:	0156-O-54	EL
Code of Federal Regulations	AE 2.106/3:	0572-B	P
	AE 2.106/3:	0572-B-01	EL
	AE 2.106/3:	0572-C	MF
Congressional Directory	Y 4.P 93/1:1	0992	P

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

	Y 4.P 93/1:1	0992-A-01	EL
Congressional Record (daily)	X 1.1/A:	0994-B	P
	X 1.1/A:	0994-B-01	EL
	X 1.1/A:	0994-C	MF
Constitution of the United States of America: Analysis and Interpretation	Y 1.1/3:	1004-E-01	P
	Y 1.1/3:	1004-E-02	EL
County and City Data Book	C 3.134/2:	0151	P
	C 3.134/2:	0151-A-02	EL
	C 3.134/2-1:	0151-D-01	CD
Economic Indicators	Y 4.EC 7:EC 7	0997	P
	Y 4.EC 7:EC 7	0997-A	EL
Economic Report of the President	PR 43.9:	0848-F	P
	PR 43.9:	0848-F-01	EL
Federal Register (daily)	AE 2.106:	0573-C	P
	AE 2.106:	0573-F	EL
	AE 2.106:	0573-D	MF
GPO Access			EL
Bicentennial Edition: Historical Statistics of the United States, Colonial Times to 1970* - Part 1 and Part 2	C 3.134/2:H 62/970	0151	P and EL
Occupational Outlook Handbook	L 2.3/4:	0768-C-02	P
	L 2.3/4:	0768-D-02	EL
Public Papers of the President	AE 2.114:	0574-A	P
	AE 2.114:	0574-A-02	EL
Sales Product Catalog	GP 3.22/7:	0552-B-01	EL
Slip Laws (public and private laws)	AE 2.110:	0575	P and EL
Social Security Handbook	SSA 1.8/3:	0516-C-01	P

	SSA 1.8/3:	0516-C-03	EL
STAT-USA (askGPO for password)	C 1.91:	0128-P	EL
Statistical Abstract of the United States**	C 3.134:	0150	P
	C 3.134:	0150-A-02	EL
	C 3.134/7:	0150-B	CD
Statutes at Large	AE 2.111:	0576	P
	AE 2.111:	0576-A	EL
Subject Bibliographies	GP 3.22/2:	0552-A	EL
United States Code	Y 1.2/5:	0991-A	P
	Y 1.2/5:	0991-A-01	EL
	Y 1.2/5-2:	0991-B	CD
United States Government Manual	AE 2.108/2:	0577	P
	AE 2.108/2:	0577-A-01	EL
United States Reports	JU 6.8:	0741	P
	JU 6.8:	0741-A	EL
USA Counties**	C 3.134/6:	0150-B-01	CD
Weekly Compilation of Presidential Documents	AE 2.109:	0577-A	EL

* Title may not be available at all depository libraries as it was distributed in 1976. It can be purchased through the GPO Online Bookstore.

** Copyright restrictions prevent the inclusion of some tables in electronic versions.

Format designations:

P = Paper

EL = Online electronic format

CD = CD-ROM

MF = Microfiche

Suggested Core Collections

- The core collection list in Appendix A in this Handbook is annotated to indicate titles suggested for academic, public, and law libraries. Large depository

libraries (over 600,000 volumes) would select most of the titles indicated for their type of library as a matter of course. Smaller depository libraries (up to 150,000 volumes) and medium depository libraries (150,000 - 600,000 volumes) should review the list, and select any titles that seem pertinent to the institution mission and information needs of the community.

- In an attempt to present a broad range of selections, the core list errs toward the inclusive. It can be used as a benchmark for startup collections but should also be consulted when evaluating existing collections.

The Essential Titles for Public Use in Paper Format and Tangible Format Items

- A variety of formats are disseminated through the FDLP. Specific titles are to remain available for selection in paper format, so long as they are published in paper by the originating agency because these titles contain critical information about the activities of the U.S. Government or are important reference publications for libraries and the public. Maintaining the availability of these "essential" titles for selection in paper format has been deemed essential to the purposes of the FDLP.
- The list of [Essential Titles for Public Use in Tangible Format](http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html) is a good place to begin selection of titles in paper format for your depository and a better place to assess the maintenance of these titles in paper format. The list was developed using input provided by the depository library community. Discussions concerning what titles were essential to the public and to FDLP libraries in paper format were held in conjunction with the development of the "Dissemination/Distribution Policy for the FDLP" in October 2000. An initial list published in the 1996, [Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program](http://www.access.gpo.gov/su_docs/fdlp/pubs/study/studyhtm.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/study/studyhtm.html), served as a foundation for this document.
- Titles may be added or removed from this list. Titles recommended by the library community will be considered for inclusion in this list. Titles will be removed when it has been determined that the agency has ceased publication in paper. Major changes in the operations or funding of the FDLP may cause this list to be modified at any time.
- Publications not available in electronic format, as well those determined to be appropriate for distribution in tangible format under the Superintendent of Documents' [Dissemination/Distribution Policy for the Federal Depository Library Program](http://www.access.gpo.gov/su_docs/fdlp/pubs/policies/) (SOD 301, dated September 28, 2006), will be distributed in tangible format. (http://www.access.gpo.gov/su_docs/fdlp/pubs/policies/)
- Selection of the U.S. Congressional Serial Set and the bound Congressional Record, included in the Essential Titles list, is limited to regional depository libraries and one designated library in each state without a regional.

Additional Ways to Enhance Your Depository Collection

- You should investigate cooperative acquisitions with neighboring depositories and seek to avoid unnecessary duplication of materials with neighboring depositories. Prudent selection leads to more efficient use of library resources; it expands the availability of resources in your geographic area and optimizes the time staff are engaged in technical services.
- The State Plan for each state, if available, may discuss cooperative acquisitions and collection development relationships of the selective depositories in your state or region so all of the depositories work together to provide a complete collection of Federal Government publications to serve all of the users in the state.
- Access to government information products may be enhanced through the use of indexes. Relevant print and electronic indexes should be available in your depository to facilitate access to the resources in your documents collection. As electronic items are added to the depository collection, ensure you're providing users the ability to locate these items which may be through a database, index, or web site search. You should consult reference staff and professional literature to discover new publications to add to the collection, or to assess demand, and to supplement other publications where appropriate and needed. New information gained by keeping abreast of changing demographics in your community or new businesses that have moved into your community are useful in helping you collect materials that effectively serve the users in your Congressional district.
- Special materials are offered through distribution to the FDLP. Special materials include maps, audio, Braille, large print government documents, foreign language items, and other special materials. You should closely monitor user needs for special materials. In particular, you might track the demand for maps or for government documents in specific foreign languages, and if so, which languages. If demand warrants, then you should select types these types of government information resources.
- You may also want to purchase commercial equivalents or value-added depository items if this serves user needs.

Maps

The selection of maps for your depository library will fall under the same general collection development policies that have been established for your larger institution. However, there are factors in the development of map collections which should be considered and which are specific to maps as a format.

The following factors impact the development and use of a map collection in a depository.

- Circulation of the map collection;
- Security of the map collection; some maps are rare and valuable and as such, they have been targeted for theft from some libraries;
- Extra clerical help required for processing the number of maps which may be seasonal depending on the frequency of map distribution;
- Care in handling maps;
- Specialized supplies, equipment or furniture required for processing, handling, storing, servicing, and using maps; Map cabinets, wall hangers, pigeon hole or other shelving devices may have to be purchased.
- For collection development purposes, maps of a library's local area and region are always in higher demand than those of other states and regions. If it is possible to select a series by state, a library in, for example, New Jersey should consider whether it really needs detailed coverage of Texas or other far away states. Would state maps alone serve your library users' needs?
- Consider the scale of the maps that you are considering for selection. A large scale map, such as the 1:24,000 topographical map, will have many more sheets and require more map case space than a map at the scale of 1:100,000 to cover the same geographic area.
- **The availability of electronic maps MUST also be considered.** The advent of the “digital age” has led many Federal agencies to shift their map publishing and distribution efforts from print to a combination of print and electronic resources. Government-issued cartographic materials are now increasingly—and in a growing number of cases, exclusively—available in electronic format as scanned images and digital maps (both of which can be viewed online, printed or downloaded as an image file), or maps produced on-the-fly with Web-based mapping applications, also known as Geographic Information Systems (GIS).
- A list of maps available for selection by depositories can be created using [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>) by conducting a title search for “map” in the List of Classes database.
- Your depository may wish to consider providing GIS services to your patrons. Geographic Information Systems (GIS) is a computer-based system that stores geographically referenced data linked to textual attributes (a database) and allows for mapping, display, analysis, and modeling. The majority of GIS data from the Federal Government is available for selection in CD-ROM form. These CDs are divided into three main types 1) those with an internal GIS, 2) those with GIS files that can be used with third party software without the need to be processed, or 3) both. In addition, GIS

data is available through online resources. Prime examples include [Geodata.gov](http://www.Geodata.gov/gos) (<http://www.Geodata.gov/gos>) and [The National Map](http://nationalmap.gov/) (<http://nationalmap.gov/>). Software by various companies can be used to view, analyze and display data.

- As with most technology, GIS is not useful without people to manage the system/software or to utilize it. One of the most challenging aspects of having a GIS service is staffing.

Additional information regarding map collections can be found in Appendix C in this Handbook.

Non-Depository Materials

- The acquisition of non-depository materials becomes more crucial in an electronic environment. With the advent of desktop publishing more and more federal agencies are disseminating information directly to the Internet, thus avoiding GPO altogether. While GPO is engaging in numerous efforts to reconcile this, it becomes more incumbent upon you as the depository librarian to exert efforts to capture, retain, and provide access to these electronic materials. GODORT maintains the [Government Information and Depository Management Clearinghouse](http://www.ala.org/ala/godort/godortcommittees/godorteducation/clearinghouse/fedmanage.htm) (<http://www.ala.org/ala/godort/godortcommittees/godorteducation/clearinghouse/fedmanage.htm>) of resources to explain and assist depository coordinators with Collection Development.
- There are also numerous sources that you can consult to acquire non-depository materials. Using [GOVDOC-L](http://govdoc-l.org/) (<http://govdoc-l.org/>), a moderated discussion list for government information, depository library issues, and depository librarians is an excellent source to learn of non-depository materials. Another valuable resource is the *ASI (American Statistics Index)* non-depository microfiche collection. There are also numerous trade journals, reviews, and other resources available for consultation in the procurement of these materials. Lastly, writing directly to federal agencies to acquire materials can yield some success.

Fugitive Documents [LostDocs]

- Fugitive or “lost docs” are defined as those documents of public interest or educational value, and not classified for reasons of national security, which have not been acquired for distribution to Federal depository libraries or disseminated through the [Catalog of U.S Government Publications](http://catalog.gpo.gov/) (CGP) (<http://catalog.gpo.gov/>).
- LSCM asks depository libraries to assist in notifying LSCM of documents that have not been made available through the depository program. To notify LSCM, you can use the [online form](http://www.access.gpo.gov/su_docs/fdlp/tools/lostdocs.html) to report lost or “fugitive” documents. (http://www.access.gpo.gov/su_docs/fdlp/tools/lostdocs.html)

Managing Your Depository Collection

Managing a depository collection is complex because some aspects of management are mandated while others require a professional understanding of the interplay of various collections, both in your larger library and within your state or region. It also requires a solid understanding of the services your library provides in the use of government document collections including access, reference and research, and referrals.

Claiming Depository Publications

- Publication runs of tangible materials are often quite limited. Therefore it is important to check shipping lists as soon as possible to make sure all items have arrived. If you delay claiming missing items, GPO may not be able to replace them. GPO has a "[Claims Copies Exhausted](http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim_ex.html)" web page (http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim_ex.html) that identifies items no longer in stock. Check this webpage before using GPO's [online Web Claim form](http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html) for missing items. See Chapter 6 in this Handbook for more details on claims.

Superseded Publications

- Superseded materials should be systematically identified. If retained for historical purposes, they should be physically marked as superseded. The supersession note or stamp may say "superseded" or may include a phrase such as "later edition may be available". Special requirements for charts and maps can be found in Appendix C of this Handbook. Superseded items may be withdrawn immediately from the collection; refer to the latest superseded list.
- Publications, maps, CD-ROMs, and other depository materials that are superseded may be treated as secondary materials as soon as the update or the final version of the publication is distributed by GPO. Individual titles, serials, and series can be found in the [Superseded List](http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist) (http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist).
- The instructions in the Introduction to the *Superseded List* apply to all depository libraries. For titles not listed in the Superseded List, the [FDLP Guidelines for Determining Superseded Materials](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html) and the [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) should be consulted.

- It is important to understand the differences between the Superseded List and the Substitution List to properly manage your depository collection. Discards and substitutions are explained in this chapter as well as in Chapter 6 in this Handbook.

Preservation and Disaster Preparedness

- For more than 140 years, depository libraries have supported the public's right to Government information by collecting, organizing, and preserving it, and by providing assistance to users. You should consult chapter 8 in this Handbook for details on the proper preservation procedures for your depository collections.
- **In the event of a natural disaster, arson, flood, etc., your library MUST immediately inform the Superintendent of Documents in writing. Your library MUST then make every reasonable effort to replace or repair the Federal Government property that has been lost or damaged.** As GPO does not maintain retrospective stock, your library might find it difficult to completely replace all missing items. As a minimum effort, however, State discard lists, GPO's Sales Program, the national Needs and Offers list, and commercial vendors should be canvassed in an attempt to replace those materials lost. To learn more about Disaster Preparedness and Recovery, see chapter 14 in this handbook.
- When depository library materials are badly damaged or decomposed as the result of a natural or man-made disaster, the regional depository coordinator may authorize the bulk disposal of such materials and bypass Needs & Offers lists. GPO does not require damaged materials be offered to other depositories.
- It is advisable and prudent to carry insurance covering the Federal depository collection as part of your larger library holdings. See Chapter 14 in this Handbook for more information.

Withdrawal of a Government Information Product from Your Depository Library

- GPO is entrusted by the Congress with the stewardship of all formats of depository materials, both as U.S. Government property and as intellectual property for free distribution and public use. Only the Public Printer, the Superintendent of Documents, or their agents can legitimately order your library to withdraw a document from its depository holdings. The Superintendent of Documents may order publications withdrawn for reasons of national security, incorrect or misleading information in a publication, or for any other cause deemed to be in the public's interest. GPO's policy on the "[Withdrawal of Federal Information Products from GPO's Superintendent of Documents \(SOD\)](#)"

Programs (SOD 110)"

(http://www.access.gpo.gov/su_docs/fdlp/pubs/policies/index.html) details the steps to be followed in the event of such a withdrawal. Depository coordinators will be informed by GPO in the event of a withdrawal or recall. Any instructions from GPO regarding the withdrawal, disposal, or removal of depository materials will be issued formally through written communication and posted to the FDLP-L with details as to the procedures to be followed.

- From time to time, the Superintendent of Documents will ask depositories to return a specific publication to GPO, or to destroy it, because it is defective, or for other reasons. If this happens, a letter from the Superintendent of Documents will be placed in shipment boxes and will also appear in Administrative Notes. **Your depository library MUST comply with such requests before the GPO deadline.**

Replacement of Lost, Worn, or Damaged Depository Materials

- Depository copies may become lost, worn, or damaged. Under the Principle of Comparable Treatment, depository materials should be replaced using the same replacement policy that the larger library uses for non-depository materials. You should make a reasonable effort to replace these materials. You can consult the regional depository to acquire about a reproduction. In some cases, such as large number of pages or large format, the regional may send the publication to your library to make the copies and then ask you to return the original item to the regional. Alternately, the regional may create scanned files to replace print publications or duplicate microfiche from the regional collection to replace missing microfiche. Numerous other sources exist for you to obtain a replacement copy such as the National Needs and Offers List, book vendors, and the issuing Federal agency.

Discarding Depository Materials

To help manage the depository collection, some broad guidelines for retention and discarding materials exist. In general, all government publications supplied to your depository library under the FDLP remain the property of the United States Government and may not be disposed of, except as outlined in this Handbook. **All depository materials MUST be housed in a manner that facilitates preservation and access.**

Retention Guidelines

Retention guidelines vary by the type of depository library. Regional depository libraries have different retention guidelines from selectives. Also, federal libraries that are designated depositories have different retention guidelines.

The principal responsibility of a regional depository library is to ensure the comprehensiveness and integrity of the government information resources in the State or region. **Therefore, if your library is a regional depository, the library MUST receive and permanently retain at least one copy of every publication received through depository distribution, except for those publications listed as superseded in the Superseded List.**

If your library is a selective depository served by a regional depository, you MUST retain for the statutory minimum period of five years from receipt after securing permission from the regional library for disposal in accordance with the provisions of [Title 44, United States Code, Section 1912](#).

Federal agency libraries that are designated as depositories have different depository retention periods; they have no prescribed retention period.

Discards by Selective Depositories

- [Title 44, United States Code, Section 1912](#), authorizes regional depositories to permit selective depository libraries for which they have responsibility to dispose of Government publications which have been retained for at least five years from receipt. Discarding is a privilege granted by the regional depository library and not a right of the selective. The regional library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time. In order to ensure the effective functioning of the FDLP, depository libraries are expected to cooperate with GPO, their regional library and neighboring depositories. **The documents coordinator MUST have a thorough knowledge of the existing guidance and policies of the FDLP.**
- Regional depositories may allow selective depositories in their region to dispose of depository materials they have held for the five year statutory minimum. They will establish written procedures and guidelines for the transfer of these materials to other depository libraries in the region. Materials authorized to be discarded by the Superintendent of Documents do not require permission for disposal from the regional library (see Title 44, United States Code, section 1912).
- **If your depository library is not served by a designated regional depository, you MUST permanently retain one copy of all Government publications received through depository distribution.** The only exceptions are for superseded publications, and those issued later in another format (bound, microfiche, or electronic media). Government publications received from sources other than the FDLP may be disposed of as secondary copies or at the discretion of the individual libraries.
- If your depository library is served by a regional depository, you may dispose of any non-superseded publication which has been retained for at least five years from receipt, only after obtaining permission and receiving instructions for such

disposition from the regional depository designated to serve your area. Provided permission is received from the regional, a title may be disposed of before five years when an electronic equivalent is substituted from the [Substitution List: Official FDLP Permanent Full-Text Databases](#) at (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html).

- In order to reduce the burden on regional depository operations, discards of depository materials should be done on a regular basis, annually at a minimum.
- A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible. GPO Access databases on the Substitution List meet these requirements. **In keeping with the free access provisions of the FDLP, as required by law, Government information in electronic form MUST be free of charge to the user. Retention of substituted materials MUST follow retention rules for the given depository. For example, a selective depository may substitute materials if held less than 5 years, MUST offer the tangible products to the Regional, and must receive permission from the Regional to dispose of the tangible material. If permission is not granted, the selective MUST keep the tangible material but may apply at a later date for approval to dispose of the tangible products. If permission is granted, the tangible materials MUST be offered to the Regional and other selectives through disposal lists, Needs and Offers, etc., as is the practice for materials older than 5 years.** Tangible products appearing in the Superseded List that are substituted with an electronic equivalent may be superseded in the normal fashion provided they are included on the List of Official GPO Databases that May Be Substituted for Tangible FDLP Products. Libraries are encouraged to offer significant superseded sets on disposal lists, Needs and Offers, etc. No library is required to substitute electronic versions for paper, microfiche, CD-ROM, etc.
- **Because of the various methods of record keeping employed by depository libraries (manual files, online records, etc.), your depository MUST obtain guidance from the regional regarding the format and procedures to be followed in formulating discard lists.**
- After adhering to the regional library's discard procedure, a selective library may treat the offered publication as a secondary copy, if neither the regional library nor the selective libraries in the State wish to obtain it. See the section below for procedures for handling secondary copies. Depositories are encouraged to participate in the national ["Needs and Offers" list](#) at (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html).

Discards by Regional Depositories

- The instructions contained in this section apply to all regional depositories except for Federal agency libraries and the libraries of the highest appellate court of the states. These libraries are covered in the sections below.
- **If your library is a regional depository, you MUST retain at least one copy of every publication received through depository distribution, except for those**

publications listed as superseded in the [Superseded List](#). As a regional depository, you should treat those discards from the library as "secondary" publications. Under the [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](#), maintaining a tangible copy within a state or region of the titles from the [Substitution List: Official FDLF Permanent Full-Text Databases](#) is still part of a regional depository library's mission.

- Your library as a regional depository plays a primary role in the disposal of depository materials. The responsibilities of a regional depository library regarding the handling of selective depository discards are detailed in Chapter 12 of this Handbook. You should have developed and have a copy of the disposal guidelines for your region or state.

Discards by Federal Libraries

- Depository discard procedures are different for Federal agency libraries. If you are a depository in a Federal agency library, you are not required to maintain depository titles for five years. Materials may be withdrawn at any time and disposed of after they have been offered to the Library of Congress. You are therefore requested to be judicious in the collection development process so that you do not select too many materials you will not acquisition into your library holdings.
- For more full details on discards by Federal Libraries, consult Chapter 15 in this Handbook.

Discards by Highest State Appellate Court

- Although this chapter generally refers to all Federal depository libraries, the highest state appellate court libraries that have been designated under [Section 1915 of Title 44, United States Code](#), have special rights. Under Federal law, if your depository is a library of the highest state appellate court, you are not obligated to:
 - provide free access;
 - retain publications for five years before discarding; and
 - you do not have to work with a regional to discard depository materials.
- All depository materials remain the property of the United States Government. Depository libraries that were designated under the provisions of [Section 1915](#) will discard their depository holdings under the provisions established for discarding secondary copies as outlined in this chapter.

Your Depository Cannot Financially Benefit from the Sale, Transfer, or Disposal of Government Materials

- Libraries cannot materially or financially benefit from the sale, transfer, or disposal of depository holdings, as these materials remain Government property. After following the procedures listed below, the depository materials entrusted to your library may be sold as publications or as waste paper. **The proceeds of the sale, together with a letter of explanation, MUST be sent to the Superintendent of Documents.** Depository materials may never be bartered for goods or services.

Secondary Copies/Duplicates

- Only the first copy of a publication is considered the depository copy and subject to the retention guidelines. **The depository copy MUST be discarded according to the procedures set forth in this Handbook.** Secondary copies are defined as depository materials which are duplicates (including reprints), superseded (including preprints), unrequested publications sent from GPO by mistake, or the depository holdings of the highest appellate court of the state libraries.
- Your library has the option of offering secondary copies to the regional library or on statewide discard lists, if the regional library so desires. All depository libraries should offer any secondary publications of value through the national [Needs and Offers list](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) which allows for material to be made available to any FDLP participant. Placing secondary depository copies on the Needs and Offers list makes the best use of Government publications for the benefit of all depository libraries.
- After this procedure has been followed to its conclusion, your library is then free to offer these depository materials to any public library or educational institution in the vicinity. Failing to find such a recipient after reasonable effort, your library may dispose of or recycle the various Government information products in all media at its discretion.

Substitution of Depository Materials

- Carefully examine electronic equivalents when substituting online versions of documents for tangible versions of the same document. Before substituting, carefully examine the online resource to ensure it is a complete and official electronic equivalent of the same content available in the tangible format.
- Permission is granted to all designated depositories to substitute purchased microform copies and CD-ROMs for any depository holdings prior to the expiration of five years, provided that they are properly referenced, can be readily located, and are easily accessible to users. **Proper reading equipment MUST be available for their use.**

- As previously mentioned, with approval from the regional, permission is also granted for depositories to substitute electronic-only versions of some publications in tangible form. Guidelines have been issued for [electronic substitution](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html).
- You should use professional judgment and consider patron characteristics, usage patterns, community needs, research requirements, and collection development policy when determining if electronic-only access is best suited for a given title. Issues to consider include:
 - Is the title better suited in another format?
 - What is its scope, purpose and intended audience?
 - Is the title authoritative?
 - What is the date range or coverage?
 - Is the information time sensitive?
 - Is the title's electronic presentation comparable to the tangible version?
- Electronic-only information may require more staff time to learn, train, and assist patrons. **Staff levels in your library MUST be adequate to do this and other required depository tasks.**
- Electronic-only information may limit the number of patrons who can use all parts of the collection at one time. **The library MUST be committed to funding future upgrades of computer hardware, printers, and software to ensure an adequate numbers of computer workstations exist for public access to electronic Government information.**
- **Your depository library's policies for electronic formats and Internet use MUST be within the guidelines established by the FDLP. [The Depository Library Public Service Guidelines for Government Information in Electronic Formats](#) can be found at (http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html), and the [FDLP Internet Use Policy Guidelines](#) can be found at (http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html).**
- Your library should properly reference the substitution so it may be easily located and accessible to users. This can be accomplished by creating shelf dummies, OPAC/shelflist notes, or Web links.
- Regional disposal guidelines should include cooperation among depositories to ensure that one or more libraries in the state or region retain a tangible version. The substitution guidelines can be negotiated in a State Plan. Maintaining a viable copy of these titles in tangible format within a state or region is still a part of a Regional depository library's mission. A Memorandum of Understanding between the Regional and other depository libraries serves as a mechanism to ensure that a tangible copy is available in perpetuity.
- The substitute copies will be treated as depository materials for the same retention period as the original publications, and they will be subject to the

same rules and regulations that govern the care, treatment, and public access to depository materials during that time period.

- **Since all depository materials remain the property of the U.S. Government, original depository holdings replaced by acquired copies MUST be offered to the regional depository library.** Substitute copies may be removed or disposed of only by following established procedures for all depository holdings. Your library may not barter or exchange the original depository paper copy for a substitute. **If disposition is by sale, the proceeds of that sale MUST be returned to the Superintendent of Documents.**

Several questions submitted to askGPO provide answers to clarify how to use the Substitution policy:

Question: How long are Depository Libraries required to retain the paper copies of the Federal Register?

Answer: According to the [2002 Superseded List](http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/suplist02.pdf) (http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/suplist02.pdf), the retention policy for the Federal Register (AE 2.106:) states that selective depositories should "Keep current two years". Regional depositories have decided to retain additional years; therefore, you may always consult with your regional depository library should you have a request for issues from previous years. The [Federal Register](#) is also on GPO Access (<http://www.gpoaccess.gov/fr/index.html>). Because it is on GPO Access, you may also apply the FDLP Substitution Policy http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html and substitute, with your regional depository library approval, the online version for your tangible copies.

Question: In the 2002 edition of the Superseded List, p. 296--297, there is a policy note for classes Y 1.1/3--Y 1.1/8:. What does the policy note "Check online holdings before substituting" mean?

Answer: "Check online holdings before substituting means that if a library wants to substitute paper or microfiche for the online House and Senate documents using these classes, they should first check to see if an online version of the complete and official document is available on [GPOAccess](http://www.gpoaccess.gov/) (<http://www.gpoaccess.gov/>). At one time, not all congressional documents were available online.

Relinquishing Depository Status

- If your library relinquishes status as a Federal depository, it does not have first claim on the materials received through the FDLP. You should be prepared to

compile comprehensive discard lists and to request any materials you wish to keep. The regional may claim documents to fill gaps in its collection. Materials may be redirected within the FDLP to rebuild collections in depositories that have experienced a disaster.

- Remember, depository materials remain the property of the Federal Government.

Tips, Practical Advice, and Lessons Learned

- Your library should plan wisely when collecting material beyond the core collection. Keep in mind the resources required to process, manage, and house the materials. The Collection development policy should include the reasoning behind collecting non-core materials, the format of materials to be collected, and the regularity of weeding and reviewing superseded publications.
- Work regularly with your Regional depository and GPO personnel. Draw upon their expertise and knowledge.
- To see specific examples of specific Collection Development Policies browse the website at the [University of Michigan](http://www.lib.umich.edu/govdocs/godort/collec.htm#law) (<http://www.lib.umich.edu/govdocs/godort/collec.htm#law>). Most are examples of general collection development policies. There are a few material specific policies such as for [maps](http://www.lib.umich.edu/govdocs/godort/admin/coll/collfau3.txt) (<http://www.lib.umich.edu/govdocs/godort/admin/coll/collfau3.txt>) or for [posters](http://www.lib.umich.edu/govdocs/godort/admin/coll/postmank.txt) (<http://www.lib.umich.edu/govdocs/godort/admin/coll/postmank.txt>).
- For additional information on "[Managing Tangible Collections in an Electronic Environment](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/etkin-ebanues.pdf)", see the conference proceedings from Fall 2006 at http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/etkin-ebanues.pdf.
- Write and keep your [collection development policy](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/coldev.html). (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/coldev.html) up-to-date. Collect materials to enhance the library's collection as a whole and to serve the information needs of all users in the Congressional district.
- Consider using the selective housing approach to help spread the value of government publications and provide further outreach to the community. Although housing depository material in shared locations better serves the interest of the FDLP by placing the material in alternative locations where it will receive better use, the designated depository still bears responsibility for oversight to ensure that the legal responsibilities are met.
- Drawing on your collection development policy, publicize your collection—highlighting its strengths and materials of particular interest to your local community.

- Conduct continuous, constant, and ongoing networking within the library community as well as in your local community to identify ways to meet user needs.
- Draw upon assistance from government agencies and other resources in building your collection, replacing missing items when required.
- Nothing replaces a thorough knowledge of your collection. Develop regular reviews of the collection to familiarize yourself and your staff in the strengths, weaknesses, and unique characteristics of your collection. Share this information on a regular basis with all of the staff in your library; share it also at regional depository meetings.
- Remember you are not alone, and do not act in a vacuum. Solicit input from patrons, fellow library colleagues, and others on developing your collection. Rarely used publications may be borrowed from other depository libraries.
- Develop appropriate levels of service for electronic resources. Include this information in your processing, procedures, or technical services manual that is regularly reviewed and updated. Ensure all depository and library staff is familiar with it and that the manual is readily available to all library staff.
- Acquire publications to supplement your collection by contacting the issuing agency directly. Frequently, print copies are sent without cost or with only a minimal shipping and handling charge.
- Depository coordinators will find the [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>), provided through a partnership with Wichita State University Libraries and WSU Computer Center, an invaluable collection development and management tool.

Did you realize that you don't have to

- Be so concerned about a minimum level of selecting? Selective depository libraries should collect only what is required to adequately meet user needs.
- Wonder about "Depository Library Basics"? Review the "Depository Library 101" [handout 1](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/05spring/depository_library101.pdf) and [handout 2](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/05fall/fisher-byrne_depository101_oct05.pdf) from Depository Library Council meetings
- Reinvent the wheel as you manage your depository collection? It's OK to ask questions of your regional depository librarian, your colleagues, GPO Staff and others.

Important for Library Administrators

- Your depository library is expected to have the titles in the Basic Collection accessible to patrons. How this is accomplished is your local decision, however, merely linking to GPO Access or the Catalog of U.S. Government Publications (CGP) does not provide sufficient access to all of these titles. **Your library MUST still collect publications to support the needs of the community you serve.**
- Relevant print and electronic indexes should be available in your depository to facilitate access to the resources of the documents collection. As electronic items are added to the depository collection, ensure you're providing users the ability to locate these items which may be through a database, index, or web site search.
- If your depository library is served by a regional depository, you may withdraw publications retained for the statutory minimum period of five years from receipt after securing permission from the regional library for disposal. Publications distributed through the FDLP are, and remain, U.S. Government property.
- Your depository library collection development policy should include a section to facilitate collection of Federal government information resources to meet the needs of the community.

SUPERSEDED

Technical Services

Defines technical services and identification of technical service functions in a Federal depository, provides an explanation of depository shipments, details the procedures for claiming missing publications from depository shipments, includes a cataloging overview, and shares a list of resources that assist with cataloging and processing depository materials

What's New and Important

The enhanced [Catalog of U.S. Government Publications](http://catalog.gpo.gov/) (<http://catalog.gpo.gov/>) contains records dating back to July 1976.

Material distributed through the Federal Depository Library Program (FDLP) remains the property of the Federal Government, your depository library is the legally responsible custodian of the Federal Government property it receives through the FDLP. **As such, your depository is REQUIRED to perform certain technical service functions.**

Specifically, your depository MUST maintain a holdings record to the piece level of all depository selections received in tangible format.

- **A comprehensive shelflist in either paper or electronic format MUST be used to maintain your depository library's holdings records.** Depository holdings records can be part of the larger library's shelflist; the documents shelflist does not have to be a separate entity.
- **For serials, piece level records for each issue MUST be maintained by your depository until the issues are bound, replaced by microformat, etc.** Then a holdings statement can be substituted for the individual records.
- This record keeping requirement does not mean that a shelflist card must be generated for each piece. For instance, the holdings record for some map series could be comprised of a basic shelflist record for the map series plus checking-off the appropriate quadrangles of maps received on the index map.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- In addition to basic bibliographic information, your holdings records should contain information such as a Superintendent of Documents (SuDoc) number, if appropriate, and an accession or receipt date to aid in disposition, and, if applicable, your unique depository identifier or location symbol.
- Your depository's integrated library system can serve as the depository shelflist if 100% of depository material is cataloged and the records are updated in accordance with collection maintenance practices.
- Your depository publications need not be recorded separately from the rest of the library's collection.
- If you choose to use vendor-supplied cataloging records as your depository holdings records, the tape load should be tailored to your library's item number profile, checked against actual receipts, and coupled with your library entering individual issues of serials received.
- Marked shipments lists do not constitute a record of the library's depository holdings and should not be used for that purpose.

Your depository MUST ensure that all tangible publications to which a library is entitled are received from GPO and make them available for public use as soon as possible. Specifically,

- All shipments should be unpacked and processed as they are received. Failure to do so affects access to the material and can result in the loss of depository status.
- Your depository should check all shipping lists against your item selection profile to ensure that publications selected are received.
- Your depository should maintain, in paper or electronic format, a record of publications selected. A downloaded electronic file, such as the ones created by DDM2, is an example of the type of record libraries should keep. While GPO recommends libraries maintain a historic record of selection and de-selection, this is no longer required.
- Publications not received should be promptly claimed, if appropriate. Some publications cannot be claimed. More information about claims is available in the Claims for Depository Publications section of this chapter.
- **Each publication in the shipment, regardless of format, MUST be identified as Federal Government property.** Your depository is strongly encouraged to mark depository material, by stamping it with your library's name and "depository" for example, to distinguish it from publications received from other sources.
- Your depository is also strongly encouraged to record the SuDoc classification number on all publications when an alternate classification system is used. This will assist with identification of publications from a citation with only a SuDoc number and facilitates discard procedures.

- Publications not waiting for full cataloging should be processed within ten working days from receipt of the shipment. Material waiting for cataloging should be sorted for easy retrieval by staff for users.
- Your depository should also mark all out of date or superseded material that is retained in the collection as “superseded” or “not current”. Aeronautical and nautical charts should also be stamped "Not to be used for navigational purposes."

Definition of Technical Services

Technical services are those activities and operations of your Federal depository library that regularly bring you into indirect contact with users of government information resources.

Two major technical service goals are to acquire, organize and maintain government information resources that meet the needs of your primary users and the general public.

Acceptable technical service occurs when any member of the primary user group and the general public can easily locate and retrieve, at no cost, the government information products available at your depository. Acceptable technical service further means government information products are being selected which meet both primary user needs as well as those of the general public, that the resources are being organized (cataloged), and maintained in a manner that promotes efficient retrieval and use.

Identification of Technical Service Functions

The functions included in technical services may vary from depository library to depository library but two operations generally form the basis of all technical services: acquisitions and cataloging. Many depository libraries also include processing of materials as a function of technical services.

Acquisition of depository materials includes selection, receipt, and processing. Selection of materials is discussed in chapter 5 of this Handbook under Collection Development. For a brief discussion of receipt and processing of depository materials, see below.

Explanation of Depository Shipments

There are four major types of depository shipments.

- GPO ships paper and tangible electronic publications in boxes with the library's depository number indicated on the mailing label and handwritten on the inside

of the box. If you receive another library's box in error, please notify GPO using [askGPO](http://www.gpoaccess.gov/help/) (<http://www.gpoaccess.gov/help/>) and provide your depository number as well as the depository number of the library whose shipment you received. GPO will send either a prepaid mailing label for the other library or a mailing label to return the shipment to GPO.

- Separate shipments are mailed in containers or envelopes and are usually large bound or unbound volumes, maps or posters in tubes, and oversized publications. The shipping list number is printed on the mailing label for identification. Typically, separate shipments are grouped together on separate shipping lists, although occasionally, a separate package shipment is listed on a regular shipping list. Shipping lists for separate shipments are included in the boxes with regular shipments.
- Microfiche shipments are generally shipped directly from the contractor.
- Maps from the U.S. Geological Survey (USGS) are sent in shipments separate from the regular depository boxes. Shipping lists or packing slips just for the maps are enclosed.

Shipping Lists

A depository shipping list is an itemized record of the contents of a complete depository shipment. Besides listing all the publications in a complete shipment, a shipping list also indicates the item numbers under which the publications were distributed, the titles and series numbers of the publications, and the SuDoc classification numbers. There are five sequential numbering schemes for the materials distributed from GPO: paper (P), microfiche (M), separates (S), and electronic publications (E). USGS ships maps directly from their distributor and provide their own shipping lists, which indicate the GPO item number, map title, and scale information.

GPO's fiscal year begins on October 1 each year. The shipping list numbering sequence re-starts each October. As an example, the sequence of shipping list numbers for fiscal year 2007 is shown below:

Paper	Microfiche	Separates
2007-0001-P	2007-0001-M	2007-0001-S
2007-0002-P	2007-0002-M	2007-0002-S
Electronic		
2007-0001-E		
2007-0002-E		

The first four digits indicate the fiscal year; the next number is the sequential number of the shipping list, and the letter indicates the medium of the materials included on that shipping list.

A complete shipment contains all the items listed on one shipping list. Most selective depositories select only a percentage of the total items available and receive only those items that match their current selection profile. Selective depositories often receive several shipments, with their corresponding shipping lists, in a single shipment box. Every depository library receives a copy of each depository shipping list whether or not it selects any of the items listed.

In the event a shipping list is missing from a shipment box, the missing list may be acquired through various mechanisms:

- [FDLP Shipping Lists](http://www.access.gpo.gov/su_docs/fdlp/tools/sl/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/sl/index.html)
- [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>)
- Regional depository library
- Other depository libraries
- [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (Federal Depository Libraries category and Distribution/Shipments—Shipping List subcategory) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>)

Shipping lists need not be retained or maintained after they have been processed as a copy of the shipping list is archived at GPO. Many depository libraries find it useful, however, to retain the lists for approximately six months to ensure proper accounting of receipts.

Receipt: Corrected Copies

Whenever your depository library receives a corrected copy of a publication, it replaces a publication previously distributed through the FDLP. The publication that was initially distributed should be removed from your collection and disposed of accordingly. This is done in order to prevent misinformation from being disseminated to the public. These copies are identifiable by the /CORR at the end of the SuDoc classification number.

Star prints are corrected editions of Congressional publications. They are identifiable by stars printed at the lower left-hand corner of their title pages or covers. Sometimes the words “star print” also appears adjacent to the star. Star prints are always treated as new editions, not as reprints, and a new cataloging record is created. The SuDoc number for a star print will include /CORR after the number assigned to the original edition.

Receipt: Duplicate Publications and Shipments

If your depository library receives a duplicate copy of a publication, it is considered a secondary copy and it may be discarded immediately or offered on a discard list to the regional depository. If, however, it is substantial in size or a popular publication, submit a request using [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) to obtain a prepaid mailing label to return it to GPO.

It is important to remember that when one library receives a duplicate shipment or publication, it probably means that some other library has not received a shipment. If the library should receive a duplicate shipment, please check the box's mailing label and the depository library number written on one of the box's flaps, to determine if the shipment should have gone to another library. The flap number is the correct indication of the depository, not the mailing label. If duplicates become a chronic problem, please contact askGPO.

Shortages in Shipments

GPO makes every effort to prevent shortages of publications supplied for depository library distribution. When shortages occur, steps will be taken to remedy them as soon as possible. These steps may include certain types of publications being shipped short with a rain check to avoid delaying distribution. However, other publications may be shipped short without rain checks if tangible copies are not available for full distribution and an equivalent copy is available electronically. Publications that are shipped short, with or without rain checks, cannot be claimed.

Claiming Missing Publications in Depository Shipments

- Items missing from your depository shipment may be claimed as missing.
- The items should be claimed immediately.
- You should claim missing publications as soon as possible or within 60 days of receipt of the shipment.
- Both individual publications and entire shipments may be claimed.
- You may only claim publications currently identified on your depository item selection profile.
- Claims may not be made to replace publications that you received and later lost.
- It is possible to file a claim for a replacement copy of defective publications or publications damaged in shipment.
- If LSCM is unable to fulfill a claim, the claim will be returned and marked "Exhausted".

- Claims for material from LSCM-issued shipping lists are handled by LSCM.
- **Microfiche claims MUST be made through the appropriate microfiche contractor and claims for USGS maps must be sent to USGS.**
- Always provide complete information when contacting LSCM about missing depository publications such as item numbers, correct series or title, issuing agency, depository library number, SuDocs classification number, and shipping list number.
- LSCM prefers all claims to be made online but claims may be faxed if the online forms are unavailable to you.

LSCM maintains a [Claims Copies Exhausted](#)

(http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim_ex.html) Web page that lists publications that are deemed exhausted after initial distribution. As a result no claims copies are available for those publications. The Web page is updated periodically as Depository Distribution Division exhausts its claims/surplus stock of a title, please review this page before filing a claim with GPO. If you see that the needed publication appears on the list, GPO will not be able to fill the claim. If GPO is unable to fill a claim, your depository library may be able to acquire a needed publication through the [Needs and Offers](#) list (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html).

To file a claim for material from a GPO-issued shipping, complete the [Web Claim](#) form (http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html). Issues of the *Federal Register* or the *Congressional Record* on microfiche can also be claimed through GPO. In the comments area of the form, note that you are claiming the microfiche version of the title.

Claims for microfiche, except those noted above, and USGS maps should not be sent to GPO. To file a claim for missing microfiche or USGS maps, circle the missing titles on the microfiche or USGS shipping list and provide your depository number and mailing address. Then mail or fax the shipping list to the appropriate microfiche contractor or USGS.

Processing of depository materials includes those tasks or activities which prepare material for formal cataloging. These tasks may include

- receiving depository shipments and opening shipment boxes;
- comparing the contents of the boxes to the shipping lists to ensure you received the appropriate item numbers and materials according to your current item number selections;
- marking or stamping all depository materials regardless of format to distinguish them from non-depository materials;
- dating depository materials with the shipping list date along with the date of receipt or date of processing to identify materials eligible for discarding five years after receipt;
- placing SuDocs classification numbers on materials, and

- arranging the materials in a manner convenient for practical use by staff or users while awaiting cataloging.

The SuDocs classification number should be placed on all documents even if other classification systems are used. Use of the SuDocs number helps to identify materials from SuDocs citations and facilitates updating and discarding procedures. As the SuDocs number is commonly used by many other depository libraries, it provides a specific identification for borrowing and simplifies compiling or checking discard lists.

Remember many titles are time sensitive, so shipments should be unpacked and processed as they are received. Also items not awaiting full cataloging should be processed within 10 working days from the date the shipment was received. To help you with processing, LSCM compiles [Administrative Notes Technical Supplement \(ANTS\)](#) which is available online (http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html). It contains corrections to previous shipping lists, changes to the List of Classes, and other important announcements pertaining to the FDLP.

Cataloging Overview

Cataloging greatly enhances accessibility and patron usage and is strongly recommended for all or part of the depository collection, including online publications. Your depository may wish to include its depository holdings in OCLC to enhance access and facilitate resource sharing.

Arrangement of depository materials should conform with professionally accepted library standards and the Instructions. The arrangement should facilitate the practical use of the depository collection.

There are many advantages to using the SuDocs classification system. Librarians have found the SuDocs class numbers to be a practical and economical method for organizing Federal Government documents, and most depositories arrange the majority of their documents holdings in SuDocs classification number order. However, Federal Government publications can easily be made an integral part of library collections under any other arrangement.

Publications may be arranged according to the SuDoc classification system, other classification systems, or a combination of systems. Arrangement of depository material in your parent library should facilitate the practical use of the collection. However, the catalog record should also include the SuDoc number when your library uses a different classification system.

GPO is recognized as the national authority for cataloging of U.S. Government publications and creates cataloging records for government publications in all formats. These cataloging records are then made available for use by the public and

libraries through the [Catalog of U.S. Government Publications](http://catalog.gpo.gov/) (CGP) (<http://catalog.gpo.gov/>). More information about GPO cataloging rules and procedures is available in the [GPO Cataloging Guidelines](http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.doc) (http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.doc) and through the [Cataloging and Indexing Program](http://www.access.gpo.gov/su_docs/fdlp/cip/index.html) Web page (http://www.access.gpo.gov/su_docs/fdlp/cip/index.html).

