

2011 BIENNIAL SURVEY OF FEDERAL DEPOSITORY LIBRARIES

Final Questions — September 29, 2011



FEDERAL DEPOSITORY LIBRARY PROGRAM
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FINAL QUESTIONS

For assistance with the survey, contact askGPO. Select the "Federal Depository Libraries" category and the "Biennial Survey" subcategory. All questions must be answered unless otherwise indicated.

INTRODUCTION

Completing the Biennial Survey of Depository Libraries fulfills a legal requirement of all Federal depository libraries, regardless of library type or designation status.

Please review and update the Federal Depository Library Directory before starting this Survey.

All questions are required with the exception of questions 25-27 (which are optional) and entering an e-mail for two additional recipients (the very last question).

Depository Coordinator Information

Name:

Title:

Depository Library Number:

Email Address:

Phone Number:

Question 1. I have reviewed my library's information in the [Federal Depository Library Directory](#) and it is current and correct.

- Yes
- No

Question 2. Does your library plan to remain in the Federal Depository Library Program?

- Yes
- No
- Not Sure

Question 3. Are you considering changing your designation from regional to selective?

- Yes
- No
- Not applicable. My library is a selective depository.

Question 4. How many physical or tangible publications are in your library or library system other than government publications? (Include material in cataloged and uncataloged collections under the purview of your library director).

- Less than 10,000
- 10,000 or more

Question 5. Describe your depository collection characteristics. Select all that apply.

- Regional library collection
- Comprehensive, research collection (minimal weeding)
- Blend of current and retrospective holdings (some weeding, performed on a regular or as needed basis)
- Mostly current, 5-year collection (regular weeding)
- Emphasis on collection and/or services for electronic resources

Question 6. What are the subject strengths of your library's depository? Select all that apply.

- Agriculture (food and nutrition, plants and crops)
- Arts and Humanities (art, dance, literature, music)
- Business and Finance (construction, economic development, employment, industry, labor, small business, taxes, U.S. Budget)
- Computers and Internet (computer security, new technologies, socioeconomic impact, Web accessibility)
- Defense and Military (armed forces, arms control, homeland security, intelligence, terrorism)
- Education (elementary, secondary, high school, debate topic, student financial aid, teaching)
- Energy (biofuels, gas, mining, nuclear power, oil, solar)
- Environment (air pollution, animal welfare, aquatic life, conservation, earth science, global impact, oceanography, oil spills, water management, weather, wildlife)
- Health and Safety (aging, child welfare, disease, disabilities, health, health care, medicine, social welfare, substance abuse)
- History (genealogy, military history, U.S. history, world history)
- International (foreign nations, diplomacy, international trade)
- Geography (atlases, maps)
- People and Cultures (languages, religion)
- Politics and Law (U.S. Congress, citizenship, civil rights, copyright, criminal justice, human rights, intellectual property, elections)
- Recreation and Travel (home and garden, foreign and domestic travel)
- General Reference
- Science and Technology (biology, physics, robotics, space, telecommunications)
- Social Sciences (anthropology, communication studies, economics, information science, political science, psychology, sociology)
- Transportation (airlines, railroads, trucking, shipping)

Question 7. Does your library have official selective housing agreements (SHA)?

- Yes
- No
- Don't Know

Question 8. Identify the primary strategies you employ to determine the Federal Government information needs of your community so that your library's depository resources best serve your users. Select the most important strategies to the library. Select all that apply.

- Analyze demographic and socioeconomic data about the community served
- Review publication purchase requests
- Gain knowledge from subject matter expertise of library colleagues
- Review reference questions
- Track depository resources used in answering questions
- Review daily news sources
- Review other library Web pages or guides
- Employ library user surveys that include questions about Federal Government information needs
- Review user comments submitted electronically via email, Web forms, chat, etc.
- Review college or university curricula
- Contacts with local government agency personnel
- Gain knowledge from participation in library associations or other library networks
- Review data about patron collection use within the library building (e.g., in-house use or circulation)
- Review data about remote patron collection use (e.g., OPAC usage, Web counters and site usage, virtual reference questions that include U.S. Government information in the question or answer, or interlibrary loan)
- Other primary strategies you employ to determine the Federal Government information needs of your community. Please specify.