Resources That Assist With Cataloging and Processing Depository Materials

Cataloging Resources

- Andrew, Paige G. *Cataloging Sheet Maps: The Basics*. Paige G. Andrew. New York: Haworth, c2003.
- Andrew, Paige G. and Mary Lynette Larsgaard. *Maps and Related Cartographic Materials: Cataloging, Classification, and Bibliographic Control*. New York: Haworth, 1999. (Also published in *Cataloging & Classification Quarterly*, v.27, nos. 1/2-3/4, 1999.)
- “Answers to Frequently Asked Questions About Maps” In [Administrative Notes](#), June 15, 2001.
http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad061501.html
- *Cartographic Materials: A Manual of Interpretation for AACR2, 2002 Revision*, prepared by the Anglo-American Cataloguing Committee for Cartographic Materials. 2nd ed. Chicago: American Library Association. 2003, with updates.
- Chan, Lois Mai. *Cataloging and classification: An update*. 2nd ed. New York: McGraw Hill, 1994.
- [DocTech-L](http://list.lib.usu.edu/mailman/listinfo/doctech-l). <http://list.lib.usu.edu/mailman/listinfo/doctech-l>
An electronic discussion list that focuses on processing government publications.
- Government Documents Roundtable. [Toolbox for Cataloging and Processing Federal Government Documents](#).
<http://www2.lib.udel.edu/godort/cataloging/toolbox.htm> (accessed August 28, 2006).
- Library of Congress. [Cataloging Support and Policy Office](#).
<http://www.loc.gov/catdir/cpsol/> (accessed August 28, 2006).
- Library of Congress. [MARC standards](#). <http://www.loc.gov/marc/> (accessed August 28, 2006).
- Library of Congress. Geography and Map Division. *Map Cataloging Manual*. Washington, D.C.: The Division, 1991.
- Joint Steering Committee for Revision of Anglo-American Cataloguing Rules, [RDA: Resource Description and Access](#)

<http://www.collectionscanada.ca/jsc/rdapropectus.html> (accessed August 28, 2006).

- U.S. Government Printing Office. [Cataloging and Indexing Program](http://www.access.gpo.gov/su_docs/fdlp/cip/index.html). http://www.access.gpo.gov/su_docs/fdlp/cip/index.html (accessed August 28, 2006).
- U.S. Government Printing Office. “[GPO Cataloging Guidelines](http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf)” (Washington, D.C.: U.S. GPO, 2002), http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf (accessed August 28, 2006).

Processing Resources

- Government Documents Round Table. [GODORT Handout Exchange : Processing Procedures](http://www.lib.umich.edu/govdocs/godort/proc.htm) <http://www.lib.umich.edu/govdocs/godort/proc.htm> (accessed August 28, 2006).
- University at Buffalo - GPO official partnership. [Enhanced Shipping List Service](http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/). <http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/> Automatically check your inclusion list against shipping lists, prints call number labels or save the label file for your library to print label.
- U.S. Government Printing Office. [FDLP Federal Bulletin Board Files](http://fedbbs.access.gpo.gov/) <http://fedbbs.access.gpo.gov/> (accessed August 28, 2006).
 - Includes dbf shipping list files, ASCII text versions of important FDLP publications, and dbf and text files for the underlying data in FDLP Desktop searchable databases (for example, Item Lister).
- U.S. Government Printing Office. [Processing Tools](http://www.access.gpo.gov/su_docs/fdlp/tools/index.html). http://www.access.gpo.gov/su_docs/fdlp/tools/index.html (accessed January 22, 2007). This section of the FDLP Desktop provides tools and resources to assist you in the day-to-day processing and handling of depository materials to meet these bibliographic control and collection maintenance requirements.
- U.S. Government Printing Office. [WEBTech Notes](http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html). http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html (accessed August 28, 2006). WEBTech Notes is a searchable database of information from the Administrative Notes Technical Supplement. Updated weekly, it is cumulative back to 1991.
- U.S. Government Printing Office. [Administrative Notes Technical Supplement \(ANTS\)](http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html). http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html ANTS is a monthly newsletter which updates various FDLP related publications, directories, depository listings, etc. Some inquiries result in corrects to SuDocs classification numbers, items, etc. These changes are also published in ANTS and posted to *WEBTech Notes*.
- Wichita State University Libraries and Computer Center. [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp). <http://govdoc.wichita.edu/ddm2/gdocframes.asp> (accessed January 22, 2007)

DDM2 is a search engine combining files from the latest version of the [List of Classes](#), Current Item Number Selection Profiles for Depository Libraries, and the [Federal Depositories Library Directory](#).

Tips, Practical Advice, and Lessons Learned

- Keep up-to-date with new practices of other depository coordinators by attending the Federal Depository Library Conference, reading reports from the conference, or subscribing to e-mail discussion groups. You will continually discover efficient and timesaving practices for processing and cataloging publications.
- Cultivate a good working relationship with your regional depository coordinator and staff; they often save your depository library time and effort with cataloging, classification, and corrections. Keep in mind that selective depository libraries can also assist regional depository libraries.
- If depository material is cataloged outside of the depository operations, cultivate a good working relationship with your library's cataloging staff.
- Maintain a manual for handling, processing, and cataloging government publications, with various policies, procedures, and decisions recorded and regularly updated. All decisions and changes should be written down for future reference, and local policies and procedures relating to depository material should also be recorded and kept easily accessible for all staff.
- Staff should be cross-trained so that there is adequate staffing in times of emergencies, resignations, vacations, and reassignments to avoid backlogs in the processing of depository shipments and to avoid delays in providing access to depository material.
- Cataloging records for both serials and monographs are continuously updated and corrected based on new information. Libraries should plan to update records as indicated by [Administrative Notes Technical Supplement \(ANTS\)](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html) and [WEBTech Notes](#) (http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html) as well as to monitor and make any required corrections to batch-loaded records. Changes may include SuDoc numbers, typographical corrections, corrections in access points such as names, subject headings, and corrections to URLs and PURLs. Libraries are encouraged to develop policies and procedures for updating records.

Did you realize that you don't have to...?

- Classify U.S. Government publications in a classification system separate from the rest of the library's collection; government publications can be integrated into any classification systems the library utilizes.

Important for Library Administrators

- Libraries are encouraged to mainstream government publications into the overall library collection, as appropriate; government publications collections do not have to be maintained in Superintendent of Documents number order.
- Library administrators should consider requesting and reviewing statistics concerning their depository and government publications collections. Among the statistics commonly found on library-related surveys are:
 - Number of monographic titles cataloged by format, i.e., paper, microform, tangible electronic, and others
 - Number of monographic volumes added by format
 - Number of serial titles cataloged by format
 - Number of serial issues added by format
 - Number of records maintained or updated

SUPERSEDED

Public Access Assessments

This chapter is being developed.

SUPERSEDED

Chapter 8

Preservation

Explains preservation policy and establishing a written preservation policy, recommends establishing preservation priorities, defines and identifies rare and endangered publications, suggests preservation review and preservation processes, and includes additional preservation resources at the end of the chapter

What's New and Important

- Strongly encourages your depository library to develop and maintain a written preservation policy
- Upholds the Principle of Comparable Treatment for the care and maintenance of government information resources; preservation is strongly encouraged

Preservation Policy

Your depository library is entrusted with the custody of depository materials and MUST ensure they are properly maintained. As a minimum standard for the care and maintenance of depository property, their maintenance should be no less than that given to commercially purchased publications. However, active preservation is strongly encouraged to keep the publications in useful condition.

While preservation of tangible material is a responsibility of the regional Federal depository libraries, your depository library should consider developing policies and practices that provide for the maintenance and continued accessibility of their depository collections. To assist in this process, your library is strongly encouraged to prepare a written preservation policy. While the specific elements of the policy will vary according to the age, extent of the collection, and the library's collection development policy, it should include, at minimum:

- An articulation of preservation priorities; and
- Methods for a systematic review of preservation needs.

Establishing Preservation Priorities

Since libraries have limited funds and staff, the priorities for preservation should be established to allocate available monetary and personnel resources to the various tasks associated with preservation. Preservation priorities balance the importance of the material to an individual collection, the risk factors inherent to particular types of material and their use.

Some of the factors that you should consider in assigning priorities are the:

- Artifactual value of the information resource;
- Past and potential use of the material;
- Availability of the item in other libraries;
- Physical condition of the publication;
- Suitability and availability of the publication in alternative formats; and
- Cost effectiveness of preservation activities.

Preservation priorities should be consistent with the broader collection development priorities, as outlined in the larger library's written collection development policy. See chapter 5 in this Handbook for more information. It may be that no preservation treatment (planned deterioration) is the most realistic option.

Defining Rare and Endangered Government Publications

Rare and endangered publications are defined as those government information resources that are determined to be rare, valuable, and at-risk. A particularly important consideration for rare and endangered government publications is the artifactual value of material. Some publications are rare as defined below, some are valuable, and some are both rare and valuable. It is a challenge to you to identify the materials and to preserve them from damage and loss.

Identification of valuable publications takes time and effort. While there are no quick lists for you to use, there are several starting places.

First, give special consideration to materials pertaining to your own state or locale. If you can encapsulate only a few maps, select those of your own state. Select reports and other volumes on the same basis; and don't forget small circulars, etc. as they are the most likely to be lost over the years.

Second, the Library of Congress designates anything published prior to 1801 as material to be cataloged as rare books. Consider placing material published prior to that date in your rare book or special collections. The Association of College and Research Libraries (ACRL) Rare Books and Manuscripts (RBMS) Ad Hoc Committee for Developing Transfer Guidelines published their recommendations in "Guidelines on the

Selection of General Collection Materials for Transfer to Special Collections," *College and Research Libraries News*, no. 46, July/August 1985, pages 349-352. These are helpful in determining what should be removed from the regular collection and preserved.

Third, publications that appear in the 1909 *Checklist (Checklist of United States Public Documents, 1789-1909*. Washington, GPO, 1911) are also worthy of consideration for preservation. This recommendation is made for several reasons. The National Archives does not own those publications indicated in the *Checklist* by an asterisk (* not in the Public Documents Library). If your library owns such a publication, you are strongly encouraged to protect it. Also a commercial vendor searching for copies of non-U.S. *Congressional Serial Set* materials in the 1909 *Checklist* for a microfiche project has been unable to locate copies of many publications, particularly leaflets, regulations, and circulars. If you have any, they may be rare. Lastly, the material in the latter half of the *Checklist*, from the 1860's on, was published during a period when the paper manufacturing process left residual acids, causing the paper to become brittle and disintegrate, a condition contributing to the increasing scarcity of these publications. The cost of replacement with microform products is very high and the reproduction may not always be as legible as the original.

Fourth, consider the inherent or intrinsic value of these publications as primary records of the history of your nation and governmental processes. Intrinsic value refers to the qualities or characteristics that make the original record have permanent value. These can be described as:

- Age;
- Aesthetic or artistic quality (having maps, plates, photographs, etc.);
- Value for use in exhibits (in some way the original has greater impact than a copy);
- General and substantial public interest because of direct association with significant people, places, things, issues or events; and
- Significance as documentation for the legal basis of institutions or formulation of policy at the highest executive level.

Fifth, several Superintendent of Documents (SuDoc) classification numbers in the *Checklist* can be immediately targeted for special consideration, either as transfer items or conservation projects that might place them in special boxes, etc. Anything in the Z section covering the first fourteen Congresses should be considered rare and valuable. Other sections considered rare are:

- N 1.8: Explorations and surveys;
- S 6: International exhibitions and expositions;
- W 7.5: Explorations and surveys; and

- W 7.14: Explorations and surveys for the railroad from the Mississippi River to the Pacific Ocean.

Sixth, many of these reports also appear in the *U.S. Congressional Serial Set*. Several bibliographies compiled by Adelaide R. Hasse covering these and other SuDocs numbers can be very helpful and are listed in the bibliography at the end of this chapter.

Seventh, the subject matter of the material is another consideration. Scientific and technical reports, such as patent papers and reports of expeditions, are good examples. The patent papers of Thomas Edison, the Manhattan Project, and nuclear energy publications in the 1950's will require preservation for future generations. U.S. Geological Survey publications describing the discovery of natural resources or phenomena such as major earthquakes within the continental U.S. are important. Political events such as the McCarthy hearings and controversial reports such as the Kennedy assassination are candidates for preservation.

Eighth, another approach to evaluate your collection for preservation purposes is to examine the categories of publications that libraries are requesting be printed on permanent/alkaline paper. Under the ANSI standard, government-sponsored research studies, almanacs, census data, and survey maps qualify.

Ninth, because of legal importance, additional categories were recommended as at-risk and rare in an article, "Why GPO should use alkaline paper," *Documents to the People*, vol. 16, no. 1, March 1988, pp. 38-41. This article includes publications mandated by law, annual reports, legislative history sources (House and Senate hearings, reports and documents), permanent cumulations of judicial, legislative or administrative decisions, orders and opinions, rules and regulations; yearbooks and annual statistical reports, treaty series, advisory committee reports, proceedings of conferences, institutes and advisory boards; and reports, decisions, and conferences concerning domestic and international arbitration.

Preservation Review

Your depository library or the larger library of which you are a part should have a preservation review program to identify at-risk materials and to ensure that that these materials remain available to the public. This is best accomplished by making preservation assessment part of the life cycle of a library's depository collection.

Evaluating At-Risk Publications

The earliest opportunity for the evaluation of at-risk materials is upon receipt, or during initial processing or cataloging. Materials can also be assessed following use, at circulation and reserve service points, and as part of the re-shelving process. Finally, for those collections that emphasize currency over historical scope, assessment can

occur as part of the weeding and disposal process. See chapter 12 in this Handbook for more information.

Integrating a preservation review into your established library processes allows you to identify fragile materials and to stabilize them before damage occurs; those already damaged should be evaluated further for possible treatment(s).

Preservation Processes

Preservation processes include activities related to the storage and handling of particular types of materials, and the treatment of materials found to be at-risk. Treatment options include:

- Preservation of materials in their original format;
- Preservation of the intellectual content of material by reformatting; and
- No preservation treatment (planned deterioration).
- The approach taken will depend upon the preservation priorities established in the written preservation policy, and the risk factors associated with particular types of material.

For information on storage, handling and treatment of various types of depository materials, see chapter 9 in this Handbook.

Additional Resources

Tools for Identifying Rare and Valuable Government Publications

Haskell, Daniel Carl. *The United States Exploring Expedition, 1838-1842, and Its Publications, 1838-1874: A Bibliography*. New York: New York Public Library, 1942.

Hasse, Adelaide R. *Bibliography of United States Public Documents Relating to Interoceanic Communications, Nicaragua, Isthmus of Panama, Isthmus of Tehuantepec, etc.* Washington, D.C.: G.P.O., 1899.

Hasse, Adelaide R. *Index to United States Documents Relating to Foreign Affairs, 1828-1861* (Publication 185, pts. 1-3). Carnegie Institution of Washington.

Hasse, Adelaide R., comp. *Reports of Explorations Printed in the Documents of the United States Government: A Contribution Toward a Bibliography*. Washington, D.C.: G.P.O., 1899.

Heisser, David. "Federal Documents as Rare Books." *Documents to the People* 16, no. 4, (1988): 176-178.

Moffett, William A., ed. *The Shinn Lists*. Oberlin, Ohio: Oberlin College, 1982. (This is the list of materials prepared from the accumulated card file of an accomplished book thief.)

Pestana, Harold R. *Bibliography of Congressional Geology*. New York: Hafner, 1972.

Poore, Benjamin Perley. *Descriptive Catalogue of the Government Publications of the United States, Sept. 5, 1774-March 4, 1881*. Washington, D.C.: G.P.O., 1885. (48th Congress, 2nd Session, Senate Miscellaneous Document 67) (Serial Set vol. 2268). Also reprinted editions.

Seavey, Charles A. "Bibliographic Addendum to Carl Wheat's Mapping the Transmississippi West." *Special Library Association, Geography and Map Division. Bulletin* 105 (Sept. 1976) : 12-19.

Seavey, Charles A. "Locating Illustrated Federal Publications from the Pre-GPO Period Using the 1909 Checklist." *Documents to the People* 17, no. 3 (September 1989) : 130.

Seavey, Charles A. "Maps of the American State Papers." *Special Libraries Association, Geography and Map Division. Bulletin* 107 (Mar. 1977) : 28-33, and 110 (Dec. 1977) : 3-11.

Seavey, Charles A. "Wheat to Serial Set Conversion." *Special Libraries Association, Geography and Map Division. Bulletin* 108 (June 1977) : 37-40.

Shaw, Ralph R. *American Bibliography, a Preliminary Checklist for 1801-1819*. New York: Scarecrow, 1958-66.

Shoemaker, Richard H. *A Checklist of American Imprints 1820-1829*. New York: Scarecrow, 1964-71. Title index for 1820-1928 by Cooper, M. Frances... Followed by 1830, Cooper, Gayle; 1831, Bruentjen, Scott and Carol Bruntjen; and 1830-1839, Rinderknecht, Carol (also title index).

United States. Dept. of the Interior. Division of Documents. *Comprehensive Index to the Publications of the United States Government, 1881-1893*, by John G. Ames. Washington, D.C. : G.P.O., 1905.

Wagner, Henry Raup. *The Plains and the Rockies: A Critical Bibliography of Exploration, Adventure, and Travel in the American West, 1800-1865*. Various editions.

Wheat, Carl. *Mapping the Trans-Mississippi West, 1540-1861*. San Francisco: Institute of Historical Cartography, 1957-1963.

Wondriska, Rebecca. "Women and the American Dream, 1900-1925." *Government Publications Review* 17, no. 2 (March/April 1990) : 143-157. Although this goes beyond

the 1909 Checklist, it is an approach to be followed developing a list for a special interest subject.

Preservation of Tangible Material

The [Northeast Documents Conservation Center](http://www.nedcc.org/) has many resources on the care and preservation of tangible publications. (<http://www.nedcc.org/>)

Preservation of Tangible Electronic Material

Byers, Fred R. “[Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists](#)” Council on Library and Information Resources, 2003.
<http://www.clir.org/pubs/reports/pub121/pub121.pdf> (accessed 22 August 2005).

Federal Depository Library Program, “[Depository Library Public Service Guidelines for Government Information in Electronic Formats.](#)”, (Washington, D.C.: FDLP, n.d.), http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html (accessed 22 August 2005).

Federal Depository Library Program. “[2005 Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries.](#)” (Washington, D.C.: FDLP, n.d.) http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html (accessed 22 August 2005).

Herter, Nancy K. “CD-ROM in Libraries.” *Online*, May/June 1995, 109. Academic Search Premier. EBSCO.

Landau, Herbert B. “Microform vs. CD-ROM: Is There a Difference?” *The Forum, Library Journal*, 1 October 1990, 56. Academic Search Premier. EBSCO.

Manns, Basil and Chandru J. Shahani. “[Longevity of CD Media. Research at the Library of Congress.](#)” (Washington, D.C.: Library of Congress, 2003).
<http://www.loc.gov/preserv/studyofCDlongevity.pdf> (accessed 22 August 2005).

“[Nonprint Media Update: Longevity and Optical Media.](#)” *DTIC Digest* 2001, no. 1 (January 2001), <http://www.dtic.mil/dtic/digest/digest2001-1/Nonprintmed.html> (accessed March 7, 2006).

Poor, Alfred. “Hardware.” *PC Magazine*, 16 May 1995, 293. MasterFILE Premier. EBSCO.

Tips, Practical Advice, and Lessons Learned

- By integrating a preservation review into established library processes, you allow fragile materials to be identified and stabilized before damage occurs, and damaged materials to be rapidly evaluated for possible treatment.
- Preservation plans should dovetail with your larger library's collection development policy and the disaster recovery plan. See chapter 5 and chapter 14 in this Handbook for more information.
- Your preservation policy should be realistic and practical. It should focus on steps that you can accomplish with existing or obtainable resources.
- If your library is unable to preserve or care for at-risk or rare materials, you may want to consider donating them to another library with an active preservation program.
- Work with the larger library's rare book or special collections department to safeguard and preserve any rare and valuable government publications.
- There are some practical steps that will help you to extend the life of depository material without a budget increase.
 - Train staff and users in the care and proper handling of government information resources;
 - Carry out systematic stack maintenance;
 - Prepare a disaster plan (see chapter 14 in this Handbook for more information);
 - Follow preservation criteria when purchasing storage furniture and supplies; and
 - Work with the larger library's facilities management staff to stabilize temperature and humidity levels.

Did you realize that you don't have to?

- Preserve everything in perpetuity if your library is a selective depository. Preservation priorities in your depository should be consistent with the larger library's preservation activities, library resources and broader collection development priorities. It may be that no preservation treatment (planned deterioration or de-accession) is the most realistic option for your depository.

Important for Library Administrators

- **Depository libraries are REQUIRED to maintain depository material at the same level as commercially purchased publications.**
- Preservation of tangible U.S. Government publications distributed through the FDLP is one of the responsibilities of a regional depository library.
- A written preservation policy is the key to an effective preservation program.

SUPERSEDED

Housing

Describes the physical facilities required for tangible depository materials, the equipment needed for accessing the collection, proper handling of the depository materials, and housing arrangements for offsite storage or selective housing agreements

What's New and Important

- Your depository library **MUST** meet the minimum technical requirements for public access workstations.
- Your depository library **MUST** maintain publications distributed through the Federal Depository Library Program (FDLP) in conditions that are comparable to those of commercially purchased publications.
- Your depository library may house parts of the depository collection either in offsite storage or at another facility through a selective housing agreement.

Physical Facilities Required for Tangible Depository Materials

Your depository library has the following **REQUIREMENTS** for the physical facilities that house tangible depository materials.

- Your depository operation **MUST** be entirely situated in an environment that provides access to and usage of depository resources.
- Under the Principle of Comparable Treatment, the depository collection and depository operations should be housed in a space comparable to or better than the quality of other areas of the library. The space for depository operations should be functional, flexible, and expandable.
- Your depository operations area should be well-lighted, comfortable, attractive, clean, and have sufficient workspace and seating for depository users. The space should contain well planned areas for services provided, such as research, reference, circulation, interlibrary loan, and other public service activities. Adequate space away from public service areas should be allocated

for processing new depository materials and other operations. Your depository coordinator and depository staff should also have nonpublic work areas.

- **You MUST allot adequate space to properly house and protect the collection, regardless of format.** All parts of the collection should be readily accessible. Sufficient reader tables or carrels should be provided for in-library use of depository materials. If your depository materials are maintained in a separate division of the library, the space provided should be conveniently located for user access to encourage use of the materials. The depository library should establish a policy for reasonable retrieval times for publications not directly accessible to library users. **Material stored in closed stacks within the library and at nearby facilities MUST be retrievable generally within 24 hours but should be as soon as feasible given the distance between the library and the offsite storage facility.** Depository publications should be protected from unlawful removal.
- Your depository facilities that house Federal depository library materials should meet the standards set by the Americans with Disabilities Act (ADA). You can find more information about library REQUIREMENTS under the ADA can be found at [DisabilityInfo.gov](http://www.disabilities.gov/) (<http://www.disabilities.gov/>), the [Department of Justice ADA page](http://www.ada.gov/) (<http://www.ada.gov/>), and [ADA Accessibility Guidelines for Buildings and Facilities](http://www.access-board.gov/adaag/html/lib) (<http://www.access-board.gov/adaag/html/lib>).
- You should examine the signage and other physical facilities of the library and parent institution to ensure the language does not inhibit public access. Instead, signage should be employed to facilitate access to depository materials. For more information on public access, see Chapter 4 in this handbook.
- **Your depository library MUST post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and that government information products can be used by the general public without charge.** You may order free decals via the [Free Depository Library Promotional Materials Order Form](http://www.access.gpo.gov/su_docs/fdlp/pr/order.html) (http://www.access.gpo.gov/su_docs/fdlp/pr/order.html).

Equipment Needed for Accessing the Collection

- **Your depository library MUST have adequate equipment for the public and staff to view and use government information in all formats. The capability to download, copy, and print government information MUST be provided.**
- **Microfiche readers and reader-printers MUST be available to the public if that format is available in your depository collection.**
- To help you make informed equipment purchases that best achieve the goal of providing public access to Federal Government information in a variety of electronic formats, GPO issues the *“Recommended Specifications for Public Access Workstations in Federal Depository Libraries”* which becomes minimum

technical requirements (MTR). The latest specifications and minimum technical requirements are available at [Workstation Specifications](http://www.access.gpo.gov/su_docs/fdlp/computers/index.html) (http://www.access.gpo.gov/su_docs/fdlp/computers/index.html).

- **Your Federal depository library's public access workstations MUST meet the MTR to keep pace with technological change and be knowledgeable about Federal agency information delivery practices in order to fulfill their Title 44 obligation to provide access to Government information products.** You will find these guidelines are aimed at providing reasonably robust workstations that should provide years of service before they become obsolete; however, GPO encourages the purchase of equipment that exceeds these specifications, if economically feasible.
- Not all public workstations at your depository library must meet the MTR. **Your depository will NEED an appropriate number of workstations to meet or exceed user demand for public access to government information; the number of workstations is determined by size of your library and the amount of onsite usage.** However, a personal computer that meets or exceeds the latest MTR is highly recommended for use by your depository staff to ensure effective depository administration.
- Microform equipment can be expensive, and the amount of equipment required to service a given microform collection will vary depending on usage and your library's resources. It is important that your depository have extra projection lamps, microform glassware, and other spare parts for maintaining and servicing the equipment. Your depository library should designate a staff member to be in charge of the library's microform equipment, become familiar with it, and be available to perform basic repairs and maintenance.
- It is strongly encouraged that your depository have at least one reader-printer capable of making clear, legible paper copies from microfiche publications. Additional microfiche readers are recommended as needed to accommodate increased levels of use. You will find cleaning the readers weekly for fingerprints and dust produces the best image possible for users; spare light bulbs should be kept near the reader so that used bulbs can be quickly and easily replaced. Equipment that scans microforms and allows for printing, saving to disk, or e-mailing can provide more flexibility for your users. **Regional depositories MUST also maintain a microfiche duplicator capable of making fiche-to-fiche copies of publications.**

Proper Handling of the Depository Materials

Your depository library receives Federal Government publications in a wide variety of formats and media. **The government publications collection, by virtue of its importance as a primary research resource, REQUIRES protection from environmental abuse, physical mishandling by staff and users, and theft. While depository materials may be housed separately from other library collections, they NEED to be given the same level of care as commercially published and purchased**

collections elsewhere in the library. If your depository library does not properly maintain the publications in its custodial care, the library can lose its depository status ([44 USC 1909](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1909) http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/1909).

Proper handling of depository materials begins with the depository shipment. Your depository will receive shipments of government publications based upon its item selection profile. Upon receipt of shipments, you should remove the publications from their packaging and organize them in a staging area for processing. This location should be secure from theft and environmental hazards. After publications are fully processed but still awaiting shelving, they can be arranged in a manner appropriate to the library, such as by location, priority, call number, or format. An additional benefit from a well-organized processing area is that your library staff can browse and familiarize themselves with recently received government publications.

Supplies Necessary for the Proper Handling of Depository Materials

Your depository library NEEDS to purchase a variety of supplies in order to properly house the tangible collection. Because some depository materials are not shelf-ready when they arrive, your library needs to purchase supplies for housing them. Examples of supplies include assorted binders, jewel cases, and file boxes. Additionally, many Federal Government agencies find it necessary to issue publications unbound or in paper covers. Your library will want to include these publications in your binding program for books, periodicals, and other privately purchased materials. Binders are not furnished for loose-leaf material unless the issuing agency includes them as part of its publication. **Loose-leaf materials MUST be updated in a timely manner or should be deselected. To properly mark each publication, your library also NEEDS a variety of stamps and labels.** If your library uses security devices for commercially purchased collections, apply security strips or devices to depository publications whenever the format permits. See the individual media types below for more specific suggestions. Also see Chapter 6 in this Handbook for additional information on Technical Services.

In handling depository materials, remember that poor housing environments threaten publications in all formats. Therefore, overcrowded shelves and files damage publications and could also lead to the material being mishandled by users of the collection. Your depository library should track the growth of the collection and available storage space for all formats in order to identify portions of the collection that need shifting. Additional shelving, shifting or weeding projects, new cabinets, and offsite storage are much better planned before a crisis emerges.

Humidity and temperature also affect the deterioration of the collection. Your depository collection should be housed in a stable environment subject to no abrupt temperature or humidity changes. For storage and stacks areas, permanently installed smoke and heat detectors which should be operating at all times to warn of fire. You will also want dry chemical and carbon dioxide fire extinguishers available.

See the individual media types below for more specific housing and handling issues. For information on developing a preservation policy, see Chapter 8 in this Handbook.

Handling Specific Media Types of Depository Materials

The following provides a brief discussion of the proper handling of various media types of depository materials.

Paper Publications

- **Paper depository materials NEEDS to be stored in a proper storage environment with year-round temperature and humidity control, proper air circulation, and limited exposure to ultraviolet light.** High temperature and humidity encourage pests and mildew, while too little humidity causes paper to dry out and become brittle. The recommended temperature for paper is in the 65 to 70 °F range, and relative humidity for paper should be maintained at 40 to 55 percent.
- You may choose to turn off lights in the stacks when they are not needed as light can damage materials. Dust and dirt damage materials also, so good housekeeping practices are important. The stacks should be clean with no food, drink, or tobacco allowed. Your depository library will want to be sure to clean books and shelves on a regular schedule and inspect for mildew and mold. Improper shelving practices also cause damage, particularly jamming books into a tight space or letting them flop without a bookend. For ribbed shelving, you can create a flat surface by lining with acid-freeboard.
- Your depository library is strongly encouraged to develop and document policies for the proper use and handling of materials by both staff and users. These policies can be as simple as how to remove books from the shelves and how to replace them properly, or how to photocopy without damaging the material.
- Your paper depository collection should be maintained in a comparable physical condition as commercially purchased library materials through the use of proper preservation practices including binding when desirable. As with other collections in the library, binding together older issues of depository serials will lengthen their life. Heavily used publications are good candidates for binding, especially volumes of local or regional interest. For recent publications, you will want to balance the need for providing timely user access with the desire to bind because the publication will be inaccessible while at the bindery.
- Some government publications arrive as loose, unbound pages, and binding may not always be appropriate. **Your depository NEEDS to purchase a variety of binders to house these publications.** Suggested sizes to have on hand are three-ring binders in both one-inch and three-inch thicknesses, and metal pronged report covers. Some paper publications such as bookmarks, pamphlets, and one- or two-page newsletters should be housed in acid-free protective envelopes to

avoid being crushed or lost among the books, or other pamphlets housed in a vertical file.

- Periodicals and other sets of thin publications that sit together on the shelf can benefit from being housed in file boxes which will keep them neat, upright and prevent them flopping over nearby materials or bookends.
- Folio shelving or flat drawers should be provided for oversized publications. You will want to consider protecting oversized publications lying on folio shelves with acid-free folders to keep out dust and prevent mishandling.

Posters

- You will want to house posters flat in a sturdy acid-free case that supports the posters while protecting them from dust, light, and other environmental damage. Alternative housing includes rolling them or housing them vertically in files. Do not fold a poster that arrives flat or rolled. It is preferable to flatten any posters that are shipped folded.
- The preservation and proper housing of posters need not prevent them from being viewed by the public. Your depository should display posters whenever possible, circulate them, or selectively house individual posters or a series of posters at other libraries, schools, or other institutions where they might be seen and used.

Maps

- If your depository selects and receives maps, they are subject to the same processing procedures as other depository materials. Whether the maps are housed directly in the library or housed off-site, it is your library's responsibility to ensure that maps which arrive through the FDLP are handled according to the practices established in this Handbook.
- You can house sheet maps and charts in sturdy, acid-free map cases. The best method of storing maps is flat in map cabinets or vertically in plain files. Rolling maps is acceptable but makes access and use more difficult. Only those maps pre-folded by the publisher may be stored folded.
- **As with any paper materials, maps need year-round temperature and humidity control with proper air circulation and limited exposure to ultraviolet light.**
- Clearly labeled and well-arranged maps can be identified and selected from map cabinets with the least wear and tear. In most situations, you will want to keep map indexes near the maps. In situations where the maps are not directly accessible to the user, you might want to house the map indexes along with other reference materials.
- Map drawers that are too full increase the weight on each map as they are pulled out, filed, and re-filed increasing the chances that maps may be torn or

damaged. Maps will receive better care by making sizeable workspaces available to users using the maps, as well as providing sufficient space for staff to re-file the maps.

- You should take care not to obscure important images or information when labeling and stamping maps. Also avoid applying adhesive labels, security strips, or stamps on the back of a map where it can bleed through and obscure information on the front of the map. The lower edge is an ideal place to record call numbers. Searching through a stack of maps labeled at the bottom edge is more efficient and distresses maps the least.
- Your depository maps are sometimes housed in a different location some distance from the rest of the depository collection. **If the location of the map collection is not under the administrative control of your depository library, a selective housing memorandum of understanding MUST be initiated between your depository and the selective housing site.** See Appendix D in this Handbook for more information.

Microfiche

- You should house microfiche in a climate-controlled area with minimal variation in temperature and relative humidity. Standard guidelines for the recommended storage temperature for microform collections are 68 °F with a constant humidity level of 40 percent plus or minus 5 percent. The most important factor to consider is constancy. The temperature and humidity range should not fluctuate often and should not go above 75 °F or 50 percent humidity. Temperatures and humidity higher than the recommended levels can encourage fungal growth, blemishes, and chemical deterioration of the microfiche. Temperatures lower than recommended can cause brittleness. Proper air-conditioning generally provides these conditions. However, you should check the temperature and humidity periodically to insure that proper storage conditions remain constant.
- When possible, to help control the climate, microfiche should not be stored against outer walls, nor on the ground or top floors of a building. Microfiche should be kept away from air vents, radiators, and direct sunlight. Do not store microfiche near photocopiers, chemical duplicators, fresh paint, or other chemicals that may cause reaction.
- All microforms are extremely photosensitive and should never be exposed to direct light except when in use on a microform reader. They can also be damaged by electric light. You will want to designate a place where there is not an excessive amount of light for staff and users to return microfiche; this should preferably be in a closed lidded box.
- Steel cabinets made with baked-on inert enamel finishes, stainless steel, or aluminum are recommended as microfiche storage facilities. They should have a fire rating of at least one hour. Plastic boxes, unless constructed of non-deteriorating plastic, can adversely affect microfiche. When using cabinets, your

library staff should be aware of the weight-bearing capacity of the library area in which the collection is located. Storage containers should not be tightly packed; room should be allowed for growth and expansion.

- **Microfiche MUST be stored vertically, sitting on their bottom edge and upright, in acid-free containers.** The envelopes in which the GPO microfiche are shipped are acid-free, as are the inserted dividers. All paper products used in the storage of microforms (boxes, dividers, labels, and envelopes) should have a pH factor of 7.0 or above. You will want to stamp envelopes with acid-free ink, but it is not necessary to remove the microfiche when stamping the envelopes if normal force is used.
- Microfiche cards measure approximately 100 cards per inch if housed “nude” or 70 cards per inch if housed in acid free sleeves such as the ones GPO provides in their shipments. Microfiche storage containers should not be tightly packed; room should be allowed for growth and expansion. None of the variant forms of microfilm (silver halide, diazo, vesicular, Ilfochrome) should be stored in the same drawer as other forms. Because close contact between the differing forms can result in chemical reactions which, while not dangerous to your library itself (unlike some forms of microfilm created through the 1950s which could in extreme cases prove flammable if improperly stored) will reduce or destroy the usefulness of the film itself.
- Microfiche cards are rarely labeled by type (i.e., a card or shipping list will not say “diazo” or “vesicular”). Essentially all government publications distributed on microfiche by GPO are diazo, though reprints from private vendors may vary. A general rule you can follow is that if a microfiche card is of an observably different style from other microfiche in a drawer, it is best to remove it to its own drawer. For example, the emulsion side of silver halide microfiche is matte and the non-emulsion side is glossy, while diazo microfiche is glossy on both sides.
- You will want to avoid using devices to bind the fiche together, such as paper clips which can cause scratches or other damage. Rubber bands used to keep the microfiche together during depository shipments can cause decomposition and should be removed before filing. Rubber bands often contain sulfur and are particularly damaging to microfiche over extended periods of time.
- Microfiche should be examined periodically for signs of deterioration. Although an examination of each microfiche in large collections would be impossible, your library staff should inspect a representative sample on a regular basis, at least once per year. Should problems such as fungal growth, blemishes, or chemical deterioration of the fiche be detected, you will want to make note of them and attempt to determine the cause and how much of the collection is affected. Information about these periodic inspections should be included in the depository’s preservation plan. For more information on preservation, see Chapter 8 in this Handbook.
- To maintain optimum conditions, the library staff who process or handle the microfiche on a regular basis may want to consider using soft cotton gloves to

avoid getting fingerprints on the microfiche. Your staff should always wear clean, cotton gloves when handling silver halide microfiche. If the microfiche does become dirty or difficult to read, you can clean them using a dry, soft, lint-free cloth or use a microfiche cleaning solvent with the cloth. You will want to be sure that the cleaning solvent can be used with the type of microfiche to be cleaned.

Tangible Electronic Products

- As a minimum standard, the maintenance of tangible electronic media distributed through the FDLP should be comparable to maintenance standards established for tangible electronic media acquired by the library through commercial sources.
- GPO has distributed a variety of tangible electronic materials. Currently, CD-ROMs and DVDs make up the majority of tangible electronic products distributed. However, floppy disks, videos, and other formats have also been distributed over the years. Owing to the delicate nature of tangible electronic materials, you should house them in an environment that protects them from bending, scratching, or crushing. Exposure to dust, temperature extremes, and magnetic fields (such as telephones, security strip desensitizers, etc.) should be avoided.
- Even though the longevity of optical media is still being studied, practical measures can be taken to extend the life of CD-ROMs and DVDs. Soil from inks, solvents or other pollutants may influence the effectiveness of a disc. Cleaning discs to remove such contaminants is recommended. Commercial disc cleaning kits are available, or a soft, lint-free, cotton cloth may be used. Avoid using lint-filled, paper cloths that may scratch the disc. The disc should be wiped from the center out to the edge, avoiding a circular motion.
- In general, tangible electronic products should not be shelved alongside other materials on the regular shelves unless first placed in containers designed to prevent damage to electronic products. Because CDs and DVDs distributed through FDLP arrive in a variety of protective covers, your library should purchase a supply of CD cases and make provisions for labeling CDs, DVDs, and their cases which may include additional labeling supplies. **These containers MUST clearly indicate that a tangible electronic product is inside to warn your library staff not to desensitize the publications for circulation.** Your library's magnetic desensitizer will damage the products. In addition to fully labeling protective cases, your library may consider labeling the disk itself. Many inks, if put on a disk, can shorten its life; so be sure to use archival markers instead. Small CD labels designed for library use are available printed with your library's identifying information. These small, donut-shaped labels cover only the clear center of the disk.
- Your depository library should purchase furniture and equipment that is designed for using and housing tangible electronic products. The preferred solution is an arrangement that both protects the product and allows it to be readily accessible through local area networks. Cabinets for CDs and DVDs are available, both small

multi-drawer tabletop units and full height floor units. CDs and DVDs can often also be stored in conventional microfiche cabinets. **Because CD cabinets designed to hold traditional single cases might not accommodate double cases, albums, or the taller DVD cases, your library will NEED either repackage the products or purchase appropriate cabinets for the various media in its collection.**

- If a floppy disk is received, make a backup copy, and store the original in a separate location. Rather than circulate any floppy disks, the library should encourage users to create their own copy of the disk. If your depository library collection contains publications on floppy disk, you should offer users the ability to copy floppies. Indiana University, in partnership with GPO, has also made data from 200 floppy disks available online through the [Floppy Disk Project](http://www.indiana.edu/~libgpd/mforms/floppy/floppy.html) (<http://www.indiana.edu/~libgpd/mforms/floppy/floppy.html>).
- Some depository data files and software may be appropriate for loading on computer hard drives and local area networks. Your depository library should decide which products are used frequently enough to warrant hard-disk storage. **When loading data files to hard disks for public access, precautions MUST be taken to prevent users from altering the contents of the files.**
- Whether tangible electronic products are allowed to circulate or not is at the discretion of your depository library. CDs and DVDs may be circulated without undue concern for their physical condition. If your library does not have the resources to support some tangible electronic products, an alternative to circulation is to provide selective housing for tangible electronic materials offsite, such as in a branch library that can support the products.
- Some tangible electronic products have paper documentation that describes the product, provides instructions on setting up the product, or provides instructions on how to use the product's software. Such documentation is critical for managing the information product. **If documentation is housed separately from the tangible electronic product, a method MUST be established to direct users to the paper documentation.** Conversely, documentation shelved in the stacks should be annotated to direct users to the specially housed tangible electronic products.

Various Types of Housing Arrangements

In addition to housing all materials in the main depository library building, your library has several options for housing a government publications collection. It is possible to use offsite storage and to make arrangements with other facilities for selective housing of material.

Offsite Storage

- Your depository library may consider using an offsite storage facility for a variety of reasons. When shelving in the regular library approaches capacity, the

transfer of some materials to an offsite storage facility can provide the room needed to safely shelve and provide access to the most frequently used portions of the collection. Furthermore, the climate and security in a storage facility may make it more desirable for older, fragile, or valuable publications. With many publications available in microfiche or in digital formats, your library may want to retain its paper originals in an offsite facility while providing day-to-day access via the duplicate copy.

- **Offsite storage facilities MUST meet the requirements for storage and handling of U.S. Government publications. Your depository library remains responsible for ensuring that the offsite storage environment meets the climate, security, physical and bibliographic access REQUIREMENTS for depository libraries as described in this handbook. If the offsite storage facility is not under the same administrative control as your depository library, a formal memorandum of agreement (MOA) between the two libraries MUST be signed.**
- Your depository library should establish a policy for reasonable retrieval times for publications not directly accessible to users. **Just like publications stored in closed stacks within the library, publications stored at offsite storage facilities MUST be retrievable and available to users within a certain time frame. Retrieval time should generally be within 24 hours but should be as soon as feasible given the distance between the library and the offsite storage facility.** If your library does not normally retrieve library publications from offsite storage facilities on the weekends, retrieval may be limited to Monday through Friday.
- If your offsite housing facilities are open to the public and have reading rooms, the facility should have sufficient seating, lighting, and workspace for users. If appropriate, microfiche readers, printers, and photocopiers should also be available.
- **Your depository MUST fully catalog all material in offsite storage so that it remains accessible.** It is important that your depository library's records clearly indicate the location of those publications located in offsite storage.

Selective Housing Arrangements

Your depository library, whether a regional or a selective, may also transfer current or retrospective materials to another library, institution, or agency through an arrangement called shared or selective housing. A participating alternate site receiving depository materials from a depository library may be a branch library of the same institution as the depository library, another depository library, a public or academic library, a special library, or an agency. **A formal agreement between the parties MUST be signed if the host site is not under the same administrative control as your depository that is offering the material for selective housing.**

However, your designated depository library remains legally responsible for these materials including their receipt, initial processing, and disposition.

Selective housing agreements have several advantages:

- Selective housing agreements can place publications in areas that allow for wider usage and greater accessibility;
- It increases the scope of the available collection, thereby providing a larger number of publications and a greater level of public service;
- It enhances the capabilities of participating libraries to develop retrospective or current subject, series, or agency collections; and
- It may help to alleviate space problems at participating institutions.

Remember the selective housing site MUST abide by all of the standards and legal requirements that govern the FDLP. Your depository library should furnish selective house sites with copies or links to appropriate instructions for the housing of and free public access to depository materials.

Depository materials placed in a selective housing site remain the property of the U.S. Government and are governed by all public access, custody, maintenance, and public service requirements.

Selective housing sites MUST post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating that government information products can be used by the general public without charge. Your depository library should provide the selective housing site with the free decals.

Memorandums of Agreement

If your depository library director is not the administrator of the site of the selectively housed collection, a memorandum of agreement (MOA) MUST be drawn up outlining the host institution's responsibilities to provide for free public access, and to maintain the records and materials in the government publications collection. See Appendix D in this Handbook for a model selective housing MOA.

An MOA for a selective housing agreement should specify:

- The justification for the transfer;
- The duration of the agreement;
- Conditions for the termination of the agreement;
- The manner in which the collection will be maintained and organized;
- Guarantees of free access by the general public;
- Arrangements for interlibrary loan cooperation; and

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- The procedure to be followed in the event the agreement is dissolved.

Selective housing agreements and MOAs MUST be signed by the directors of both organizations involved, with copies sent to the appropriate regional depository library and to:

**Office of Library Planning and Development, Library Services
U.S. Government Printing Office
732 North Capitol Street, NW
Mail Stop IDLP
Washington, DC 20401**

The agreement may also be faxed to (202) 512-2300 or emailed if digital signatures are included to LPPlanning@GPO.gov.

The Office of Planning and Development, Library Services should be notified anytime a portion of the depository collection is housed outside of the designated depository.

Depository materials located in selective housing sites are subject to the full range of depository standards contained in this Handbook and the materials remain the responsibility of your depository library. Ownership of the material and the responsibility for meeting FDLP standards remain the same, whether the publications are routed through your depository library or mailed directly to the selective housing site, as can be the case with U.S. Geological Survey (USGS) maps.

It is important that your depository library's records clearly indicate the location of the publications covered by the selective housing program. **The receiving institution MUST also keep records indicating the source of the materials, and your depository materials should be clearly identified. These records MUST be kept at the piece level, that is, all depository maps, slip laws, slip opinions, etc., MUST be individually recorded.**

It is not necessary, however, for your depository to maintain the official holdings record for material selectively housed elsewhere. The official holdings record may be kept at the selective housing site if it saves your staff time and can be done in accordance with the instructions in this Handbook.

If your depository library participates in a selective housing arrangement, you should bring new item numbers to the attention of the staff of the receiving institution and assist them in selecting items. A schedule should be developed for adjusting the selection of items covered by the selective housing agreement. The schedule should coincide with the FDLP annual item selection update.

Tips, Practical Advice, and Lessons Learned

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- **Packaging for tangible electronic products MUST clearly indicate that a diskette or other tangible electronic product is contained within to warn your library staff not to desensitize the materials for circulation.** A magnetic desensitizer will damage the material.
- You will want to communicate with your library systems or information technology department about the recommended specifications and suggested minimum technical requirements for public access workstations.

Did you realize that you don't have to?

- Have a memorandum of agreement to house publications in other parts of your larger library or even in other buildings administered by your library's administration.
- House all depository material in the official depository library. **If the host location is not under the administrative control as your depository offering the material, a formal agreement MUST be signed between the parties. All offsite storage and selective housing facilities MUST conform to the same preservation and access standards required of any depository library.**

Important for Library Administrators

- **Because all Government publications supplied to your depository library under the FDLP remain the property of the U.S. Government, publications MUST be housed in a manner that facilitates access, preservation, and protection from theft. Your depository library MUST, at a minimum, provide the same care and maintenance of depository materials as it gives to commercially purchased publications.**
- **Your depository library MUST post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and Government information products are available for use by the general public without charge.**
- All facilities housing depository materials should meet the standards set forth in the [Americans with Disabilities Act \(ADA\)](http://www.access-board.gov/adaag/html/lib) (<http://www.access-board.gov/adaag/html/lib>).

SUPERSEDED

Chapter 10

Staffing

Defines the responsible officials and their roles in the depository library program, staffing level recommendations, staff responsibilities, and training opportunities made available to staff in Federal Depository Library Program (FDLP) participant libraries

What's New and Important

There is no longer a set formula for determining the number of staff necessary to support your depository collections and services. **Instead, your depository staff numbers and skills MUST be sufficient to meet the functional requirements of the FDLP and the unique requirements in each depository library.**

In some depositories, the larger library's current staff members are more involved in reference services and processing government documents while in other depositories, the larger library staff is developing new skills to leverage electronic government information resources. As a result, some depository libraries find that their staff is augmented and complimented by the staff of the larger library.

Responsible Officials and their Roles in the Federal Depository Library Program

The director of the larger library in which your Federal depository is located is the official responsible for ensuring that the depository operation conforms to the legal requirements of the FDLP.

Most library directors will designate a staff member as the Federal Depository Library Program Coordinator (depository coordinator), although the director can serve in that role in small libraries. A depository coordinator is responsible for the coordination of all depository activities within the library and for acting as liaison to the Superintendent of Documents in all matters relating to depository libraries. Depository activities include public and technical services, collection development

and management, maintenance, preservation (if applicable), and administrative responsibilities.

While several staff members may be responsible for different areas of depository operations such as technical services or public services, it is still important to have one staff member designated as the depository coordinator. The depository coordinator should be a librarian. **If the library position that includes responsibility for depository coordination is vacant, your library MUST designate another point of contact to serve until the position is filled.**

A depository coordinator should be responsible to the library administration, either directly or through an intermediate supervisor. **Any depository collection and/or operation outside the jurisdiction of the director of the designated library MUST be covered by a selective housing memorandum of agreement (MOA) (see appendix D in this Handbook for more information) and should also have a depository coordinator.** These selective housing locations are responsible for adhering to the same guidelines as depository libraries, in consultation with your designated depository.

The library director and the depository coordinator should ensure that all appropriate employees are aware of the free public access requirements of Federal depository libraries.

Staffing Level Recommendations

- You should have both professional and paraprofessional staff working with your depository operations (exceptions may occur in small libraries with minimal personnel).
- **Staffing MUST be at levels sufficient to meet depository responsibilities detailed in this handbook. This requirement means that your library MUST assign staff with appropriate professional and technical skills to maintain depository collections and provide programs in a timely manner, consistent with staffing of other library operations.**
- **Public service staffing MUST be adequate to serve your library's primary user community as well as users from the general public.**
- Comparable public service, in terms of hours of service, degree of assistance, and professional expertise of staff, should be extended to members of the general public using depository resources just as those services are made available to the library's primary users.
- The number of staff will depend on the size and scope of your library and depository collections, as well as the methods of organization of the depository collection.

- Your depository staff may be in a separate Government Documents unit or part of other library units such as Technical Services or Reference Services.

Access to staff with technical skills is of particular importance as depository collections include a growing number and variety of electronic government information resources and as more government information is digitized and made available electronically. With the reduction of tangible materials and the increase in available electronic resources, a different level of staffing and expertise is desirable.

The special skills needed for a variety of new tasks might include:

- Identifying electronic resources and integrating electronic records into the catalog;
- Integrating electronic government resources into Web pages and user education tools;
- Providing training for staff and users; and
- Providing public service in an increasingly complex electronic environment.

Staff Responsibilities

As more tangible and online government publications become integrated into library collections, catalogs, and services, shared staffing responsibilities and knowledge of government information become more important. All of your library staff should be informed of and trained in depository functions and resources, thus ensuring and improving access to government information. Cross-training should be provided for staff involved in all areas of depository library work, including public services, technical services, and technical support.

Though many library staff may participate in depository operations, your depository coordinator in most depositories has the ultimate responsibility for:

- Acting as liaison to the Superintendent of Documents, including replying to correspondence and surveys such as the [Biennial Survey of Depository Libraries](http://www.fdlp.gov/bsurvey/about.html) (<http://www.fdlp.gov/bsurvey/about.html>) and participating in the item selection update cycle;
- Interpreting the FDLP to the administrative levels of the library and assuring that changes in library procedures and policies take into account the requirements of the FDLP;
- Fulfilling administrative duties such as preparing budgets and submitting reports; and
- Performing or training staff to perform the depository functions outlined in this handbook, such as:
 - Public services, including providing reference and instruction services for in-person and remote users;

- Promotion, including promoting the depository collection to library staff, the library's primary users, and the general public through outreach programs and ongoing communication, and integrating FDLP resources into library Web and training activities;
- Collections, including collection development, identifying user needs, and carrying out selection and disposal procedures;
- Bibliographic control, including processing, managing catalog records for both tangible and electronic publications, and maintaining statistics;
- Preservation and housing, including collection maintenance for tangible materials, computer software and hardware to support access to electronic products and, for some libraries, preservation of electronic products;
- Partnerships, including communicating and collaborating with other depository libraries, the regional depository, and the U.S. Government Printing Office; and
- Regional services, including providing consultative and other services to selectives in their region (applies only to regional depositories).

Training Opportunities

Your library is responsible for providing training related to the depository responsibilities of all of the staff involved in depository operations. Opportunities and resources should be provided for the initial and continuing education of both professional and paraprofessional staff. Staff within the depository and throughout the larger library should be sufficiently trained and knowledgeable to provide depository services to the general public. Additionally, training and mentoring could be offered to staff at neighboring or related non-depository libraries to promote the depository as a resource and improve access to government information to the public.

In order to ensure an efficient and effective depository operation, staff who have depository responsibilities should also keep up-to-date on new developments through participation in professional organizations, e-mail discussion groups, attendance at workshops, and professional reading. Depository staff should also attend local and national meetings devoted to depository-related issues.

✦ Tips, Practical Advice, and Lessons Learned

Resources to Consult

- You can keep up-to-date with policies, procedures, and guidelines with the following GPO and FDLP resources and communications:

- [The FDLP Desktop](http://www.fdlp.gov/) (<http://www.fdlp.gov/>)
- *Federal Depository Library Handbook*
- [Administrative Notes](http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/) (http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/)
- [GPO-FDLP-L](http://listserv.access.gpo.gov/) (Announcements from the FDLP) (<http://listserv.access.gpo.gov/>)
- [askGPO](http://www.gpoaccess.gov/help/index.html) (<http://www.gpoaccess.gov/help/index.html>)
- You can share ideas and questions with colleagues through e-mail discussion lists such as:
 - [GOVDOC-L](http://govdoc-l.org/) (<http://govdoc-l.org/>)
 - [DOCTECH-L](http://list.lib.usu.edu/mailman/listinfo/doctech-l) (<http://list.lib.usu.edu/mailman/listinfo/doctech-l>)
 - [MAPS-L](http://www.listserv.uga.edu/archives/maps-l.html) (<http://www.listserv.uga.edu/archives/maps-l.html>)
 - Your state or regional e-mail discussion group. Check with your regional librarian for information.

Organizations and Learning Opportunities

- Enhance your knowledge and share your experience by participating in professional organizations and interest groups. Look for local groups and e-mail discussion groups through your regional library and state associations. If there are no local interest groups, consider initiating one. Some national professional groups related to government information include:
 - [American Library Association's \(ALA\) Government Documents Round Table \(GODORT\)](http://www.ala.org/ala/godort/godort.htm) (<http://www.ala.org/ala/godort/godort.htm>)
 - [ALA's Map and Geography Round Table \(MAGERT\)](http://www.ala.org/ala/magert) (<http://www.ala.org/ala/magert>)
 - [Special Libraries Association's Government Information Division](http://units.sla.org/division/dgi/) (<http://units.sla.org/division/dgi/>)
- GPO sponsors three free continuing education events annually:
 - The [Interagency Depository Seminar](http://www.access.gpo.gov/su_docs/fdlp/events/index.html), held each summer in Washington, D.C. is designed for depository staff who are new or returning to government documents. Check this web page for more information. (http://www.access.gpo.gov/su_docs/fdlp/events/index.html)
 - [The Fall Depository Library Conference](http://www.access.gpo.gov/su_docs/fdlp/events/index.html), with many programs related to depository issues, is held in conjunction with the fall Depository Library Council meeting in the Washington, DC metropolitan area. Information about past conference and proceedings is available at this web page. (http://www.access.gpo.gov/su_docs/fdlp/events/index.html)

- A small number of depository-related programs are held in conjunction with the [spring Depository Library Council meeting](#), held at a site outside Washington, DC. For more information, check the archive available on this web page.
(http://www.access.gpo.gov/su_docs/fdlp/events/index.html)
- State library associations, regional libraries and state documents groups may sponsor local meetings.

Suggestions for New Staff

- If you are a new depository coordinator, you should contact their regional depository coordinator for assistance and information, including information about the state plan. You can consult examples of [Virginia's State plan](#) (http://www.lib.virginia.edu/govdocs/depos/stateplan/VA_StatePlan.pdf), a compilation of state plans from the [Library of Michigan's Regional Federal depository library Web site](#) (<http://www.michigan.gov/fdlpregional>), or see chapter 11 in this Handbook. New staff working with depository operations may want to attend an orientation at their regional or another depository library.
- Find your regional library, and other depositories of your type or in your state, city, zip code, or area code, on the GPO's [Federal Depository Library Directory](#) page (http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html), and update information about your depository library. Be sure your library's information is up-to-date in the FDLP directory.
- Review your library's files, especially past inspection reports, self-studies, and biennial surveys. Learn your depository number and your GPO passwords in your library's files or from other staff members. If you need help with these items, contact the [askGPO](#) (<http://www.gpoaccess.gov/help>) staff from 7:00 a.m. to 8:00 p.m. EST, Monday through Friday (except Federal holidays) at:
 - Toll-Free: 866-512-1800
 - DC Area: 202-512-1800
 - Fax: 202-512-2104
- Contact your neighboring depository libraries to identify potential experts and/or mentors to assist with basic information and to become familiar with local resources.
- Look at the guides created by other libraries on the [GODORT Government Information Clearinghouse and Handout Exchange](#) (<http://www.lib.umich.edu/govdocs/godort.html>) and [Browse Topics](#) (<http://www.library.okstate.edu/govdocs/browsetopics/>).
- Find the list of [E-Competencies compiled by GODORT](#) and determine the skills you and other library staff might need to improve (<http://www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm>).

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Additional tools for new staff can be found in GPO's "[Top 10 List for New Documents Librarians](http://www.access.gpo.gov/su_docs/fdlp/mgt/top10.html)" (http://www.access.gpo.gov/su_docs/fdlp/mgt/top10.html).

Did you realize that you don't have to

- Determine staffing needs for a depository collection by using an arbitrary standard or measure. **Current guidelines simply require that professional and paraprofessional staffing levels MUST be sufficient to meet your depository responsibilities.** The number of staff will depend on the size and scope of your larger library and depository collections, as well as the methods of organization of the depository collection.
- Do it all by yourself, or reinvent the wheel. Collaborate with other depositories on cataloging, collection development, or outreach; consult and seek help from your regional; recruit other staff in the larger library to help with reference services or technical processing; and network with staff in other depositories in every way you can.

Important for Library Administrators

- **Your depository library MUST have one staff member designated as the depository coordinator.** This staff member's responsibilities are detailed above in the section on Staff Responsibilities.
- Keep your regional librarian and GPO informed of any changes in depository responsibilities and operations within your library.
- Despite the fact that depository libraries are receiving fewer tangible publications, the need for staff is not decreasing. **Staff are NEEDED for many important tasks:**
 - **To integrate electronic records into library catalogs;**
 - **To integrate government information into library Web resources and user education;**
 - **To train all library staff to use government information resources effectively; and**
 - **To provide public service in person and remotely, as finding government information becomes more complex in the electronic environment.**
- Staff with depository responsibilities should receive library support for attendance at appropriate local and national meetings. Equally, you, as a library

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

administrator, are encouraged to attend the annual Federal Depository Library Conference to learn about the FDLP.

SUPERSEDED

Collaborative Efforts

Discusses partnering with GPO, the types of partnerships, who can form a partnership with GPO, benefits of partnering with GPO, partnership requirements. It also describes collaboration among Federal depository libraries and state plans.

What's New and Important

- Your Federal depository library may wish to establish a formal partnership with LSCM to increase access to or to provide service in the use of government information resources.
- To help you to understand and to consider formal partnerships with LSCM, partnership web pages have been created on the new FDLP desktop at <http://fdlpdev.gpo.gov/desktop/partnerships/about.html>.
- There are many benefits to formal partnering with LSCM to include demonstrating to your administration the value of your depository collection and your expertise in providing content and services.
- Your Federal depository library, including other entities, may formally partner with LSCM when you have a project or service that would benefit the depository community.
- **All formal partnerships MUST be documented as formal proposals to LSCM; LSCM, management, in turn, reviews each proposal based on a set of criteria and makes a determination regarding acceptance.**
- Accepted proposals are documented as Memorandums of Understanding (MOU) or other appropriate agreement format between the various parties.
- The FDLP is a system of collaborating libraries dedicated to public access to and services in their use of Federal Government information resources; depository libraries are expected to cooperate with LSCM, their regional library, and neighboring depositories.

Partnering with LSCM

The increasing shift toward a more electronic environment has resulted in a possible new role for your depository library: that of partnering with LSCM to increase permanent public access to electronic materials. Formal partnerships can benefit each depository library, the depository community, and LSCM by offering services to help librarians navigate the electronic environment or providing server space to help store electronic materials. Partnerships can develop along various lines, with varying degrees of formality, and at various points in the information life cycle.

Federal Depository Library Program (FDLP) partnerships are official agreements between LSCM and one or more parties that may include government, corporate, educational, and other institutions in joint projects that benefit the FDLP.

Types of Partnerships

While FDLP partnerships will vary based on the type of project, to date partnerships have fallen into 3 categories. However, partnerships are not limited to these categories, and LSCM will consider partnership proposals that fall outside of these categories.

Content Partnerships

In content partnerships, partners host part of the FDLP Electronic Collection for the free use of the general public. Agencies and depository libraries enter into LSCM-brokered agreements to provide the environment and resources for permanent access to agency products not previously managed via GPO Access.

In general, a content partnership REQUIRES that an institution or organization provide storage capacity and cooperate with the agency and LSCM in providing user access to the product or products. LSCM acts as broker of the agreement and agrees to receive custody of data and software in the event that the partner institution withdraws from the arrangement. Other provisions may be negotiated into individual agreements.

When considering a content partnership, remember that the core of legislative and regulatory information managed on GPO's servers will remain with GPO permanently, while partner institutions will provide storage capacity and free public access to a wide variety of executive and judicial information.

Service Partnerships

In service partnerships, partners offer services that assist LSCM and depository libraries with the administration of FDLP collections.

Your depository library may develop services that enhance the use of FDLP government information. After determining that a service developed for depository operations or administration has a broad appeal and utility, LSCM enters into an

understanding with the creating library to offer the service across the FDLP. Examples of service partnerships include [Enhanced Shipping List Service](http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/) (http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/) which gives depositories the ability to produce labels for publications, and [Browse Topics](http://www.library.okstate.edu/govdocs/browsetopics/) (http://www.library.okstate.edu/govdocs/browsetopics/) which provides a subject-oriented approach to electronic Federal agency information.

Hybrid Partnerships

In hybrid partnerships, partners offer a mixture of content and service partnerships, for example, hosting part of the Electronic Collection and also offering a service important to the administration of the FDLP collection. Assisting LSCM to develop a more comprehensive Catalog of U.S. Government Publications (CGP) through cooperative cataloging would be a hybrid partnership. An example of a current hybrid partnership is the Clemson University Pilot Light Project to facilitate the migration of tangible publications distribution to electronic (EL) dissemination for Federal depository libraries while also assessing the operational and service implications of a regional Federal depository library with a primarily electronic collection.

Who Can Form a Partnership?

Institutions that have a project or a resource that would benefit the depository community as whole may be eligible to form a partnership with LSCM. Partner institutions may include individual depository libraries, library consortia, or other institutions, such as Federal agencies. Partnerships may also include more than two parties. For examples, LSCM formed a partnership with both Case Western Reserve University and the Census Bureau to create a mirror site for certain files from the 2000 Census. Look for additional ideas on possible partnership agreements with LSCM at <http://www.fdlp.gov/partnerships/about.html>.

There are variables to weigh in deciding if your library wants to become an official partner. Your library may have paid for proprietary software and cannot promise that software to LSCM if the project ceases. The library might wish to maintain total control over content and not be subject to LSCM in matters of performance or alterations to the project. The library might have an idea that will mix depository content with other kinds of materials.

If your institution has an idea for a digital or other project, first be sure that you are not repeating another institution's work by:

- Posting your idea to GOVDOC-L and ask for comments from your depository librarian colleagues;
- Doing a thorough search of the Web; and
- Checking the Registry of [U.S. Government Publication Digitization Projects](http://www.gpoaccess.gov/legacy/registry/) (http://www.gpoaccess.gov/legacy/registry/).

Then ask yourself these questions:

- Do you have an ongoing program in your library that could be shared with other depository libraries?
- Does your library have a digitization effort?
- Does your staff have time to devote to a special program?
- Does your library have fugitive publications? Providing access to these electronically would benefit all depositories.
- Would your library administration support your participation in a nationwide effort?
- Would participation on a national level such as this help to justify your continuing as a depository library to your director?
- Do you have a realistic idea as to the financial and technical resources necessary to maintain the partnership?

Benefits of Partnering with LSCM

The benefits to participating in a partnership with LSCM include:

- Making a contribution to the depository community;
- Strengthening LSCM's outreach and collection use by contributing additional staff time, expertise, and server space;
- Receiving national recognition of your institution as a leader in the depository community;
- Demonstrating to your administration the value of your collection and your expertise in handling and providing services in the use of Federal Government information which, in turn, helps you to justify continued participation in the depository program;
- Developing and growing professionally through innovative use of online resources;
- Answering a need of the general public by creating a resource and linking from GPO's national pages;
- Committing a library to a project that is not subject to participation by specific individuals. The partnership may help to ensure the project's continuation should a staff member be promoted, retire, or otherwise leave an institution; and
- Being involved in a project that has direct impact upon citizens' access and use of government information.

Partnership Requirements

In general, partnerships share the common element of being formalized through an agreement between LSCM and the library or agency. The following points from LSCM are important considerations for partnership arrangements:

- Access is paramount. The purpose of the partnership is to provide the public with unrestricted, no-fee access to specific Federal Government information products and services.
- A MOU or other appropriate partnership agreement between the participating library and LSCM will formalize the partnership. The formal agreement will require LSCM to agree to receive custody of data and software in the event that the partner can no longer support permanent public access. The partnership agreement should also include wording concerning software and server requirements for the participating library, specific duties required of the library staff, and other requirements.
- Partner sites may be able to indicate that the site is an official source for the product content. In the case of partnership agreements that include the originating agency, the partnership agreement may specify that the site be recognized as an official source.
- It is critical to include a stipulation in the partnership agreement that the partner will impose no restrictions on re-dissemination that might impede the public's ability to use the information.
- Locators and bibliographic control are necessary. LSCM will provide pointers and bibliographic access to in-scope products held by the partner.
- **The partnership agreement MUST recognize that the content of the information products in the collection is in the public domain, and that a copy of any software developed as an integral part of the collection must accompany the content if the product is transferred back to LSCM.** However, the partnership agreement should recognize that the partner retains the intellectual property rights associated with any value-added software the partner develops for the project.
- An important Web page to consult for copyright considerations in any digital project involving government publications is [Frequently Asked Questions About Copyright](http://cendi.dtic.mil/publications/04-8copyright.html) (<http://cendi.dtic.mil/publications/04-8copyright.html>) maintained by CENDI.
- **The partnership agreement should specify the performance measures for the number of simultaneous users and the percentage of time that the service MUST be available.** This may take the form of a regular report to LSCM on statistics or status of the partnership.
- **Security MUST be addressed. The partnership agreement MUST address system security issues such as providing adequate backup procedures and firewalls.**

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Consultation with LSCM is necessary. It is critical in any partnership to keep the lines of communication open. The partnership agreement should provide for regular consultation between the partners on a number of issues pertaining to the electronic products such as utilization rates, operational details, or any significant alterations in the way in which the collection is organized or accessed. **Remember that any significant changes made to the project appearance or function MUST be approved by LSCM.**
- Both LSCM and the partner will publicize and promote the partnership.

For more information on partnerships, contact the [Office of Planning and Development, Library Services](mailto:lpplanning@gpo.gov) (lpplanning@gpo.gov).

Other Types of Collaboration with LSCM

If your depository library is unable to enter into a formal partnership with LSCM, there are other opportunities to work with LSCM to improve the FDLP by assisting with special and ongoing projects and tasks and fulfilling the requirements of the FDLP. Recent examples include:

- **Updating your depository's information in the Federal Depository Library Directory** (a requirement of FDLs);
- Working with LSCM staff to develop a Web-based training session
- Promote programs at your depository via the FDLP Desktop;
- Testing LSCM's new OPAC;
- Participating in the updating of the new *Federal Depository Library Handbook*;
- Evaluating the GPO Access disaster recovery site;
- Submitting fugitive publications to LostDocs using the "Fugitive Publications/Lostdocs" category on [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>); and
- **Having at least one staff member at the depository library subscribed to [GPO-FDLP-L discussion list](http://listserv.access.gpo.gov/scripts/wa.exe?SUBED1=gpo-fdlp-l&A=1)** (<http://listserv.access.gpo.gov/scripts/wa.exe?SUBED1=gpo-fdlp-l&A=1>) to receive updates on the FDLP.

Your depository is required to complete the Biennial Survey. This is an important resource for LSCM. The Biennial Survey serves to:

- Provide LSCM with information about conditions in individual depository libraries;
- Identifies trends; and
- Assists LSCM with planning for the FDLP.

Collaboration among Federal Depository Libraries

The FDLP functions best as a system of cooperating libraries. No single depository can meet all potential community needs. Frequent communication among neighboring depositories is strongly encouraged. Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.

LSCM encourages depositories to collaborate on projects such as digitization, retrospective cataloging, and storage of tangible collections. A variety of depositories have pursued projects that enhance the FDLP. Here are a few of those efforts:

- [Five Colleges of Ohio](#): The Five Colleges Documents group (Denison, Kenyon, Oberlin, Ohio Wesleyan, and Wooster) have worked together to provide current and retrospective cataloging of U.S. Government publications. (<http://www.wooster.edu/Library/Gov/Ohio5Docs/Catalog.html>)
- [Government Information Online](#) (GIO): Over 30 depositories participated in this pilot project to establish a model for virtual reference for government information. (<http://govtinfo.org/>)
- Various depository libraries have provided copies of Web sites and handouts to the [GODORT Handout Exchange](#). (<http://www.lib.umich.edu/govdocs/godort.html>)

There are many innovative projects underway in the depository library community. GPO's [Registry of U.S. Government Publication Digitization Projects](#) (<http://www.gpoaccess.gov/legacy/registry/>) is a good place to start a search for digitization projects. If your library is unable to take on a project, consider contacting a depository managing a project and offer to contribute. The opportunity for contributions is unlimited.

State Plans

The effectiveness of the FDLP depends on close cooperation between selective Federal depositories and their regional Federal depository. To assist in developing and coordinating this cooperation, LSCM encourages each state to draft a state plan.

State plans should be used to:

- Develop a comprehensive government publications collection in the state;
- Assist in cooperative collection development by providing a framework for determining what is acquired by whom;
- Facilitate interlibrary loan between depositories especially for rarely used items;
- Foster accurate referrals;
- Provide depository staff with knowledge of the resources of neighboring depositories; and
- Address the implications of substituting electronic-only versions of depository publications still available for selection in a tangible format.

Remember that an individual depository library's collection is only one part of a much larger information bank known as the FDLP. Cooperation, communication, and coordination among the custodians of government information are essential to the efficiency and effectiveness of the FDLP.

Your depository library should take into account its collection and expertise strengths and weaknesses regarding retrospective and current materials as compared to nearby depositories, and incorporate this information into its collection development policy. For an example, the collection of a public library Federal depository close to a university library that has been a depository since 1895 will be quite different from that of a single Federal depository library in an isolated small town.

Your depository is strongly encouraged to be aware of neighboring collections and to actively coordinate item number selection to provide the best coverage of government information within the Congressional district. Such cooperative arrangements should be delineated in the collection development policy. Many states have also developed a written state plan for government publications that can provide overall guidance on collection development issues. Copies of existing state plans are available from either LSCM or your regional library.

Many states have already created state plans and have made them available online. For example, in 2004 [Michigan](http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649-109592--,00.html) revised its state plan (http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649-109592--,00.html), and [Texas](http://zavala.tsl.state.tx.us/ref/fedinfo/stateplan.html) (<http://zavala.tsl.state.tx.us/ref/fedinfo/stateplan.html>) created a new one. They may provide useful background on some of the issues currently being discussed by LSCM and depository libraries. Additional plans are linked from the

Library of Michigan's [Regional Federal depository library Web site](http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649---,00.html) (http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649---,00.html).

A program conducted by Stephen Henson and Paula Kaczmarek at the 7th Annual Federal Depository Library Conference, entitled "[How to Draft a State Plan](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/98pro2.html)" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/98pro2.html) will provide additional information if your depository is beginning to develop a state plan.

Tips, Practical Advice, and Lessons Learned

When partnering with LSCM:

- Begin with a business proposal. Before approaching LSCM about a partnership, the best first step is to create a formal business proposal. This proposal should explain why your library can make a difference in the government information arena and why you can be an effective partner. Include a realistic "game plan" that includes your vision of financial responsibility, staff time involved, server space, and any financial or other gain for your parent institution or community and LSCM. Make sure the mission statement of the partnership is clear.
- Obtain the approval of your library administration. **Remember that a partnership with LSCM will REQUIRE approval from your library or parent institution's administration.** Make sure that you have obtained this approval before you contact LSCM and begin negotiations.
- Enlist the cooperation of the Systems or Information Technology department that services your larger library to get approval for server space and technical support for your project.
- Consider the timeframe for completing and obtaining approvals of a partnership agreement. To form a partnership, the participating library and LSCM will have to sign a partnership agreement. Remember that your library administration and parent institution's legal counsel will most likely require time to examine the partnership agreement before approval. **Equally, LSCM MUST also have the partnership agreement reviewed by legal counsel.** Several months should be allowed to send the documents back and forth before both parties approve it.
- Network with other partnership institutions to get advice. If you are interested in forming a partnership, contact other institutions that have ongoing partnerships with LSCM to get advice on such things as amount of time required to formulate the partnership agreement, staff time required, server space required, available grants to support the program, and anything else you might not have considered. For a list of current partnerships see <http://www.fdlp.gov/partnerships/about.html>.
- The partnership site design is a consideration. Your partnership site may be designed or redesigned by LSCM to coordinate with the rest of GPO's Web pages. LSCM will need to map your partnership site appropriately from its site, so that users will be able to easily locate your partnership's material.

- Site maintenance is your responsibility. In a service partnership, most of the maintenance for the partnership site will be up to the partnering institution, and not LSCM. **If you wish to make changes to the characteristics of the service, you will NEED to get approval from LSCM.** You will also be required to give up some control of the editorial service that you provide.
- Remember that in the spirit of cooperation, depository libraries are responsible for periodically updating your depository information through the FDLP Desktop.
- Complete the Biennial Survey. The survey provides LSCM with valuable data that is used to plan for the future of the FDLP.

If you are interested in partnering, contact information is available.

If you have an idea for a new partnership project, contact the [Office of Planning and Development, Library Services](mailto:lpplanning@gpo.gov) (lpplanning@gpo.gov).

Collaboration among Federal Depository Libraries

- Remember the FDLP works best when depositories work together.
- Share resources by submitting and fulfilling interlibrary loan requests.
- Local depositories can work together to share collection development responsibilities.
- Make other near-by depositories aware of your collections strengths. This will help facilitate referrals.

State Plans

- Each state is unique so there is no right or wrong way to develop a state plan. The number of regional depositories and selective depositories in each state will influence the way the state plan is created and organized. For example, California has one regional depository and 90 selective depositories while New Mexico has two regional depositories and nine selective depositories. Some states, such as South Carolina, have shared regional depositories, while other regional depositories are responsible for more than one state.
- If you are developing a state plan for the first time, review the plans of other states to find out if there is one that you could use as a guide.
- Include [state documents groups](#), such as a state chapter of GODORT in the state plan process.
(<http://www.ala.org/ala/godort/godortcommittees/godortmembership/stateregional.htm>)
- The regional librarian or librarians should take an active role in creating or revising a state plan. They should serve as the coordinator for the process, can be chair of the committee, can ask interested persons to volunteer, can appoint committee members, can serve in an advisory capacity, etc.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Writing a state plan is an opportunity to involve the depository library directors in the state and to further educate them about the FDLP and LSCM. For example, the director of the regional depository at the University of Georgia hosted a daylong seminar in Athens for depository library directors and depository coordinators. The director also invited a staff member from the FDLP to participate in the seminar and give the keynote address. This seminar provided the directors an opportunity to ask questions and learn more about LSCM and the FDLP from a LSCM official.
- The state plan process gives depository coordinators a chance to promote the FDLP to the depository library director and to other library staff members.
- An approval process and procedure should be included in state plan. The type of approval process may differ between states.
- Include a timetable in the text of the plan for future revisions. The revision process should also provide an opportunity for the depository libraries to review general library policy in regards to its U.S. Government publications collection.
- The state plan should be placed on a Web site so that it is easily available.

Did you realize that you don't have to?

Go it alone. Working with other depositories in your region will enhance your ability to develop the depository collection, promote the depository, and hold education activities.

Important for Library Administrators

Partnering with LSCM

If your staff is considering a partnership with LSCM, the administration of the larger library or parent institution MUST give specific approval. You may be asked to write a letter on behalf of your depository indicating that you are aware of the staff and financial commitments involved and the benefit that this collaboration has for your library and library community. You will be consulting with your depository coordinator during all phases of planning. **An effective business plan will be REQUIRED and will demonstrate the support and understanding for the partnership by the library administration.**

State Plans

The state plan provides guidance and procedures concerning the FDLP that are specific to the state. The state plan is an agreement between the regional depository library's administration and the selective depository libraries in the state. Selective

housing agreements or collection development agreements between or among depositories can also be incorporated into the state plan.

Your depository library staff is encouraged to network with staff at neighboring depositories. Collaborative between depository libraries can facilitate sharing of resources, collaborative collection development, referrals, and efficiencies.

SUPERSEDED

Regional Services

Describes the general responsibilities of FDLP members designated as regional Federal depository libraries, the specific responsibilities of a regional depository library and coordinator, the legal requirements of regional libraries and coordinators, and how to locate a regional depository library

What's New and Important

LSCM developed and released its guidelines for shared regional depositories for public comment in Spring 2007. Since that time, LSCM has received comments and revised the guidelines with the incorporations reflecting GPO's Strategic Vision and the Depository Library Council's vision for a more flexible model for the FDLP.

Additionally, the guidelines reflect the existing structure built in statute that prescribes regional and selective depositories; likewise it reflects the different models of sharing resources that have also been practiced over the years, with LSCM approval. Recently, technological innovations and the digital information environment have made it possible to develop different models for sharing resources and responsibilities between regional depositories in different states and the selective depositories they serve. Therefore, the guidelines serve to assist libraries planning to develop single state or inter-state shared regional depositories. [Specific guidelines](#) and more information about shared regional depositories are available on the FDLP Desktop.

(<http://fdlpdev.gpo.gov/desktop/regionals/guidelinesestablishingsharedregionaldepositorylibraries.html>)

If your library has been designated as a regional depository, you have important responsibilities. The most important ones are covered in this chapter; these responsibilities are to:

- Uphold minimum service requirements established in 44 U.S.C. 19;
- Authorize the discard of depository material by selective depositories;
- Take a leadership role in organizing workshops and meetings related to

government information;

- Create and coordinate a plan for inter-depository cooperation within the purview of the regional;
- Know collection development requirements and policies of your depository, region, and the FDLP as a whole;
- Maintain certain types of records for the selective depositories you serve (more detailed information appears later in this chapter);
- Be aware of the policies for the designation of selective depositories and monitor Congressional district vacancies;
- Watch for signs that a selective might be considering reconsidering depository status and discuss various options to facilitate keeping the selective in the FDLP; and
- Guide selective depositories through the process of relinquishment including the de-accessioning of depository materials.

Regional Depository Designation Authorization

If your library is designated as a regional depository, it **MUST** have already been a Federal depository library and expressed an interest in being designated as a regional. Designation as a regional depository library requires prior approval by the library authority of the state or Commonwealth in which the library is located. **A U.S. Senator or Resident Commissioner MUST make the designation.** No more than two regional depositories may be designated for each state or commonwealth. A regional depository is responsible for fulfilling a range of regional-specific responsibilities, including providing support to the selective depository libraries in its region, in accordance with [44 U.S.C. § 1912](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1912). Responsibilities and legal requirements for regional depository libraries are explained below.

General Responsibilities of a Regional Depository

In addition to fulfilling the requirements of selective depositories, regional depositories perform specific functions within the FDLP. Some of these functions are legally mandated and some of them are mandated by LSCM. These functions are broadly outlined below:

Retention

Regional depository libraries MUST receive and retain at least one copy of all government publications made available under the FDLP in print, microfiche, or locally held electronic copy. Regional depositories may discard depository materials that have been authorized for regional discard by the Superintendent of Documents, such as superseded items and those later issued in bound form.

Collection Development and Integrity

- The principal responsibility of a regional depository library is to ensure the comprehensiveness and integrity of Federal depository resources in the state or region. The regional can accomplish this in two ways:
 - ♦ Purposeful collection development aimed at developing a comprehensive government documents collection within the purview of the regional library; and
 - ♦ Oversee and authorize the discarding of depository material in the state or relevant region to ensure that useful documents are retained or offered to other libraries within the regional depository's area of responsibility.
- Development of a comprehensive government documents collection can be greatly aided by developing a state plan for federal documents. For more information on collaborative efforts see chapter 11 in this Handbook.

Preservation

- **Your depository library is entrusted with the custody of depository materials and MUST ensure they are properly maintained.** As a minimum standard for the care and maintenance of depository property, their maintenance should be no less than that given to commercially purchased publications. However, active preservation is strongly encouraged.
- While preservation of tangible material is a responsibility of the regional Federal depository libraries, even selective depository libraries should consider developing policies and practices that provide for the maintenance and continued accessibility of their depository collections. To assist in this process, your library is strongly encouraged to prepare a written preservation policy. While the specific elements of the policy will vary according to the age, extent of the collection, and the library's collection development policy, it should include, at minimum:
 - ♦ An articulation of preservation priorities; and
 - ♦ Methods for a systematic review of preservation needs.
- Complete details on preservation can be found in chapter 8 of this Handbook.

Housing Collections

While building and preserving the comprehensive depository collection is the responsibility of regional libraries, the entire collection does not necessarily have to be housed solely at the regional libraries. It may make sense to permanently house certain materials at another library or in a remote storage facility. A distributed regional collection is acceptable provided appropriate selective housing agreements are in place; the regional library's shelflist indicates the location and that the materials are the designated regional copies of record; users can identify the location of depository resources; and the materials accessible for use.

Interlibrary Loan and Reference Services

By law, in accordance with [44 U.S.C. § 1912](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1912), designated regional depositories **MUST provide interlibrary loan, except for high use publications, and reference service to both depository and non-depository libraries within the region they serve.** Regional libraries should also be able to duplicate microfiche and tangible electronic formats for selective depositories or have a reasonable source for so doing.

Collaborative Efforts

- Regional depositories are strongly encouraged to engage in collaborative efforts for a broad range of activities including, but not limited to, collection development, training, housing, public and technical services, and marketing. In particular, development of a comprehensive government documents collection can be greatly aided by developing a state plan for federal documents. State plans can also include elements such as shared reference services, visits, transfer of material, and disposal.
- Helpful hints for developing such a plan can be found in the presentation "[How to Draft a State Plan](#)" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/98pro2.html) from the Proceedings of the 7th Federal Depository Library Conference (April 20-23, 1998). For more detailed information, see further information in this chapter and in chapter 11 of this Handbook.

Disposal Process

- Regional depository libraries are authorized by [44 U.S.C. § 1912](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1912), to permit selective depository libraries for which they have responsibility to dispose of government publications that have been **retained for at least five years.** The regional should ensure that at least one copy of all government publications made available through the FDLP, either in paper, microfiche, or locally held electronic format, (except those authorized to be discarded by the

Superintendent of Documents) is retained by a depository within the state or region. Discarding is a privilege granted by the regional and not a right of the selective. The regional library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time.

- The regional library should issue detailed written discard procedures (instructions) to its selective depositories to keep selective depositories well informed of the regional depository library's prescribed discard procedures. Upon the request of a selective to discard publications, the regional library may ask the selective depository to prepare a list of the publications. This list should include current item number, series title, SuDocs classification number, extent of holdings to be disposed of, and other relevant information needed by the regional librarian.
- Other discard approval options the regional depositories may consider are:
 - A personal review by the regional librarian of the publications to be discarded; and/or
 - Requiring selective depositories to check discards against the regional or a national "needs" list. A regional may also exempt specific categories or formats from the listing requirement;
 - Materials that have been severely damaged through a natural or man-made disaster may no longer be in usable condition and preparing a discard list is of such magnitude that it is impractical to do so.
- The discard instructions should deal only with procedures deemed necessary for the efficient operation of depositories within their jurisdiction and enable the libraries to better serve the needs of the community. Ideally, such instructions are part of a state plan and have been negotiated between the regional and the selective libraries.
- If a discard list is required, the regional coordinator will check the disposal lists for any publications that may be missing from the regional government publications collection. In reviewing the materials to be discarded, the regional coordinator should keep in mind that the intent of the law is not simply to ensure that the regional itself should have a comprehensive collection, but that discarding does not significantly erode the effectiveness of the state's Federal depository library resources. It is acceptable for a regional to refuse a selective library's request to discard materials if the publications offered for discard should be made available in that part of the state, or that the state as a whole should have more than one (regional) copy of that particular publication, or for any other justifiable reason. Regional depositories may find it helpful to retain discard lists from the selective depositories, or any other requests for disposal for a length of time, as they deem appropriate.
- A state plan for collection development should address discards within the region and provide a framework for determining what is acquired by whom during the discard process. The state plan should also address statewide implications of substituting electronic-only versions of depository publications for heretofore

tangible versions. As noted above, the regional depository **MUST ensure a tangible version is maintained within the state or region.**

- **Regional depositories MUST instruct selective depository libraries that disposition of unwanted Federal Government publications should be made in the following prescribed manner:**
 - **Publications should first be offered to other depository libraries in the state or states served by the regional.**
 - **Selective depositories are then encouraged to post the materials to the national [Needs and Offers](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) list maintained by GPO. (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)**
- Regional depositories may permit selective depository libraries to offer any remaining publications to a non-depository library or educational institution in the region that would be able to make them available to the public. If no discard list was compiled by the selective depository, a written description of the methods used to offer materials to other institutions should be submitted to the applicable regional depository.
- **Selective depositories MUST follow the direction of the regional coordinator when discarding depository materials.**
- LSCM allows libraries that have suffered disasters to highlight their needs on the national [Needs and Offers](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) list, adding emphasis to collection re-building in the affected area.
- All regional Federal depository libraries are strongly encouraged to share major disposal lists with LSCM. As Federal depository library publications remain Federal property, LSCM may exert its authority to acquire publications being de-accessioned from depositories after regional depositories have acquired publications needed in the state or region. Regional libraries may share disposal lists with LSCM by submitting them through [askGPO](http://www.gpoaccess.gov/help/index.html) (<http://www.gpoaccess.gov/help/index.html>) under the category “Federal Depository Libraries” and sub-category “Digitization” and sub-category “Publications to offer GPO.” LSCM would like to see lists from libraries relinquishing status.
- After making a reasonable effort to find a recipient, publications may be disposed of in any appropriate manner. **However, if such disposition takes the form of a sale, either as second-hand books or waste paper, the proceeds, along with a letter of explanation, MUST be sent to the Superintendent of Documents, since all depository publications remain the property of the United States Government.** Libraries may not profit from the sale of discarded government publications.
- If a depository library relinquishes its status, the regional will instruct the library regarding the disposition of its depository collection. This disposition should be made as noted above. However, after the regional depository has authorized final disposal of the depository material to other depositories, LSCM and the

regional may authorize the library to retain any remaining portion of its depository collection.

Administrative Responsibilities of a Regional Depository

Regional depository libraries also perform administrative responsibilities to include:

Records Maintenance

- Regional libraries should maintain a file for each of the selective depositories they serve. Each file should include copies of any self-studies, Self-Study Evaluations, Biennial Surveys, inspection reports, selective housing agreements, and official correspondence, as well as disposal requests and other relevant or historical information that the regional may find useful.
- While LSCM maintains the official records of depository designations and relinquishments, regional depositories are strongly encouraged to keep support documentation, copies of letters, and any correspondence between the new or relinquishing depository.
- Regional depository libraries have administrative responsibilities over depository libraries in the various agencies of the Federal Government or the highest appellate court in the state. For more information on Federal libraries as depositories, see chapter 15 of this Handbook.

Regional Coordinator Responsibilities

- If you are a regional coordinator, you play a vital role in shaping the FDLP through your involvement in designations and relinquishments. Before a library formally applies for status as a depository, the coordinator applying for status is urged by the GPO to contact and consult with the regional coordinator. You are then responsible for providing new depositories with any information necessary regarding the requirements of being a Federal depository library, such as volume requirements, public access, bibliographic control, and services in the use of Federal Government publications. You are also strongly encouraged to provide the new depository with information concerning interlibrary loan, reference, and any other services you provide as the regional depository.
- The continuing education of all depository coordinators in the state or region is in the self-interest of the regional library. Regional libraries should take a leadership role in organizing workshops and meetings related to government information. You should be encouraged by your administration to attend group or consortium meetings in their region. You should initiate regular region-wide meetings for all selective depository librarians.
- The regional coordinator should also be familiar with each depository's operation and be able to assess the needs of the selective libraries they serve. This can be

achieved through periodic visits, regular communication, consulting historical files, and by asking selective depositories to provide a narrative self-review of operations and offering feedback.

Legal Requirements for Regional Libraries and Coordinators

General Responsibilities

- The responsibilities of Federal regional depository libraries are defined in [44 U.S.C. § 1912](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1912):
 - ♦ Fulfill all legal requirements of selective depositories;
 - ♦ Provide interlibrary loan and reference service to depositories and residents within the region;
 - ♦ Assist selectives with the disposal of unwanted Government publications; and
 - ♦ Retain permanently at least one copy of all Government publications in printed or microfacsimile, unless they are superseded or the discards are authorized by the Superintendent of Documents.
- These standards were enacted in 1962. They have since been augmented by LSCM requirements, by best practices adopted by mutual agreement among regional depository coordinators, by responses to the changing expectations of selective depositories and their users, and by mechanisms to cope with the evolution of U.S. government information dissemination from tangible formats to electronic distribution via [GPO Access](#) (<http://www.gpoaccess.gov>).
- Regional libraries and coordinators today have two overarching functions from which any discussion of minimum service standards and performance proceeds:
 - ♦ A regional ensures the integrity of its region's depository resources. These resources include not only obvious ones, such as tangible collections of Federal publications, but they also include more subtle—but still vitally important—resources, such as (1) the awareness, by residents of the region, of the importance of government information, (2) the quality of government information reference service in the region, and (3) the expertise of selective depository coordinators.
 - ♦ A regional serves as a leader, not only within its region, but nationally as well. Regional depository coordinators keep abreast of changes in both government information dissemination and in the expectations and information-seeking behavior of depository users, as documented in professional literature and other sources. Regional coordinators should also know and be able to interpret all FDLP rules and instructions to the selective depositories. They communicate this information, as well as suggestions for best practices to cope with these changes, to selective depository coordinators in their regions. They stay in close contact with

their selective depositories to learn the successes, challenges, and setbacks experienced by those who work directly with the public. They then use this knowledge gathered from the field to work cooperatively with other Regional depositories and with LSCM to influence the direction of government information dissemination, with the goal of ensuring that the Federal information needs of the public continue to be satisfied in an era of rapid technological change.

Because these two over-arching principles have become increasingly more essential since regional depositories were first authorized in 1962, there are numerous performance standards for regional depositories that have become mandatory (i.e., essential professional practices), even if they are not legally required.

Mandatory or Essentially Professional Requirements for Regional Depositories and Regional Coordinators

Regional depository libraries MUST have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries. Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.

Collection Development

- **If you are in a regional depository, you MUST yourself have a collection development plan that is comprehensive, current, and regionally-focused. Selecting nearly every item in the [List of Classes](http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html), is only the beginning. You MUST tailor your tangible and virtual collection development not only to the needs of your own primary users, but also to the needs of every selective depository and every resident of your respective state(s) or region(s).** When necessary, you should retain the same document content in multiple formats if, by so doing, you can satisfy specialized needs within your region(s). You should obtain multiple copies of frequently used Federal publications, either through (1) purchase, (2) claims from the discard lists of their selective depositories, or (3) the [Needs and Offers list](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) list. You should monitor the tangible collection for missing or damaged publications and attempt to replace them. If you maintain repositories of digital Federal publications, you should make reasonable effort to ensure the integrity and authenticity of repository digital content. You should purchase specialized commercial databases, indexes, and other publications to augment Federal holdings. **In short, you MUST view collection development and maintenance from a holistic statewide or regional perspective.**
- In addition to your own collection development plans, regional depositories

should help coordinate collection development planning throughout their regions. Some ways to accomplish this are:

- Coordinate the development and periodic review of state or regional plans (for more information, see chapter 11 of this Handbook).
- Encourage selective depositories to develop and periodically review their own individual collection development plans, including the selection of electronic-only items that best suit both their primary clientele and the general public.
- Explore cooperative sharing of collection-development activities among regional consortia or nearby depositories.
- Encourage selective depositories, when appropriate, to negotiate selective housing agreements with non-depositories who could benefit from such agreements; this is particularly important in Congressional districts where there are no current depository vacancies and in areas where a non-depository library does not have the resources to fulfill depository requirements but could benefit from depository materials not currently selected by the host depository.
- Develop comprehensive document disposal procedures and make sure all selective depositories know about and follow these procedures; a regional should develop these procedures so that all selective depositories in the region(s) can make the best and most efficient use of discarded publications not claimed by the regional depository.

Collection Access

- Even though a depository can legally meet the access requirement of Title 44 by providing no-fee, equal access to a physical depository collection, the spirit of the law will not be met, in the era of electronic dissemination, if depositories simply open the doors of a physical building. Depositories may have to take a more active role in helping users navigate online resources. Regional depository libraries, in particular, should be instrumental in encouraging selective depositories to expand their definition of “access” by assisting and encouraging online users to use electronic resources.
- Regional depositories should also strongly encourage selective depositories to obtain cataloging for every title selected, especially for those titles that are distributed solely online. Cataloging vendors can deliver cataloging records containing PURLs to selective depositories based on their item selection, enabling all users of their catalogs to discover and download government information from any computer with Internet access.
- Regional depositories should strongly encourage selective depositories to display prominently, on their libraries’ home pages, a link to Federal Government information Web pages, and also to develop meaningful Web content tailored to the needs of their users. They should also encourage selective depositories to display the FDLP logo on their Web page so users know the library is an official

depository for Federal Government information resources.

- Regional depositories should strongly encourage selective depositories to actively promote their depository programs to their communities. This can be done through community training sessions, online newsletters, selective targeting of interest groups (e.g., business owners who might need help finding census or trade data; students whose reports might benefit from the kind of primary source material often found in government information sources, or senior citizens who may need access to information concerning benefits, housing, health, taxation, etc.).
- In short, as a regional depository, you should communicate to selective depositories that true *equal access* in the electronic age can be achieved only through outreach, enhanced bibliographic description, and the creative use of new technologies. Changes in government publishing and information dissemination methods, as well as changes in user needs and expectations require a nimble response on the part of coordinators in both regional and selective depositories to make sure that not only the letter, but also the spirit, of Title 44 is met.

Depository Designation

- As a regional depository, you are an essential participant in selective depository designation. You should monitor Congressional district vacancies, especially after decennial redistricting. If a Congressional district is under-represented in terms of depositories, you should consider identifying viable candidates for designation and should explain to those libraries the advantages of depository designation. This is especially important today, since many library directors may be unaware that it is now possible to have an increasingly electronic depository, thus altering traditional depository requirements for operations.
- If a library expresses interest in becoming a depository, you should work with that library to explain the benefits and the responsibilities of being a depository. You should also assist that library in applying for depository status. For a complete description of the regional depository's role in the designation process, as well as sample letters and forms that can be used as models during the designation process, consult the [Designation Handbook for Federal Depository Libraries](http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html).

Depository Termination or Relinquishment

- Elsewhere in this chapter is an explanation of the role of a regional when a selective depository officially relinquishes or voluntarily terminates depository status. As the regional depository, however, you can play a vital role in termination or relinquishment by counseling libraries that are considering relinquishment so they make an informed final decision for themselves, the region(s), and the FDLP.
- As a regional coordinator, you should attempt to communicate regularly with

selective depositories. By so doing, you can often find out, early on, when a selective depository is having difficulties and determine if these difficulties are only temporary or of a long-term nature. Even if the depository coordinator does not directly communicate difficulties to you, there are signs that a selective may be at risk. Some of these signs you can look for are:

- ♦ When a longtime depository coordinator in a small- or medium-sized depository retires or resigns; often, smaller depositories have only one professional coordinator and cross-training has not occurred; when that coordinator leaves, staffing problems may arise which lead administrators to reassess depository status.
 - ♦ When a new library director, unfamiliar with Federal depository libraries takes over a small- or medium-sized depository, the library's depository status may be questioned.
 - ♦ When a depository that has regularly sent disposal lists to its regional depository suddenly stops, this may indicate a change in operations or another disruption.
 - ♦ When a depository that has regularly participated in regional conferences or electronic discussion list communications suddenly fails to attend or falls silent, this may indicate a problem.
 - ♦ When a depository has a low percentage of item selections, they may not understand, or be taking full advantage of the publications available to them to satisfy the needs of their users.
 - ♦ When a local tax levy fails or other budget problems become apparent.
- By keeping a watchful eye for these signs, you can often intervene and explain the FDLP and its benefits. A good resource you might use during intervention is available on the FDLP Desktop page [Stay with the Program](http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html) (http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html).
 - Even the most proactive regional coordinator will be confronted either by a surprise request for termination, or by a depository administration that pursues termination, despite retention efforts. Make sure that the depository library has complete information so an informed decision can be made. Regional depositories should strongly consider developing a written set of procedures that must be followed when a library relinquishes status. These could be incorporated in the state plan or in an amendment to the state plan. Regional librarians should involve LSCM's [Office of Library Planning and Development](http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html) whenever a selective seems serious about relinquishing depository status. You are obligated to explain the benefits for remaining a depository and to explain the process of relinquishment.
 - In rare instances, libraries that are designated as regional depositories may decide that it is no longer feasible for them to fulfill that responsibility, or perhaps to participate in the FDLP at all. In such cases, it is critical that

discussions begin early among all stakeholders, including the administration of the regional's parent institution, the regional coordinator, the State Librarian, the Superintendent of Documents and the staff of LSCM's Office of Planning and Development, Library Services. The selective depository libraries in the region, the clientele of the regional depository, and the congressional delegation should also be informed and consulted, as the decision to relinquish regional status will have substantial impact on those constituencies.

Coordination of Training, Outreach, Promotion, and Communication

- The future direction of the FDLP will emphasize *facilitation of access* rather than *collections*. Inherent in this change will be an expanded need for professional training and promotion of the value of depositories as facilitators of access to official government information.
- As a regional coordinator, you should encourage selective coordinators in your region(s) to pursue continuing educational opportunities, to attend depository conferences, and to develop marketing/promotion skills. You should position yourself as consultative resource for selective depositories by:
 - Attending local meetings of selective depository staff;
 - Organizing state- or region-wide conferences;
 - Facilitating state and regional training opportunities;
 - Investigating ways of using technology to facilitate greater communication among selective depositories (e.g., regional electronic lists, RSS feeds, teleconferencing);
 - Communicating ways selective depositories can promote their services to their primary user groups and to the general public;
 - Communicating ways depository coordinators can promote depository value to the libraries that employ them (e.g., integrating some or all of the tangible Federal collection into the regular collection; holding training sessions for non-government information librarians; tracking the number of times users link-out from the library's OPAC to online government information, etc.); and
 - Regularly sharing information obtained at conferences and meetings with those selective depositories unable to attend; these summaries can be posted on the regional depository's Web site, ensuring that all interested selective depositories can learn the details of important developments.

Procedural Consultation

- As mentioned, regional depository libraries should maintain both paper and electronic files about each selective they serve. These files ensure that the regional depository has a complete documentary history about selective

depositories in the region(s). At a minimum, these files should contain depository designation documents, copies of self-studies and self-study evaluations, inspection reports, discard lists, and copies of important communications.

- As a regional coordinator, you should be prepared to answer questions and to troubleshoot difficulties that selective depositories may experience with biennial surveys and other performance measurements.
- You should also attempt to make site visits to depositories that are experiencing procedural or technical difficulties. Administrators of regional depositories should make every effort to provide reasonable levels of support to enable these activities.
- Regional coordinators are strongly encouraged to be members of Regional-L, a closed electronic discussion list especially for regional coordinators that allows regional coordinators to consult one another on issues, events, and other matters pertinent to regional depositories. Instructions for subscribing to this list as well as other valuable information about being a regional depository, including contact information for other regional coordinators can be found at [Regional Federal Depository Libraries: A Composite Manual of Best Practices](http://www.michigan.gov/hal/0,1607,7-160-17449_39356---,00.html) (http://www.michigan.gov/hal/0,1607,7-160-17449_39356---,00.html).

Finding a Regional Depository Library

- LSCM's directory of regional libraries, the areas they serve, and the library contacts for each may be found by referring to the latest [Regional Depository Librarians](#) listing (http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals2005.pdf).
- Changes in regional coordinators should be promptly reported to LSCM by submitting the changes on the [Federal Depository Library Directory](#) web page (http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html).

Tips, Practical Advice, and Lessons Learned

- Be familiar with the legal and mandatory responsibilities of regional depository libraries.
- Create a state plan that will be beneficial to the other depositories in the area of your purview. Coordinate with additional regional depositories if possible.
- Review existing state plans for good ideas.

- The regional coordinator should initiate the process of creating or revising the state plan.
- Use the state plan process to educate the depository library directors and depository library staff members about the FDLP and LSCM by conducting seminars and workshops.
- Place the state plan on a Web site so that it is easily accessible.
- Collaborate when possible with regional depositories in adjoining states to organize systematic and periodic training sessions or workshops for depository coordinators and depository staff members.
- Consider not requiring selective depositories to list publications in microfiche on their needs and offers lists. A decision about listing microfiche should be made by the regional in each state or region.
- Include appropriate dates (for example: discard date) in any correspondence with selective depositories concerning their needs and offers lists.
- Contact LSCM after state or region needs have been satisfied for review of major disposal lists from selective depositories and lists from libraries relinquishing status.
- Display the Depository Library logo on the library's home Web page.

Did you realize that you don't have to.....?

- Review all items on discard lists. In fact there are several categories that require no submission:
 - ♦ Microfiche; and
 - ♦ Items on the [Superseded list](http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/) (http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/). These are "automatic discards.

However, you do NEED to provide clear instructions to selective depositories on the categories for submissions that are not required to be included in discard lists should you require one.

- Have selective depositories prepare disposal lists:
 - ♦ Regionals are permitted to authorize discard of materials by visiting the library and "eyeballing" the items offered rather than requiring lists.
 - ♦ Regionals can develop a list of publications that (a) must always be listed and (b) should never be listed on disposal lists.
- Review the disposition of any non-depository materials, such as items received before the selective was designated.

- Approve a request for discard. You can say no.
- Keep everything: regional depositories may discard materials from the superseded list that have been authorized for regional discard.
- Require deposal lists from libraries relinquishing depository status. Regional depositories have great latitude in this process, although some uniformity is advised.
- Process requests for materials outside of the normal Interlibrary Loan (ILL) procedures. Historical government publications departments have worked around traditional ILL to speed delivery of materials. This is not required and with improved resource sharing over the last decade this strategy seems unnecessary and may in fact be detrimental to FDLP collections.
- House all your collection in the same facility. You may share your collection out to another library and mark it “regional depository copy of record.”

Important for Library Administrators

- Regional designation is a special designation by a U. S. Senator or Resident Commission.
- Participation in the FDLP is voluntary. However, the FDLP is a statutorily-mandated program with legal requirements for regional depository libraries as well as for selective depository libraries. Over the years, professional practices have also created some mandatory or professionally essential responsibilities that are expected of regional depositories by LSCM. **Regional depository libraries MUST have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries.** Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.
- Ongoing communication between you and your regional depository coordinator is important to the success of the depository operation.
- All government information is not available online. This makes the tangible collections of regional depository libraries all the more important for permanent public access.
- Decisions you make to house a regional depository collection have ramifications for the entire region. Communication with the selective depositories in the region is important.
- The state plan, developed by your regional depository coordinator in coordination with other depositories in the region or state, provides guidance and procedures concerning the FDLP that are specific to the state or region.
- Once a state plan is signed and approved, this becomes an agreement between your library, the GPO, and selective depository libraries in the state or region.
- Selective housing agreements or collection development agreements between

or among depositories can be incorporated into the state plan.

- Encourage your regional depository library staff to initiate or participate in inter-regional depository training, outreach promotion, and other programs.

SUPERSEDED

Chapter 13

Transitioning Depository Libraries

Presents the state of depositories transitioning collections and services, shares tips to effectively transition to a more online Federal depository collection, describes the continuing transition and provides a list of resources that impact the transitions in depository libraries.

What's New and Important

This chapter provides a history of the transitions in depository library collections and services during the late 20th Century; it provides a list of policies impacting those transitions in the FDLP. The chapter also identifies areas where change is imminent, and reports on collaborative efforts to enhance the ability of the FDLP to serve users of government information.

Resources for Transition in the late 20th Century

While not comprehensive, you will find a list of documents impacting the transition in FDLP collections and services at the end of this chapter. These documents include public laws, studies and reports by and for Congress, Federal Government memoranda and issuances, GPO and DLC vision statements, and FDLP guidance.

Current State of Transitioning Collections & Services

- As directed by Congress, Federal agencies currently publish approximately 92% of new government publications in electronic format. According to the 2005 Biennial Survey, depository library respondents indicate:
 - ♦ 61% substitute at least one official online publication for the exact equivalent in tangible format
 - ♦ 99% include U.S. depository publications in the library catalog
 - ♦ 79% include current depository receipts in the library catalog

- ♦ 82% facilitate active hyperlinking to electronic resources from the library catalog
- Depository libraries, in increasing numbers, continue to build collections to emphasize access points to electronic government information resources. Statistics indicate a trend in depository libraries to build more electronic collections. The 1997 biennial survey results revealed only 18% of respondents were supporting active hyperlinks from their library catalogs, whereas in 2005 82% of respondent libraries supported this functionality and linked patrons to full-text electronic government publications. For this reason links to GPO Access, the FDLP Desktop, the Catalog of Government Publications (CGP) and other appropriate links to Federal Government information resources should be prominently displayed on your library's web site and in your library's Online Public Access Catalog (OPAC).
- **Public services for users of electronic resources REQUIRE efficient and effective internet access and functional printing and downloading for users to package the information in their preferred format. This capability includes REQUIREMENTS to have accessible USB ports and CD-burning for ease of downloading and the ability to incorporate other formats as they develop.** Users of the depository should have the ability to download, copy, and/or print electronic Federal Government information. **You may charge fees for these services; however, the fees MUST not exceed charges imposed for similar services when duplicating non-depository materials.** You should be aware of and plan for an increased demand on your library's infrastructure when making materials available electronically.
- The web pages of your depository library and your library catalog are the entry points to the electronic collection, both tangible and online electronic resources. Most depository libraries include bibliographic records of FDLP electronic resources in their online catalogs with accurate, active hyperlinks to items. In addition to loading bibliographic records, many depositories have a mechanism in place to report incorrect PURLs, broken links, or other needed corrections; your depository library should also.
- LSCM continues to publish the [New Electronic Titles \(NET\)](http://www.access.gpo.gov/su_docs/locators/net/) list (http://www.access.gpo.gov/su_docs/locators/net/) to provide depositories with links to online titles and bibliographic records as part of the CGP. The CGP is updated with new bibliographic records daily and allows users to download up to 20 bibliographic records at a time for import into a local catalog. Your depository library may use a bibliographic records vendor to tailor cataloging service to your item selection profile. Even if your depository profile does not include item numbers for EL only publications, vendors can supply these records to you.
- LSCM continues to reexamine and evaluate the item selection mechanisms in order to unbundle electronic only items from tangible items and allow depositories to select more EL only items. Keep informed of the briefing papers and changes to item selections at [FDLP Selection Mechanisms](http://www.access.gpo.gov/su_docs/fdlp/selection/index.html) web page. (http://www.access.gpo.gov/su_docs/fdlp/selection/index.html)

- Your depository staff should have adequate technical training to effectively use all necessary computer equipment and FDLP electronic resources. Reference assistance is available both in-person and electronically, for example “Ask a Librarian” services and e-mail reference services, so users can remain in the electronic environment if desired. Qualified reference staff can explain the organization of government information, assist users in navigating the electronic world, intermediate between the institution and the information, and continue to enhance the collection by constantly improving access for your users.
- You may be keenly aware that some users are less skilled and require more assistance with electronic resources. Therefore, all staff in the depository and the larger library is trained to provide this assistance. You might identify core competencies for all library staff and develop a plan to ensure that these competencies are met to improve customer service.
- Collaboration with the other depository libraries is important to ensure electronic access to publications not in your depository collection. When the library serves a population of users who prefer to have materials sent to them electronically, your depository library may offer a document delivery service through the use of fax machines or e-mail.

[Tips to Effectively Transition to a More Online Federal Depository Collection](#)

- The Tips to Effectively Transition was released at the Fall 2005 Depository Library conference and is available at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/online_coll_tips.pdf. In recognition that more and more government information is migrating to the web, the current reality is that all depository libraries are, to one degree or another, transitioning to a more electronic collection. Reviewed and approved by the Depository Library Council, the tips offer ways to assist you as you continue to incorporate online government publications into your services and collections. You'll also want to review the Council Briefing Topic from 2006, [Transition to a Mostly Electronic FDLP Collection](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06spring/mostlyelctronic-rev.pdf).
- Remember that choosing to transition to a more or primarily online Federal depository collection means purposeful de-selection of item numbers associated with tangible formats, selection of online electronic formats or otherwise providing access to the online equivalent(s), and documentation of publication format preferences in an updated collection development policy which outlines the current Federal Government information needs of the community.

The tips are as follows:

Examine your Federal depository collection and its usage.

- Analyze formats, subjects and trends in usage of your depository collection.
- Examine your library profile to select an electronic format for items you currently receive in tangible format, and then deselect the tangible item if the electronic version satisfies user needs.

Analyze resources available to provide access to the electronic collection and evaluate any savings or trade offs of “going more electronic”.

- Analyze how your library is currently managing and providing access and services to online depository and non-depository resources.
 - What changes in the workflow would have to be made?
 - Are there any tasks (like processing) that can be reduced or eliminated?
 - Are there any personnel and/or training needs for reference service, cataloging, or technical support in an online information environment?
- Review existing equipment and workstations used to provide public service/access to online depository and non-depository materials.
 - Are there enough workstations to accommodate more users as your online collection grows?
 - Is there a plan in place to regularly upgrade or replace equipment as necessary?

Revisit your Collection Development policy.

- **The acquisition of electronic resources for government information MUST reflect the analysis of your library collection and its usage.**
- Weed tangible copies according to the substitution and superseded guidelines. Recognize that your institution may desire to retain, maintain, and provide access to a tangible collection. Consider off-site selective housing agreements.
- You are encouraged to seek input for selections. Suggestions should be solicited from depository staff, other library personnel (reference staff, collection development staff, etc.), and users.
- Cooperative collection development and interlibrary loan can also provide access within a local area to tangible copies of rarely used items.

Consider starting with a small electronic collection. It is often easier to start with a small change that proves successful and gains acceptance than to begin with a major undertaking.

Modify your profile. All depositories should select or provide access to titles from the "Basic Collection" found on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html. Depositories may also choose to provide commercial equivalents in tangible format.

Work with your regional coordinator. Your regional coordinator can assist with discards, substitutions, and superseded titles. They can also help you balance local, state and program needs.

Network. Pursue contact with those who have built electronic depository collections and have provided quality services in their use.

Enlist the support of your library administrator and other staff in the transition process. A successful transition requires the support of administrators, librarians, and support staff to make it happen.

Promote the newer electronic formats to your users and library staff. They offer instantaneous access to a broader spectrum of users, are easier to use in some cases, and are available 24/7/365.

- Building a more online federal electronic depository collection in no way lessens the importance of the tangible materials your library chooses to retain.
- Either your library administrator, other depository staff, or you may initiate the transition of depository collections or services. It is important, in any case, to gain the cooperation of stakeholder groups in the library. Communication is especially important in the transition process. Keep all of your potential partners well informed. In particular, work with your regional library to make sure that you are complying with all legal requirements and FDLP guidelines, as well as the state plan, if one is in place.
- Working with electronic publications involves higher-level thinking than does checking in tangible publications. Some of these new duties might include checking the NET, OCLC, or agency Web sites to find electronic records; downloading bibliographic records from these sources into the ILS; and determining if a tangible publication has an electronic equivalent.
- You should include an event timeline, detail how changes in format impacts public service, and specify the physical location of remaining tangible items. You should consider including reference librarians, bibliographers, or others with responsibility for collection development in the review of the collection development policy for government information in all formats. Reference staff should also be included in training sessions for using particular publications or databases. **When transitioning services or collections, coordination MUST be accomplished across units to ensure all units are following the same plan of action.** When making decisions about replacing or substituting formats, a well

thought out list of steps to follow will ensure everyone operates under the same assumptions.

- It is a good idea to consult the regional coordinator when developing such a list of steps to ensure all considerations have been included in the process. The regional depository can act as a backup in the instances when you might need a copy of a particular publication. Regional depositories will also want to make sure that you are following all standards and guidelines in offering services and making decisions regarding the collection (weeding, substituting formats, etc.). The regional coordinator can require the depository maintain some tangible titles.
- Your switch to a more online electronic collection will affect other depository libraries in your region. They may see an increase in demand for tangible items deselected by your institution, they may want to accept offers of your discarded items to fill collection gaps, and they will have a vested interest in the success of your transition, particularly in the case of overlapping user populations. Be sure to involve them in your planning. Their questions and helpful suggestions will allow you to consider important factors that may improve your transition, your depository library, and the depository libraries in your region.

Continuing the Transition

The theme of the 2007 Annual Spring Depository Library Council Meeting was partnerships as stated in the [remarks](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/gpo-update-0407.pdf) of the acting Superintendent of Documents, Ric Davis (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/gpo-update-0407.pdf). As LSCM builds upon partnership activities, these collaborative efforts will leverage the efforts of LSCM and depository institutions to make new digital content and services in the use of such content available to FDL participants. The expansion of education and outreach services to the FDL participants will provide more online training opportunities through OPAL and other web-based training modules. The [FDLP Desktop](http://fdlp.gov/) (<http://fdlp.gov/>) includes links to new electronic services and content such as RSS feeds and podcasts.

Expansion of content and services includes:

Web based Training

Currently, the FDLP employs software to deliver and archive content. The new FDLP Desktop links Federal depository libraries to [GPO's OPAL web page](http://www.opal-online.org/archiveGPO.htm) (<http://www.opal-online.org/archiveGPO.htm>). Software such as this allows GPO to create and deliver content to Federal depository libraries and the public as well as to collaborate with Federal depository libraries to create content. LSCM will also have the ability to host events such as the online discussion soon to be beta tested as an enhancement to National Needs & Offers. LSCM continues to explore the use of various web-based instructional tools with enhanced capabilities to facilitate distance learning.

Online Referral Service

The recent enhancements for the CGP include a "Locate in a Library" functionality to provide online referral services to online seekers of government information resources directing them to depository libraries in their local area for personalized service. Users that search the CGP for any publication are asked to enter their zip code and are referred to depositories that hold the publication. Slides are available from a recent OPAL presentation on the [CGP "Locate in a Library" functionality](http://www.opal-online.org/GPOCGP200703.htm) at (<http://www.opal-online.org/GPOCGP200703.htm>).

Virtual Reference Service

Recent discussion at the 2007 Spring Depository Library Council meeting included "[Serving the Public in the Next Century: Models of Virtual FDLP Cooperative Public Service](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/virtual-ref-0407.pdf)" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/virtual-ref-0407.pdf). Beginning with a pilot project for a national virtual reference service in October 2004, the project now moves into a more formal phase with 13 major academic institutions committed to the Government Information Online concept. Currently, there is a partnership with LSCM under consideration to proliferate this service.

Collaborative Digitization Efforts

Progress made by LSCM toward digitizing material for the FDLP is recounted in the [Council Session on Digitization](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/digitization-0407.pdf) held at the 2007 Spring Depository Library Council meeting (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/07spring/digitization-0407.pdf).

[Partnerships](http://www.access.gpo.gov/su_docs/fdlp/partners/index.html) (http://www.access.gpo.gov/su_docs/fdlp/partners/index.html)

Through content partnerships, such as with the Central University Libraries of Southern Methodist University, permanent public access to digitized copies of U. S. Government [publications distributed by GPO during World War II](#) will be reformatted to extend usage to users in the electronic environment.

Cooperative Cataloging Projects

How two depositories are contributing to cooperative cataloging of FDLP materials is recounted in the 2006 Fall Depository Library Conference and Council Meeting presentation, "[Increasing Access to Electronic Documents as well as Older Print Materials - A Tale of Two Projects](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/index.html)" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06fall/index.html).

Tips, Practical Advice, and Lessons Learned

- You will want to check with other depository libraries that are going through the process of transitioning collections or services.
- Cooperative collection development and interlibrary loan can also provide access within a local area to rarely used items. Documents Data Miner 2, state plans, and consortia members can provide assistance with these activities.
- Be ready for change! Remember that unlike tangible publications that are received, shelved, and remain static and predictable, an electronic collection is an “organic” one. Persistent identifiers, such as PURLs or Handles, will prolong access but the publications themselves may change over time. Embrace change, and use a positive attitude to help your users and stakeholders accept change.
- Today's internet-savvy consumers expect immediate and continuous access to online resources and services to meet their needs.
- Cataloging the library's EL "selections" assists researchers with identification of publications of most interest to them and uses the library's primary publication finding tool, the OPAC, and treats depository publications comparably with other publications in your OPAC.

Did you realize that you don't have to?

- Create call numbers for non-depository electronic full-text publications in your OPAC. It is important to include a current link and bibliographic information but not necessary to add a call number.
- Create paper copies of your bibliographies and pathfinders. You can create all of these as part of your government publications Web page.

Important for Library Administrators

- No single depository can meet all potential community needs, especially in a digital environment. Frequent communication among neighboring depositories is strongly encouraged. Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.
- In transitioning to electronic, it is fundamentally important to consider access to and services in the use of electronic depository collections.
- Remember that electronic materials do not lessen the importance of tangible materials.

List of Resources for Transition in the late 20th Century

GPO Electronic Information Access Enhancement Act of 1993

passed as P.L. 103-40

(http://www.access.gpo.gov/su_docs/law.html) ushered GPO into the online information environment by requiring the Superintendent of Documents to develop mechanisms to enhance public access to a wide range of Federal electronic information products:

- Maintain an electronic directory of Federal electronic information;
- Provide a system of online access to the Congressional Record, the Federal Register, and other appropriate publications, as determined by the Superintendent of Documents; and
- Operate an electronic storage facility for Federal electronic information.

Collectively, these elements constitute GPO Access.

Senate Report 103-27

Incorporated the Federal Bulletin Board, which existed prior to P. L. 103-40, into GPO Access

(http://www.gpoaccess.gov/stylemanual/2000/chapter_pre-3.html) The Federal Bulletin Board (FBB) is a free electronic bulletin board service of the Superintendent of Documents, U. S. Government Printing Office that:

- Enables Federal Agencies to provide to the public self-service access to Federal information in electronic form;
- Serves as a means to distribute electronic files in various file formats to the public;
- Allows documents to be downloaded free of charge.

FDLP Guidelines for Determining Superseded Materials

(http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html) provided a list of superseded materials in 1996 along with criteria for determining superseded materials

Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program

(http://www.access.gpo.gov/su_docs/fdlp/pubs/study/studyhtm.html) published in 1996 to provide overarching guidance for how the FDLP would transition in the 21st century from print to electronic media. The basis of the [Essential Titles List](#) to see which items will continue be distributed in tangible format was derived from this study (http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html).

Managing the FDLP Electronic Collection: A Policy and Planning Document

(http://www.access.gpo.gov/su_docs/fdlp/pubs/ecplan.html) published in 1998 to define the FDLP Electronic collection as composed of core legislative and regulatory publications; products directly managed for other agencies and available through *GPO Access*; publications identified, described, and linked to

through GPO services, but which remain under the control of originating agencies, with access through GPO's locator tools and services; and tangible electronic products (such as CD-ROM, DVD, or others) distributed to Federal depository libraries.

[Depository Library Public Service Guidelines for Government Information in Electronic Formats](#)

(http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguid.html) published in 1998 provided Federal depository libraries with guidelines to assist them in developing a plan for enhancing services where necessary and training staff in order to provide such services. **The GPO General Counsel stated that "any library selecting items in electronic formats must maintain a capability to allow for unimpeded use of those documents by its public patrons".**

[FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](#)

(http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) published in 1999 provided instructions for substituting electronic formats for tangible materials and included criteria stating, "*A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible*". **It was reiterated that the GPO guidelines for weeding including the 5-year retention rule still applied as well as the REQUIREMENT that approval MUST be obtained from the regional depository.**

[FDLP Internet Use Policy Guidelines](#)

(http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html) published in 1999 provided guidance for internet access for users seeking electronic resources at public access workstations

[President's Management Agenda Fiscal Year 2002](#) aimed for reforming government to be citizen-centered (<http://purl.access.gpo.gov/GPO/LPS14526>). The goal was established "to champion citizen-centered electronic government that will result in a major improvement in the Federal Government's value to the citizen". As part of that goal, agencies were tasked to continue to "create easy-to-find single points of access to government services for individuals".

[OMB Memorandum M-06-02, "Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model"](#)

(http://www.whitehouse.gov/omb/inforeg/reports/2006_egov_report.pdf) was implemented as an e-government initiative to promote greater access to government information through the use of technology, including agencies publishing directly to their Web sites.

[Considerations in Selecting Online Publications](#)

(http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad071503.html)

published in AdNotes in 2003 provided answer on locating online publications designated in the List of Classes as (EL) or bundled with tangible formats, especially in agency general publications categories; advantages to libraries of selecting item numbers for EL publications; advantage to users when libraries select item numbers for EL publications; and implications for collection development.

[A Strategic Vision for the 21st Century](#)

(<http://www.gpo.gov/congressional/pdfs/04strategicplan.pdf>) published in December 2004 envisions a new model for the FDLP which increases partner flexibility, a flexible digital information content system for Federal documents, and increased access to and usefulness of federal information to serve the public's needs.

[Knowledge will Forever Govern](#)

(http://www.access.gpo.gov/su_docs/fdlp/council/dlcvision092906.pdf) issued by the Depository Library Council in 2006 as their Vision Statement for Federal Depository Libraries in the 21st Century

[The Federal Government Information Environment of the 21st Century: Towards a Vision Statement and Plan of Action for Federal Depository Libraries](#)

(http://www.access.gpo.gov/su_docs/fdlp/pubs/dlc_vision_09_02_2005.pdf) discussion paper along with the [DLC Vision: Future Scenarios](#) (<http://dlcvisionoutline.blogspot.com/>) initiated a discussion with depository library staff to envision the FDLP of the future including such elements as collections(physical and electronic), services of all types, collaboration with a variety of partners, relationship with Federal Government and governance, structure of the FDLP system, and finding aids such as bibliographic information.

Chapter 14

Disaster Preparedness and Recovery

Describes disaster preparedness, disaster plans, disaster response, and replacing Federal publications damaged or destroyed in a disaster

What's New and Important

- This entirely new chapter discusses disaster recovery issues that are specific to Federal depository libraries. **While many excellent books, articles, and Web resources concerning disaster preparedness and recovery are available, as a depository coordinator, you NEED to know what to do in the immediate aftermath, how to handle treatment and replacement issues, and how to maintain processing and public service after a disaster affects the depository collection.** The information presented is based upon the actual experiences of depository libraries that have been through many different kinds of disasters.
- Specifically, this chapter includes a general discussion of disaster preparedness, strongly encourages the development and documentation of a disaster plan, and provides instructions for a disaster response. The chapter also discusses the replacement of Federal documents damaged or destroyed in a Disaster and provides additional resources for more information concerning disaster preparedness and recovery.
- All U.S. Government publications supplied to depository libraries through the Federal Depository Library Program (FDLP) remain the property of the United States Government; your depository is responsible for their replacement or repair if this property is lost or damaged.
- The following are some basic questions you should ask yourself about disaster preparedness and recovery.
 - Does your library have a disaster plan?
 - Does your library have supplies?
 - Does your library have up-to-date lists of emergency contacts?
 - Does your library have an easily accessible list of staff contacts to call first? What if your primary contact is unavailable?
 - Does your cleaning staff have this important contact information?

- Does your library have an evacuation plan and maps?
- Does your library have salvage priorities?
- Does your library have an easy to understand information tree, for steps to take when an emergency arises?

Disaster Preparedness in General

Disaster Preparedness begins with a threat assessment and subsequently taking some common preventive measures to avoid loss.

Threat Assessment

Often, you can avoid or minimize the damage caused by a disaster by proactively examining the possible threats or risks to your library collection and building. Think about common disasters that may occur in your area. Water is the most common destructive force affecting libraries. Is the area prone to hurricanes, earthquakes, or floods? If the library is in an earthquake zone, are the shelves bolted and reinforced? What is the condition of the library building? Are there structural defects or other problems in the facility? Is the electrical wiring in good working order? Are there changes in temperature and humidity that encourage the growth of mold and mildew? Does the building have plumbing or drainage problems? Realistically assess the condition of the library's building and immediate area. Should a disaster occur in the future, what actions can you take in advance to lessen the damage?

Prevention

There are common preventive measures that your depository can take to help avoid the loss of materials.

- Materials should be shelved at least six inches above the floor.
- No valuable materials should be stored in areas prone to flooding.
- Keep rare or valuable materials away from windows.
- Hang fire extinguishers in accessible areas and train staff how to use them. Include their location in the depository floor plan.
- Include fire exits and fire alarm pulls on the floor plan.
- Keep storage areas uncluttered and store materials off the floor.
- Do not block aisles or exits.
- Maintain a temperature of less than 70 degrees and a humidity level of less than 50 percent to discourage the formation of mold and mildew.
- Restrict food to certain areas of the library building, and empty trash cans daily.

- Install water-sensing alarms in areas susceptible to flooding.
- Install a sprinkler system, if appropriate. A sprinkler system may not be appropriate for some collections but should be considered when planning renovations or new buildings.

Other Preventive Measures

Other preventive measures you can take include:

- An important preventive measure is electronic backup of digital data. If your library has a regularly scheduled server backup with a backup-and-recovery service, bibliographic records for depository materials in the library's electronic files should be included and duplicated offsite. **Personal computer files, account numbers and passwords, processing procedures, the depository disaster plan, electronic shelf lists, and other items that are essential to depository operation NEED to be saved on CD-ROMs, zip drives, or external hard drives and stored away from the library building.**
- If possible, rare or important depository materials that exist only in tangible format should be digitized. They can then be saved and backed up on electronic media. Additionally, identify rare depository materials and consider housing those in the rare books or special collections departments in the library.
- Insurance companies may want to know exactly which titles or how many publications were destroyed. In many depositories, only selected holdings are reflected in the online catalog. Ideally, Kardex files, shelf list files, and other important paper files should be digitized or duplicated. If these files were to be destroyed, it would be difficult to determine which materials were in the collection.
- High priority publications are items that are of great importance to the depository collection. These publications should to be considered first when developing preventative measures. If it is not possible to put preventative measures into place to avoid their damage, then these materials should be salvaged first and should be included along with a description and the call numbers on the depository emergency floor plan. Make sure the emergency floor plan and the location of those high priority publications are available to your fire department. They will usually make an effort to save what you consider most important. Here's a checklist to help you identify high priority publications:
 - Is the publication a rare or important item?
 - Is the publication needed to continue service to patrons at a temporary location?
 - Is the material available in another format, such as online?

- Is the publication accessible at another depository library in your local service area?
- Does the item require immediate attention?
- Would replacement cost more or less than restoration?
- Does the printing or paper coating of the publication require special handling?

Insurance

- Insuring the value of the Government documents collection against loss is imperative to successful disaster recovery. According to the Principle of Comparable Treatment, your depository collection should be given the same level of insurance protection as the rest of the larger library's collections. Keep in mind that insurance companies have a variety of methods for valuing collections, and you should be consulted when valuing Government publications, including depository items housed at other locations. **The ownership of the Federal publications and the library's responsibility for replacing them NEEDS to be made clear in discussions concerning insurance.** It is incumbent on your library's administration to make certain the policy covers materials entrusted to the care of the library as well as materials owned by the library.
- Often, replacements for historical collections such as the Congressional Serial Set will necessitate a large outlay of funds for digital or microfiche replacement. Large runs of statistical publications may also require much more than the average price per publication allowed under the insurance policy. Plans range from very sophisticated valuation schemes taking into account price per unit by date published and processing costs, to simple valuations of a more minimal average price per item. When negotiating the insurance coverage, consulting with the depository coordinator will improve the library's chances for adequate replacements of core and high priority publications in the collection.
- In keeping statistics of holdings, be as detailed as possible. Statistics may be categorized by format of the publication and whether the items were received on deposit, received as gifts, or purchased. Consider listing rare or valuable material separately. The more detailed the collection statistics are, the easier it will be for you to calculate insurance valuation or replacement costs in the event of a disaster.
- Photo documentation of the depository collection prior to a disaster is essential in documenting the quantity and condition of the collection, furniture, and equipment. Insurance companies may require this sort of documentation.

Disaster Plan

- Your library disaster plan is a guide that is used to assist in preparing for and recovering from a disaster. Disasters can range from minor incidents such as broken water pipes to major damage caused by floods, fires, or earthquakes. Your library should have a disaster plan in place to prioritize salvaging library materials and to resume public service as quickly as possible when a disaster occurs. If your library does not currently have a disaster plan, it should begin developing one immediately. Federal Government publications should be specifically addressed in the disaster plan. Resources for writing a disaster plan are listed at the end of this chapter. It is acceptable for your depository's disaster plan to be included in an overall plan for the entire library.
- Your library disaster plan should mark the location of high priority publications and disaster recovery supplies on a depository emergency floor plan so that they can be easily located. Each emergency is a unique event; your library disaster plan should be adaptable to the situation at hand. The goal in disaster planning is to recover the materials that have value, plan for replacement of lost items, and resume service to users as soon as possible.
- Your library disaster plan should consist of a master copy and multiple working copies and include preservation and recovery procedures. There are procedures that can be followed by your library staff as well as procedures that an outside disaster recovery company will follow, taking into consideration that a company may have little or no experience with damaged library materials or Government publications.

Master Copy

The master copy of your library disaster plan includes information not found in the working copies, such as an introduction, previous disaster reports, and an annual review and update schedule. Review the disaster plan annually, and date any revisions.

Suggestions for your master copy of the disaster plan include:

- Introduction statement
- Emergency telephone numbers and email addresses including disaster response team coordinators and members, nearby depositories and regional depositories, and GPO
- Threat assessment
- Prevention (mitigation)
- Backup plan for digital data
- High priority publications list
- Recovery methods
- Floor maps, charts and graphs (including location of disaster response supplies, high priority publications, exits, and fire-alarm pulls)

- List of vendors and service providers
- Disaster response and recovery reports
- Annual review and revision schedule (all revisions should be dated)
- List of disaster recovery companies to contact

Working Copy

The working copies of your library disaster plan are a scaled-down version of the master copy. They should include concise directions, lists, tables, charts, diagrams, and the depository emergency floor plan. The working copies will include little text, because first responders will not have time to read long passages. The working copies, placed in plastic page protectors and bound in a three-ring binder, should be distributed to key personnel and service points for use by first responders at a disaster site.

Suggestions for your working copy of the disaster plan include:

- Emergency telephone numbers and email addresses
- Telephone numbers and email addresses for all staff members, including a contact such as a family member who could confirm their whereabouts in the event of an evacuation
- Steps to establish a Web site to track information in the event of a disaster
- Depository emergency floor plan
- High priority publications list
- Recovery instructions and procedures

Resources listing disaster supplies and describing recovery methods are included at the end of this chapter.

Disaster Response

This section provides basic information regarding your response to a disaster. **While the environment following a disaster is often chaotic, a response MUST occur swiftly to minimize damage and to maximize recovery efforts.** To help you respond in a more logical and swift manner, consider the following points.

- Know when to safely re-enter the damaged building and start an initial damage assessment.
- Be familiar with the tips on recovering government materials and develop a disaster recovery report that provides the details of the disaster and loss you experienced.

- Remember to contact LSCM to cease shipments in the event that your library cannot receive shipments.
- Resume public services as soon as practical and communicate with other depository libraries about your situation.
- Evaluate the damage and assess the losses, prioritize treatment and/or replacement.
- Process new or replacement material as soon as possible to meet your user needs.

Entering the Library Building and Initial Assessment of Damages

You should not enter a damaged library building until appropriate authorities have declared the building safe for entry. Upon entry into the building, locate the area of the Government publications collection and begin an initial assessment of the damage including writing an assessment of the damage as documentation of your loss. Documentation of the damage is very important and should include photos or videos of the damage. Recovery commences with the stabilization of the area in which the government documents collection was housed, followed by the actual recovery of the materials.

Documentation of Damage

A photographer should be assigned to document each stage of the disaster and recovery activities. The photographer will record the damaged areas and materials before any recovery efforts take place. Photo documentation should continue throughout the recovery period with the time and date of each photo or video recorded. As depository coordinator, you should document all response and recovery efforts in writing and prepare a detailed report of the disaster for future reference. A report of the damage and recovery efforts should also be posted on e-mail discussion groups such as GOVDOC-L and any local or statewide groups. Other libraries may want to help.

Stabilization and Recovery

Below find information regarding stabilization and initial recovery efforts as well as tips for recovering government materials.

- After documentation photos or videos have been made, you will want to work to stabilize the area. Clean up standing water and remove soggy carpet. Try to bring temperature and humidity to recommended levels (65 to 70 degrees and 40 to 50 percent humidity) to deter the formation of mold and mildew. If electricity is available in the building, fans and dehumidifiers are useful for this purpose.

- Familiarity with Federal Government publications (the collection, SuDocs numbers, recordkeeping, etc.) is essential in keeping track of the disposition of the publications that were damaged. You will want to train all library staff on Government publications in advance to ensure that everyone is able to assist with recovery efforts.
- You can locate the items on the high priority publications list, and determine the method of recovery that should be used. There are many salvage options available, but some are very expensive. Find out what your library will allow and plan accordingly. If a recovery service will be used, they may require specific handling instructions. Check with the head of the disaster response team for specific treatment instructions.

Tips for Recovering Government Materials

Some good tips for recovery of damaged materials include the following. Note that in order to process damaged materials quickly after a disaster, your depository library may want to stock some supplies just in case.

- Label boxes with waterproof markers or plastic tags.
- If items are being moved to a recovery facility, begin with the most water-soaked items.
- If your library has decided to air-dry items, choose the least damaged items first for a faster recovery.
- Mold and mildew can develop on wet materials within 48 hours. If possible, damaged material should be frozen to stop further water damage and mold growth.
- When freezing publications, pack them in vented plastic crates such as milk crates that have holes for air circulation.
- Materials with only minor water damage can be packed in cardboard boxes for shipping.
- Wet microfiche/microfilm and photographic negatives should be placed in clean water and transported to a recovery facility to be air or freeze dried within 48 hours. If they are muddy, rinse them first.
- Compact disks can be rinsed and dried with a sponge or a blow dryer on the “cool” setting.
- If asbestos has contaminated materials, hazardous materials experts should be consulted regarding handling.
- Undamaged publications may have to be removed from the building. Place these materials in stackable containers for easy transportation.
- Keep a list and photos of the materials that have been salvaged, thrown away, or stored. Keep careful records of where materials have been sent, and update the list when materials are moved or returned.

Disaster Recovery Report

After each disaster, no matter how minor, you will want to write a disaster recovery report detailing the event and the recovery.

- the date and time of the disaster;
- a description of the disaster;
- an approximate number of documents affected;
- immediate response taken;
- long-term actions taken;
- amount of time spent on the recovery;
- results or impact of the disaster;
- a description and number of pieces discarded, if any;
- recovery budget and amount spent; and
- photographs or videos made by the photographer.

You should send a copy of this report to your library administrator, the regional depository library, LSCM, and the disaster response team leader. Keep a copy filed in the Master Plan notebook.

Notification to LSCM when your Depository Library cannot Receive Depository Shipments

- If damage to the building where the depository shipments from LSCM are received is extensive and interrupts the normal delivery of mail, you should notify Depository Distribution in the Office of Collection Management and Preservation as soon as possible to make appropriate arrangements. These arrangements may include LSCM holding your depository shipments.
- Contact [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) regarding shipments.
- You should also contact your local United States Postal Service office, other delivery services (for example, UPS), and the mail delivery system at your institution to make temporary arrangements to hold shipments or deliver them to an alternate location.

Resumption of Public Service

- Public services, including access to and service in the use of Federal Government information resources, should be resumed as soon as possible after a disaster. If the public service points for the Federal publications have been extensively damaged, temporary service points should be established within the building or in another library or building on campus or in the community. The public should be kept informed of the status of the depository through available media sources as well as the depository's Web page.
- If your depository cannot provide public service, arrangements for providing public service should be made with a nearby depository or with the regional depository library. In any case, the information about the temporary public service location and contact information should be communicated to LSCM, the other depositories in the state, and other libraries that may rely on your services.

Communicating about the Availability of Government Publications

- The Federal Government information resources should be made accessible to the public as soon as the building has been declared safe for occupancy and public use.
- If the resources are located in areas that are heavily damaged and that will require extensive repairs or renovations, you should make arrangements to retrieve publications for public use from these damaged areas or from an offsite facility if one is established. Referrals to nearby depository libraries and the regional depository library can also be made in order to provide the public access to Government information.

More Information for Evaluating the Damages and Assessing the Losses in your Depository Library

- Federal publications are distributed by LSCM in a variety of formats: tangible, microfiche, tangible electronic (audio, video, CD-ROMs, DVDs, floppy diskettes), and maps. In some depository libraries, all Government publications, regardless of format, are housed together in one location. In other depositories, the format determines where the material is located.
- Some depository libraries choose to integrate their Federal publications into the main collection using a cataloging and classification system other than the Superintendent of Documents system. Determining the extent of the damage or loss of publications in this case would be part of the evaluation of the damaged materials in that location in the library.
- The condition of the damaged publications will be assessed following the established procedures in your library's disaster plan. If the damage is extensive and experts determine that the collection is a total loss, there would be no reason for further assessment of the condition of the material. If the damage is not extensive, publications should be examined on an individual basis to

determine their condition. For example, publications damaged in a fire may be evaluated and categorized as:

- Unsalvageable/To be replaced; or
 - Salvageable/To be rebound; or
 - Salvageable/To be cleaned.
- Ideally, staff performing the evaluation should be familiar with Federal publications. In any case, guidelines for the evaluation process should be written and retained for future reference. Training should be provided to staff who will be evaluating the material.
 - When evaluating individual publications, be aware that the damage may not be as extensive as it appears. Some depositories place small brochures (for example, National Park Service brochures) in manila envelopes to help in stack maintenance. In a fire, the envelope may be partially destroyed, while the brochure itself has survived. Bindings that appear completely charred on the outside may have contents that were only slightly damaged in a fire. Carefully examine and evaluate older publications (such as Serial Set volumes) that contain brittle paper and folded leaves before the final assessment is made.
 - In assessing losses, you should consider that even if a publication has been rebound or cleaned, this does not preclude further damage to the material. In a fire, the high heat and smoke shortens the life expectancy of the damaged documents. Deterioration will be evident in the black staining that appears on the text edge of newly rebound books, audible cracking of damaged adhesive when volumes are opened and heavy soot deposits remaining on page edges and along fold out creases. **This rate of deterioration cannot be predicted but is something that NEEDS be monitored on a regular basis.**
 - When depository library materials are badly damaged or decomposed as the result of a natural or man-made disaster, regional librarians may authorize the bulk disposal of such materials and bypass the Needs & Offers lists. Considering the state of decomposition of those items, LSCM does not require damaged materials be offered to other depositories.

Prioritizing Treatment/Replacement

- After the damaged publications have been evaluated and categorized, the method of treatment outlined in your library's disaster plan should be followed or a process should be established to fit the specific circumstances of the situation.
- **Some questions that NEED to be considered in the treatment process:**
 - **Who is doing the treatment (library staff or members of the disaster recovery service)?;**
 - **Where will the treatment be done (on-site or off-site)?;**
 - **What timetables need to be followed?; and**

- **What outside factors may influence the process (institutional or insurance company requirements)?**
- Establishing the priority for replacing material that cannot be salvaged should follow your depository's collection development policy for U.S. Government publications and the priorities established in the library's disaster plan.

Bibliographic Control

- **Records of the disposition of the publications MUST be kept.** Notations should include information that will assist the public in determining the status or location of a publication. The status or location might read, for example, :
 - destroyed;
 - sent to bindery (date sent); or
 - sent for treatment at an offsite facility (date sent).
- These notes could be entered in the cataloging records in your depository's online catalog so that the status of a publication can be determined. In depositories that have paper or electronic shelf list records for some of the documents in their collections, the status notes should be entered in the shelf list.
- A spreadsheet listing those publications that were destroyed will probably prove useful. This record could be used to provide easy access to the status information of a publication not listed in the depository's catalog and would be useful when searching for replacements in disposal lists or through the Needs and Offers List.

Replacing Federal Publications Damaged or Destroyed in a Disaster

When disaster strikes your depository, many decisions MUST be made about replacing damaged or destroyed publications. If only a few publications have been damaged, it may be relatively easy to replace them. **However, if the disaster damaged or destroyed a large portion of your depository collection, you MUST plan for replacement or treatment of damaged publications in consultation with your parent institution, the insurance company or other funding agencies, the regional depository, and LSCM.**

Responsibilities of Regional and Selective Depositories

- **Regional depositories are REQUIRED to retain at least one copy of all Government publications made available under the FDLP in printed form, microform, or tangible electronic format.** A regional is therefore obligated to attempt to replace or restore all FDLP publications that were damaged in a disaster. **Selective depositories MUST make every reasonable effort to replace or repair the Federal Government property that has been lost or damaged.** In many cases, electronic versions of publications are acceptable replacements for damaged or destroyed tangible publications. For more information, please visit the web page on the [FDLP Guidelines on Substituting Electronic and Tangible](#)

[Versions of Depository Publications](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) at

(http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html).

- Your library director should be aware that a disaster does not absolve the library of responsibility in continuing to fulfill the duties of a Federal depository library. **Furthermore, the depository collection MUST be replaced to the same extent as non-depository collections in the library affected by a disaster.** For example, your library cannot use the disaster as an opportunity to drastically reduce the size of the Government publications collection or to circumvent the withdrawal process. However, material that would have been targeted for withdrawal under normal circumstances need not be replaced.

Treatment and Replacement

If damaged publications are to be treated, they should be restored to a usable condition. For example, traces of mud or soot should be removed from each publication. Some damaged publications may be restored to a usable condition by being bound or rebound by a binding company. If it is not possible to restore the documents or if replacement is deemed more appropriate, your depository may obtain replacement copies by reviewing the disposal lists distributed by the regional depository, by reviewing publications on the national [Needs & Offers List](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) which includes a special section for disaster recovery efforts, by contacting Federal agencies, or by purchasing through commercial book vendors. Publications available electronically through the FDLP may be considered replacements as well. Refer to [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) for guidance.

Resumption of Processing

- Processing of new depository material should resume as soon as possible. If the processing cannot physically be done in the designated department or unit, you should make arrangements to do the processing in a temporary location either inside or outside of the library, and may involve sharing processing space and equipment with another department or unit of the library.
- If your depository loads vendor records into its integrated library system (ILS), appropriate arrangements should be made with the vendor to ensure that this procedure will not be affected by the depository's processing delays or disruptions.
- If the depository shipments are being received but cannot be completely processed, your staff should try to complete the basics, such as unpacking shipments, checking shipping lists for receipt and claiming purposes, affixing property and date received stamps, etc. Partially processed publications may be shelved in a nonpublic area where staff could retrieve them.

Sources of Replacement Documents

Although LSCM does not maintain retrospective stock of publications disseminated through the FDLP, there are several immediate sources for obtaining replacement copies of Government publications. These include:

- **U.S. Government Printing Office**

You can contact LSCM using the claims process to replace recent shipping list boxes that were destroyed. Bear in mind that LSCM may not be able to provide free replacement copies of Government property destroyed in a disaster; it is the responsibility of your depository to obtain replacements. The [GPO Bookstore](http://bookstore.gpo.gov/) (<http://bookstore.gpo.gov/>) sells copies of many recent and popular publications.

- **Other Depository Libraries**

You should compile a list of publications that need to be replaced. This list may be distributed to the regional and to other depository libraries through LSCM's [Needs & Offers List](#).

(http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html). The regional depository library may cull duplicates from its collection and may request that other selective depository libraries in the region also cull duplicates for the affected library. Libraries providing replacement publications should expect reimbursement for shipping costs from the requesting library. When possible, the regional depository should provide assistance to the selective, such as providing storage space for publications being collected or requesting material from other libraries.

Publications may be replaced in formats other than those of the damaged publications. For example, tangible material may be replaced with microforms or electronic versions. Photocopies or other types of reproductions may be requested from the regional or from other depositories, which should supply them at cost to the requesting library.

- **Library of Congress**

The [Library of Congress](http://www.loc.gov/preserv/pds/) (<http://www.loc.gov/preserv/pds/>) maintains microfiche masters for all microfiche distributed through the FDLP. Some depositories also offer microfiche duplication services and would be able to provide duplicate microfiche to other depositories for a fee. **When replacing microfiche publications, the type of microfiche NEEDS to be specified.** LSCM has distributed publications in both silver halide and diazo formats. Silver halide is considered the archival format. However, silver halide microfiche should not be stored in the same cabinets as diazo or vesicular microfiche. Also, according to some experts, even though the silver halide fiche is archival, it is more easily damaged by heat and smoke.

- **Federal Agencies**

Federal agencies may provide free copies of recently published publications. Federal agencies also have publications catalogs available on their Web sites. The [National Technical Information Service](http://www.ntis.gov/) (<http://www.ntis.gov/>) sells many Government publications, particularly technical reports.

- **Commercial Vendors**

There are many commercial vendors that sell Government publications and could be used for replacing damaged items.

Additional Resources

[The Northeast Document Conservation Center](http://www.nedcc.org/) (<http://www.nedcc.org/>) is a leading resource in disaster recovery efforts.

Books

- Alire, Camila (ed.). 2000. *Library disaster planning and recovery handbook*. New York: Neal-Schuman.
- Fortson, Judith. 1992. *Disaster planning and recovery: a how-to-do-it manual for librarians and archivists*. New York: Neal-Schuman Publishers.
- Kahn, Miriam B. 2003. *Disaster response and planning for libraries*. Chicago: American Library Association.
- Myers, M. J. (ed.). 1991. *SPEC kit 178: insuring library collections and buildings*. Washington, DC: Association of Research Libraries.
- Special Libraries Association. 1989. *Disaster planning and recovery: an SLA information kit*. Washington, DC: Special Libraries Association.

Web Sites

- [Proceedings](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/97pro39.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/97pro39.html) of the 6th Annual Federal Depository Library Conference, April 14-17, 1997, “Emergency Preparedness and Recovery”
- [Proceedings](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro28.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro28.html) of the 9th Annual FDLP Oct. 22-25, 2000, “Writing the Disaster Response Plan: Going Beyond Shouting “Help! Help!”
- [Proceedings](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/01pro30.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/01pro30.html) of the 10th Annual FDLP Oct. 14-17, 2001, “Effective Disaster Plans: Response, Mitigation, and Continuity”
- [Heritage Emergency National Task Force](#)

- These tools are the result of the Task Force's "Lessons Applied" initiative to develop practical applications for the lessons from Hurricane Katrina. (<http://www.heritageemergency.org>)
- [Disaster preparedness and response](http://palimpsest.stanford.edu/bytopic/disasters/) (<http://palimpsest.stanford.edu/bytopic/disasters/>) (Preservation Department of Stanford University Libraries)
- [Disaster recovery](http://libweb.hawaii.edu/libdept/preservation/disrecovery.htm) (<http://libweb.hawaii.edu/libdept/preservation/disrecovery.htm>) (University of Hawai`i at Mānoa Library Preservation Department)
- [Smithsonian Institution Archives Disaster Planning, Prevention and Recovery Manual for the Smithsonian Institution Archives](http://www.si.edu/archives/report/disaster/) (<http://www.si.edu/archives/report/disaster/>)
- [Disaster Response: A Selected Annotated Bibliography](http://archive.ala.org/library/fact10.html) (ALA) (<http://archive.ala.org/library/fact10.html>)
- [Disaster Planning for Libraries: Selected Resources](http://library.csun.edu/mfinley/fdcread.html) (<http://library.csun.edu/mfinley/fdcread.html>) (California State University - Northridge)
- [CLRC Preservation Resources Page](http://clrc.org/progs/preserv.shtml) (<http://clrc.org/progs/preserv.shtml>) (Central New York Library Resources Council)
- [Collection Preservation and Disaster Response Planning for Louisiana Libraries](http://www.latech.edu/disaster/) (<http://www.latech.edu/disaster/>) (LALINC Task Force on Preservation and Disaster Planning)
- [Emergency Preparedness and Response](http://www.loc.gov/preserv/index.html) (<http://www.loc.gov/preserv/index.html>) (Library of Congress)
- [Disaster Plans on the Internet](http://seflin.org/preserv/intplans.html) (<http://seflin.org/preserv/intplans.html>) (SEFLIN Preservation and Conservation Committee)
- [Disaster Mitigation & Recovery Resources](http://www.solinet.net/preservation/preservation_template.cfm?doc_id=71) (http://www.solinet.net/preservation/preservation_template.cfm?doc_id=71) (Solinet)
- [Disaster Prevention & Response Information Kit](http://www.sla.org/content/resources/inforesour/sept11help/disip/infokit.cfm) (<http://www.sla.org/content/resources/inforesour/sept11help/disip/infokit.cfm>) (Special Libraries Association)
- [Salvage At A Glance](http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html) (<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>) (Western Association for Art Conservation)

Disaster Plans

- Amigos Library Services, Inc., [Disaster Plan Template](http://www.amigos.org/preservation/disasterplan.pdf) (<http://www.amigos.org/preservation/disasterplan.pdf>)

- Baltimore Academic Libraries Consortium, [Disaster Preparedness Plan](http://matrix.msu.edu/~disaster/balcplan.php#Resources) (<http://matrix.msu.edu/~disaster/balcplan.php#Resources>)
- Michigan State University Libraries, [Disaster Manual](http://www.lib.msu.edu/apd/Disaster_Man_Lib.htm) (http://www.lib.msu.edu/apd/Disaster_Man_Lib.htm)
- New York University, Bobst Library, Preservation Department, [Disaster Plan Workbook](http://library.nyu.edu/preservation/disaster/begin.htm) (<http://library.nyu.edu/preservation/disaster/begin.htm>)
- University of Iowa Libraries, Government Publications Department, [Disaster Plan](http://www.lib.uiowa.edu/govpubs/docslib/disasterplan.html) (<http://www.lib.uiowa.edu/govpubs/docslib/disasterplan.html>)
- Wake Forest University, Z. Smith Reynolds Library, [Disaster Plan](http://matrix.msu.edu/~disaster/balcplan.php#Resources) (includes Gov Docs, High Priority Docs) (<http://matrix.msu.edu/~disaster/balcplan.php#Resources>)
- Western New York Library Resources Council, [Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives](http://www.wnylrc.org/pub/disman.htm) (<http://www.wnylrc.org/pub/disman.htm>)

Tips, Practical Advice, and Lessons Learned

- Often, treatment or replacement decisions are directed by the parent institution or the funding agency, such as an insurance company or the Federal Emergency Management Agency. Do not assume that, as depository coordinator, you will control the process. It is important to communicate to funding agencies the issues specific to being a Federal depository library.
- Contact vendors to get competitive quotes for replacement publications. If you are making a large purchase, vendors may offer substantial discounts.
- Keep written documentation when discussing replacement costs with vendors or publishers. Estimates of replacement costs can change dramatically as more detailed information about the extent of the damage or losses are compiled. Insurance claims based on a lower figure may not cover the actual replacement cost.
- Contact Depository Distribution in the Office of Collection Management and Preservation as soon as possible if mail service has been interrupted to make appropriate arrangements for your depository shipments.
- Publicize the disaster and your needs. Tell everyone you know. You'll be amazed at how many people come forward to help.
- Keep LSCM informed of the recovery process to assist with needs and offers and the resumption of depository shipments.
- The procedure for coping with disasters may be incorporated in the state plan with emphasis on depository coordination and communication.
- Maintain copies of depository designations or agreements in a remote location. Copies may be required by funding agencies.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- Your decision on whether to use an outside disaster recovery service or library staff and management can depend upon the extent of the damage and the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be overwhelming for employees.
- **If a disaster recovery service is responsible for the recovery process, you and your library management team NEED to be aware that some of its recovery methods and processes may not be suitable for your library materials.** For example, there are several processes and products available for removing smoke odors that would actually damage library materials. Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments may need to be made in a variety of procedures.

Did you realize that you don't have to?

- Waste time when a disaster occurs. Your disaster planning should include creating a list or map to alert rescue workers about materials you would like them to save first. Your secondary copies of the disaster plan should be available offsite in multiple locations so that rapid response can occur at the first sign of an incident.
- Wait for an incident to occur before acting to protect the collection. There are multiple common preventive measures that your depository can take to help avoid the loss of materials.

Important for Library Administrators

- It is important for you to communicate with the staff as soon as possible after a disaster about the status of their workplace. This communication should continue on a regular basis throughout the recovery process.
- Publications received through the Federal Depository Library Program remain the property of the Federal Government. However, your library is responsible for the treatment and replacement of all publications damaged or destroyed in a disaster and should keep LSCM informed about the extent of the losses and the replacement efforts being made.
- You will also have to work with insurance companies and adjustors who may have little experience working with libraries and/or Government publications.
- Your decision on whether to use an outside disaster recovery service or library staff and management can depend on the extent of the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be demoralizing to the employees.
- **If a disaster recovery service is responsible for the recovery process, your library NEEDS to be aware that some of its recovery methods and processes may not be suitable for library materials.** For example, there are several processes and products available for removing smoke odors that would actually

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

damage library materials. Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments will NEED to be made in a variety of procedures.

SUPERSEDED

Chapter 15

Federal Libraries

Discusses Federal agency libraries as depositories, public access to depository collections in Federal Libraries, their relationship to regional depository libraries and non-Federal depository libraries, and the discard process

What's New and Important

This entirely new chapter brings together information regarding the responsibilities of Federal libraries that have been designated Federal depository libraries.

Depositories in Federal Libraries

If your depository is a library of a Federal agency, it may have been designated as a Federal depository “by law” under the provisions of [Title 44 §1907](http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1907) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1907). This section of the law permits the libraries of executive departments, military service academies and independent agencies. The phrase, “independent agencies”, is broadly interpreted so that many different types of libraries in all three branches of Government are eligible for participation in the Federal Depository Library Program (FDLP). Examples of Federal libraries are National libraries, Federal Court libraries, academic libraries on military bases, as well as libraries in Federal agencies. The libraries of Boards, commissions, committees, and quasi-official agencies are not eligible under Title 44 for depository status.

Public Access to Depository Collections in Federal Libraries

- Since security in most Federal buildings is restricted in some manner, unplanned or unescorted access may be difficult to accommodate immediately. **However, free public access is still a REQUIREMENT for all depository libraries.** Therefore, depositories in Federal libraries may require the public to make arrangements in advance as well as to show identification, and/or to have an

escort. **Your depository library MUST still grant access to the general public to use depository materials, both physical and electronic.**

- **If your depository is in a Federal library, you are expected to work with your security office to make acceptable arrangements to ensure that the REQUIREMENT for public access to depository materials is met to the best of your organization's ability. Because facility access restrictions are well beyond the control of the agency library, latitude is given to Federal libraries, but public access to Federal Government information MUST still be provided in accordance with [Title 44 §1911](#) (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1911).**
- **Should physical access to your library building be denied temporarily because of the national threat level or other security issues, your library MUST still assist depository patrons by phone, e-mail, or other form of remote communication.** In such circumstances, libraries may fax materials, scan resources and deliver them electronically, or route requests for depository resources through interlibrary loan. Referring users to another nearby depository library where access is open to the public is also acceptable.
- You may clarify the information needs of the person seeking entrance to the building to ensure that the person has a need that will be met by the depository materials housed in your library. Depositories in Federal libraries are strongly encouraged to provide access to commercial resources that are available to agency employees if these resources are required to adequately meet the information needs of depository users. **Public users MUST be provided access to depository materials but may be restricted from accessing other non-depository materials even though they may have been created by a Federal agency.**
- **If your Federal library maintains public Web sites, you are REQUIRED to ensure access to the electronic depository materials and should develop Web pages that help users understand which materials are available to them.** You are also strongly encouraged to catalog your depository publications and provide access to a publicly accessible online catalog. For those with limited physical access, it is recommended that information regarding how to contact the library for assistance via phone, e-mail, or other services are included on the Web site. The Web site should also include an explanation of how to locate other Federal Depository Libraries in the area at [Locate a Federal Depository Library](#) (<http://www.gpoaccess.gov/libraries.html>).
- It is also strongly encouraged that you share your access limitations for public use with your regional and other selective depositories in the state to ensure appropriate referrals are made. For example, if a patron needs to call ahead for an appointment at a particular Federal library, other depositories should be aware of that requirement before sending someone to a specialized collection located in a Federal facility.

Regional Depository Libraries

Regional depository libraries have no jurisdiction over depository libraries in the various agencies of the Federal Government or the highest appellate court in the state. Federal agency depository libraries are designated by Title 44 and are responsible only to the Superintendent of Documents and their parent agency. However, in the spirit of cooperation, Federal agency libraries are strongly encouraged to participate in local meetings and other depository-related activities at the invitation of regional depository libraries.

Discards by Federal Libraries

Depository discard procedures are different for Federal agency libraries. Your Federal depository library is not required to maintain depository titles for five years. Materials may be withdrawn at any time and disposed of after they have been offered to the Library of Congress and the Archivist of the United States. Federal libraries should be judicious in their item selections for the collection development process; they should not select too many materials that will not be added to their library's collection. It is important that depository coordinators make selections responsibly and be good stewards of the appropriated funds that are spent to provide these materials, which can be very expensive.

The Library of Congress accepts surplus paperbound and hardbound books. Guidance on material accepted may be found at http://www.access.gpo.gov/nara/cfr/waisidx_04/36cfr701_04.html.

Contact information at the Library of Congress is as follows:

[Anglo-American Acquisitions Division \(LS/ACQ/ANAD\)](#)

Library of Congress

101 Independence Avenue, S.E.

Washington, D.C. 20540-4170

(202) 707-9524

<http://www.loc.gov/acq/fedsur.html>

Though not required, your Federal depository library is encouraged to offer withdrawn materials to your regional depository library, and to other depository libraries in their area if your agency regulations allow such practices. All materials distributed through the depository library program remain the property of the U.S. Government Printing Office. If your library is leaving the FDLP and wishes to keep certain publications that were received under the FDLP, you may request to retain them by submitting to LSCM a list of the depository publications you wish to keep.

Tips, Practical Advice, and Lessons Learned

- Work with your security office to make arrangements to ensure that the requirement for public access to depository materials is met to the best of your organization's ability.
- Share any access limitations for public use with your regional and other depositories in the state so that any referrals are made appropriately.
- Offer withdrawn materials to your regional library and to other depository libraries in their area if your agency regulations allow such practices so that other depositories can fill gaps in their collections.
- Participate in local meetings and other depository-related activities.

Did you realize that you don't have to.....?

- Maintain depository titles for five years.
- Offer withdrawn materials to your regional library.
- Provide access to non-depository materials even though they may have been created by a Federal agency.

Important for Library Administrators

- **Federal libraries MUST still grant access to the general public to use depository materials, both physical and electronic.**
- In the spirit of cooperation, Federal libraries are encouraged to participate in local meetings and other depository-related activities.
- All materials distributed through the depository library program remain the property of the U.S. Government Printing Office.

Suggested Core Collections by Library Type

Offers an explanation of suggested core collections, describes how suggested core collections fit into the scope of collection development, and provides lists of titles for the core collections in academic, public, and law libraries designated as Federal depository libraries.

This list, first disseminated in the *Federal Depository Library Manual* in 1993, has been reviewed and updated to indicate if item numbers are no longer active. The suggested core collection lists consist of recommended titles in all subject areas for academic, public, and law libraries acting as depository libraries. The lists are provided to address core collections in the majority of types of depository libraries participating in the FDLP. For a full discussion of collection development for depository libraries, see Chapter 5 in this Handbook. For titles on the suggested core collection list, depositories should work with other depository libraries both locally and nationally to retain material essential to users and for possible digital preservation.

Many libraries participating in the FDLP have significant holdings in particular subject areas, consisting of government documents and other types of works, or are located near and/or working with other libraries with specific strengths. Providing ways for users to learn of collection strengths and for the libraries to not only foster research but a variety of other cooperative services will increase the value of collecting these materials. When selecting items from the suggested core list, libraries may find it helpful to look at comparable libraries' holdings.

Provisions may be made for acquiring or locating audio, Braille, large print and foreign language editions of a range of works, noting also the availability of video, film, photograph, map and other non-print archives. Some suggested core collection items are available in only one format, however, if a library wishes to purchase alternative formats, either through the GPO Bookstore or commercial sources, there are no restrictions on doing so.

Depository libraries need not:

- Select all the items on the suggested core collection list since this is not a mandatory list.
- Select a certain percentage of items from the suggested core collection list. It is expected that most large academic and public libraries would select most items listed for their library type, and smaller libraries would be more selective, choosing items only most pertinent to their mission and community. Libraries may be selective, based on such criteria as their own collection development policies and items held in nearby depositories, and other collections. However, it is important to remember that the suggested core collection is a list of important resources and as such, serious consideration should be given to selecting as many titles as reasonable within the libraries' collection development plan as possible.
- Select suggested core collection items in specific formats since libraries can choose the format that best meets users needs, whether it is tangible or electronic.
- Keep suggested core collection items indefinitely. Suggested core collection items can be discarded following FDLP procedures for discarding depository materials and the local library's collection development policies.
- Shelf suggested core collection items separately. Suggested core collection items can be treated the same way as other FDLP materials.
- Provide access to the official version of titles listed on the suggested core collection list. Libraries can provide access to commercial versions of the titles listed on the suggested core collection lists rather than the official/depository version, providing that the effort is made to allow for ease of access to the databases for all library patrons.
- Keep your profile of selected items on the suggested core collection list the same every year. Libraries can change their selection of suggested core collection items according to the needs of the library.

The decision to host a government documents collection is an important one. The investment of personnel, time, and space provides users access to the varied resources which our government makes available. The FDLP offers coordination and some degree of standardization of these required and recommended collections so that users throughout the country and citizens elsewhere may access a consistent, basic foundation collection, augmented by resources of local and regional interest. The suggested core collection lists offers guidance to managers of these collections without unduly burdening the library with unnecessary materials.

Note: Items on the suggested core collection lists are marked with a symbol (^) and highlighted in yellow if the items numbers are inactive as of July, 2007. These items can no longer be selected by depository libraries.

^ indicates this item number is no longer active as of July, 2007

Suggested Core Collection for Academic Libraries Active and Inactive Items

0001 A 1.47: Agricultural Statistics

0006 A 1.1: Annual Report. Agriculture Dept.

0013-A-01 A 1.38/2: Facts about U.S. Agriculture

^ 0017 A 1.10: Yearbook

^ 0021-H A 93.16/3: Food Review

^ 0042-W A 93.21: ERS (Economic Research Service) Series

^ 0074-A-03 A 98.11: Food & Nutrition

0076 A 67.7/3: AgExporter

^ 0088-B A 77.245: Family Economics Review

^ 0125-A-03 AC 1.2: General Publications. Arms Control & Disarmament Agency

^ 0125-A-06 AC 1.13: Bibliographies & Lists of Publications

^ 0125-A-08 AC 1.16: World Military Expenditures

0126 C 1.1: Annual Report. Commerce Dept

0126 C 1.83: Appendix, Budget of the U.S. Government, Dept. of Commerce Chapter

0126-A C 1.54: Bibliographies & Lists of Publications

^ 0126-D-13 C 61.31/2: Franchising in the Economy

0127-A C 61.18: Business America

0128 C 1.2: General Publications. Commerce Dept.

0128-L C 1.88: National Trade Data Bank (CD)

^ 0128-N C 1.88/2: National Economic, Social & Environmental Data Bank (CD)

0130-D-01 C 59.2: General Publications. Economic Analysis Bureau

0130-D-02 C 59.8: Handbooks, Manuals, Guides

^ 0130-D-03 C 59.17: OBERS, BEA Regional Projections

0130-D-04 C 59.18: Local Area Personal Income

0130-D-06 C 59.20/2: U.S. Direct Investment Abroad

0130-D-07 C 59.20: Foreign Direct Investment in the U.S.

0130-K C 46.18: Bibliographies & Lists of Publications. EDA

0130-U C 59.24: Regional Economic Information System (CD)

- ^ 0131-F C 3.252: Factfinder for the Nation
- 0131-H C 3.253: Economic Censuses: Reference Series
- ^ 0132 C 3.250: Women-Owned Businesses
- ^ 0132-A-(nos.) C 3.255/2: Census of Retail Trade: Geographic Area Series
- ^ 0132-A-(nos.) C 3.255/5: Census of Retail Trade: Major Retail Centers Statistics
- ^ 0132-B-(nos.) C 3.256/2: Census of Wholesale Trade: Geographic Area Series
- 0132-C-(nos.) C 3.257/2: Census of Service Industries: Geographic Area Series
- 0133-A-(nos.) C 3.204/3-(nos.): County Business Patterns [States]
- 0133-E C 3.204/4: County Business Patterns (CD)
- 0134-A C 3.24/9-6: Annual Survey of Manufactures, Value of Product Shipments
- 0134-A C 3.24/9-7: Annual Survey of Manufactures, Statistics for Industry Groups & Industries
- 0134-A C 3.24/9-9: Annual Survey of Manufactures, Geographic Area Statistics
- 0136 C 3.24/4: Census of Manufactures: Industry Series
- 0137-A-(nos.) C 3.24/3: Census of Manufactures: Geographic Area Series
- ^ 0138 C 3.163/3: Census Catalog & Guide
- 0138 C 3.163/4: Bibliographies & Lists of Publications. Census Bureau
- 0138 C 3.163/7: Monthly Product Announcements
- ^ 0138 C 3.163/8: Product Primers
- ^ 0138 C 3.163/9: College Curriculum Support Project Updates
- 0140-A-06 C 3.215/9: Construction Reports: New One-Family Homes Sold & for Sale
- 0140-A-06 C 3.215/9-3: Characteristics of New Housing
- 0140-A-06 C 3.224/3-8: 1990 Housing Highlights
- ^ 0140-B C 3.62/5: Congressional District Atlas
- 0141-A C 3.215/16: Annual Housing Survey, Supplementary Report, No. 1, Summary of Housing Characteristics for Selected Metropolitan Areas
- 0141-A C 3.215: Current Housing Reports
- 0142-C C 3.186: Current Population Reports
- 0142-C-01 C 3.186/10: Fertility of American Women: Current Population Reports
- 0142-C-01 C 3.186/12: School Enrollment Social & Economic Characteristics
- 0142-C-01 C 3.186/12-2: School Enrollment Social & Economic Characteristics of Students (Advance Report)
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- ^ 0491-B-16 HE 20.6517/2: AHCP National Medical Expenditure Survey Data Summary

- ^ 0491-B-16 HE 20.6517/3: National Medical Expenditure Survey Methods
- ^ 0491-D-01 HE 20.7112/2: Subfile of the Registry of Toxic Effects of Chemical Substances
- ^ 0491-D-01 HE 20.7112/3: Registry of Toxic Effects of Chemical Substances (Quarterly)
- ^ 0491-D-01 HE 20.7112/5: Registry of Toxic Effects of Chemical Substances, Cumulative Supplement
- ^ 0494-D-01 HE 20.7112: Registry of Toxic Effects of Chemical Substances
- ^ 0494-H-03 HE 20.25/3: State Legislation on Smoking & Health
- 0494-H-07 HE 20.7613: Smoking & Health, A National Status Report
- 0497 HE 20.30: Public Health Reports
- ^ 0498-C-06 HE 20.8313: Special Report to U.S. Congress on Alcohol & Health
- 0498-C-10 HE 20.8315: Research Monographs
- ^ 0498-C-12 HE 20.8317: Statistical Compendium on Alcohol & Health

- 0499-M HE 23.1011: Bibliographies & Lists of Publications. Children, Youth & Families Administration
- 0500-E HE 20.6209/3: Advance Data from the Vital & Health Statistics
- 0500-E HE 20.6209/4: Current Estimates from the National Health Interview Survey

- 0500-E HE 20.6209/4-2: National Health Interview Survey, Computer Processing Procedures, Calendar Year
- 0500-E HE 20.6209/6: Surgical & Nonsurgical Procedures in Short-stay Hospitals, U.S.
- 0500-E HE 20.6209/7: National Hospital Discharge Survey: Annual Summary
- 0500-E HE 20.6209/8: Inpatient Utilization of Short-stay Hospitals by Diagnosis, U.S.
- 0500-E HE 20.6209/9: Detailed Diagnoses & Procedures for Patients Discharged from Short-stay Hospitals, U.S.
- 0500-E HE 20.6209: Vital & Health Statistics
- 0500-E HE 20.6215: Life Tables
- 0500-E-01 HE 20.6209/4-3: National Health Interview Survey (CD)
- ^ 0502-A-04 HE 23.3112/2: Statistical Reports on Older Americans A
- 0504-L HE 20.7035: Dear Colleague
- 0504-L HE 20.7040: Healthy People 2000, Statistics & Surveillance
- ^ 0504-P HE 20.7011/38: HIV/AIDS Surveillance
- ^ 0504-P HE 20.7011/39: NREVSS Monthly Report
- ^ 0504-P HE 20.7038/2: HIV/AIDS Prevention Newsletter
- ^ 0505-A-15 HE 20.7011/20: Abortion Surveillance
- ^ 0505-A-16 HE 20.7011/24: Nutrition Surveillance
- 0505-A-19 HE 20.7611: Suicide Surveillance Summary
- 0506-A HE 20.3009: NIH Publications List
- 0506-A HE 20.3012: Bibliographies & Lists of Publications. NIH
- ^ 0506-C HE 20.8137: Mental Health, U.S.
- 0507-A-23 HE 20.3016: NIH Almanac
- 0507-B-09 HE 20.8113/3: Publications of the NIMH

- ^ 0507-B-09 HE 20.8113/5: Mental Health Service System Reports & Statistical Notes Publication Listing

0507-B-09 HE 20.8113/6: New Publications from the NIMH
0507-B-09 HE 20.8113: Bibliographies & Lists of Publications. NIMH

^ 0507-B-13 HE 20.8114/3: Crime & Delinquency Issues

0507-B-19 HE 20.8309: Alcohol Health & Research World

^ 0507-B-25 HE 20.8122/2: New Dimensions in Mental Health

0507-B-32 HE 20.8131/2: Science Monograph

0507-B-32 HE 20.8131: Science Reports

0507-P-02 HE 20.3559: Environmental Health Perspectives

0508-A-06 HE 20.7009/5: MMWR, Reports on AIDS

0508-B HE 20.6217: Monthly Vital Statistics

^ 0508-F HE 20.3610/2: Bibliography of Medical Reviews

^ 0508-F HE 20.3614/6: Specialized Bibliography

^ 0508-F HE 20.3614/7: Reference Information Series

0508-F HE 20.3614: Bibliographies & Lists of Publications. NLM

^ 0508-F HE 20.3615: Bibliography of the History of Medicine

^ 0508-F-02 HE 20.3615/3: AIDS Bibliography

^ 0508-G HE 20.6209/2: Current Listing & Topical Index to Vital Health Statistics Series

^ 0508-G HE 20.6216/3: Publication Notes

0508-G HE 20.6216/4: Catalog of Publications... National Center for Health Statistics

0508-G HE 20.6216/5: NCHS Health Interview Statistics, Publications from the National Health Interview Survey, Advance Data Reports

0508-G HE 20.6216: Bibliographies & Lists of Publications. NCHS

^ 0508-G HE 20.6229: Reviews of News Reports

0508-H-01 HE 20.3615/2: Current Bibliographies in Medicine

0510 HE 20.6210: Vital Statistics of U.S.

^ 0512-A-10 HE 22.18: Health Care Financing Review

0516 HE 3.2: General Publications. Social Security Administration A

0516 HE 3.94: Fast Facts & Figures about Social Security

^ 0516-C-01 HE 3.6/8: Social Security Handbook

0516-M HE 3.75: Income of the Population 55 & Over

0533 FT 1.1: Annual Report. Federal Trade Commission

0535 FT 1.2: General Publications. Federal Trade Commission

^ 0535 FT 1.30: Annual Line of Business Reports

0535-A-01 FT 1.22/3: Bibliographies & Lists of Publications

0546-D GA 1.13: Reports to Congress by the Comptroller General of the U.S.

0546-E GA 1.16/3: Reports & Testimony. General Accounting Office

0546-E GA 1.16/3-2: Annual Index of Reports Issued in...

0546-E GA 1.16/3-3: Abstracts of Reports & Testimony

0548 GP 1.1: Annual Report. Government Printing Office

0548 GP 1.2: General Publications. Government Printing Office

0548 GP 1.23/4: Handbooks, Manuals, Guides

0551 GP 3.2: General Publications. Superintendent of Documents

0552-A GP 3.22/2: Subject Bibliographies

^ 0552-B GP 3.22/3: Publications Reference File

^ 0552-B GP 3.22/3-4: Cumulative Price & Status Change Reports

^ 0553-A GP 3.28: Final Cumulative Finding Aid, House & Senate Bills

0554 GP 3.9: U.S. Government Subscriptions

^ 0556-A GP 3.17/5: U.S. Government Books

0557-A (P) or 0557-B (MF)* GP 3.34: U.S. Congressional Serial Set Catalog: Numerical Lists & Schedule of Volumes

^ 0557-A (P) or 0557-B (MF)* GP 3.8/5: Monthly Catalog... Periodicals Supplement

^ 0557-A (P) or 0557-B (MF)* GP 3.8: Monthly Catalog of U.S. Government Publications

0569 AE 1.113: General Information Leaflet Series. NARA

0569-B-02 AE 1.102: General Publications.. NARA

0569-G AE 1.101: Annual Report. NARA

0570-A AE 1.115: Special Lists

0572 AE 2.106/3-2: CFR Index & Finding Aids

0572-B (P) or 0572-C (MF)* AE 2.106/3: Code of Federal Regulations

0573-C AE 2.106/2-2: List of CFR Sections Affected (cumulative)

0574-A AE 2.114: Public Papers of the Presidents of the U.S.

^ 0574-A-01 AE 2.113: Codification of Presidential Proclamations & Executive Orders

0577 AE 2.108/2: U.S. Government Manual

0577-A AE 2.109: Weekly Compilation of Presidential Documents

0581 HH 1.1: Annual Report. Housing & Urban Development Dept.

^ 0581 HH 1.79/2: National Housing Production Report

^ 0581 HH 1.79: Annual Report on the National Housing Goal

0581-D HH 1.23: Bibliographies & Lists of Publications

^ 0581-E-25 HH 1.75: President's National Urban Policy Report

^ 0582-M HH 1.38: HUD Statistical Yearbook

0594-C-(nos.) FEM 1.209: Flood Insurance Studies (various areas)

0594-C-(nos.) FEM 1.210/(nos.): National Flood Insurance Program Community Status Book [States]

^ 0597-A-01 T 71.17: Savings & Home Financing Source Book

0600-C I 1.1/6: Interior Budget in Brief, Fiscal Year Highlights

0600-C I 1.1/7: Office of Inspector General, Semiannual Report

0600-C I 1.1/7-2: OIG Highlights

^ 0601-A I 1.95: Conservation

0603 I 1.2: General Publications. Interior Dept.

0619-B I 19.14/2: Bibliographies & Lists of Publications. USGS

0619-E-(nos.) I 19.53/2: Water Resources Data

0619-H-(nos.) I 19.102: State Map Series [States]

0621-C I 19.1: Annual Report. USGS

^ 0622 I 19.14/4: New Publications of Geological Survey (List)

- ^ 0623 I 19.14: Publications of the Geological Survey
- 0627 I 20.2: General Publications. Indian Affairs Bureau
- 0627-A I 20.51/2: Indians (various subjects)
- 0627-A I 20.51: Indians of (various states)
- 0627-F I 20.48: Bibliographies & Lists of Publications. Indian Affairs Bureau
- ^ 0627-J I 1.107: Kappler's Indian Affairs, Laws & Treaties
- ^ 0633-A-01 I 53.12/2: Managing the Nation's Public Lands
- 0633-C I 53.1/2: Public Land Statistics
- 0639 I 28.37: Minerals Yearbook
- ^ 0646-B I 29.66: National Parks & Landmarks
- 0648-D I 29.76/3: National Register of Historic Places Bulletins
- 0648-G I 29.103: Index, National Park System & Related Areas
- ^ 0672-M IA 1.1/3: Office of Inspector General, Semiannual Report to the Congress
- ^ 0672-M IA 1.29: Opportunities Abroad for Educators
- ^ 0717-C-17 J 1.14/18: Crime Laboratory Digest
- ^ 0717-C-17 J 1.14/22: Terrorism in the U.S.
- ^ 0717-Y-05 JU 10.12: U.S. Courts, A Pictorial Summary
- 0718-A-14 J 28.28: National Criminal Justice Thesaurus
- ^ 0718-A-17 J 32.16: Delinquency in the U.S.>
- ^ 0718-A-17 J 32.17: OJJDP Annual Report on Missing Children
- ^ 0718-A-17 J 32.18: Juveniles Taken into Custody
- ^ 0718-A-18 J 28.3/3: AIDS Bulletin
- 0722 J 1.14/7: Uniform Crime Reports
- ^ 0722-A J 1.14/7-4: FBI Uniform Crime Reports
- 0722-A J 1.14/7-6: Law Enforcement Officers Killed & Assaulted
- 0722-A J 1.14/7-7: Uniform Crime Reports--Bomb Summary
- 0725-B J 21.2/10: Statistical Yearbook of the Immigration & Naturalization Service
- ^ 0725-B J 21.2/10-2: Quarterly Nonimmigrant Statistics
- 0740-A JU 6.8/B: Supreme Court Decisions (decisions in individual cases)
- 0740-B JU 6.8/A: Supreme Court Decisions: (preliminary prints-advance parts)
- 0741 JU 6.8: U.S. Reports
- 0744 L 1.1/3: Secretary's Semiannual Management Report
- 0744 L 1.1: Annual Report. Labor Dept.
- 0744-A L 1.34/6: Publications of the U.S. Dept. of Labor A
- 0745 L 1.2: General Publications. Labor Dept.
- 0744-A L 1.34: Bibliographies & Lists of Publications
- 0749-E L 29.16: Foreign Labor Trends
- 0766-C-09 PREX 9.10: National Trade Estimate, Report on Foreign Trade Barriers
- ^ 0768-A-01 L 2.3/18: Consumer Expenditure Survey: Interview Survey
- 0768-A-01 L 2.3: Bulletins. Labor Statistics Bureau
- 0768-A-06 L 2.3/12: Geographic Profile of Employment & Unemployment
- ^ 0768-A-07 L 2.3/13: National Survey of Professional, Administrative... & Clerical Pay

- 0768-A-07 L 2.3/13-2: National Survey of Professional, Administrative... & Clerical Pay: Private Service Industries
- 0768-B L 2.41/2: Employment & Earnings
- 0768-B L 2.41/2-2: Supplement to Employment & Earnings
- 0768-B-(nos.) L 2.121/(nos.): Area Wage Survey [States] Occupational Compensation Survey: Pay & Benefits [States]
- 0768-B-(nos.) L 2.122/(nos.): Area Wage Survey [States] Occupational Compensation Survey: Pay & Benefits [States] (Summary)
- 0768-C-02 L 2.3/4: Occupational Outlook Handbook
- 0768-C-03 L 2.3/5: Handbook of Labor Statistics
- 0768-E L 2.131: BLS Update
- 0768-E L 2.132: Issues in Labor Statistics
- 0768-E L 2.34/2: Bibliographies & Lists of Publications
- 0768-F L 2.38/3: CPI Detailed Report
- 0768-F L 2.38/8: Consumer Price Index--Washington, D.C. Area
- 0768-F L 2.38/10: Summary Data from the Consumer Price Index
- 0769-R L 2.43/2: White-Collar Salaries
- 0769-R L 2.43/3: National Survey of White-Collar Pay
- 0770 L 2.6: Monthly Labor Review
- 0770-A L 2.70/4: Occupational Outlook Quarterly
- 0771-B L 2.61/10-2: Summary Data from the Producer Price Index News Release
- 0771-B L 2.61: Producer Price Indexes
- 0781 L 36.103: Bulletins. Women's Bureau
- 0782 L 36.102: General Publications. Women's Bureau
- 0783-C-02 L 36.108: Handbooks, Manuals, Guides
- 0783-C-03 L 36.112: Pamphlets
- 0783-C-03 L 36.114/3: Facts on Working Women
- 0785 LC 1.1/2: Brief Summary of the Major Activities for Fiscal Year
- 0785 LC 1.1: Annual Report. Library of Congress
- 0785-A LC 1.12/2: Bibliographies & Lists of Publications
- 0785-A LC 1.12/2-2: Library of Congress Selected Publications
- 0785-A LC 1.12/2-3: Publications in Print
- 0785-B-02 LC 1.47: Annual Forum, Federal Information Policies
- 0785-C LC 1.18: Library of Congress Information Bulletin
- 0785-D LC 1.34: Letters of Delegates to Congress 1774-1789
- 0785-H LC 1.40: Library of Congress Directory
- 0785-H LC 1.40/2: Directories
- 0786 LC 1.2: General Publications. Library of Congress
- 0802-A LC 3.4/2: Explanatory Circulars. Copyright Office
- 0807 LC 14.6: Digest of Public General Bills
- 0807-A-01 LC 14.18: Major Legislation of the Congress
- 0811-B LC 4.7: President's Papers Index Series

0818-A-02 LC 33.10: LC Science Tracer Bullet

^ 0818-G-07 LC 39.14: Folklife Annual

0830-A-01 NAS 1.1/4: Spinoff, Annual Report. NASA

0830-A-01 NAS 1.1/5: Annual Report to the Administrator, Office of Exploration

0830-A-01 NAS 1.1/6: Highlights of Earth Science & Applications Division

0830-A-01 NAS 1.85: NASA Budget Estimates

0830-J NAS 1.15/2: Bibliography of Lewis Research Center Technical Publications ...

0831-B-01 NF 3.21: Humanities in America

0831-B-01 NF 3: Reports & Publications. NEH

^ 0831-B-02 NF 2.14: Artifacts

^ 0831-B-02 NF 2.8/2-26: Inter-Arts, Artists' Projects: New Forms

0831-B-02 NF 2.2: Reports & Publications. National Endowment for the Arts

0831-B-08 NF 3.11: Humanities

0834-B NS 1.1: Annual Report. National Science Foundation

0834-C NS 1.2: General Publications. National Science Foundation

^ 0834-C-02 NS 1.40: Science & Technology Report & Outlook

^ 0834-F-01 NS 1.29: Mosaic

^ 0834-F-01 NS 1.54: NSF Directions

0834-H NS 1.13/5: Publications of the National Science Foundation

^ 0834-H NS 1.13/6: Publications List, Division of Resources Studies

0834-H NS 1.13: Bibliographies & Lists of Publications

^ 0840 P 4.10: Postage Stamps of U.S.

^ 0848 PR 42.9: Economic Report of the President

^ 0850 PR 42.2: General Publications. President of the U.S.A.

0851-J PR 42.8: Special Committees & Commissions

0853 PREX 2.31: Mid-Session Review of the Budget

^ 0853 PREX 2.8/11: Budget of the U.S. Government: Director's Introduction & Overview Tables

0853 PREX 2.8/7: Budget Revisions

0853 PREX 2.8/8: Historical Tables, Budget of the U.S. Government

^ 0853 PREX 2.8/9: Management of the U.S. Government, Fiscal Year

0853 PREX 2.8: Budget of the U.S. Government

0853-A-01 PREX 2.20: Catalog of Federal Domestic Assistance

0853-A-06 PREX 2.10/2: Federal Statistics A

0853-A-06 PREX 2.10/3: Statistical Programs of the U.S. Government

0854 PREX 2.2: General Publications. Management & Budget Office A

0854-D PREX 2.4: OMB Circulars

^ 0855-A PREX 2.8/10: Major Policy Initiatives

^ 0855-A PREX 2.8/2: Budget in Brief

^ 0855-A PREX 2.8/6: Budget Highlights

0855-B PREX 2.8/5: Special Analysis

0856-A-01 PREX 3.10/4: CIA Maps & Atlases

0856-A-05 PREX 3.11/2: Reference Aid: Chiefs of State & Cabinet Members...

0856-A-07 PREX 3.15: World Factbook

^ 0856-B-02 PREX 15.9: Report on National Growth

0856-D NAS 1.52: Aeronautic & Space Report of the President. Annual Activities

0856-E PREX 14.2: General Publications. Council on Environmental Quality

^ 0856-E-01 PREX 14.1: Annual Report. Council on Environmental Quality

^ 0857-B-01 PREX 20.1: Annual Report. Special Action Office for Drug Prevention

^ 0857-G-02 PREX 24.1: Annual Report. Drug Abuse Policy Office

^ 0862-A S 1.116: African Series

0862-B S 1.123/2: Background Notes Index

0862-B S 1.123: Background Notes

0863 S 1.1/4: Annual Report of Visa Office

^ 0863 S 1.1/6: Annual Report, Inspector General, State Dept. & Foreign Service

^ 0863 S 1.1/9: Secretary's Semiannual Management Report to the Congress

0863 S 1.3/4: Visa Bulletin

0863 S 1.69/2: Foreign Consular Offices in the U.S.

0863 S 1.69: Dept. & Foreign Service Series

^ 0864 S 1.3/5: Dispatch

0864-B-01 S 1.129/2: Implementation of Helsinki Final Act

^ 0864-B-07 S 1.1/7: World Refugee Report

0865 S 1.8: Diplomatic List

0868-B S 1.71/3: Economic Foreign Policy Series

^ 0868-C S 1.8/2: Employees of Diplomatic Missions

^ 0869 S 1.74: European & British Commonwealth Series

0869-C S 1.127: Post Reports (various countries)

^ 0870 S 1.38: East Asia & Pacific Series

0872-B (P) or 0872-C (MF)* S 1.1: Foreign Relations of the U.S.

^ 0875 S 1.71/2: American Foreign Policy, Current Documents

^ 0875 S 1.71/2-2: American Foreign Policy, Current Documents (supplement)

0875 S 1.71: General Foreign Policy Series

0876 S 1.146: International Narcotics Control Strategy Report

0876 S 1.2: General Publications. State Dept.

0876-A-01 S 1.131: Selected Documents

^ 0876-A-02 S 1.119/3: International Boundary Studies

^ 0876-A-02 S 1.119/4: Geographic Notes

0876-A-06 S 1.138: Patterns of Global Terrorism

0876-B-01 S 1.30/3: Bibliographies & Lists of Publications

^ 0876-B-01 S 1.30/3-2: Selected State Dept. Publications

^ 0876-B-01 S 1.30/5: Library of the Dept. of State, New Acquisitions for...

0876-C S 1.21: Telephone Directory, State Dept., AID, ACDA A

^ 0877-C S 1.71/6: Regional Brief

0878 S 1.67: International Informational Cultural Series

0882-B S 1.70/8: U.S. Participation in the United Nations

^ 0882-B S 1.70/9: U.S. Contributions to International Organizations

^ 0882-B S 1.70: International Organization & Conference Series

^ 0883 S 1.86: Near Middle Eastern Series

0883-A S 1.86/2: Near East & South Asian Series

0899 S 9.10: Treaties & Other International Acts Series

^ 0899-A S 9.12/2: Treaties & Other International Agreements... (1777-1949)

0899-A S 9.12: U.S. Treaties & Other International Agreements

0900-A S 9.14: Treaties in Force, List

0900-D PE 1.2: General Publications. Peace Corps

0903 SE 1.1: Annual Report. Securities & Exchange Commission

^ 0903-A SE 1.27: Directory of Companies Filing Annual Reports Under Securities Exchange Act

^ 0909 SI 1.1/4: Statement by the Secretary. Smithsonian Institution

0909 SI 1.1: Smithsonian Year

0909-C SI 1.17/2: Bibliographies & Lists of Publications

^ 0909-C SI 1.17/4: Smithsonian Institution Press, New Titles

0909-D-01 SI 1.20/2: Handbook of North American Indians

0910 SI 1.2: General Publications. Smithsonian Institution

^ 0910-T SI 1.43: Smithsonian Folklife Studies

^ 0915 SI 4.1: Annual Report. American Historical Association

0916 SI 6.2: General Publications. National Museum of American Art

0917 SI 8.2: General Publications. National Gallery of Art

0917 SI 8.8: Handbooks, Manuals, Guides

0921 SI 3.10: Handbooks, Manuals, Guides

0921 SI 3.2: General Publications. National Museum of American History/ National Museum of Natural History

0922-A-01 SI 9.2: General Publications. National Air & Space Museum

0922-B SI 11.2: General Publications. National Portrait Gallery

0922-B-01 SI 13.2: General Publications. Hirshhorn Museum & Sculpture Garden

0922-C SI 7.2: General Publications. Freer Gallery of Art

0922-D-02 SI 14.2: General Publications. National Museum of African Art

^ 0923 T 1.1/4: Annual Report, Treasury Executive Institute

0923 T 1.1/5: Semiannual Report to the Congress. Office of Inspector General

^ 0925-D T 1.40: Facts about U.S. Money

0926-A T 63.103/2: Treasury Bulletin

^ 0928-F T 63.101/2: U.S. Government Annual Report

^ 0928-F T 63.101/2-2: U.S. Government Annual Report, Appendix

0955 T 22.1: Annual Report. Internal Revenue Service

0964 T 22.35/5: Statistics of Income, Corporation Income Tax Returns

0964 T 22.35/5-2: Corporation Income Tax Returns, Source Book

0964 T 22.35/5-3: Source Book Sole Proprietorship Returns

0964 T 22.35/6: Partnership Returns
0964 T 22.35/7: Statistics of Income, Corporation Income Tax Returns Documentation Guide
0964 T 22.35/8: Individual Income Tax Returns
0964-B T 22.44/2: Tax Information, IRS Publications
0964-B T 22.44/3: Catalog & Index to Taxpayer Information Publications
0964-B T 22.44: Your Federal Income Tax
0964-B T 22.51/2: Tax Practitioner Reproducible Kit
0964-C T 22.35/4: SOI (Statistics of Income) Bulletin
0968-H-06 J 29.9/2: Criminal Victimization in the U.S.

^ 0968-H-06 J 29.9/3: Supplements to the State Court Model Statistical Dictionary

^ 0968-H-06 J 29.9/4: Prosecution of Felony Arrests

0968-H-06 J 29.9/6: Sourcebook of Criminal Justice Statistics

0968-H-13 J 29.11/10: Criminal Victimization

0968-H-13 J 29.11/11: Felony Sentences in State Courts

0968-H-13 J 29.11/14: Pretrial Release of Felony Defendants

0968-H-13 J 29.11/2: Justice Expenditure & Employment

0968-H-13 J 29.11/2-2: Justice Expenditure & Employment Extracts

^ 0968-H-13 J 29.11/2-3: Justice Expenditure & Employment in the U.S.

0968-H-13 J 29.11/3: Capital Punishment

0968-H-13 J 29.11/4: Telephone Contracts

^ 0968-H-13 J 29.11/5: Jail Inmates

0968-H-13 J 29.11/6: Probation & Parole

0968-H-13 J 29.11/7: Prisoners

0968-H-13 J 29.11/8: Crime in the Nation's Households

^ 0968-H-13 J 29.11/9: Tracking Offenders

0968-H-13 J 29.11: Bureau of Justice Statistics Bulletin

^ 0968-H-15 J 28.11: Bibliographies & Lists of Publications. NIJ

0968-H-16 J 29.13: Justice Statistics Bureau, Special Reports A

0968-H-16 J 29.13/2: Profile of Jail Inmates

0968-H-16 J 29.13/3: Drugs and Jail Inmates

0968-H-16 J 29.20: Compendium of Federal Justice Statistics

0977 ITC 1.1: Annual Report. International Trade Commission

0980-J ITC 1.29: International Economic Review

^ 0980-J ITC 1.29/2: International Economic Review, Special Edition, Chartbook

0982-C TD 1.1: Annual Report. Transportation Dept.

^ 0982-G-36 TD 2.60: Cost of Owning & Operating Automobiles & Vans

^ 0982-K-01 TD 10.9: National Transportation Statistics, Annual Report

0983-A-09 VA 1.23/5: Agent Orange Review

0991-A (P) or 0991-B (CD) Y 1.2/5: United States Code

0992 Y 4.P 93/1:1/ Congressional Directory. Joint Committee on Printing

0993-A (MF)* X 1.1.: Congressional Record (Bound)

0993-B (P) or 0993-C (MF)* X: 1.1 Congressional Record (Bound), Index & Daily Digest

0994-B (P) or 0994-C (MF)* X/A: Congressional Record (Daily)

- 0996-A (P) or 0996-B (MF)* Y 1.1/3: Senate Documents
0996-A (P) or 0996-B (MF)* Y 1.1/4: Senate Treaty Documents
0996-A (P) or 0996-B (MF)* Y 1.1/7: House Documents
0996-B (MF) or 0996-C (P) Y 1.1/2: Serial Set (House & Senate Documents, Including Senate Treaty Documents) (dividers)
0997 Y 4.EC 7: EC 7 Economic Indicators Joint Economic Committee
0998 Y 1.2/6: List of Standing Committees ... House of Representatives
0998 Y 1.2/8: Cross-References Within the Internal Revenue Code
0998 Y 1.2: General Publications House of Representatives
0998-A Y 1.2/2: Calendar... House of Representatives & History of Legislation
0998-A-01 Y 1.3/9: List of Standing Committees. Senate
0998-A-01 Y 1.3: General Publications. Senate
- 1000-B (P) or 1000-C (MF) * Y 4.EC 7/10: Committee Publications & Policies Governing Their Distribution
1000-B (P) or 1000-C (MF) * Y 4.EC 7/11: Analysis of the Current Services Budget Contained in the President's Budget for Fiscal Year
1000-B (P) or 1000-C (MF) * Y 4.EC 7: Hearings, Prints & Miscellaneous Publications. Joint Economic Committee
1002-A (P) or 1002-B (MF)* Y 4.T 19/4: Hearings, Prints, & Miscellaneous Publications. Joint Committee on Taxation
1002-A (P) or 1002-B (MF)* Y 4.T 19/4-10: Estimates of Federal Tax Expenditures for Fiscal Year
1003-A (P) or 1003-B (MF)* Y 4.L 61/2: Hearings, Prints, & Miscellaneous Publications. Joint Committee on the Library
1004-C (P) or 1004-D (MF)* Y 4.P 93/1: Hearings, Prints, & Miscellaneous Publications. Joint Committee on Printing
1004-E Y 4.P 93/1-10: U.S. Government Depository Libraries Directory
1005-A Y 10.9: Background Papers. Congressional Budget Office
1005-C Y 10.2: General Publications. Congressional Budget Office
1005-D Y 10.11: Technical Analysis Papers
1005-E Y 10.12: Budget Issue Papers
^ 1005-E Y 10.18: Sequestration Report for Fiscal Year: Summary
1005-E Y 10.20: Responsibilities & Organization
1005-F Y 10.13: Report to the Senate & House Committees on the Budget...
1005-F Y 10.17: Economic & Budget Outlook: an Update
1005-G Y 10.14: List of Publications. CBO
1005-H Y 10.15: Bibliographies & Lists of Publications. CBO
1005-K Y 10.19: Analysis of the President's Budgetary Proposals for Fiscal Year
1006-A Y 1.4/1: Senate Bills
1006-A Y 1.4/2: Senate Resolutions
1006-A Y 1.4/3: Senate Joint Resolutions
1006-A Y 1.4/4: Senate Concurrent Resolutions
1006-A Y 1.4/5: Senate Printed Amendments
1006-A Y 1.4/6: House Bills

1006-A Y 1.4/7: House Resolutions

1006-A Y 1.4/8: House Joint Resolutions

1006-A Y 1.4/9: House Concurrent Resolutions

1008-C (P) or 1008-D (MF)* Y 1.1/5: Senate Reports

1008-C (P) or 1008-D (MF)* Y 1.1/6: Senate Executive Reports

1008-C (P) or 1008-D (MF)* Y 1.1/8: House Reports

^ 1008-D (MF)* or 1008-E (P) Y 1.1/2: Serial Set (dividers)

1009-B-01 (P) or 1009-C-01 (MF)* Y 4.AG 4: Hearings, Prints, & Miscellaneous Publications. Special Committee on Aging (Senate)

^ 1009-B-02 (P) or 1009-C-02 (MF)* Y 4.AG 4/2: Hearings, Prints, & Miscellaneous Publications. Select Committee on Aging (House)

^ 1009-B-02 (P) or 1009-C-02 (MF)* Y 4.AG 4/2-10: Activities of the Aging Committee

^ 1009-B-02 (P) or 1009-C-02 (MF)* Y 4.AG 4/2-11: Federal Income Tax Guide for Older Americans

^ 1009-B-02 (P) or 1009-C-02 (MF)* Y 4.AG 4/2-12: Rules of Procedure

1009-B-04 (P) or 1009-C-04 (MF)* Y 4.ET 3/4: Hearings, Prints, & Miscellaneous Publications. Select Committee on Ethics (Senate)

1009-B-05 (P) or 1009-C-05 (MF)* Y 4.IN 2/11: Hearings, Prints, & Miscellaneous Publications. Select Committee on Indian Affairs (Senate)

1009-B-06 (P) or 1009-C-06 (MF)* Y 4.IN 8/18: Hearings, Prints, & Miscellaneous Publications. Select Committee on Intelligence (House)

1009-B-06 (P) or 1009-C-06 (MF)* Y 4.IN 8/18-10: Rules of Procedure... Permanent Select Committee on Intelligence

1009-B-07 (P) or 1009-C-07 (MF)* Y 4.IN 8/19: Hearings, Prints, & Miscellaneous Publications. Select Committee on Intelligence (Senate)

^ 1009-B-08 (P) or 1009-C-08 (MF)* Y 4.N 16/10: Rules

^ 1009-B-08 (P) or 1009-C-08 (MF)* Y 4.N 16: Hearings, Prints, & Miscellaneous Publications. Select Committee on Narcotics Abuse & Control (House)

^ 1009-B-10 (P) or 1009-C-10 (MF)* Y 4.C 43/2: Hearings, Prints, & Miscellaneous Publications. Select Committee on Children, Youth, & Families (House)

^ 1009-B-11 (P) or 1009-C-11 (MF)* Y 4.H 89/10: Rules

^ 1009-B-11 (P) or 1009-C-11 (MF)* Y 4.H 89: Hearings, Prints, & Miscellaneous Publications. Select Committee on Hunger (House)

1010-A (P) or 1010-B (MF)* Y 4.AG 8/1: Hearings, Prints, & Miscellaneous Publications. Committee on Agriculture (House)

1010-A (P) or 1010-B (MF)* Y 4.AG 8/1-11: Rules of the Committee on Agriculture

1010-A (P) or 1010-B (MF)* Y 4.AG 8/1-12: Legislative Calendar, Committee on Agriculture

1011 (P) or 1011-A (MF)* Y 4.AP 6/1: Hearings, Prints, & Miscellaneous Publications. Committee on Appropriations (House)

1012-A (P) or 1012-B (MF)* Y 4.AR 5/2 A: Committee on Armed Services: Papers

1012-A (P) or 1012-B (MF)* Y 4.AR 5/2: Hearings, Prints, & Miscellaneous Publications. Committee on Armed Services (House)

^ 1012-A (P) or 1012-B (MF)* Y 4.AR 5/2-12: Laws

- ^ 1012-A (P) or 1012-B (MF)* Y 4.AR 5/2-13: Report of the Activities of the Committee on Armed Services
1012-A (P) or 1012-B (MF)* Y 4.AR 5/2-15: Committee Rules & Rules for Investigative Hearings Conducted by Subcommittees of the Committee on Armed Services
- ^ 1012-A (P) or 1012-B (MF)* Y 4.AR 5/2-16: Review of Arms Control & Disarmament Activities
1012-A (P) or 1012-B (MF)* Y 4.AR 5/2-17: Legislative Calendar
1013-A (P) or 1013-B (MF)* Y 4.B 22/1: Hearings, Prints, & Miscellaneous Publications. Committee on Banking, Finance & Urban Affairs (House)
- ^ 1013-A (P) or 1013-B (MF)* Y 4.B 22/1-10: Legislative Calendar
1014-A (P) or 1014-B (MF)* Y 4.D 63/1: Hearings, Prints, & Miscellaneous Publications. Committee on District of Columbia (House)
- ^ 1014-A (P) or 1014-B (MF)* Y 4.D 63/1-10: Legislative Calendar
- ^ 1014-A (P) or 1014-B (MF)* Y 4.D 63/1-11: Rules
1015-A (P) or 1015-B (MF)* Y 4 ED 8/1-10: Legislative Calendar
1015-A (P) or 1015-B (MF)* Y 4.ED 8/1: Hearings, Prints, & Miscellaneous Publications. Committee on Education & Labor (House)
1015-A (P) or 1015-B (MF)* Y 4.ED 8/1-11: Views & Estimates of the Committee on Education & Labor Together with... Views on the Budget for the U.S. Government...
1015-A (P) or 1015-B (MF)* Y 4.ED 8/1-12: A Compilation of Federal Education Laws
1016-A(P) or 1016-B (MF)* Y 4.G 74/7: Hearings, Prints, & Miscellaneous Publications. Committee on Government Operations (House)
1016-A(P) or 1016-B (MF)* Y 4.G 74/7-10: Rules of the Committee on Government Operations
1016-A(P) or 1016-B (MF)* Y 4.G 74/7-11: Legislative Calendar
1016-A(P) or 1016-B (MF)* Y 4.G 74/7-12: Interim Report of the Activities A
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1: Hearings, Prints, & Miscellaneous Publications. Committee on Foreign Affairs (House)
- ^ 1017-A (P) or 1017-B (MF)* Y 4 F 76/1-13: Congress & Foreign Policy
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-11: Meeting of the Canada-U.S. Interparliamentary Group
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-12: Science, Technology, & American Diplomacy
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-15: Country Reports on Human Rights Practices
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-16: U.S. Arms Control & Disarmament Agency, Annual Report
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-17: Legislative Calendar
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-18: Rules
- ^ 1017-A (P) or 1017-B (MF)* Y 4.F 76/1-19: List of Content of Bound Volumes A
- 1018-A (P) or 1018-B (MF)* Y 4.H 81/3: Hearings, Prints, & Miscellaneous Publications. Committee on House Administration (House)

1018-A (P) or 1018-B (MF)* Y 4.H 81/3-10: Rules of Procedure of the Committee on House Administration
1018-A (P) or 1018-B (MF)* Y 4.H 81/3-11: Calendar of Business
- ^ 1019-A (P) or 1019-B (MF)* Y 4.EN 2/3: Hearings, Prints, & Miscellaneous Publications. Committee on Energy & Commerce (House)
- ^ 1019-A (P) or 1019-B (MF)* Y 4.EN 2/3-10: Legislative Calendar

- ^ 1019-A (P) or 1019-B (MF)* Y 4.EN 2/3-11: Rules
- 1019-A (P) or 1019-B (MF)* Y 4.EN 2/3-12: Subcommittee on Oversight & Investigations of the Committee on Energy & Commerce
- ^ 1020-A (P) or 1020-B (MF)* Y 4.J 89/1: Hearings, Prints, & Miscellaneous Publications. Committee on Judiciary (House)
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-10: Federal Rules of Appellate Procedure with Forms
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-11: Rules of Civil Procedure for the U.S. District Courts
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-12: Rules of Criminal Procedure for the U.S. District Courts
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-13: Federal Rules of Evidence

- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-14: Index to Reports on Private & Public Joint & Resolutions Favorably Reported by the Committee in the --th Congress Showing Their Status as of the Date of Final Adjournment
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-15: Rules of Procedure
- 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-16: Legislative Calendar

- ^ 1021-B (P) or 1021-C (MF)* Y 4.M 53/11: Rules. Committee on Merchant Marine & Fisheries (House)
- ^ 1021-B (P) or 1021-C (MF)* Y 4.M 53/12: Legislative Calendar
- 1021-B (P) or 1021-C (MF)* Y 4.M 53: Hearings, Prints, & Miscellaneous Publications. Committee on Merchant Marine & Fisheries (House)
- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10: Hearings, Prints, & Miscellaneous Publications. Committee on Post Office & Civil Service (House)
- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10-11: Annual Report of the Federal Labor Relations Authority
- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10-12: Federal Prevailing Rate Advisory Committee
- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10-13: Legislative Calendar

- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10-14: Rules of House Committee on Post Office & Civil Service

- ^ 1022-B (P) or 1022-C (MF)* Y 4.P 84/10-15: Current Salary Schedules of Federal Officers & Employees
- 1023-A (P) or 1023-B (MF)* Y 4.IN 8/14: Hearings, Prints, & Miscellaneous Publications. Committee on Interior & Insular Affairs (House)
- ^ 1023-A (P) or 1023-B (MF)* Y 4.IN 8/14-11: Report to the Committee on the Budget Views & Estimates of the Committee on Interior & Insular Affairs
- ^ 1023-A (P) or 1023-B (MF)* Y 4.IN 8/14-12: Legislative Calendar
- ^ 1023-A (P) or 1023-B (MF)* Y 4.IN 8/14-13: Rules for the Committee on Interior & Insular Affairs

- 1024-A (P) or 1024-B (MF)* Y 4.P 96/11: Hearings, Prints, & Miscellaneous Publications. Committee on Public Works & Transportation
- ^ 1024-A (P) or 1024-B (MF)* Y 4.P 96/11-10: Committee Rules (House)
- ^ 1024-A (P) or 1024-B (MF)* Y 4.P 96/11-11: Legislative Calendar

- 1025-A-01 (P) or 1025-A-02 (MF)* Y 4.SCI 2/11: Legislative Calendar
- 1025-A-01 (P) or 1025-A-02 (MF)* Y 4.SCI 2/12: Rules Governing Procedure of the Committee on Science, Space, and Technology
- 1025-A-01 (P) or 1025-A-02 (MF)* Y 4.SCI 2: Hearings, Prints, & Miscellaneous Publications. Committee on Science & Technology (House)

- 1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3: Hearings, Prints, & Miscellaneous Publications. Committee on Standards of Official Conduct (House)
- 1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3-11: Rules of Procedure
- 1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3-10: Code of Official Conduct AL
- 1025-C (P) or 1025-D (MF)* Y 4.R 86/1: Hearings, Prints, & Miscellaneous Publications. Committee on Rules (House)
- 1025-C (P) or 1025-D (MF)* Y 4.R 86/1-10: Rules
- 1025-C (P) or 1025-D (MF)* Y 4.R 86/1-11: Legislative Calendar
- 1025-C (P) or 1025-D (MF)* Y 4.R 86/1-12: Rules Adopted by the Committee of the House of Representatives
- 1027-A (P) or 1027-B (MF)* Y 4.V 64/3: Hearings, Prints, & Miscellaneous Publications. Committee on Veterans' Affairs (House)
- 1027-A (P) or 1027-B (MF)* Y 4.V 64/3-10: Report to the Committee on the Budget from the Committee on Veterans' Affairs
- 1027-A (P) or 1027-B (MF)* Y 4.V 64/3-11: Legislative Calendar
- 1027-A (P) or 1027-B (MF)* Y 4.V 64/3-12: Rules of Procedure
- 1028-A (P) or 1028-B (MF)* Y 4.W 36: Hearings, Prints, & Miscellaneous Publications. Committee on Ways & Means (House)
- 1028-A (P) or 1028-B (MF)* Y 4.W 36:10 Legislative Calendar
- 1028-A (P) or 1028-B (MF)* Y 4.W 36:10-3/ Compilation of the Social Security Laws
- 1028-A (P) or 1028-B (MF)* Y 4.W 36:10-4/ Background Material & Data on Programs within the Jurisdiction of the Committee on Ways & Means
- 1028-A (P) or 1028-B (MF)* Y 4.W 36:10-5/ Manual of Rules
- 1028-A (P) or 1028-B (MF)* Y 4.W 36:10-6/ Legislative Record
- 1030-A (P) or 1030-B (MF)* XJH: House Journal. Congress
- 1031-A (P) or 1031-B (MF)* Y 4.SM 1: Hearings, Prints, & Miscellaneous Publications. Committee on Small Business (House)
- 1031-A (P) or 1031-B (MF)* Y 4.SM 1:10 Rules of the Committee on Small Business
- 1031-A (P) or 1031-B (MF)* Y 4.SM 1:11 Legislative Calendar
- 1032-C (P) or 1032-D (MF)* Y 4.AG 8/3: Hearings, Prints, & Miscellaneous Publications. Committee on Agriculture, Nutrition, & Forestry
- 1033 (P) or 1033-A (MF)* Y 4.AP 6/2: Hearings, Prints, & Miscellaneous Publications. Committee on Appropriations (Senate)
- 1034-A (P) or 1034-B (MF)* Y 4.AR 5/3: Hearings, Prints, & Miscellaneous Publications. Committee on Armed Services (Senate)
- 1035-A-01 (P) or 1035-A-02 (MF)* Y 4.B 85/2: Hearings, Prints, & Miscellaneous Publications. Committee on Budget (Senate)
- 1035-B-01 (P) or 1035-B-02 (MF)* Y 4. B 85/3-12: Legislative Calendar A 1035-C (P) or 1035-D (MF)* Y 4.B 22/3: Hearings, Prints, & Miscellaneous Publications. Committee on Banking, Housing, & Urban Affairs (Senate)
- 1035-B-01 (P) or 1035-B-02 (MF)* Y 4.B 85/3: Hearings, Prints, & Miscellaneous Publications. Committee on Budget (House)
- 1035-B-01 (P) or 1035-B-02 (MF)* Y 4.B 85/3-10: Rules of Procedure

1035-B-01 (P) or 1035-B-02 (MF)* Y 4.B 85/3-11: Views & Estimates of Committees of the House... on the Congressional Budget for Fiscal Year

1037-B (P) or 1037-C (MF)* Y 4.G 74/9: Hearings, Prints, & Miscellaneous Publications. Committee on Governmental Affairs (Senate)

1037-B (P) or 1037-C (MF)* Y 4.G 74/9-10: Organization of Federal Executive Departments & Agencies

1037-B (P) or 1037-C (MF)* Y 4.G 74/9-11: Proliferation Watch

1038-A (P) or 1038-B (MF)* Y 4.F 49: Hearings, Prints, & Miscellaneous Publications. Committee on Finance (Senate)

1039-A (P) or 1039-B (MF)* Y 4.F 76/2: Hearings, Prints, & Miscellaneous Publications. Committee on Foreign Relations (Senate)

1039-A (P) or 1039-B (MF)* Y 4.F 76/2-10: Legislation on Foreign Relations A

1039-A (P) or 1039-B (MF)* Y 4.F 76/2-11: Fiscal Year...Arms Control Impact Statements A

1040-A (P) or 1040-B (MF)* Y 4.EN 2: Hearings, Prints, & Miscellaneous Publications. Energy & Natural Resources Committee (Senate) A

1041-A (P) or 1041-B (MF)* Y 4.C 73/7: Hearings, Prints, & Miscellaneous Publications. Committee on Commerce, Science & Transportation (Senate) A

1042-A (P) or 1042-B (MF)* Y 4.J 89/2: Hearings, Prints, & Miscellaneous Publications. Committee on Judiciary (Senate) AL

1042-A (P) or 1042-B (MF)* Y 4.J 89/2-10: Rules of Procedure AL

1043-A (P) or 1043-B (MF)* Y 4.L 11/4: Hearings, Prints, & Miscellaneous Publications. Committee on Labor & Human Resources (Senate) A

1045-A (P) or 1045-B (MF)* Y 4.P 96/10: Hearings, Prints, & Miscellaneous Publications. Committee on Environment & Public Works (Senate) A

1046-A-01 (P) or 1046-A-02 (MF)* Y 4.V 64/4: Hearings, Prints, & Miscellaneous Publications. Committee on Veterans' Affairs (Senate)

1046-B (P) or 1046-C (MF)* Y 4.R 86/2: Hearings, Prints, & Miscellaneous Publications. Committee on Rules & Administration (Senate)

1047-A (P) or 1047-B (MF)* XJS: Senate Journal. Congress

^ 1049-D Y 3.AD 9/8:20/ Catalog of Federal Grant-in-aid Programs to State & Local Governments

^ 1049-D Y 3.AD 9/8:10 Bibliographies & Lists of Publications

^ 1049-D Y 3.AD 9/8:11 Intergovernmental Perspective

^ 1049-D Y 3.AD 9/8:17 Changing Public Attitudes on Governments and Taxes

^ 1049-D Y 3.AD 9/8:18/ Significant Features of Fiscal Federalism

^ 1049-D Y 3.AD 9/8:2 General Publications. Advisory Commission on Intergovernmental Relations

^ 1049-D Y 3.AD 9/8:8 Handbooks, Manuals, Guides

^ 1059-A-02 Y 3.EQ 2:18-4/ Equal Employment Opportunity Management Directives/Bulletins

1061-F Y 3.L 61:1 Annual Report. NCLIS

1061-F Y 3.L 61:2 General Publications. NCLIS

1063-K Y 3.P 31: Electronic Products. U.S. Institute of Peace

1063-K-01 Y 3.P 31:1 Biennial Report

1063-K-02 Y 3.P 31:10 Directories

1063-K-02 Y 3.P 31:2 General Publications

- ^ 1063-K-04 Y 3.P 31:4 The Essay
- 1063-K-05 Y 3.P 31:17 Bibliographies
- 1063-K-05 Y 3.P 31:8 Handbooks, Manuals, Guides
- ^ 1063-K-07 Y 3.P 31:15 Journal
- ^ 1063-K-08 Y 3.P 31:16 IN Brief
- 1070-K-01 Y 3.H 74:11/ Directories
- 1070-K-01 Y 3.H 74:13 Bibliographies & Lists of Publications
- ^ 1070-M Y 3.T 22/2:1 Annual Report. Technology Assessment Office
- 1070-K-01 Y 3.H 74:2 General Publications. U.S. Holocaust Memorial Council
- 1070-K-01 Y 3.H 74:8 Handbooks, Manuals, Guides
- 1070-K-01 Y 3.H 74:9 Posters
- ^ 1070-M Y 3.T 22/2:2 General Publications. Technology Assessment Office
- 1075 Y 3.SE 4:10-2 Handbooks, Manuals, Guides. Selective Service System
- 1076 Y 3.SE 4:1 Report to Director
- ^ 1077-C Y 3.SE 4:25 Draft Information Series
- ^ 1089-C (P) or 1089-D (MF)* Y 4.SE 2/11: CSCE Digest
- 1089-C (P) or 1089-D (MF)* Y 4.SE 2: Hearings, Prints, & Miscellaneous Publications. Commission on Security & Cooperation in Europe A
- 1089-C (P) or 1089-D (MF)* Y 4.SE 2/10: Annual Report. Commission on Security & Cooperation in Europe
- 1089-J Y 3.H 62/4:2 General Publications. White House Historical Association
- 1089-J Y 3.H 62/4:8 Handbooks, Manuals, Guides
- 1091-A Y 3.EL 2/3:1/ Annual Report. Federal Election Commission
- 1091-A Y 3.EL 2/3:11/ Federal Election Commission Record
- 1091-A Y 3.EL 2/3:13 Campaign Guide
- ^ 1091-A Y 3.EL 2/3:14/ Election Directory
- 1091-A Y 3.EL 2/3:14/2 Combined Federal/State Disclosure Directory
- 1091-A Y 3.EL 2/3:15/ FEC Reports on Financial Activity
- 1091-A Y 3.EL 2/3:16/ Federal Elections
- 1091-A Y 3.EL 2/3:18 Innovations in Election Administration
- 1091-A Y 3.EL 2/3:2 General Publications
- 1091-A Y 3.EL 2/3:2-10/ Campaign Finance Law
- 1091-A Y 3.EL 2/3:5 Federal Election Campaign Laws
- 1091-A Y 3.EL 2/3:6 Regulations, Rules & Instructions
- 1091-A Y 3.EL 2/3:8 Handbooks, Manuals, & Guides
- ^ 1093 J 24.22: Narcotics Intelligence Estimate

^ indicates this item number is no longer active as of July, 2007

Suggested Core Collection for Law Libraries

- L 0002 A 1.116: Rural Telephone Bank
- L 0002 A 1.58/A: Agriculture Decisions
- L 0233-A FMC 1.10: Reports (decisions). Federal Maritime Commission
- L 0233-A-01 FMC 1.1: Annual Report
- ^ L 0233-A-02 C 39.226: Decisions of the Maritime Subsidy Board
- L 0251 C 21.1/2: Annual Report of Commissioner, Patent & Trademark Office
- L 0262-A C 21.9/2: Attorneys & Agents Registered... before U.S. Patent Office
- L 0262-A C 21.9: Roster of Attorneys & Agents Registered... before U.S. Patent Office
- ^ L 0283 CC 1.1: Annual Report. Federal Communications Commission
- ^ L 0284 CC 1.12/2: FCC Reports: Second Series
- L 0284 CC 1.12/3: FCC Record
- ^ L 0285-B CC 1.50: Major Matters before the Federal Communications Commission
- L 0288-A CR 1.1: Annual Report. Civil Rights Commission
- L 0288-A CR 1.2: General Publications. Civil Rights Commission
- L 0288-A-01 CR 1.8: Hearings & Conferences before Civil Rights Commission
- L 0288-A-05 CR 1.10: Clearinghouse Publications
- L 0288-A-05 CR 1.15: Civil Rights Update
- L 0311-A D 1.19: Annual Report of Court of Military Appeals
- ^ L 0327-F D 101.22: Pamphlets: 27-50-(nos.) Army Lawyer
- L 0327-G D 101.22: Pamphlets: 27-100-(nos.) Military Law Review
- L 0408-A D 208.207: International Law Studies. Naval War College
- L 0427-B D 302.9: Air Force Law Review
- ^ L 0427-C D 302.11: The Reporter
- L 0447-A-08 HE 1.1005: Laws. Aging Administration
- 0512-A-24 HE 22.15: HCFA Rulings on Medicare, Medicaid, Professional Standards Review & Related Matters
- ^ L 0512-A-24 HE 22.37: HCFA Common Procedure Coding System (Non-CPT-4 Portion)
- L 0512-A-24 HE 22.38: HCFA Rulings
- L 0512-A-24 HE 22.40: HCFA Fact Sheet
- ^ L 0518-B HE 3.5/3: Legislative History of Titles I-XX of the Social Security Act L
- ^ L 0523 HE 3.3/5: Author, Title, & Subject Index
- ^ L 0523 HE 3.3: Social Security Bulletin
- ^ L 0523-A HE 3.44/2: Social Security Rulings, Cumulative Bulletins
- ^ L 0523-A HE 3.44: Social Security Rulings
- ^ L 0533 FT 1.1: Annual Report. Federal Trade Commission
- L 0534 FT 1.11: FTC Decisions
- ^ L 0538 FT 1.7: Rules of Practice

- ^ L 0539 FT 1.13: Court Decisions
- L 0539-A FT 1.5: Laws
- ^ L 0544 GA 1.5/A: Decisions of the Comptroller General of the U.S. (separates)
- ^ L 0544 GA 1.5: Decisions of Comptroller General
- ^ L 0546 GA 1.5/3: Index-Digest of Published Decisions of Comptroller General
- ^ L 0546-J GA 1.5/14-2: Digests of Decisions of the Comptroller General of the U.S.
- L 0548 GP 1.1: Annual Report. Government Printing Office
- L 0552-A GP 3.22/2: Subject Bibliographies
- ^ L 0552-B GP 3.22/3: Publications Reference File
- ^ L 0552-B GP 3.22/3-4: Cumulative Price & Status Change Reports
- ^ L 0553-A GP 3.28: Final Cumulative Finding Aid, House & Senate Bills
- L 0554 GP 3.9: U.S. Government Subscriptions
- ^ L 0556-A GP 3.17/5: U.S. Government Books
- ^ L 0556-B GP 3.17/6: New Books
- L 0557-A (P) or 0557-B (MF)* GP 3.34: U.S. Congressional Serial Set Catalog: Numerical Lists & Schedule of Volumes
- ^ L 0557-A (P) or 0557-B (MF)* GP 3.8/5: Monthly Catalog... Periodicals Supplement
- ^ L 0557-A (P) or 0557-B (MF)* GP 3.8: Monthly Catalog of U.S. Government Publications
- L 0572 AE 2.106/3-2: CFR Index & Finding Aids
- L 0572-B (P) or 0572-C (MF)* AE 2.106/3: Code of Federal Regulations
- ^ L 0573 AE 2.106/4: Privacy Act Issuances Compilation
- L 0573-C AE 2.106/2-2: List of CFR Sections Affected (cumulative)
- L 0574-A AE 2.114: Public Papers of the Presidents of the U.S.
- ^ L 0574-A-01 AE 2.113: Codification of Presidential Proclamations & Executive Orders
- L 0577 AE 2.108/2: U.S. Government Manual
- L 0602 I 1.69/2-3: Decisions of Dept. of Interior: Cumulative Index-Digest of Unpublished Decisions
- ^ L 0602 I 1.69: Decisions of Dept. of Interior
- ^ L 0602-A I 1.69/A: Decisions of Dept. of Interior (separate preprints)
- ^ L 0602-B I 1.69/9: Opinions of the Solicitor of the Dept. of Interior Relating to Indian Affairs
- ^ L 0602-C I 1.69/2: Decisions of Dept. of Interior Index-Digest
- ^ L 0627-J I 1.107: Kappler's Indian Affairs, Laws & Treaties
- ^ L 0673 IC 1.1: Annual Report. Interstate Commerce Commission
- ^ L 0676 IC 1 ACT.5/2: ICC Acts, Annotated.
- ^ L 0677 IC 1.6/10: Interstate Commerce Commission Reports (2nd series)
- ^ L 0679 IC 1.11: Rules of Practice
- L 0717 J 1.2: General Publications. Justice Dept.
- ^ L 0717 J 1.33/2: LEAA Grants & Contracts Dissemination Documents
- L 0717-A J 1.8: Regulations, Rules, Instructions
- ^ L 0717 J 1.33: LEAA Grants & Contracts
- L 0717-A-01 J 1.7: Register of the U.S. Dept. of Justice & the Federal Courts

- L 0717-A-01 J 1.8/2: Handbooks, Manuals, Guides
- ^ L 0717-A-01 J 1.8/4: Technical Assistance Guide
- L 0717-B-04 J 32.15: Juvenile Court Statistics
- L 0717-B-07 J 1.56: Freedom of Information Case List
- ^ L 0717-B-11 J 1.58: FOIA Update
- ^ L 0717-B-13 J 1.87: Annual Report of Justice System Improvement Act Agencies
- ^ L 0717-B-14 J 1.88: Legal Activities
- 0717-C J 26.1/2: Annual Report of the National Institute for Juvenile Justice & Delinquency Prevention
- ^ L 0717-C-01 J 1.1/7: Financial Litigation Annual Report
- L 0717-C-01 J 1.1/8: Attorney General's Advisory Committee of U.S. Attorneys Annual Report
- L 0717-C-01 J 1.1: Annual Report of the Attorney General of the U.S.
- L 0717-C-04 J 1.5/4: Opinions of the Office of Legal Counsel
- L 0717-G J 1.20/2: Bibliographies & Lists of Publications
- L 0717-G J 1.20/3: Library Book Catalog
- ^ L 0717-K-01 J 28.22: NCJRS: Document Retrieval Index
- L 0717-T JU 10.8: Federal Probation
- ^ L 0717-W J 1.47: Office of Juvenile Justice & Delinquency Prevention: Annual Report
- L 0717-X JU 10.14: Federal Court Management Statistics
- ^ L 0717-X-01 JU 10.15: Directory of U.S. Probation & Pretrial Services Officers
- L 0717-Y JU 10.13: Grand & Petit Juror Service in U.S. District Courts
- ^ L 0717-Y-02 JU 10.17: U.S. Court Directory
- ^ L 0717-Y-04 JU 10.18: U.S. District Courts Sentences Imposed Chart
- ^ L 0717-Y-05 JU 10.12: U.S. Courts, A Pictorial Summary
- L 0717-Y-06 JU 10.20: Telephone Directory
- ^ L 0718 J 1.5/A: Opinions of Attorney General (separate opinions)
- L 0718 J 1.5: Official Opinions of Attorney General
- ^ L 0718-A-22 J 1.101: Justice
- ^ L 0718-A-22 J 1.96: Report to the Attorney General
- L 0722 J 1.14/7: Uniform Crime Reports
- ^ L 0722-A J 1.14/7-4: FBI Uniform Crime Reports
- L 0722-A J 1.14/7-6: Law Enforcement Officers Killed & Assaulted
- L 0722-A J 1.14/7-7: Uniform Crime Reports--Bomb Summary
- L 0722-A-01 J 1.14/16: Handbooks, Manuals, Guides
- L 0723 J 21.11: Administrative Decisions Under Immigration & Nationality Laws
- ^ L 0723 J 21.22: Immigration Issues
- ^ L 0723-A J 21.1: Annual Report. INS
- L 0723-A-01 J 1.102/2: OCAHO Files
- 0723-A-01 J 1.102/3: Quarterly Update, Index of Administrative Law Judge & Chief Administrative Hearing Officer Decisions (OCAHO)
- L 0723-A-01 J 1.102/4: OCAHO Subpoenas