Question 9. How often do you review depository item selections?

- Annually perform a comprehensive review
- Review item numbers on an ongoing basis
- Routinely perform a review every 1- 2 years
- Review item numbers on an as needed basis

Question 10. Does your library have all titles in the [FDLP Basic Collection](#), in at least one format, accessible for immediate use by your users?

- Yes
- No

Question 11. Indicate where tangible Federal depository publications are housed. Select all that apply. Titles are housed in:

- A separate collection (i.e., apart from the main or general collection)
- A main or general collection
- A reference collection
- A periodicals collection
- An archival collection
- Closed stacks within the library
- Compact shelving within the library
- Other branches or locations in the library system
- Remote storage offsite from the library
- Selective housing site(s)
- Other location. Please specify.

Question 12. Does your library create and maintain a piece level inventory record for all tangible publications currently being received?

- Yes
- No

Question 13. Does your library have and maintain a piece level inventory for all older, previously received tangible publications?

- Yes
- No, but there is a plan in place to accomplish this
- No, and there are no plans to do so at this time

Question 14. Describe access to depository microfiche. Select all that apply.

- Access from library microfiche readers with printing capabilities (i.e., print to paper)
- Access from library microfiche readers with scanning capabilities
- Access from library microfiche readers but unable to print
- No capabilities in the library
- Circulate to patrons
- Don't select any item numbers that are designated with (MF) and no microfiche are currently in the depository collection

Question 15. Describe the access to depository tangible electronics (i.e., CD-ROMs, DVD-ROMs, etc.). Select all that apply.

- Access from library public workstations with printing or downloading capabilities
- Access from library public workstations but unable to print or download
- Access through a library local network or Web site
- No capabilities in the library
- Circulate to patrons
- Copy and circulate
- Don't select any item numbers that are designated with (E) or (CD-ROM) and no tangible electronic materials are currently in the depository collection

Question 16. Describe your collection review practices related to weeding depository publications. Select all that apply.

- Publications discards are processed in conformance with regional depository library direction
- Publications are routinely reviewed and weeded when appropriate, at least annually
- Review is irregular as publications are only reviewed for possible weeding when needed
- My library does not weed or only weeds superseded publications
- My library is currently weeding a large part of the collection or plans to weed heavily within the next two years
- Don't know
- Does not apply as my library is a Federal library or highest state appellate court library

Question 17. Is the depository collection included in the library's major preservation and conservation activities (e.g., binding, encapsulating, or moving materials to a climate controlled area)?

- Yes
- No

Question 18. How do you routinely identify online publications for collection development or discovery purposes at your library? Select all that apply.

- Review CGP New Electronic Titles by item number
- Use of CGP Selective Dissemination of Information (SDI)
- Review of electronic discussion lists, alerts services, or other current awareness service(s)
- Review of subject pathfinders or guides (e.g., subject LibGuides or new book lists)
- Through publication reviews
- Review of library literature
- Not applicable as my library does not routinely identify online publications for bibliographic control, public services, or other use.
- Other. Please specify.

Question 19. How and for what types of materials does your library routinely create, acquire, or update bibliographic records for online publications? Select all that apply.

- CGP Z39.50 gateway
- Vendor records service(s)
- Cataloging Record Distribution Project
- Copy cataloging
- Records for born digital publications are added to the catalog
- PURLs are added to existing bibliographic records that describe a tangible format
- My library does not create or obtain bibliographic records for online only publications
- Other. Please specify.

Question 20. How does your library manage online depository publications? Select all that apply.
The library:

- Adds PURLs to existing library catalog records representing tangible formats
- Adds catalog records representing only online only formats to the library catalog
- Performs catalog record maintenance, removing catalog records when deemed appropriate
- Compares online publications with tangible holdings as part of overall depository collection management
- Houses at least some digital depository publications on library servers
- Develops guides or pathfinders about online only publications
- Other. Please specify.

Question 21. Does your library perform the following related to your integrated library system?**Check all that apply.**

- Import GPO's catalog records into your integrated library system using Z39.50
- Import GPO's catalog records into your integrated library system from a source other than Z39.50
- Use GPO's Persistent Uniform Resource Locators (PURLs) in your cataloging records
- Connect to the Internet through a proxy server
- Perform link validation on the PURLs in catalog records in your integrated library system
- Not applicable as my library does not have an integrated library system
- Not applicable as my library does not catalog depository publications

Question 22. Do you find that depository staffing is adequate to fulfill basic depository responsibilities or FDLP requirements?