- L 0723-A-01 J 1.102/5: Interim Decisions (OCAHO)
- L 0723-A-01 J 1.102: Office of the Chief Administrative Hearing Officer Cases L
- ^ L 0724-A J 21.10/2: INS Reporter
- ^ L 0726 J 21.5/2: U.S. Immigration Laws, General Information
- ^ L 0726 J 21.5: Laws & Regulations
- L 0728 JU 10.1/2: Reports of the Proceedings of the Judicial Conference of the U.S. & Annual Report... Director of the Administrative Office of the U.S. Courts
- L 0728 JU 10.1: Annual Report. Administrative Office of U.S. Courts
- ^ L 0728-A JU 10.11: Federal Offenders in the U.S. District Courts
- L 0728-B JU 10.3/2: The Third Branch, Bulletin of Federal Courts
- L 0729 JU 10.10/2: Reports of Proceedings of Special Sessions of Judicial Conference of U.S.
- ^ L 0729 JU 10.10: Reports of Proceedings of Judicial Conference of U.S.
- L 0729 JU 10.2: General Publications. Administrative Office of the U.S. Courts
- L 0729-A JU 10.6: Regulations, Rules, Instructions
- L 0729-B JU 10.6/2: Handbooks, Manuals, Guides
- L 0729-D JU 10.21: Federal Judicial Workload Statistics
- L 0731-B JU 3.10/3: Regulations, Rules, Instructions. Court of Claims
- L 0731-B JU 3.10/4: Handbooks, Manuals, Guides
- L 0731-B JU 3.10: Rules of the U.S. Claims Court
- L 0733 JU 7.5/2: Cases Decided in U.S. Court of Appeals for the Federal Circuit
- L 0735 JU 7.8: Rules
- L 0736 JU 9.5/2: U.S. Court of International Trade Reports
- L 0738 JU 6.2: General Publications. Supreme Court
- ^ L 0738-A JU 6.12: Docket Sheet
- L 0739 JU 6.9: Rules & Orders
- L 0740 JU 6.11: Regulations, Rules, Instructions
- L 0740-A JU 6.8/B: Supreme Court Decisions (decisions in individual cases)
- L 0740-B JU 6.8/A: Supreme Court Decisions: (preliminary prints-advance parts)
- L 0741 JU 6.8: U.S. Reports
- L 0742 JU 11.7/A 2: Reports (separates, individual issues, monthly compilations)
- L 0742 JU 11.7: Reports. Tax Court
- L 0742-A JU 11.2: General Publications. Tax Court
- L 0742-A-01 JU 13.1: Annual Report. Federal Judicial Center
- L 0743 JU 11.8/2: Rules, Regulations, Instructions. Tax Court
- L 0743 JU 11.8: Rules of Practice. Tax Court L
- L 0743-C-01 JU 13.2: General Publications. Federal Judicial Center
- L 0743-C-02 JU 13.8/2: Bench Comment
- L 0743-C-02 JU 13.8: Handbooks, Manuals, Guides
- ^ L 0743-C-03 JU 13.10/2: FJC Staff Papers
- ^ L 0743-C-03 JU 13.10/3: Report FJC-M
- ^ L 0743-C-03 JU 13.10/4: FJC-SES
- ^ L 0743-C-03 JU 13.10: Report FJC-R

- L 0743-C-03 JU 13.13/2: State-Federal Judicial Observer
- ^ L 0743-C-03 JU 13.13: FJC Directions
- L 0743-C-03 JU 13.14: Directories. Federal Judicial Center
- ^ L 0743-C-04 JU 13.9/2: Catalogue of Audiovisual Media Programs
- ^ L 0743-C-04 JU 13.9/3: Connections
- ^ L 0743-C-04 JU 13.9: Education & Training
- L 0743-C-05 JU 13.11/2: Catalog of Publications
- L 0743-C-05 JU 13.11: Bibliographies & Lists of Publications
- ^ L 0743-C-06 JU 13.12: Innovations in the Courts, A Series on Court Administration
- ^ L 0743-C-06 JU 13.15: Court Historian
- L 0744 L 1.1: Annual Report. Labor Dept.
- 0745-G L 1.5/2: Decisions... Office of Administrative Law Judges & Offices of Administrative Appeals
- ^ L 0749-B L 28.9: Digest & Decisions... Employees' Compensation Appeals Board
- ^ L 0762-D-12 Y 3.F 31/21-3:10-3/ Subject Matter Indexes to Decisions of the FLRA
- L 0785 LC 1.1/2: Brief Summary of the Major Activities for Fiscal Year
- L 0785 LC 1.1: Annual Report. Library of Congress
- L 0785-A-01 LC 3.1: Annual Report of the Register of Copyrights L
- L 0785-B LC 1.32/2: Federal Library Committee Publications
- L 0785-B-02 LC 1.47: Annual Forum, Federal Information Policies
- L 0785-C LC 1.18: Library of Congress Information Bulletin
- L 0785-D LC 1.34: Letters of Delegates to Congress 1774-1789
- ^ L 0790 LC 3.3/2: Decisions of the U.S. Involving Copyright & Literary Property
- ^ L 0790 LC 3.3/3: Decisions of the U.S. Courts Involving Copyright
- ^ L 0790 LC 3.3: Bulletins. Copyright Office
- ^ L 0807 LC 14.6: Digest of Public General Bills
- ^ L 0807-A-01 LC 14.18: Major Legislation of the Congress
- L 0818-J LC 42.2: General Publications. LC Law Library
- L 0818-K LC 42.9: Bibliographies & Lists of Publications LC Law Library
- L 0824 LR 1.1: Annual Report. National Labor Relations Board
- ^ L 0825 LR 1.14: Court Decisions Related to National Labor Relations Board Act
- 0826 LR 1.8/6: Classified Index of National Labor Relations Board Decisions & Related Court Decisions
- L 0826 LR 1.8/6-2: Classified Index of Decisions of Regional Directors of National Labor Board in Representation Proceedings
- L 0826 LR 1.8/7: Classification Outline for Decisions of NLRB & Related Court Decisions
- ^ L 0826 LR 1.8/9: Supplement to Table of Cases Decided
- L 0826 LR 1.8: Decisions & Orders
- 0826-B LR 1.8/8: Classified Index of Dispositions of ULP Charges by the General Counsel of the National Labor Relations Board
- ^ L 0832 NMB 1.1: Annual Report. National Mediation Board
- L 0833 NMB 1.7: Emergency Board Reports

- ^ L 0864-A S 7.12/2: Digest of International Law (Whiteman Series)
- ^ L 0864-A S 7.12/3: Digest of U.S. Practice in International Law
- ^ L 0903-A SE 1.27: Directory of Companies Filing Annual Reports Under Securities Exchange Act
- ^ L 0908 SE 1.11/2: Supplement to Index to Commission Decisions
 - L 0908-C SE 1.29: SEC Docket
 - L 0908 SE 1.11: Decisions & Reports
- ^ L 0950-D T 17.6/3-4: Customs Bulletin
 - L 0955 T 22.1: Annual Report. Internal Revenue Service
 - L 0960 T 22.25: Internal Revenue Cumulative Bulletins
- ^ L 0960-A T 22.25/5: Index-Digest Supplement System: Service 1, Income Tax
- ^ L 0960-A-01 T 22.25/6: Index-Digest Supplement System: Service 2, Estate & Gift Tax
- ^ L 0960-A-02 T 22.25/7: Index-Digest Supplement System: Service 3, Employment Tax
- ^ L 0960-A-03 T 22.25/8: Index-Digest Supplement System: Service 4, Excise Taxes
- ^ L 0968-H-06 J 29.9/3: Supplements to the State Court Model Statistical Dictionary
 - L 0968-H-12 J 29.10: Privacy & Security of Criminal History Information
- ^ L 0968-H-12 J 29.11/13: National Corrections Reporting Program
 - L 0968-H-13 J 29.11: Bureau of Justice Statistics Bulletin
 - L 0968-H-12 J 29.9/8: Criminal Justice Information Policy
 - L 0968-H-13 J 29.11/10: Criminal Victimization
 - L 0968-H-13 J 29.11/11: Felony Sentences in State Courts
 - L 0968-H-13 J 29.11/14: Pretrial Release of Felony Defendants
 - L 0968-H-13 J 29.11/2: Justice Expenditure & Employment
 - L 0968-H-13 J 29.11/2-2: Justice Expenditure & Employment Extracts
- ^ L 0968-H-13 J 29.11/2-3: Justice Expenditure & Employment in the U.S.
 - L 0968-H-13 J 29.11/3: Capital Punishment
 - L 0968-H-13 J 29.11/4: Telephone Contracts
- ^ L 0968-H-13 J 29.11/5: Jail Inmates
 - L 0968-H-13 J 29.11/6: Probation & Parole
 - L 0968-H-13 J 29.11/7: Prisoners
 - L 0968-H-13 J 29.11/8: Crime in the Nation's Households
- ^ L 0968-H-13 J 29.11/9: Tracking Offenders
 - L 0968-H-24 J 29.17: Correctional Populations in the U.S.
- ^ L 0968-H-25 J 29.18: Felony Laws of the Fifty States & the District of Columbia
- ^ L 0968-H-49 J 29.9/2: Criminal Victimization in the U.S.
 - L 0993-A (MF)* X 1.1:: Congressional Record (Bound)
 - L 0996-A (P) or 0996-B (MF)* Y 1.1/3: Senate Documents
 - L 0996-A (P) or 0996-B (MF)* Y 1.1/4: Senate Treaty Documents
 - L 0996-A (P) or 0996-B (MF)* Y 1.1/7: House Documents
 - 0996-B (MF) or 0996-C (P) Y 1.1/2: Serial Set (House & Senate Documents, Including Senate Treaty Documents) (dividers)
 - L 0998 Y 1.2/6: List of Standing Committees ... House of Representatives

- L 0998 Y 1.2/8: Cross-References Within the Internal Revenue Code
- L 0998 Y 1.2: General Publications House of Representatives
- L 0998-A Y 1.2/2: Calendar... House of Representatives & History of Legislation
- L 0998-A-01 Y 1.3/9: List of Standing Committees. Senate
- L 0998-A-01 Y 1.3: General Publications. Senate
 - 1002-A (P) or 1002-B (MF)* Y 4.T 19/4: Hearings, Prints, & Miscellaneous Publications. Joint Committee on Taxation
 - 1002-A (P) or 1002-B (MF)* Y 4.T 19/4-10: Estimates of Federal Tax Expenditures for Fiscal Year
- L 1006-A Y 1.4/1: Senate Bills
- L 1006-A Y 1.4/2: Senate Resolutions
- L 1006-A Y 1.4/3: Senate Joint Resolutions
- L 1006-A Y 1.4/4: Senate Concurrent Resolutions
- L 1006-A Y 1.4/5: Senate Printed Amendments
- L 1006-A Y 1.4/6: House Bills
- L 1006-A Y 1.4/7: House Resolutions
- L 1006-A Y 1.4/8: House Joint Resolutions
- L 1006-A Y 1.4/9: House Concurrent Resolutions
- L 1008-C (P) or 1008-D (MF)* Y 1.1/5: Senate Reports
- L 1008-C (P) or 1008-D (MF)* Y 1.1/6: Senate Executive Reports
- L 1008-C (P) or 1008-D (MF)* Y 1.1/8: House Reports
- ^ L 1008-D (MF)* or 1008-E (P) Y 1.1/2: Serial Set (dividers)**
 - 1009-B-04 (P) or 1009-C-04 (MF)* Y 4.ET 3/4: Hearings, Prints, & Miscellaneous Publications. Select Committee on Ethics (Senate)
 - L 1015-A (P) or 1015-B (MF)* Y 4.ED 8/1-10: Legislative Calendar
 - 1015-A (P) or 1015-B (MF)* Y 4.ED 8/1: Hearings, Prints, & Miscellaneous Publications. Committee on Education & Labor (House)
 - 1015-A (P) or 1015-B (MF)* Y 4.ED 8/1-11: Views & Estimates of the Committee on Education & Labor Together with... Views on the Budget for the U.S. Government...
 - L 1015-A (P) or 1015-B (MF)* Y 4.ED 8/1-12: A Compilation of Federal Education Laws
 - 1020-A (P) or 1020-B (MF)* Y 4.J 89/1: Hearings, Prints, & Miscellaneous Publications. Committee on Judiciary (House) AL
 - L 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-10: Federal Rules of Appellate Procedure with Forms
 - L 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-11: Rules of Civil Procedure for the U.S. District Courts
 - 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-12: Rules of Criminal Procedure for the U.S. District Courts
 - L 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-13: Federal Rules of Evidence
 - 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-14: Index to Reports on Private & Public Joint & Resolutions Favorably Reported by the Committee in the --th Congress Showing Their Status as of the Date of Final Adjournment
 - L 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-15: Rules of Procedure
 - L 1020-A (P) or 1020-B (MF)* Y 4.J 89/1-16: Legislative Calendar

1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3: Hearings, Prints, & Miscellaneous Publications.
L Committee on Standards of Official Conduct (House)

L 1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3-10: Code of Official Conduct AL

L 1025-B-01 (P) or 1025-B-02 (MF)* Y 4.ST 2/3-11: Rules of Procedure

L 1030-A (P) or 1030-B (MF)* XJH: House Journal. Congress

1042-A (P) or 1042-B (MF)* Y 4.J 89/2: Hearings, Prints, & Miscellaneous Publications.

L Committee on Judiciary (Senate)

L 1042-A (P) or 1042-B (MF)* Y 4.J 89/2-10: Rules of Procedure

^ L 1049-G Y 3.AD 6:1 Annual Report. Administrative Conference of U.S.

^ L 1049-G-01 Y 3.AD 6:2 General Publications. Administrative Conference of U.S.

^ L 1049-H Y 3.AD 6:10/ Studies in Administrative Law & Procedure

^ L 1049-H Y 3.AD 6:11/ Resource Papers in Administrative Law

^ L 1049-H Y 3.AD 6:9 Recommendations & Reports of Administrative Conference of U.S.

^ L 1049-H Y 3.AD 6:9-2/ Administrative Conference News

1049-J (P) or 1049-J (MF)* Y 4.SM 1/2: Hearings, Prints, & Miscellaneous Publications.

L Committee on Small Business (Senate)

L 1051-J Y 3.N 88.11: N.R.C. Issuances, Opinions & Decisions of the N.R.C. with Selected Orders

L 1051-J-01 Y 3.N 88:11-2/ Nuclear Regulatory Commission Issuances

^ L 1059-A-02 Y 3.EQ 2:18/ EEOC Decisions, Federal Sector

^ L 1059-A-02 Y 3.EQ 2:18-2/ Indexes... EEOC Decisions

^ L 1059-A-02 Y 3.EQ 2:18-3/ Related Publications EEOC

^ L 1059-A-02 Y 3.EQ 2:18-4/ Equal Employment Opportunity / CFR Title 29...

^ L 1059-A-02 Y 3.EQ 2:18-4/ Equal Employment Opportunity Management Directives/Bulletins

L 1061-F Y 3.L 61:1 Annual Report. NCLIS

L 1061-F Y 3.L 61:2 General Publications. NCLIS

L 1061-G-01 Y 3.F 31/21-3:10-4/ Decisions of the Federal Labor Relations Authority

L 1061-G-01 Y 3.F 31/21-3:13 Regulations, Rules, Instructions

L 1061-G-01 Y 3.F 31/21-3:14/ Information Announcement

L 1061-G-01 Y 3.F 31/21-3:14-11/ Case Information Sheets

L 1061-G-01 Y 3.F 31/21-3:14-3/ FSIP Releases

L 1061-G-01 Y 3.F 31/21-3:2 General Publications. Federal Labor Relations Authority

L 1061-G-01 Y 3.F 31/21-3:9/CAS Report of Case Decisions L

L 1061-G-01 Y 3.F 31/21-3:9-3/ Administrative Law Judge Decisions

L 1061-G-01 Y 3.F 31/21-3:9-4/ Citator L

L 1061-G-01 Y 3.F 31/21-3:9-5/ Federal Register Proposed Amendments

^ L 1061-G-06 Y 3.F 31/21-3:10/ Supplemental Digest & Index of Published Decisions...

^ L 1061-G-06 Y 3.F 31/21-3:10-2/ Decisions & Reports on Rulings of Assistant Secretary of Labor for Labor Management Relations...

L 1061-H-01 Y 3.M 66:9/ Decisions. Federal Mine Safety & Health Review Commission

L 1061-H-02 Y 3.M 66:9-2/ Federal Mine Safety & Health Review Cumulative Index

^ L 1061-K-01 Y 3.R 31/2:1/ Resolution Trust Corporation Annual Report

- ^ L 1061-K-01 Y 3.R 31/2:15 Real Estate Asset Inventory
- ^ L 1061-K-01 Y 3.R 31/2:16 Silver Lining
- ^ L 1061-K-01 Y 3.R 31/2:17 RTC Review
- L 1062-C-05 Y 3.C 76/3:1 Annual Report. Consumer Product Safety Commission
- L 1062-H Y 3.F 31/21-3:1/ Annual Report. Federal Labor Relations Authority
- 1070-L Y 3.OC 1: Reports & Publications. Occupational Safety & Health Review Commission
- ^ L 1070-L-01 Y 3.OC 1:6 Rules, Regulations, Instructions
- L 1070-L-01 Y 3.OC 1:10-2/ Occupational Safety & Health Review Commission Decisions
- L 1091-A Y 3.EL 2/3:1/ Annual Report. Federal Election Commission
- L 1091-A Y 3.EL 2/3:11/ Federal Election Commission Record
- L 1091-A Y 3.EL 2/3:13 Campaign Guide
- ^ L 1091-A Y 3.EL 2/3:14/ Election Directory
- L 1091-A Y 3.EL 2/3:14/2 Combined Federal/State Disclosure Directory
- L 1091-A Y 3.EL 2/3:15/ FEC Reports on Financial Activity
- L 1091-A Y 3.EL 2/3:16/ Federal Elections
- L 1091-A Y 3.EL 2/3:18 Innovations in Election Administration
- L 1091-A Y 3.EL 2/3:2 General Publications
- L 1091-A Y 3.EL 2/3:2-10/ Campaign Finance Law
- L 1091-A Y 3.EL 2/3:5 Federal Election Campaign Laws
- L 1091-A Y 3.EL 2/3:6 Regulations, Rules & Instructions
- L 1091-A Y 3.EL 2/3:8 Handbooks, Manuals, & Guides
- L 1094 Y 3.SE 5:1 Annual Report. U.S. Sentencing Commission L
- L 1094 Y 3.SE 5:2 General Publications
- L 1094 Y 3.SE 5:8 Handbooks, Manuals, & Guides
- ^ L 1094-A Y 3.SE 5/3:1 Annual Report. National Advisory Committee on Semiconductors
- ^ L 1094-A Y 3.SE 5/3:2 General Publications. National Advisory Committee on Semiconductors

^ indicates this item number is no longer active as of July, 2007

Suggested Core Collection for Public Libraries

- 0001 A 1.47: Agricultural Statistics -
- 0004 A 1.75/2: Financial Characteristics of U.S. Farms
- ^ 0009 A 1.9: Farmers' Bulletins
- 0011 A 1.77: Home & Garden Bulletins
- 0013-A-01 A 1.38/2: Facts about U.S. Agriculture
- ^ 0017 A 1.10: Yearbook
- ^ 0021-H A 93.16/3: Food Review
- 0042-C A 1.107/2: Food Cost Review
- 0042-C A 1.107/3: Food Marketing Review
- 0042-C A 1.107: Agricultural Economics Reports
- 0042-M A 93.10/2: Agricultural Outlook
- ^ 0074-A-03 A 98.11: Food & Nutrition
- 0074-E-02 PE 1.11: Core Curriculum
- 0074-E-02 PE 1.8: Handbooks, Manuals, Guides, Peace Corps
- ^ 0088-B A 77.245: Family Economics Review
- ^ 0090-B A 1.121: Agriculture Fact Sheets
- ^ 0091 A 107.12: Lists (of publications). Governmental & Public Affairs Office
- ^ 0122 A 57.9/2: Soil & Water Conservation News
- ^ 0125-A-08 AC 1.16: World Military Expenditures
- ^ 0126-C-03 C 1.79: Minority Business Today
- ^ 0126-D-13 C 61.31/2: Franchising in the Economy
- ^ 0127 C 1.24/3: Commerce Publications Update
- 0127-A C 61.18: Business America
- ^ 0128-J C 1.84: The U.S. Automobile Industry
- 0128-L C 1.88: National Trade Data Bank (CD) (SEE ALSO STAT USA)
- ^ 0128-N C 1.88/2: National Economic, Social & Environmental Data Bank (CD)
- 0130-D-04 C 59.18: Local Area Personal Income
- 0130-U C 59.24: Regional Economic Information System (CD)
- ^ 0131-F C 3.252: Factfinder for the Nation
- 0131-H C 3.253: Economic Censuses: Reference Series
- ^ 0132 C 3.250: Women-Owned Businesses
- ^ 0132-A-(nos.) C 3.255/2: Census of Retail Trade: Geographic Area Series
- ^ 0132-A-(nos.) C 3.255/5: Census of Retail Trade: Major Retail Centers Statistics
- ^ 0132-B-(nos.) C 3.256/2: Census of Wholesale Trade: Geographic Area Series
- 0132-C-(nos.) C 3.257/2: Census of Service Industries: Geographic Area Series
- 0133-A-(nos.) C 3.204/3-(nos.): County Business Patterns [States]

- 0133-E C 3.204/4: County Business Patterns (CD)
- 0134-A C 3.24/9-6: Annual Survey of Manufactures, Value of Product Shipments
- 0134-A C 3.24/9-7: Annual Survey of Manufactures, Statistics for Industry Groups & Industries
- 0134-A C 3.24/9-9: Annual Survey of Manufactures, Geographic Area Statistics
- 0136 C 3.24/4: Census of Manufactures: Industry Series
- 0137-A-(nos.) C 3.24/3: Census of Manufactures: Geographic Area Series
- ^ 0138 C 3.163/3: Census Catalog & Guide
- 0138 C 3.163/4: Bibliographies & Lists of Publications. Census Bureau
- 0138 C 3.163/7: Monthly Product Announcements
- ^ 0138 C 3.163/8: Product Primers
- ^ 0138 C 3.163/9: College Curriculum Support Project Updates
- 0140-A-06 C 3.215/9: Construction Reports: New One-Family Homes Sold & for Sale
- 0140-A-06 C 3.215/9-3: Characteristics of New Housing
- 0140-A-06 C 3.224/3-8: 1990 Housing Highlights
- ^ 0140-B C 3.62/5: Congressional District Atlas
- 0141-A C 3.215: Current Housing Reports
- 0141-A C 3.215/16: Annual Housing Survey, Supplementary Report, No. 1, Summary of Housing Characteristics for Selected Metropolitan Areas
- 0142-A C 3.158: Current Industrial Reports
- 0142-A C 3.158/2: Advance Report on Durable Goods, Manufacturers; Shipments & Orders
- 0142-A C 3.158/3: Current Industrial Reports: Manufacturing Technology
- 0142-C C 3.186: Current Population Reports
- 0142-C-01 C 3.186:P-20/ Current Population Reports, Population Characteristics
- 0142-C-01 C 3.186/3: Voting & Registration in the Election of... Advance Report
- 0142-C-01 C 3.186/3-2: Voting & Registration in the Election of...
- 0142-C-01 C 3.186/6: Marital Status & Living Arrangements
- 0142-C-01 C 3.186/9: Households, Families, Marital Status, & Living Arrangements
- 0142-C-01 C 3.186/10: Fertility of American Women: Current Population Reports
- 0142-C-01 C 3.186/12: School Enrollment Social & Economic Characteristics
- 0142-C-01 C 3.186/12-2: School Enrollment Social & Economic Characteristics of Students (Advance Report)
- 0142-C-01 C 3.186/14: The Hispanic Population in the U.S. (Advance Report)
- 0142-C-01 C 3.186/14-2: The Hispanic Population in the U.S.
- 0142-C-01 C 3.186/17: Household & Family Characteristics
- 0142-C-01 C 3.186/18: Geographical Mobility
- 0142-C-02 C 3.186/4: Child Support & Alimony
- 0142-C-02 C 3.186/5: Household After-Tax Income
- 0142-C-02 C 3.186/8: Population Profile of the U.S., Current Population Reports
- 0142-C-02 C 3.186:P-23/ Current Population Reports, Special Studies, Series P-23
- 0142-C-03 C 3.186/15: Projections of the Number of Households & Families
- 0142-C-03 C 3.186/21: State Population & Household Estimates, with Age, Sex, & Components of Change
- 0142-C-03 C 3.186/26: Projections of the Population of Voting Age, for States

0142-C-03 C 3.186/7: Estimates of the Population of the U.S.
0142-C-03 C 3.186/7-2: Estimates of the Population of the U.S. by Age, Sex & Race
0142-C-03 C 3.186/7-3: Estimates of the Population of the U.S. & Components of Change
0142-C-03 C 3.186:P-25/ Current Population Reports, Population Estimates & Projections
0142-C-04 C 3.186/20: Provisional Estimates of the Population of Counties
0142-C-04 C 3.186/20-2: County Population Estimates
0142-C-04 C 3.186:P-26/ Current Population Reports, Federal-State Cooperative Programs for Population Estimates

^ 0142-C-05 C 3.186/25: Farm Population of the U.S.

^ 0142-C-05 C 3.186:P-27/ Current Population Reports, Farm Population

0142-C-07 C 3.186/11: Money Income & Poverty Status of Families & Persons...

0142-C-07 C 3.186/13: Receipt of Selected Noncash Benefits

0142-C-07 C 3.186/16: Characteristics of the Population below the Poverty Level

0142-C-07 C 3.186/2: Money Income of Households, Families, & Persons in the U.S.

0142-C-07 C 3.186/22: Poverty in the U.S.

0142-C-07 C 3.186:P-60/ Current Population Reports, Consumer Income

0142-C-10 C 3.186/23: Educational Attainment in the U.S.

0142-C-11 through 0142-C-15 C 3.186/27-(nos.): [Region] Population & Per Capita Income
^ Estimates for Counties & Incorporated Places

^ 0145-A C 3.261: Special Demographic Analyses

0146 C 3.2: General Publications. Census Bureau

0146-K C 3.62/4: U.S. Maps, GE-50 series

0146-K C 3.62/8: U.S. Maps, GE 70 series

0148-A C 3.140/2: Government Employment

0148-A C 3.140/2-3: City Employment in ...

0148-A C 3.140/2-4: Public Employment in ...

0148-A C 3.140/2-5: County Government Employment

0148-A C 3.140/2-6: Local Government Employment in Major County Areas

0148-A C 3.145/4: Census of Governments

0148-A C 3.145/5: Census of Governments: Preliminary Reports

^ 0148-C C 3.238/4: National Clearinghouse for Census Data Services Address List

0148-C C 3.238/5: Telephone Contacts for Data Users

0148-C C 3.238/7: Data Developments

0148-C C 3.238: Census & You

0150 C 3.134/5: State & Metropolitan Area Data Book

0150 C 3.134: Statistical Abstracts of the U.S.

0150-B C 3.134: Statistical Abstract of the U.S. (CD)

^ 0150-B-01 C 3.134/6: USA Counties (CD)

0151 C 3.134/2: County & City Data Book

0151 C 3.134/2-2: USA Statistics in Brief

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^ 0152-A-(nos.) C 3.31/4: Census of Agriculture: State & Area Reports

^ 0152-B-(nos.) C 3.31/7: Census of Agriculture, Preliminary &/or Advance Reports [States]

0154 C 3.223/12: Census of Population: Supplementary Reports
0154 C 3.223/16: Census of Population: Evaluation & Research Reports
0154 C 3.223/22:90-R 2 Census of Population & Housing: History
0154 C 3.223/22:90-R 3 Census of Population & Housing: Alphabetical Index of Industries & Occupations
0154 C 3.223/22:90-R 4 Census of Population & Housing: Classified Index of Industries & Occupations

0154 C 3.223/22:90-R 5 Census of Population & Housing: Geographic Identification Code Scheme
0154 C 3.223/22:90-R Census of Population & Housing: Reference Reports
0154 C 3.223/7-5: 1990 Census Profile (numbered)
0154 C 3.223: Census of Population: General Publications

0154-A-01 C 3.223/6-2: Census of Population: General Population Characteristics for American Indian & Alaska Native Areas
0154-A-01 C 3.223/7-2: Census of Population: Social & Economic Characteristics for American Indian & Alaska Native Areas
0154-A-02 C 3.223/6-3: Census of Population: General Population Characteristics for Metropolitan Statistical Areas
0154-A-02 C 3.223/7-3: Census of Population: Social & Economic Characteristics for Metropolitan Statistical Areas
0154-A-03 C 3.223/6-4: Census of Population: General Population Characteristics for Urbanized Areas
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0154-B-01 C 3.275: Electronic Products
0154-B-01 C 3.281: Census of Population & Housing, PL 94-171 Data
0154-D C 3.278: Foreign Trade Data (CD)
0154-G C 3.286: Subject Reports (CD)
0155-A C 3.224/10: Census of Housing: Subject Reports
0155-A C 3.224/11: 1990 Census of Population & Housing Content Determination Reports
0155-A-01 C 3.224/3-2: Census of Housing: General Housing Characteristics for American Indian & Alaska Native Areas
0155-A-01 C 3.224/3-5: Census of Housing: Detailed Housing Characteristics for American Indian & Alaska Native Areas
0155-A-02 C 3.224/3-3: Census of Housing: General Housing Characteristics for Metropolitan Statistical Areas
0155-A-02 C 3.224/3-6: Census of Housing: Detailed Housing Characteristics for Metropolitan Statistical Areas
0155-A-03 C 3.224/3-4: Census of Housing: General Housing Characteristics for Urbanized Areas
0155-A-03 C 3.224/3-7: Census of Housing: Detailed Housing Characteristics for Urbanized Areas
0156-B-(nos). C 3.224/3:90-CH-1 Census of Housing: General Housing Characteristics [States]

- 0156-B-(nos.) C 3.224/3:90-CH-2 Census of Housing: Detailed Housing Characteristics [States]
- 0156-K-(nos.) C 3.223/11: Census of Population & Housing: Population & Housing Characteristics for Census Tracts & Block Numbering Areas [States]
- 0156-M-(nos.) C 3.223/23: Census of Population & Housing: Summary Social, Economic & Housing Characteristics [States]
- 0159-B-(nos.) C 3.223/18: Census of Population & Housing: Summary Population & Housing Characteristics [States]
- 0159-B-(nos.) C 3.223/19: Census of Population & Housing: Advance Reports [States]
- 0159-C-(nos.) C 3.223/20: Census of Population & Housing: Population & Housing Characteristics for Congressional Districts of the 103rd Congress [States]
- 0159-C-(nos.) C 3.223/5: Census of Population & Housing: Population & Housing Unit Counts [States]
- 0159-C-(nos.) C 3.223/6: Census of Population: General Population Characteristics [States]
- 0159-C-(nos.) C 3.223/7: Census of Population: Social & Economic Characteristics [States]
- 0159-G C 3.223/10: Census of Population: Population Subject Reports
- 0160-E C 3.258: Survey of Minority-Owned Business Enterprises
- 0183-A C 31.249: Handbook of Airline Statistics
- 0191-A I 19.65: Earthquakes & Volcanoes
- 0208 I 19.65/2: U.S. Earthquakes
- 0215-L C 61.34: U.S. Industrial Outlook
- 0219 C 61.37: Construction Review
- 0228 C 59.11/3: Business Statistics
- 0228 C 59.11/4: Supplement (special) to Survey of Current Business
- 0228 C 59.11/5: National Income & Product Accounts of the U.S.
- 0228 C 59.11: Survey of Current Business. Economic Analysis Bureau
- 0231-B C 61.12: Overseas Business Reports
- 0231-B-04 C 1.108/2: Franchise Opportunities Handbook
- 0231-B-14 C 61.28/2: U.S. Foreign Trade Highlights
- 0231-B-14 C 61.28: US. Trade Performance in... & Outlook
- 0231-G-03 C 1.76: Commerce Business Daily
- 0231-I C 61.11: Foreign Economic Trends & Their Implications for the U.S.
- 0231-M-(nos.) C 61.30: State Export Series
- 0254 C 21.2: General Publications. Patent & Trademark Office
- 0256-A-01 C 21.26: General Information Concerning Trademarks
- 0256-A-02 C 21.26/2: General Information Concerning Patents
- 0262-A C 21.9/2: Attorneys & Agents Registered... before U.S. Patent Office
- 0262-A C 21.9: Roster of Attorneys & Agents Registered... before U.S. Patent Office
- 0265-B TD 2.23/2: Highway Statistics, Summary to (year)
- 0265-B TD 2.23: Highway Statistics
- 0265-H TD 2.20: Fatal & Injury Accident Rates on Federal... Highway Systems
- 0268 TD 2.19: Public Roads

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 - 0288-A CR 1.1: Annual Report. Civil Rights Commission
 - 0288-A CR 1.2: General Publications. Civil Rights Commission
 - 0288-A-02 CR 1.6/2: Handbooks, Manuals, Guides
 - 0299 PM 1.10/2: Federal Civilian Work Force Statistics: EEO Statistics
 - 0299 PM 1.10/2-3: Affirmative Employment Statistics
 - 0299 PM 1.10/3: Employment by Geographic Areas Annual Report
 - 0299 PM 1.10/4: Work Years & Personnel Costs, Executive Branch
 - 0306-A-02 D 1.1/4: Your Defense Budget
 - 0306-A-02 D 1.1: Dept. of Defense Annual Report
 - 0310-E-16 D 1.57/2: 500 Contractors Receiving the Largest Dollar Volume of Prime Contract Awards for Research...
 - 0310-E-16 D 1.57/2-2: Top Five Contractors Receiving the Largest Dollar Volume of Prime Contract Awards in Each State
 - 0310-E-16 D 1.57: 100 Companies Receiving the Largest Dollar Volume of Prime Contract Awards
 - 0312-B D 2.15/3: Defense
- ^ 0321-A D 101.47: Army Aviation Digest
 - 0322 D 101.12: Soldiers
- ^ 0322-F D 101.74: Vietnam Studies
 - 0327-J D 101.22: Pamphlets: 550-(nos.), Country Studies
 - 0399-A D 207.10: Dictionary of American Fighting Ships
- ^ 0399-A-02 D 207.10/2: Historical Publications
- ^ 0399-A-02 D 207.10/4: Contributions to Naval History
 - 0431-C-14 TD 4.20: FAA Statistical Handbook of Aviation
- ^ 0431-I-02 EP 1.5/2: Environmental Laws, Highlights
- ^ 0431-I-66 EP 1.67: EPA Journal
- ^ 0435-E-35 E 3.50: Annual Outlook for U.S. Electric Power
- ^ 0435-E-36 E 3.51: Commercial Nuclear Power: Prospects for the U.S. & the World
- ^ 0444-A HE 1.1015: Aging
 - 0444-K-08 HE 1.58: Report to the President & Congress on the Drug Abuse, Prevention, & Treatment Functions
- 0445-L-01 HE 23.1210: National Center on Child Abuse & Neglect: Publications
 - 0445-L-01 HE 23.1211: Child Abuse & Neglect Programs
- ^ 0445-L-05 HE 23.1210/2: Child Abuse & Neglect Research: Projects & Publications
- ^ 0455-A-02 ED 1.12: Annual Report, Right to Read. Education Dept
- ^ 0455-B-17 ED 1.84: Disability Statistics Report
- ^ 0455-F-03 ED 1.132: Trends in Education
- ^ 0455-F-04 ED 1.132/2: Trends in Bachelors & Higher Degrees
- ^ 0455-J ED 1.41: Progress of Education in the U.S. of America
- ^ 0460-A-22 ED 1.119: Revenues & Expenditures for Public Elementary & Secondary Education
- ^ 0460-B-02 ED 1.122/2: Statistics of Public Libraries

- ^ 0460-C-02 ED 1.18/4: Library Programs, HEA Title II-B
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- ^ 0460-C-02 ED 1.18/6: Library Programs, Library Programs for the Handicapped
- ^ 0460-C-02 ED 1.18/7: Library Programs, Public Library Construction
- 0460-C-02 ED 1.18/8: Library Programs, Library Services for Individuals with Limited English Proficiency
- ^ 0460-C-02 ED 1.18: Library Programs, HEA (Higher Education Act), Title 2-C

- ^ 0460-C-03 ED 1.18/2: Library Programs, Library Literacy Programs, Abstracts of Funded Projects
- 0461-A-12 ED 1.109/2: Education Indicators
- 0461-A-12 ED 1.109: The Condition of Education
- 0461-A-15 ED 1.121/3: College Costs, Basic Student Charges, 2- & 4-Year Institutions
- 0461-A-16 ED 1.111/3: Education Directory: State Education Agency Officials
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- 0461-B ED 1.32/4: Handicapped Children's Early Education Program
- 0461-B ED 1.32: Annual Report to Congress on the Implementation of the Education of the Handicapped Act

- ^ 0461-D-09 ED 1.326: Digest of Education Statistics
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- ^ 0483-E-15 EP 4.22/2: National Air Quality & Emissions Trends Report
- 0483-L-06 HE 20.7615: Reports of the Surgeon General
- 0484-D-03 HE 20.102: General Publications. President's Council on Physical Fitness & Sports
- 0497 HE 20.30: Public Health Reports
- 0498-D-01 HE 23.1301: Annual Report. Family & Youth Services Bureau
- 0498-D-01 HE 23.1309/2: Runaway & Otherwise Homeless Youth, Fiscal Year

- ^ 0504-P HE 20.7011/38: HIV/AIDS Surveillance
- ^ 0506-C HE 20.8137: Mental Health, U.S. PA
- ^ 0506-C-04 ED 1.211: American Rehabilitation P
- ^ 0506-H HE 20.3038: The Search for Health
- ^ 0507-B-13 HE 20.8114/3: Crime & Delinquency Issues
- 0507-G-42 HE 20.3186: Annual Cancer Statistics Review

- 0516-A-01 HE 3.88/2: Your Social Security Rights & Responsibilities, Retirement & Survivors Benefits
- ^ 0516-A-01 HE 3.88: Your Social Security Rights & Responsibilities, Disability Benefits
- ^ 0516-A-03 HE 3.90: What You Have to Know about SSI

- ^ 0516-A-04 HE 3.89: Your Social Security
- ^ 0516-C-01 HE 3.6/8: Social Security Handbook
- ^ 0533 FT 1.1: Annual Report. Federal Trade Commission
- 0557-A (P) or 0557-B (MF)* GP 3.34: U.S. Congressional Serial Set Catalog: Numerical Lists & Schedule of Volumes
- ^ 0557-A (P) or 0557-B (MF)* GP 3.8/5: Monthly Catalog... Periodicals Supplement
- ^ 0557-A (P) or 0557-B (MF)* GP 3.8: Monthly Catalog of U.S. Government Publications
- ^ 0558-A-02 GS 2.16: Consumer Information Series
- 0572 AE 2.106/3-2: CFR Index & Finding Aids
- 0572-B (P) or 0572-C (MF)* AE 2.106/3: Code of Federal Regulations
- 0574-A AE 2.114: Public Papers of the Presidents of the U.S.
- 0611-M-52 I 49.98: National Survey of Fishing, Hunting, & Wildlife-Associated Recreation (U.S. Summary)
- ^ 0613 I 49.24/2: Summary of Federal Hunting Regulations
- 0621-C I 19.1: Annual Report. USGS
- 0627-A I 20.51/2: Indians (various subjects)
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- 0639 I 28.37: Minerals Yearbook
- 0648-B I 29.74: Historic American Buildings Survey
- ^ 0648-S I 29.120: Catalog of National Historic Landmarks
- 0651-A I 29.8: Maps
- 0717-C-01 J 1.1: Annual Report of the Attorney General of the U.S.
- 0717-C-05 J 1.14/8: FBI Law Enforcement Bulletin
- ^ 0717-C-17 J 1.14/18: Crime Laboratory Digest
- ^ 0717-C-17 J 1.14/22: Terrorism in the U.S.
- ^ 0718-A-18 J 28.3/3: AIDS Bulletin
- 0722 J 1.14/7: Uniform Crime Reports
- ^ 0722-A J 1.14/7-4: FBI Uniform Crime Reports
- 0722-A J 1.14/7-6: Law Enforcement Officers Killed & Assaulted
- 0725-B J 21.2/10: Statistical Yearbook of the Immigration & Naturalization Service
- 0744 L 1.1: Annual Report. Labor Dept.
- 0749-E L 29.16: Foreign Labor Trends
- ^ 0766 PREX 1.10/3-3: Work Life
- ^ 0766-J L 35.11/3: Fatal Facts: Accident Report
- 0768-A-03 L 2.3/11: Occupational Injuries & Illnesses in the U.S. by Industry
- 0768-A-04 L 2.3/9: Relative Importance of Components in the Consumer Price Indexes
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- 0768-A-06 L 2.3/12: Geographic Profile of Employment & Unemployment
- ^ 0768-A-07 L 2.3/13: National Survey of Professional, Administrative... & Clerical Pay
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- ^ 0768-A-08 L 2.3/16: Occupational Employment in Manufacturing Industries

- ^ 0768-A-09 L 2.3/20: Productivity Measures for Selected Industries
- 0768-B L 2.41/2: Employment & Earnings
- 0768-C-02 L 2.3/4: Occupational Outlook Handbook
- ^ 0768-C-03 L 2.3/5: Handbook of Labor Statistics
- ^ 0768-F-04 L 1.20/8: Women & Work
- 0768-G L 2.125: Major Programs, Bureau of Labor Statistics
- 0783-C-03 L 36.114/3: Facts on Working Women
- ^ 0807 LC 14.6: Digest of Public General Bills
- ^ 0807-A-01 LC 14.18: Major Legislation of the Congress
- ^ 0818-G-07 LC 39.14: Folklife Annual
- ^ 0837-J-01 P 1.54/2: Mint Set of Definitive Stamps
- 0837-J-01 P 1.54: Mint Set of Commemorative Stamps
- ^ 0840 P 4.10: Postage Stamps of U.S.
- ^ 0848 PR 42.9: Economic Report of the President
- ^ 0850 PR 42.2: General Publications. President of the U.S.A
- 0853 PREX 2.8/7: Budget Revisions
- 0853 PREX 2.8/8: Historical Tables, Budget of the U.S. Government
- ^ 0853 PREX 2.8/9: Management of the U.S. Government, Fiscal Year
- 0853 PREX 2.8: Budget of the U.S. Government
- 0853-A-01 PREX 2.20: Catalog of Federal Domestic Assistance
- 0856-A-07 PREX 3.15: World Factbook
- ^ 0863 S 1.1/6: Annual Report, Inspector General, State Dept. & Foreign Service
- 0876-A-06 S 1.138: Patterns of Global Terrorism
- 0900-A S 9.14: Treaties in Force
- 0910-P SI 1.42: Smithsonian Studies in Air & Space
- ^ 0910-T SI 1.43: Smithsonian Folklife Studies
- 0921 SI 3.10: Handbooks, Manuals, Guides
- 0921 SI 3.2: General Publications. National Museum of American History/ National Museum of Natural History
- 0922-A-01 SI 9.2: General Publications. National Air & Space Museum
- 0922-B SI 11.2: General Publications. National Portrait Gallery
- 0922-B-01 SI 13.2: General Publications. Hirshhorn Museum & Sculpture Garden
- 0922-C SI 7.2: General Publications. Freer Gallery of Art
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- ^ 0928-F T 63.101/2: U.S. Government Annual Report
- 0960 T 22.25: Internal Revenue Cumulative Bulletins
- ^ 0968-H-06 J 29.9/4: Prosecution of Felony Arrests
- 0968-H-06 J 29.9/6: Sourcebook of Criminal Justice Statistics
- ^ 0968-H-09 J 26.14: Criminal Justice Perspectives
- 0968-H-13 J 29.11/10: Criminal Victimization
- 0968-H-13 J 29.11/11: Felony Sentences in State Courts

^ 0968-H-13 J 29.11/2-3: Justice Expenditure & Employment in the U.S.

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^ 0968-H-13 J 29.11/5: Jail Inmates

0968-H-13 J 29.11/6: Probation & Parole

0968-H-13 J 29.11/7: Prisoners

0968-H-13 J 29.11/8: Crime in the Nation's Households

^ 0968-H-13 J 29.11/9: Tracking Offenders

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^ 0968-H-25 J 29.18: Felony Laws of the Fifty States & the District of Columbia

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0993-A (MF)* X 1.1:: Congressional Record (Bound)

^ 1061-K-01 Y 3.R 31/2:1/ Resolution Trust Corporation Annual Report

SUPERSEDED

Important for Library Administrators

These sections have been compiled from the “Important for Library Administrators” section of each chapter to allow for easier access to information of interest to library administrators.

From Chapter 1: Library Services and Content Management (LSCM) Organization

- [Resources for Federal Depository Library Directors](http://www.access.gpo.gov/su_docs/fdlp/directors/index.html) (http://www.access.gpo.gov/su_docs/fdlp/directors/index.html) have been gathered for your use.
- LSCM provides a Federal Depository Library Directors' notification list. This notification list brings important information about the FDLP to the attention of your library director or library administrator. Created exclusively for them, your director or administrator may subscribe at [Director's listserv](http://listserv.access.gpo.gov/archives/fdl-directors-l.html) (<http://listserv.access.gpo.gov/archives/fdl-directors-l.html>).
- The [FDLP Desktop](http://fdlp.gov/) (<http://fdlp.gov/>) gathers important announcements of interest to the FDLP community.
- [askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) is LSCM's customer relationship management and online help system. You are encouraged to use it as your first point of contact with LSCM.

From Chapter 2: Legal Requirements

- You are the designated official responsible for ensuring the legal requirements of the FDLP are met.
- As mentioned above, related Title 44 Chapters that affect depository libraries are Chapters 17 and 41. Chapter 17 authorizes GPO's Cataloging and Indexing Program and Chapter 41 authorizes GPO Access and allows GPO to provide access to Federal electronic information through it.

From Chapter 3: Federal Depository Status

- In today's increasingly electronic library environment, the depository program is as much about access and expertise as it is about tangible publications. **Federal depository libraries MUST provide free public access to depository materials in all formats.**
- **Free public access does not mean a depository MUST grant circulation privileges to groups outside of the library's primary user community, although they may choose to do so.**
- **Free public access need not equal free printing or copying if your library users MUST pay for printing and copying of other library materials or resources.**
- Free access does not necessarily mean access at all times.
- GPO permits various actions by administrators to ensure the security of their facility and personnel. Such actions may include asking users for identification, or asking users to sign a guest register, and even escorting users to the depository library.
- Even though most Federal Government information is now freely available on the World Wide Web, accessing it efficiently can be a daunting task if one depends solely on Internet search engines. Much information is in the "deep Web" and in statistical databases. Depository status ensures that a library has access to the training and support that will become increasingly important to navigate the complexities of Federal Government information sources. See details on the number of opportunities for training all staff in depository libraries listed in chapter 4 of this Handbook.

From Chapter 4: Public Services

- The Federal Depository Library Program was established to provide the residents of the United States with access to government information. Public access to this information remains the highest priority of all Federal depository libraries.
- Your depository library has a fundamental obligation to provide free public access to depository information resources and to minimize other barriers to public access to the library's depository facilities, collections, and services.
- In general, access to and services in the use of depository information resources should equal or exceed those applicable to your other library collections and services.
- **Your depository library MUST offer the general public free access to online Federal Government information provided through the FDLP. Such access shall be provided to any library user free of fees or other restrictions such as age or residency status.**
- Filtering software may restrict access to official FDLP information, for example in the health or biological sciences fields. **Therefore, the depository library MUST**

allow users the option to use workstations without filtering software or have the capability of turning off the filter while searching FDLP information resources.

- If your library provides reference services using methods other than in-person contact for your primary user groups (such as through phone, mail, fax, email or chat), these same or comparable methods of obtaining reference service should also be available to members of the public using the depository collection and government information.
- Your depository library should have a written policy regarding public services for government information in electronic formats that includes provisions for no-fee access to electronic government information in tangible format and on the Internet for all users. **Signage throughout the library and other library policies MUST be in accordance with these policies.**
- Your depository library has the option of establishing its own circulation policies for use of depository materials outside the library. However, the principle of comparable treatment in public services of depository and non-depository collections should be used in determining circulation policy for depository materials.
- **The general public MUST be able to access your depository's collections and services outside standard business hours if the library's primary clientele is able to do so.** Comparable service to both depository and non-depository materials can be provided through the integration of depository services into an overall reference policy to ensure assistance is available at all times.
- **Your depository library SHALL post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating that your library is a Federal depository and that government information resources and services in the use of those resources are available from your library for your primary users and the general public without charge.**
- Remember the FDLP logo should also be placed in a prominent location on your library web site or web pages. This informs online users that your library is a Federal depository and that government information resources and services in the use of those resources are available at your library or through the Web.

From Chapter 5: Depository Collections

- Your depository library is expected to have the titles in the Basic Collection accessible to patrons. How this is accomplished is your local decision, however, merely linking to GPO Access or the Catalog of U.S. Government Publications (CGP) does not provide sufficient access to all of these titles. **Your library MUST still collect publications to support the needs of the community you serve.**
- Relevant print and electronic indexes should be available in your depository to facilitate access to the resources of the documents collection. As electronic

items are added to the depository collection, ensure you're providing users the ability to locate these items which may be through a database, index, or web site search.

- If your depository library is served by a regional depository, you may withdraw publications retained for the statutory minimum period of five years from receipt after securing permission from the regional library for disposal. Publications distributed through the FDLP are, and remain, U.S. Government property.

From Chapter 6: Technical Services

- Libraries are encouraged to mainstream government publications into the overall library collection, as appropriate; government publications collections do not have to be maintained in Superintendent of Documents number order.
- Library administrators should consider requesting and reviewing statistics concerning their depository and government publications collections. Among the statistics commonly found on library-related surveys are:
 - Number of monographic titles cataloged by format, i.e., paper, microform, tangible electronic, and others
 - Number of monographic volumes added by format
 - Number of serial titles cataloged by format
 - Number of serial issues added by format
 - Number of records maintained or updated

From Chapter 8: Preservation

- **Depository libraries are REQUIRED to maintain depository material at the same level as commercially purchased publications.**
- Preservation of tangible U.S. Government publications distributed through the FDLP is one of the responsibilities of a regional depository library.
- A written preservation policy is the key to an effective preservation program.

From Chapter 9: Housing

- **Because all Government publications supplied to your depository library under the FDLP remain the property of the U.S. Government, publications MUST be housed in a manner that facilitates access, preservation, and protection from theft. Your depository library MUST, at a minimum, provide**

the same care and maintenance of depository materials as it gives to commercially purchased publications.

- Your depository library **MUST** post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and Government information products are available for use by the general public without charge.
- All facilities housing depository materials should meet the standards set forth in the [Americans with Disabilities Act \(ADA\)](http://www.access-board.gov/adaag/html/lib) (<http://www.access-board.gov/adaag/html/lib>).

From Chapter 10: Staffing

- Your depository library **MUST** have one staff member designated as the **depository coordinator**. This staff member's responsibilities are detailed above in the section on staff responsibilities.
- Keep your regional librarian and GPO informed of any changes in depository responsibilities and operations within your library.
- Despite the fact that depository libraries are receiving fewer tangible publications, the need for staff is not decreasing. Staff are needed for many important tasks:
 - To integrate electronic records into library catalogs;
 - To integrate government information into library Web resources and user education;
 - To train all library staff to use government information resources effectively; and
 - To provide public service in person and remotely, as finding government information becomes more complex in the electronic environment.
- Staff with depository responsibilities should receive library support for attendance at appropriate local and national meetings. Equally, you, as a library administrator, are encouraged to attend the annual Federal Depository Library Conference to learn about the FDLP.

From Chapter 11: Collaborative Efforts

Partnering with GPO

If your staff is considering a partnership with GPO, the administration of the larger library or parent institution **MUST** give specific approval. You may be asked to write a letter on behalf of your depository indicating that you are aware of the staff and financial commitments involved and the benefit that this collaboration has for your library and library community. You will be consulting with your depository

coordinator during all phases of planning. **An effective business plan will be REQUIRED and will demonstrate the support and understanding for the partnership by the library administration.**

State Plans

The state plan provides guidance and procedures concerning the FDLP that are specific to the state. The state plan is an agreement between the regional depository library's administration and the selective depository libraries in the state. Selective housing agreements or collection development agreements between or among depositories can also be incorporated into the state plan.

From Chapter 12: Regional Services

- Regional designation is a special designation by a U. S. Senator or Resident Commission.
- Participation in the FDLP is voluntary. However, the FDLP is a statutorily-mandated program with legal requirements for regional depository libraries as well as for selective depository libraries. Over the years, professional practices have also created some mandatory or professionally essential responsibilities that are expected of regional depositories by LSCM. **Regional depository libraries MUST have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries.** Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.
- Ongoing communication between you and your regional depository coordinator is important to the success of the depository operation.
- All government information is not available online. This makes the tangible collections of regional depository libraries all the more important for permanent public access.
- Decisions you make to house a regional depository collection have ramifications for the entire region. Communication with the selective depositories in the region is important.
- The state plan, developed by your regional depository coordinator in coordination with other depositories in the region or state, provides guidance and procedures concerning the FDLP that are specific to the state or region.
- Once a state plan is signed and approved, this becomes an agreement between your library, the GPO, and the selective depository libraries in the state or region.
- Selective housing agreements or collection development agreements between or among depositories can be incorporated into the state plan.
- Encourage your regional depository library staff to initiate or participate in inter-regional depository training, outreach promotion, and other programs.

From Chapter 13: Transitioning Depository Libraries

No single depository can meet all potential community needs, especially in a digital environment. Frequent communication among neighboring depositories is encouraged. Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.

From Chapter 14: Disaster Preparedness and Recovery

- It is important for you to communicate with the staff as soon as possible after a disaster about the status of their workplace. This communication should continue on a regular basis throughout the recovery process.
- Publications received through the Federal Depository Library Program remain the property of the Federal Government. However, your library is responsible for the treatment and replacement of all publications damaged or destroyed in a disaster and should keep LSCM informed about the extent of the losses and the replacement efforts being made.
- You will also have to work with insurance companies and adjustors who may have little experience working with libraries and/or Government publications.
- Your decision on whether to use an outside disaster recovery service or library staff and management can depend on the extent of the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be demoralizing to the employees.
- **If a disaster recovery service is responsible for the recovery process, your library NEEDS to be aware that some of its recovery methods and processes may not be suitable for library materials.** For example, there are several processes and products available for removing smoke odors that would actually damage library materials. **Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments will NEED to be made in a variety of procedures.**

From Chapter 15: Federal Libraries

- **Federal libraries MUST still grant access to the general public to use depository materials, both physical and electronic.**
- In the spirit of cooperation, Federal libraries are encouraged to participate in local meetings and other depository-related activities.

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

- All materials distributed through the depository library program remain the property of the U.S. Government Printing Office.

SUPERSEDED

Important For Map Librarians

Maps have been a part of the Federal Depository Library Program (FDLP) since its inception. As an integral part of the FDLP, information regarding the treatment of and access to maps of all kinds has been included in several chapters of the Handbook. Those sections have been compiled to allow for easier access to map-related information. A list of resources related to map librarianship has also been included in this appendix.

From Chapter 5: Depository Collections

Selection of Maps

The selection of maps for your depository library will fall under the same general collection development policies that have been established for your larger institution. However, there are factors in the development of map collections which should be considered and which are specific to maps as a format.

The following factors impact the development and use of a map collection in a depository.

- Circulation of the map collection;
- Security of the map collection; some maps are rare and valuable and as such, they have been targeted for theft from some libraries;
- **Extra clerical help REQUIRED for processing the number of maps which may be seasonal depending on the frequency of map distribution;**
- Care in handling maps;
- **Specialized supplies, equipment or furniture REQUIRED for processing, handling, storing, servicing, and using maps; Map cabinets, wall hangers, pigeon hole or other shelving devices may have to be purchased.**

- For collection development purposes, maps of a library's local area and region are always in higher demand than those of other states and regions. If it is possible to select a series by state, a library in, for example, New Jersey should consider whether it really needs detailed coverage of Texas or other far away states. Would state maps alone serve your library users' needs?
- Consider the scale of the maps that you are considering for selection. A large scale map, such as the 1:24,000 topographical map, will have many more sheets and require more map case space than a map at the scale of 1:100,000 to cover the same geographic area.
- **The availability of electronic maps MUST also be considered.** The advent of the “digital age” has led many Federal agencies to shift their map publishing and distribution efforts from print to a combination of print and electronic resources. Government-issued cartographic materials are now increasingly—and in a growing number of cases, exclusively—available in electronic format as scanned images and digital maps (both of which can be viewed online, printed or downloaded as an image file), or maps produced on-the-fly with Web-based mapping applications, also known as Geographic Information Systems (GIS).
- A list of maps available for selection by depositories can be created using [Documents Data Miner 2](http://govdoc.wichita.edu/ddm2/gdocframes.asp) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>) by conducting a title search for “map” in the List of Classes database.
- Your depository may wish to consider providing GIS services to your patrons. Geographic Information Systems (GIS) is a computer-based system that stores geographically referenced data linked to textual attributes (a database) and allows for mapping, display, analysis, and modeling. The majority of GIS data from the Federal Government is available for selection in CD-ROM form. These CDs are divided into three main types 1) those with an internal GIS, 2) those with GIS files that can be used with third party software without the need to be processed, or 3) both. In addition, GIS data is available through online resources. Prime examples include [Geodata.gov](http://www.Geodata.gov/gos) (<http://www.Geodata.gov/gos>) and [The National Map](http://nationalmap.gov/) (<http://nationalmap.gov/>). Software by various companies can be used to view, analyze and display data.
- As with most technology, GIS is not useful without people to manage the system/software or to utilize it. One of the most challenging aspects of having a GIS service is staffing.

Geographical Information Systems (GIS)

Some depositories may wish to consider providing GIS services to their patrons. Geographic Information Systems (GIS) is a computer-based system that stores geographically referenced data linked to textual attributes (a database) and

allows for mapping, display, analysis, and modeling. The majority of GIS data from the Federal Government is available for selection in CD-ROM format. These CDs are divided into three main types 1) those with an internal GIS, 2) those with GIS files that can be used with third party software without the need to be processed, or 3) both. In addition, GIS data is available through online resources. Prime examples include [Geodata.gov](http://geodata.gov) (<http://gos2.geodata.gov/>) and [The National Map](http://nationalmap.gov/) (<http://nationalmap.gov/>). Software by various companies can be used to view, analyze and display data.

As with most technology, GIS is not useful without people to manage the system/software or to utilize it. One of the most challenging aspects of having a GIS service is staffing.

From Chapter 6: Technical Services

Map Processing

This record keeping requirement does not mean that a shelflist card must be generated for each piece. For instance, the holdings record for some map series could be comprised of a basic shelflist record for the map series plus checking-off the appropriate quadrangles of maps received on the index map.

Your depository should also mark all out of date or superseded material that is retained in the collection as “superseded” or “not current”. Aeronautical and nautical charts should also be stamped “Not to be used for navigational purposes.”

Map Shipments

Maps from the U.S. Geological Survey (USGS) are sent in shipments separate from the regular depository boxes. Shipping lists or packing slips just for the maps are enclosed.

There are five sequential numbering schemes for the materials distributed from GPO: paper (P), microfiche (M), separates (S), and electronic publications (E). USGS ships maps directly from their distributor and provide their own shipping lists, which indicate the GPO item number, map title, and scale information.

Claiming Maps

To file a claim for missing microfiche or USGS maps, circle the missing titles on the microfiche or USGS shipping list and provide your depository number and mailing address. Then mail or fax the shipping list to the appropriate microfiche contractor or USGS.

From Chapter 8: Preservation

Identification of valuable publications takes time and effort. While there are no quick lists, there are several starting places. First, give special consideration to materials pertaining to your own state or locale. If you can encapsulate only a few maps, select those of your own state. Select reports and other volumes on the same basis; and don't forget small circulars, etc. as they are the most likely to be lost over the years.

From Chapter 9: Housing

- If your depository selects and receives maps, they are subject to the same processing procedures as other depository materials. Whether the maps are housed directly in the library or housed off-site, it is your library's responsibility to ensure that maps which arrive through the FDLP are handled according to the practices established in this Handbook.
- You can house sheet maps and charts in sturdy, acid-free map cases. The best method of storing maps is flat in map cabinets or vertically in plain files. Rolling maps is acceptable but makes access and use more difficult. Only those maps pre-folded by the publisher may be stored folded.
- **As with any paper materials, maps NEED year-round temperature and humidity control with proper air circulation and limited exposure to ultraviolet light.**
- Clearly labeled and well-arranged maps can be identified and selected from map cabinets with the least wear and tear. In most situations, you will want to keep map indexes near the maps. In situations where the maps are not directly accessible to the user, you might want to house the map indexes along with other reference materials.
- Map drawers that are too full increase the weight on each map as they are pulled out, filed, and re-filed increasing the chances that maps may be torn or damaged. Maps will receive better care by making sizeable workspaces available to users using the maps, as well as providing sufficient space for staff to re-file the maps.
- You should take care not to obscure important images or information when labeling and stamping maps. Also avoid applying adhesive labels, security strips, or stamps on the back of a map where it can bleed through and obscure information on the front of the map. The lower edge is an ideal place to record call numbers. Searching through a stack of maps labeled at the bottom edge is more efficient and distresses maps the least.
- Your depository maps are sometimes housed in a different location some distance from the rest of the depository collection. **If the location of the map collection is not under the administrative control of your depository**

library, a selective housing memorandum of understanding **MUST be initiated between your depository and the selective housing site.** See Appendix D in this Handbook for more information.

Maps are sometimes housed in a different location some distance from the rest of the depository collection. **If the map collection's location is not under the administrative control of the depository library, a selective housing memorandum of understanding MUST be initiated between the depository and the selective housing site.** See appendix D of this Handbook for more information.

Selective Housing

Ownership of the material and the responsibility for meeting FDL standards remain the same, whether the publications are routed through your depository library or mailed directly to the selective housing site, as can be the case with U.S. Geological Survey (USGS) maps.

Additional Resources

Books

- Andrew, Paige and Mary Larsgaard. *Map and Related Cartographic Materials: Cataloging, Classification and Bibliographic Control*. Binghamton: Haworth Information Press, 1999
- *IS U.S. Serial Set Index. Part 14, Index and Carto-Bibliography of Maps, 1789-1969*. Washington, D.C.: Congressional Information Service, 1975-1998.
- Demers, Michael N. *Fundamentals of Geographic Information Systems*. New York: John Wiley & Sons, 2005.
- Drazniowsky, Roman. *Map Librarianship: Readings*. Metuchen, N.J., Scarecrow Press, 1975.
- *Guide to U.S. Government publications*. Farmington Hills, MI: Gale Group.
- Larsgaard, Mary. *Map Librarianship: An Introduction*. Englewood, Colo.: Libraries Unlimited, 1998.
- Moffat, Riley Moore. *Map Index to Topographic Quadrangles of the United States, 1882-1940*. Santa Cruz: Western Association of Map Libraries, 1985.
- U.S. Geological Survey. *Publications of the Geological Survey 1879-1961*. Washington: Government Print. Office, 1964.
- Thompson, Morris M. *Maps for America: Cartographic Products of the U.S. Geological Survey and Others*. Reston, Va.: U.S. Geological Survey, 1987.

Journals and Newsletters

- *Baseline*. Map and Geography Round Table
- *Meridian*. Map & Geography Round Table.
- *Coordinates*. Map & Geography Round Table.
- *Bulletin*. Special Library Association, Geography and Map Division.
- *Information Bulletin*. Western Association of Map Libraries
- *Cartographic perspectives : Bulletin of the North American Cartographic Information Society*
- *Bulletin*. Association of Canadian Map Libraries and Archives.
- *Journal of Map and Geography Libraries*. Binghamton: Haworth Information Press.

Organizations

- American Library Association. [Map and Geography Round Table](http://magert.who.edu) (<http://magert.who.edu>)
- Special Library Association. [Geography and Map Division](http://units.sla.org/division/dgm/) (<http://units.sla.org/division/dgm/>)
- [Western Association of Map Libraries](http://www.waml.org/) (<http://www.waml.org/>)
- [North American Cartographic Information Society](http://www.nacis.org/) (<http://www.nacis.org/>)
- [Cartographic Users Advisory Council](http://cuac.wustl.edu/) (<http://cuac.wustl.edu/>)
- [Association of Canadian Map Libraries and Archives](http://www.ssc.uwo.ca/assoc/acml/acmla.html) (<http://www.ssc.uwo.ca/assoc/acml/acmla.html>)

Electronic Discussion Forums

- MAPS-L
- SLA-DGM

Miscellaneous Resources

- [Western Association of Map Libraries Map Librarian's Toolbox](http://www.waml.org/maptools.html) (<http://www.waml.org/maptools.html>)
- [Army Map Service Indexes](http://www.lib.berkeley.edu/EART/ams.html) (<http://www.lib.berkeley.edu/EART/ams.html>)
- [National Needs and Offers List](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)

Sample Selective Housing Agreement

Below is a sample of a selective housing agreement your depository library may use when a portion of its current or retrospective collection is transferred to another library, institution, or agency through an arrangement called shared or selective housing. **A formal agreement between the parties MUST be signed if the host site is not under the administrative purview of the depository offering the material for selective housing. A copy of this agreement MUST also be filed with LSCM. For more information about selective housing agreement, see chapter 9 in this Handbook.**

Sample Agreement

Agreement for Selective Housing of U.S. Government publications distributed through the Federal Depository Library Program (FDLP)

This agreement is made on (date) by and between (Lending) Library and (Receiving) Library. This agreement is entered into for the purpose of: (specify). The publications are lent for (specify time) but remain the property of the U.S. Government Printing Office under the control of (lending) Library.

In pursuance of this agreement, the (Receiving) Library agrees to:

- Assign the responsibility for carrying out the provisions of this agreement for the U.S. Government publications deposited or loaned by (Lending) library to the (Reference, Medical, etc.) Librarian of the (Receiving) library.
- Make available for free and unrestricted use all U.S. Government publications to the general public.
- Lend to (Lending) Library any U.S. Government publication that is selectively housed for a period up to (specify length of time).
- Maintain all U.S. Government publications selectively housed in compliance with **[Title 44, United States Code](#)** (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/), the Federal Depository Library Handbook, and etc.

- Inventory, identify, and maintain a public record of the U.S. Government publications selectively housed under this agreement.
- Retain any classification numbers, stamps, and notes as supplied by (Lending) Library.
- Return to (Lending) Library all U.S. Government publications which were selectively housed and which are no longer considered useful.
- Replace any lost publication.

(Lending) Library agrees to:

- Transfer and continue to send publications which include, but are not limited to (specify publications of agencies, series, subjects, etc.) to (Receiving) Library.
- Keep records indicating the location of publications involved in this agreement.
- Abide by any borrowing agreement made with (Receiving) Library.
- Provide selection lists and surveys and assist the (Receiving) Library with development of the collection.
- Accept all publications upon termination of this agreement.

This agreement may be terminated by written notice from either party (specify) days in advance before all publications are returned to (Lending) Library.

(Lending) Library Library Director: (signature)(date)

(Receiving) Library Director: (signature)(date)

Acronyms, Abbreviations, & Glossary

AACR2	Anglo-American Cataloging Rules, 2 nd edition
ADA	Americans with Disabilities Act
AdNotes	Administrative Notes
ANSI	American National Standards Institute
ANTS	Administrative Notes Technical Supplement
CD-ROM	Compact Disc Read Only Memory
CGP	Catalog of Government Publications
CRM	Customer Relationship Management system
DLC	Depository Library Council
DDM/DDM2	Documents Data Miner
DVD	Digital Video Disc
E	Tangible electronic format
EC	FDLP Electronic Collection
EL	Online electronic format
FBB	Federal Bulletin Board
FDLP	Federal Depository Library Program

FDLP-L	Federal Depository Library Program Discussion List
FDsys	Future Digital System
FTP	File Transfer Protocol
GIS	Geographic Information Systems
GODORT	Government Documents Roundtable (of ALA)
GPO	U.S. Government Printing Office
ILL	Interlibrary loan
ILS	Integrated Library System
JCP	Joint Committee on Printing
LSCM	Library Services and Content Management
MARC	Machine Readable Cataloging
MF	Microfiche format
MOA	Memorandum of Agreement
MOCAT	Monthly Catalog of United States Government Publications
MOU	Memorandum of Understanding
MTR	Minimum Technical Requirements
NET	New Electronic Titles list
OCLC	Online Computer Library Center
OPAC	Online Public Access Catalog
PURL	Persistent Uniform Resource Locator
RS	Recommended specifications
RSS	Really simple syndication
SHA	Selective Housing Agreement

SL	Shipping List
SOD	Superintendent of Documents
URL	Uniform Resource Locator
USB	Universal Serial Bus
USGS	U.S. Geological Survey
USPTO	U.S. Patent and Trademark Office

1909 Checklist: (Checklist of United States Public Documents, 1789 - 1909) is an index of government documents titles that were published from 1789 - 1909. A good source of information for finding titles published during the 18th and 19th centuries.
(<http://www.evergreen.edu/library/govdocs/tools/1909checklist/index.html>)

Access: providing for free public access to Federal Government information products regardless of format. Access involves making Federal Government information products available and usable for all users, including those with disabilities. It also involves but is not necessarily limited to bibliographic, physical building, tangible collection, Internet, and onsite computer access. It is the degree to which the public is able to retrieve or obtain the information products, either through the FDLP or directly through a digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium, and in a time frame whereby the information has utility.

Accessibility: making tools and content available and usable for all users including those with disabilities; the degree to which the public is able to retrieve or obtain Government publications, either through the FDLP or directly through an digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium and in a time frame whereby the information has utility.

Administrative Notes: bimonthly FDLP newsletter of the FDLP (GP 3.16/3-2:) providing information on topics related to Federal Government information
(http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html)

Administrative Notes Technical Supplement: bimonthly newsletter containing updates and corrections for item numbers, SuDocs classification numbers, etc. (GP 3.16/3-3:)
(http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html)

Andriot's (Andriot's *Guide to U.S. Government Publication*): an index that gives a history of the organization of the U.S. Federal Government. The index, published annually by Gale, details the birth and end of government agencies, agency relocation (including its publications) when an agency is disbanded or transferred, and SuDoc call numbers for each publication or series.

Anglo-American Cataloging Rules: rules designed for use in the construction of catalogues and other lists in general libraries of all sizes. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time. (<http://www.aacr2.org/>)

Annual: a title published once a year

ANSI standard: American National Standards (ANS) facilitates the development of standards by accrediting the procedures of standards developing organizations. These groups work cooperatively to develop voluntary national consensus standards. Accreditation by ANSI signifies that the procedures used by the standards body in connection with the development of American National Standards meet the Institute's essential requirements for openness, balance, consensus & due process (http://ansi.org/about_ansi/introduction/introduction.aspx?menuid=1)

askGPO: the contact web page from the Government Printing Office (GPO) that allows depository coordinators and members of the public to ask questions of or send comments to GPO staff (<http://www.gpoaccess.gov/help/>)

Assessments: see Public Access Assessments

Atlas: a bound collection of maps often including illustrations, informative tables, or textual matter

Biannual: twice a year (e.g. a title published twice a year)

Biennial: every two years (e.g. a title published every two years)

Biennial Survey: survey of conditions in depository libraries conducted every two years (http://www.access.gpo.gov/su_docs/fdlp/bisurvey/index.html)

Bimonthly: every two months (e.g. a title published every two months)

Catalog of U.S. Government Publications(CGP): finding tool for federal publications that includes descriptive records for historic and current publications and provides direct links to those that are available online; continues the Monthly Catalog of U.S. Government Publications. (<http://catalog.gpo.gov>)

Cataloging and indexing: cataloging is comprised of the processes involved in constructing a catalog - describing information or documents to identify or characterize them and providing "entry points" (terms) peculiar to the information or document (e.g., author, title, subject, and format information, by which the information can be located and retrieved). The immediate product of cataloging is a bibliographic record. Bibliographic records compiled to create catalogs. Indexing is the process of compiling a set of identifiers that characterize a document or other piece of information by analyzing the content of the item and expressing it in the terms of a particular system of indexing. In the GPO context, cataloging and indexing is the statutory term for the processes that produce the *Catalog of U.S. Government Publications (CGP)* and its indexes.

Cataloging and Indexing Program: program, mandated by 44 USC§1710-1711, to develop a comprehensive and authoritative national bibliography of U.S. Government Publications to increase the visibility and use of Government information products, and to develop a premier destination for information searchers (http://www.access.gpo.gov/su_docs/fdlp/cip/index.html)

CD-ROM: (Compact Disc Read-Only Memory) is a compact disc containing data that can be read by a computer.

Census: an official, usually periodic enumeration of a population, often including the collection of related demographic information.

Claim: depository library's request for an item rightfully due if selected under the FDLP but either not initially received or damaged in shipment. See also Web Claim form.

Classification: a system devised to categorize publications. In the case of the Superintendent of Documents (SuDocs) classification system, the publishing agency is used as a way to organize Federal documents.

Collection Development: the systematic process, usually described in a collection development policy, by which the depository library will select materials to be added to their collection in order to satisfy user needs.

Collections: collection development and maintenance of the Federal Government information products, including those entrusted to the individual depository's care, so they are accessible and meet the Federal Government information needs of the general public

Congressional Serial Set, U.S.: is the permanent historical collection of the U.S. House of Representatives and U.S. Senate documents and reports.

Cooperative Publication: Government publication required to be self-sustaining (cost recovery) through sale or published in cooperation with a non-governmental author; not available for free distribution through the FDLP.

Core Collection: lists of suggested titles for academic, public, and law libraries selecting in all subject areas in order to provide the necessary service to the general public (see appendix A of this Handbook).

Cumulative Title Index to U.S. Public Documents, 1789 - 1976: an index of government documents that can be found by looking up the title of the documents (GP 3.812:1-16).

Decennial: every ten years (such as the census).

Depository Library Council (DLC): group of information professionals selected to assist the Government Printing Office in identifying and evaluating alternatives for improving public access to government information through the Depository Library Program (DLP) and for optimizing resources available for operating the Program.

(http://www.access.gpo.gov/su_docs/fdlp/council/aboutdlc.html)

Depository Library Number: Unique number assigned to each depository library to record selections, distribute materials, maintain directory information, etc.

Designation: the process by which a library or institution is made an official Federal Depository Library. See chapter 3 in this Handbook for a discussion of Federal depository status or the [Designation Handbook for Federal Depository Libraries](http://www.access.gpo.gov/su_docs/fdlp/pubs/design.html) (http://www.access.gpo.gov/su_docs/fdlp/pubs/design.html)

Direct Mail: Depository material mailed directly to the library from the printing contractor, i.e., not in shipment boxes or listed on a shipping list.

Discards: unwanted materials disposed of through a regional depository after retaining 5 years or superceded

Discontinued: a title that is no longer distributed to depository libraries or published by the publishing agency

Documents Data Miner (DDM/DDM2): a search engine combining files from the latest version of the List of Classes of United States Government Publications available for Selection by Depository Libraries, the Item Lister's Current Item Number Selection Profiles for Depository Libraries, and the Federal Depository Library Directory (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>)

DVD-ROM: (Digital Video Disc): a high-capacity optical disk format or an optical disk using such a format and containing especially a video recording (as a movie) or computer data

Electronic Collection (EC): the digital Government publications that GPO holds in storage for permanent public access through the FDLP, or that are held by libraries and/or other institutions operating in partnership with the FDLP. These digital publications may be remotely accessible online publications, or tangible publications such as CD-ROMs maintained in depository library collections. The four categories of publications in the EC include core legislative and regulatory publications which reside on GPO servers, available through **GPO Access**; products directly managed for other agencies on GPO servers, or through formal agreements with other institutions, and available through **GPO Access**; publications identified, described, and linked to through GPO services, but which remain under the control of originating agencies, with access through GPO's **locator tools and services**; and tangible electronic products (such as CD-ROM, DVD, or others) distributed to Federal depository libraries. (http://www.access.gpo.gov/su_docs/fdlp/ec/index.html)

Essential Titles for Public Use in Paper Format: list containing publications that will remain available for selection in paper format, so long as they are published in paper by the originating agency (http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html)

Federal Bulletin Board (FBB): a free electronic bulletin board service of the Superintendent of Documents, U.S. Government Printing Office (GPO). The FBB enables Federal agencies to provide to the public self-service access to Federal information in electronic form (<http://fedbbs.access.gpo.gov/>)

Federal depository library: library designated under the provisions of 44 U.S.C. §19 which maintains a depository collection for use and local access by the general public and which offers professional assistance in locating and using Government information products and services

Federal Depository Library Program (FDLP): program established by Congress to ensure that the American people have access to its Government's information (http://www.access.gpo.gov/su_docs/fdlp/about.html)

Federal Government information products: discrete units of Government information in all formats

File Transfer Protocol (FTP): a communications protocol governing the transfer of files from one computer to another over a network.

Five Year Retention Rule: (see Retention, 5-Year)

Format: a particular physical presentation of an item

Free public access: perpetual, no fee, and ready access to Federal Government information products without impediments is available to the general public

Fugitive documents (LostDocs): those documents of public interest or educational value, and not classified for reasons of national security, which have not been acquired for distribution to Federal depository libraries or disseminated through the Catalog of U.S. Government Publications (CGP) (http://www.access.gpo.gov/su_docs/fdlp/tools/lostdocs.html)

Future Digital System (FDsys): system to allow federal content creators to easily create and submit content that can then be preserved, authenticated, managed and delivered upon request. FDsys will form the core of GPO's future operations.

Geographic Information Systems (GIS): a computer-based system that stores geographically referenced data linked to textual attributes (a database) and allows for mapping, display, analysis, and modeling.

Government publication: a work of the United States Government, regardless of form or format, which is created or compiled in whole or in part at Government expense, or as required by law. Government publications not distributed through the FDLP include: those which are required for official use only, are for strictly operational or administrative purposes having no public interest or educational value, or are classified for reasons of national security.

GPO Access: a service of the U.S. Government Printing Office, required by 44 U.S.C Chapter 41, to provides free electronic access to a wealth of important information products produced by the Federal Government (<http://www.gpoaccess.gov/index.html>)

Guidelines for the Federal Depository Library Program: program and performance goals for Federal depository libraries and GPO (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/guidelin.html)

Inactive: 1) a title that has been discontinued, ceased, replaced, deemed non-depository; 2) a title that hasn't been published in a long time but not linked to a formal statement from the publisher about discontinuation, cessation, replacement, or out-of-scope; one reason for inactivity could be due to lack of funding for printing; 3) item numbers and SuDocs classes can also be inactive

Instructions to Depository Libraries: Superseded official rules and regulations of the FDLP (GP 3.26: D 44/) replaced by the Federal Depository Library Handbook (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html)

Integrating Resource: bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole; integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaves and updating Web sites.

Internet Use Policy Guidelines: depository libraries should have a written access policy that addresses issues regarding obtaining FDLP information on the internet (http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html)

Item Lister: web collection management tool that lists an individual library's selected (or non-selected) item numbers (http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html)

Item Number: Control number assigned by GPO to titles or groups of titles (by agency) that are available for selection in the FDLP

Item selection mechanism: the process and tools used by depository libraries to select tangible and electronic titles

Joint Committee on Printing: the Congressional committee that oversees the activities of the Government Printing Office and the Federal Depository Library Program (FDLP)

Journal: A publication, issued on a regular basis, which contains scholarly research published as articles, papers, research reports, or technical reports. (<http://www.ala.org/ala/acrlbucket/is/publicationsacrl/multilingualglossarydefinitions.cfm>)

Knowledge Base: a database system that is part of askGPO that contains information of use to depository coordinators and includes information about the FDLP system (<http://www.gpoaccess.gov/help/index.html>)

List of Classes: List of current titles and/or categories arranged by SuDocs number including item number and format that are available for selection by depository libraries (GP 3.24:) (http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html)

"Locate in a Library": functionality incorporated into the Catalog of U.S. Government Publications which allows users to find a Federal depository library that has a particular publication

Loose-leaf Publication: an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted

Machine Readable Cataloging (MARC): acronym for MACHine-Readable Cataloging. MARC provides the mechanism by which computers exchange, use,

& interpret bibliographic information; its data elements make up the foundation of most library catalogs used today
(<http://www.loc.gov/marc/faq.html>)

Memorandum of Agreement (MOA): formal document outlining the terms of a selective housing agreement, including the respective responsibilities of the depository library and the recipient library agreeing to house depository materials under its care

Memorandum of Understanding (MOU): formal document used by GPO to describe the responsibilities of each party in a partnership

Microfiche: length of film bearing a number of micro-images in linear array

Modem: computer hardware that connects our computer to other computers through a telephone line and appropriate software

Monograph: bibliographic resource that is complete in one part or intended to be completed within a finite number of parts

Monthly: a title published every month

Nautical charts: graphic portrayal of the marine environment showing the nature and form of the coast, the general configuration of the sea bottom including water depths, locations of dangers to navigation, locations and characteristics of man-made aids to navigation and other features useful to the mariner. Nautical charts are published by the National Ocean Service (NOS).
(<http://nauticalcharts.noaa.gov/staff/charts.htm>)

Needs and Offers: a tool used by depository librarians for collection development purposes; a regional or [national list](#) for libraries seeking to dispose of publications withdrawn from their collections, place publications with other depositories, or replace missing publications with publications from other depository collections
(http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)

New Electronic Titles (NET): lists are produced by a set of predefined searches of the Catalog of U.S. Government Publications for new titles, both electronic and tangible, which have been cataloged for the FDLP during a specified period of time. The lists contain new, not updated titles.

OCLC(Online Computer Library Center): a commercial vendor that provides a database of bibliographic records that libraries can download and include in their library online catalogs (<http://www.oclc.org/>)

Partnership: an official agreement between GPO and one or more parties that may include government, corporate, educational, or other institutions in joint projects that benefit the Federal Depository Library Program (FDLP)

Patent: property right granted by the Government of the United States of America to an inventor “to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States” for a limited time in exchange for public disclosure of the invention when the patent is granted. The government agency that oversees patents is the U.S. Patent and Trademark Office (USPTO). (<http://www.uspto.gov/main/glossary/index.html#p>)

Periodical: material published regularly such as magazines, journals, and newspapers
(<http://www.ala.org/ala/acrlbucket/is/publicationsacrl/multilingualglossarydefinitions.cfm>)

Preservation: The activities associated with maintaining publications for use, either in their original form or in some verifiable, usable form. Preservation may also include creation of a surrogate for the original by a conversion process, wherein the intellectual content and other essential attributes of the original are retained. For digital materials, preservation includes the management of formats of information (including possible migration to newer versions), the storage environment, and the archival arrangement of information to facilitate preservation.

Public Access Assessments: Review by GPO of individual Federal depository conditions focusing on public access to Federal Government information products

PURL (Persistent Uniform Resource Locator): a URL that instead of pointing directly to the location of an Internet resource, points to an intermediate resolution service. The PURL resolution service associates the PURL with the actual URL and returns that URL to the client. The client can then complete the URL transaction in the normal fashion. In Web parlance, this is a standard HTTP redirect. (<http://purl.oclc.org/>)

Quadrangle: size of topographic maps published in the United States. Each map covers a four-sided area of 7.5 minutes of latitude and 7.5 minutes of longitude. The United States has been systematically divided into precisely measured quadrangles, and adjacent maps can be combined to form a single large map. The 7.5-minute quadrangle map series is popular as a base for maps of many different types and scales.
(<http://erg.usgs.gov/isb/pubs/booklets/topo/topo.html>)

Quarterly: a title published every three months or four times each year

Quinquennial: a title published every five years

Regional Depository Library: depository library designated by a U.S. Senator to maintain responsibility for the integrity and comprehensiveness of a state or region's depository collection of U.S. Government information

Retention, 5-Year: statutory minimum period of time depositories must keep materials received under the FDLP unless superseded or replaced by another format

RSS (Really Simple Syndication): allows users to keep updated on frequently changing content. RSS employs an XML-based structure that includes a title, date, brief description, and a link to the full text of content. RSS can be used to automatically deliver lists, or feeds, of noteworthy content and descriptive information to users who subscribe to a feed. Feeds can be read through a program called a news reader or aggregator, which can be found through the following DMOZ Open Directory Project, Google, or Yahoo.

Scale: the relationship between distance on the map and distance on the ground. A map scale usually is given as a fraction or a ratio—1/10,000 or 1:10,000. These "representative fraction" scales mean that 1 unit of measurement on the map—1 inch or 1 centimeter—represents 10,000 of the same units on the ground. If the scale were 1:63,360, for instance, then 1 inch on the map would represent 63,360 inches, or 1 mile, on the ground (63,360 inches divided by 12 inches equals 5,280 feet, or 1 mile). The first number (map distance) is always 1. The second number (ground distance) is different for each scale; the larger the second number is, the smaller the scale of the map. "The larger the number, the smaller the scale" sounds confusing, but it is easy to understand. A map of an area 100 miles long by 100 miles wide drawn at a scale of 1:63,360 would be more than 8 feet square. **To make the map a more convenient size, either the scale used or the area covered must be reduced.** (<http://erg.usgs.gov/isb/pubs/factsheets/fs01502.html>)

Secondary Copies: those depository items that are duplicates, superseded, or sent by GPO in error; also depository holdings of the highest state appellate courts and Federal agencies that are not bound by the 5-year retention rule

Selective Depository Library: Federal depository library that can select only those item numbers that fulfill government information needs of primary clientele and the public within a geographic area

Selective Housing Agreement (SHA): agreement accompanying the extended loan of depository materials from a designated library to one that is not a depository, formalized through a signed Memorandum of Agreement

Selection Profile: an individual depository's composite profile of its selected item numbers

Self-Study: once used methodology for a depository's self-assessment, i.e., a review of its operation and compliance with standards typically undertaken in advance of a possible on-site inspection

Separate Shipments: those depository items deemed inappropriate for shipment in regular depository boxes and whose shipping lists follow in regular shipment boxes

Serial: continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

Series: group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Service: activities and professional expertise oriented to the Federal Government information needs of the local community and surrounding areas and provided to support the visibility and use of the Federal Government information products of the depository library

Shipping List: itemized list that accompanies all items sent to a regional or selective depository in one regular shipment; a list of items sent to a depository library as a separate shipment where those items arrived separately from the list

Shipping Lister: service from which a user can retrieve an official depository shipping list in portable document format (pdf)
(http://www.access.gpo.gov/su_docs/fdlp/tools/sl/slister.html)

State Plan: statewide guidelines agreed upon by the regional depository library's administration and the selective depository libraries in the state for cooperative collection development, resource sharing, disposition, promotion, and other services for depository libraries.

Superintendent of Documents (SuDocs): government official appointed by the Public Printer to oversee GPO's FDLP and sales program

Superintendent of Documents (SuDocs) Classification: a system of classification by publishing agency of Government publications for their management and control by libraries, authorized by the Superintendent of Documents

Superseded List: list of document titles or series that are replaced by new editions (GP 3.2: Su 7/)
(http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html)

Superseded Materials: depository titles updated whose old editions may be discarded without prior approval and before 5 years have elapsed

Title 44, U.S.C., Chapter 19: part of the United States Code, a federal law authorizing the Federal Depository Library Program
(http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/index.html)

Topographic Map: a map that shows three dimensional characteristics in a two-dimensional surface. A topographic map shows elevations by using contour lines and shows both natural and man-made structures; used by the general public in a number of ways including hiking, biking, camping, etc. The most common scale is 1:24,000 for 7.5 minute series maps. Alaska topographic maps are published as 15 minute series at a scale of 1:63,360. Topographic maps are published by the U.S. Geological Survey (USGS).
(<http://erg.usgs.gov/isb/pubs/booklets/topo/topo.html>)

Trademark: means for protecting words, names, symbols, sounds, or colors that distinguish goods and services from those manufactured or sold by others and to indicate the source of the goods. Trademarks, unlike patents, can be renewed forever as long as they are being used in commerce. The government agency that oversees trademarks is the U.S. Patent and Trademark Office (USPTO). (<http://www.uspto.gov/main/glossary/index.html#t>)

Virtual Reference: form of reference service initiated electronically, often in real-time, where patrons employ computers or other Internet technology to communicate with reference staff without being physically present. Communication channels used frequently in virtual reference include chat, videoconferencing, Voice over IP, co-browsing, e-mail, and instant messaging.
(<http://www.ala.org/ala/rusa/rusaprotocols/referenceguide/virtrefguidelines.htm>)

Web Claim form: web management tool used by depositories to make claims for titles rightfully due them
(http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html)

WebTech Notes: interactive online resource to locate information that has appeared in an Administrative Notes Technical Supplement
(http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html)

Weeding: regular maintenance program whereby a depository's unwanted publications are identified, listed, and approval is sought for their disposal

Weekly: title published once a week

Text highlighted in yellow refers to legal and/or program requirements for depository libraries.

[Workstation Specifications](http://www.access.gpo.gov/su_docs/fdlp/computers/index.html): minimum standards for computer workstations for the depository system
(http://www.access.gpo.gov/su_docs/fdlp/computers/index.html)

SUPERSEDED