- Yes
- No

Question 23. Does the library currently have a designated depository coordinator or coordinators or an interim coordinator if the permanent position is vacant?

- Yes
- No

Question 24. Have depository responsibilities shifted to additional or different library units in the past 10 years?

- Yes
- No

Question 25. How are library staff (depository and non-depository personnel) regularly made aware of FDLP information, including public access requirements and new Federal Government information products, services, and resources, in order to ensure that depository information resources are used within the library? Select all that apply.

- Regular staff meetings, word of mouth
- Staff memos, bulletin boards, newsletters
- Email, discussion list messages, RSS
- Intranet, Web pages
- Demonstrations, hands-on training, formal training meetings
- Displays, projects in the main depository collection
- New acquisitions lists
- Help guides, manuals
- No regular program
- Other. Please specify.

Question 26. Which training formats does your library expect to utilize in the next two years for staff training? Select all that apply.

- In person workshops
- In person conferences
- Online live sessions
- Online self-paced sessions
- Training held locally within the state or geographic area
- Other. Please specify.

Question 27. What resources do you want to receive training about during the next two years? Select all that apply.

- Federal depository library management activities
- Federal Digital System (FDsys)
- Catalog of U.S. Government Publications and its related services (i.e., GPO's MetaLib, Selective Dissemination of Information (SDI), or Z39.50)
- Cataloging Records Distribution Project (e.g., loading records)
- FDLP Desktop
- FDLP Community
- Ben's Guide to U.S. Government Information for Kids
- U.S. Government information resources in specific subject areas (e.g., statistics, legal information, GIS, etc.)
- Other. Please specify.

Question 28. May any member of the general public (regardless of residency in the library service area, age, disability, or other status) access and use Federal Government information resources in all formats and receive reference services free of charge at your library and selective housing sites?

- Yes
- No
- Don't know
- Not applicable as my library is designated as the highest state appellate court library

Question 29. Are there any actual or perceived barriers, physical or administrative, to depository resources in any format for the general public or non-primary library users? Select all that apply.

- Difficult physical access into the building (e.g., lack of or inadequate ramp, handicapped doors, or no elevator to enter the building)
- Difficult physical access to the depository collection within the library (no elevator to depository collections, entrances or stack aisles are too narrow for wheelchair access, shelving is unstable, or stacks are closed or too high to reach)
- Computer equipment that does not accommodate persons with disabilities
- Patron authentication on public access computers
- Filtering or blocking software on public access computers
- Not open to the general public during certain time periods (i.e., closed nights or weekends, during exam weeks, or not open year round)
- Age restrictions to depository collections (including online depository resources)
- Security guards limit entry only to authorized individuals to the library or institution
- Library Web pages or policies have conflicting information about ways that depository patrons may access the library
- Restricted access policies or instructions displayed on library Web pages, signage, computer log in screens, or other library message
- A specific type of identification card is required for building access or access to public access computer workstations and the general public or non-primary users do not have this identification card (or may not acquire it at no cost)
- Publications from the collection are on reserve, in special collections, or in remote storage and are not available to all patrons
- No problems exist
- Other. Please specify.

Question 30. Is the eagle emblem, statutory language, or other language indicating the library is a center of Federal information research prominently displayed? Select all that apply.

- Emblem on or near all library entrances
- Emblem and/or language on library home page
- Emblem and/or language on library Web pages other than the home page

Question 31. What are the biggest issues your library as a whole is facing? Select all that apply.

- Collection scope changes
- Library user group changes
- Demands from primary users
- Staffing
- Use of physical space
- Lack of computers or connectivity
- Budget constraints
- Other. Please specify.

Declaration of review and acceptance of approving library director or designee.

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

Approving Official's Information:

Approving Official's Name (first and last):

Approving Official's Title:

Approving Official's Email Address:

Approving Official's Phone Number:

Additional Recipients: enter the email address for up to two additional recipients to receive a copy of your institution's 2011 Biennial Survey submission.

Recipient #1:

Recipient #2:
