

What's in the box?

FDLP Depository Operation Training Series

Outline

- How GPO acquires publications for the FDLP
- FDLP distribution
- Organization and classification (List of Classes, SuDoc classification, item numbers)
- Item selection profiles
- Processing and housing the material you receive
- Claims

LSCM Acquisitions

What material does GPO acquire and send?

...and how do you decide?

Is it in scope?

C&I - everything not confidential

FDLP - public interest or educational value

Order it

What format(s)?

How many copies?

What item number?

Catalog it

Preliminary record

Full record

Final item number and SuDoc classification

PURL

Shipping List number

Distribute it

Shipping lists - P, MF, E, or S

If you select the item number, you get the publication

(Are there enough copies?)

Libraries process and shelve it

Check that you got the right items, and all of them

Claim what you should have gotten but didn't, or if damaged

Mark items as depository property

Catalog and shelve items

Is it in scope?

- GPO works with material from all three branches of the Federal government
- The Cataloging and Indexing Program (C&I) has a larger scope than the FDLP. However, almost everything cataloged in the C&I program will be disseminated through the FDLP.
- GPO Acquisitions staff consider:
 - The SF-1 form from the agency
 - LSCM's [acquisitions policy](#)
 - What format(s) to distribute
 - What item number it gets → how many copies to order

What is not in-scope

- Classified materials
- Official use-only materials
- Administrative or internal use-only materials
- Those with no public interest or educational value
 - Bookmarks
- Parts of publications, drafts (except Draft Environmental Impact Statements)

Order it

- Acquisitions staff make an educated guess at the correct item number (from the List of Classes)
- Based on that item number, copies are ordered for FDLs

SF-1 PRINTING AND BINDING REQUISITION to the Public Printer of the United States * Required Fields

JACKET NO. (For GPO Use Only) Red Black Blue REQUISITION NO. *

CLASSIFICATION * Classified Yes No SBU Yes No PII Yes No EXEMPT FROM REQUIRED DISTRIBUTION TO FEDERAL DEPOSITORY LIBRARIES Strictly for administrative or operational purposes Copyright restriction Not published with Federal funds

FROM (Department or Government Establishment) BUREAU/OFFICE

PUBLICATION TITLE QUALITY LEVEL DATE PREPARED

QUANTITY (Units of Finished Product) FINISHED PRODUCT Books/Pamphlets Pads Forms (Sheets) CD/DVD Labels Envelopes Sets Other Rush (Premium Surcharge Authorized) Open Requisition

PREVIOUS JACKET/REQ. NO. (If Reprint) FORM NO. ISBN IF AVAILABLE ONLINE http://

THIS ORDER RIDES (Department) (Requisition No.) (Jacket No.) STRAP WITH REQUISITION NO.

GPO IN-HOUSE SERVICES (Prior contact required for each service—attach estimate) Graphic and Multimedia Design Web Services Preflight Other GPO In-House Distribution Services Mailing Storage Mailing List Maintenance Security & Intelligent Documents Secure Federal Credentials

BILLING INFO Component TAS/BETC BILLING ADDRESS CODE (BAC) * AGENCY LOCATION CODE (ALC) APPROPRIATION CHARGEABLE/OBLIGATION NO. PURCHASE CARD NO. (Call for Card No.) EXP. DATE NAME AS IT APPEARS ON PURCHASE CARD PHONE NO. OF CARDHOLDER

TAS* Sub-level Prefix Code Allocation Transfer Agency Identifier Agency Identifier Beginning Period of Availability Ending Period of Availability Availability Type Code Main Account Code Sub-Account Code BETC* LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)

FURNISHED (Electronic media must include Form 952) Files sent via FTP or Email CD/DVD Copy Negative Other Qty: Materials to be furnished by (date):

PROOFS Content (QTY) Inkjet (QTY) High Resolution (QTY) Prior to Production Samples (QTY) Electronic Soft Proof DAYS DEPT. WILL HOLD PROOFS PRESS SHEET INSPECTION No. of Hours Notice

DELIVER PROOFS TO (PO Box not acceptable, include contact phone number):

PAPER & INK PRE-PRESS & PROOFS COVER PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight) COVER INK(S) (Black, 4-Color Process, Pantone #) COVER COATING TYPE List Other Paper & Ink Materials Below in Additional Information

TEXT PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight) TEXT INK(S) (Black, 4-Color Process, Pantone #) TEXT COATING TYPE

DIGITAL PRINT ACCEPTABLE Yes No PRINT One Side Only Head to Head Head to Foot INDICATE WHICH COVERS PRINT 1 2 3 4 EMBOSS PERFORATE SCORE POSITION NUMBERING (Inclusive) to Ink (Color)

SIZE FLAT (Inches) FOLD TO (Inches) SIZE TRIMMED PAGE (Inches) NO. OF TEXT PAGES PAPER COVERS (Self) (Separate)

FORMS, SETS, PADS X PASTE ON FOLD LOOSELEAF TAPE COMB COIL PERFECT BOUND SEW CASE BOUND (Material and Color)

STITCH (Side) (Saddle) (ULC) (Material and Color)

PAD/SETS (Position) (Sheets in Pad) (Sets in Pad) (Sheets in Set) (Chipboard Required) CARBON INTERLEAVE PUNCH/DRILL (No. of Holes) (Inches Center to Center) (Position) STAMP TITLE (Bindery) Cover Spine Foil (Color) Ink (Color)

COLLATE (Explain) TAB DIVIDERS (Height of Tab) Width of Cut (1/5 etc.) (Position)

List of Classes

- The List of Classes is the official list of what is available for FDLs to select for their collections
- It shows the item number, title, SuDoc stem, format designation, and other important information
- It is issued online. We recommend using the [Modified List of Classes](#).

44 USC §1904 – Law mandating a listing of publications for selection by depositories



§ 1904. Classified list of Government publications for selection by depositories

The Superintendent of Documents shall currently issue a classified list of Government publications in suitable form, containing annotations of contents and listed by item identification numbers to facilitate the selection of only those publications needed by depository libraries. The selected publications shall be distributed to depository libraries in accordance with regulations of the Superintendent of Documents, as long as they fulfill the conditions provided by law.

(Pub. L. 90-620, Oct. 22, 1968, 82 Stat. 1284.)

HISTORICAL AND REVISION NOTES

Based on 44 U.S. Code, 1964, ed. §83 (R.S. §502; Jan. 12, 1895, ch. 23, §§53, 61, 28 Stat. 608, 610; Aug. 9, 1962, Pub. L. 87-579, §3, 76 Stat. 353).

	A	B	C	D	E	F	G	H	I
1	SuDoc	Sort by SuDoc	Agency	Sub-Agency	Title	Geog?	Freq?	Format(s)	Item Number
2	A 1.1:	A00010001	AGRICULTURE DEPARTMENT		Performance and Accountability Report		Annual	EL	0006
3	A 1.1/3:	A000100010003	AGRICULTURE DEPARTMENT		Semiannual Report, Office of Inspector Ge		Semiannu	EL	0006-G
4	A 1.1/6:	A000100010006	AGRICULTURE DEPARTMENT		USDA Office of Inspector General Annual Business Pl			EL	0006-J
5	A 1.1/8-2:	A0001000100080002	AGRICULTURE DEPARTMENT		Budget Summary and Annual Performance		Annual	EL	0006-J-04
6	A 1.1/9:	A000100010009	AGRICULTURE DEPARTMENT		Annual Report of the Judicial Officer		Annual	EL	0006-J-03
7	A 1.1/10:	A000100010010	AGRICULTURE DEPARTMENT		Office of Inspector General Strategic Plan		Triennial	EL	0006-J-05
8	A 1.1/11:	A000100010011	AGRICULTURE DEPARTMENT		Summary of Performance and Financial Inf		Annual	EL	0006-J-06
9	A 1.1/12:	A000100010012	AGRICULTURE DEPARTMENT		Agency Financial Report		Annual	EL	0006-J-07
10	A 1.1/13:	A000100010013	AGRICULTURE DEPARTMENT		Annual Performance Report		Annual	EL	0006-J-08
11	A 1.2:	A00010002	AGRICULTURE DEPARTMENT		General Publications			UNK	0010
12	A 1.7/2:	A000100070002	AGRICULTURE DEPARTMENT		News Releases for ...		Annual	EL	0010-B
13	A 1.11/3:	A000100110003	AGRICULTURE DEPARTMENT		Handbooks, Manuals, Guides			UNK	0011-C
14	A 1.11/3-2:	A0001001100030002	AGRICULTURE DEPARTMENT		Dietary Guidelines for Americans		Quinquer	EL	0011-C-01
15	A 1.11/3-3:	A0001001100030003	AGRICULTURE DEPARTMENT		Report of the Dietary Guidelines Advisory		Quinquer	EL	0011-C-02
16	A 1.32:	A00010032	AGRICULTURE DEPARTMENT		Posters and Maps			P	0080-H
17	A 1.34:	A00010034	AGRICULTURE DEPARTMENT		Statistical Bulletins (series)			EL	0015
18	A 1.34/6:	A000100340006	AGRICULTURE DEPARTMENT		Statistical Highlights of U.S. Agriculture		Annual	EL	0015-B-59
19	A 1.36:	A00010036	AGRICULTURE DEPARTMENT		Technical Bulletins			EL	0016
20	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			P	0001
21	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			EL	0001-A-01
22	A 1.58/3:	A000100580003	AGRICULTURE DEPARTMENT		Summary of Decisions			EL	0002-A
23	A 1.58/4:	A000100580004	AGRICULTURE DEPARTMENT		OALJ Decisions		Issued Irr	EL	0002-A-01
24	A 1.58/A:	A00010058A	AGRICULTURE DEPARTMENT		Agriculture Decisions		Semiannu	EL	0002
25	A 1.60/2:	A000100600002	AGRICULTURE DEPARTMENT		Bibliographies and Lists of Publications			P	0032-B-02
26	A 1.68:	A00010068	AGRICULTURE DEPARTMENT		PA (Program Aid) Series			P/EL	0014-A
27	A 1.75:	A00010075	AGRICULTURE DEPARTMENT		Agriculture Information Bulletin (AIB series)			EL	0004-C
28	A 1.75/2:	A000100750002	AGRICULTURE DEPARTMENT		Structure and Finances of U.S. Farms		Annual	EL	0004-B

Modified List of Classes

Updated biweekly in an electronic file at:

<https://www.fdlp.gov/file-repository-item/modified-list-classes>

Item numbers and the item selection profile

- Item numbers represent categories of publications organized by publishing agency
- Some titles have different item numbers for each format- in most cases, selectives may select one tangible format (CDs and DVDs are an exception)
- Your item selection profile is the list of item numbers your library has selected to receive – you can see it on [Item Lister](#) and make changes to it using [DSIMS](#)

Forest Service (USDA):

General Publications

Item # 0084

SuDoc: A 13.2:

Information Pamphlets

Item # 0085

SuDoc: A 13.13:

The Superintendent of Documents Classification system

- Developed by GPO Librarian Adelaide Hasse in 1895
- Organizes publications by agency, then document type and series
- Used because it is difficult to organize gov docs by subject



Adelaide Hasse
b. September 13, 1868



SuDocs Stem

A = Agriculture, C = Commerce, S = State Department, T = Treasury, X & Y = Congress

A 1 = the main Dept. of Agriculture

A 2 = Division of Accounts & Disbursements

A 3 = Division of Agrostology

A 4 = Bureau of Animal Industry

.1 = Annual Report

.2 = General publications

.3 = Bulletins

.4 = Circulars

.5 = Laws

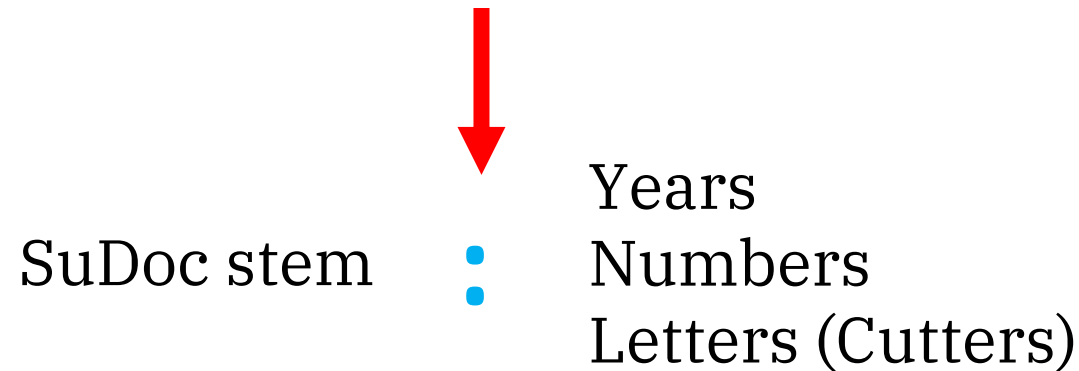
C 3.134:2012

C 3.134/7:2012

The Colon

Tip - If a call number has a colon –
it is a SuDocs number.

Colons are used to separate out the SuDoc Stem
from the more detailed series or book information.



After the SuDocs Stem

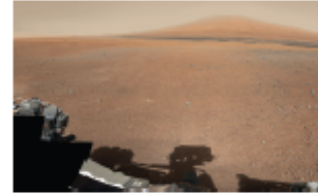
- Years (*may be abbreviated)
 - 985 & 85 = 1985
 - 999 & 99 = 1999
 - 00 = 2000
 - 01 = 2001
- Numbers
 - Volume/issue
 - Technical report number

After the SuDocs Stem

- Letters: use Cutters
- Cutters: letter and number abbreviations of a keyword in the title
 - C 56 used to abb. ‘classification’
 - N 42 O used to abb. ‘New Orleans’

NAS 1.20:M 35/2

Mars Science Laboratory/Curiosity



NASA's Mars Science Laboratory mission set down a large, mobile laboratory — the rover Curiosity — at Gale Crater, using precision landing technology that makes many of Mars' most intriguing regions visible destinations for the first time. During the 25 months after landing, Curiosity will analyze dozens of samples drilled from rocks or scooped from the ground as it explores with greater range than any previous Mars rover.

Curiosity carries the most advanced payload of scientific gear ever used on Mars' surface, a payload more than 10 times as massive as those of earlier Mars rovers. Its assignment: Investigate whether conditions have been favorable for microbial life and for preserving clues in the rocks about possible past life.

Mission Overview

The Mars Science Laboratory spacecraft launched from Cape Canaveral Air Force Station, Florida, on Nov. 26, 2011. Mars rover Curiosity landed successfully on the floor of Gale Crater on Aug. 6, 2012, Universal Time (evening of Aug. 5, Pacific Time).

Engineers designed the spacecraft to slow itself during descent through Mars' atmosphere with a series of S-curve maneuvers similar to those used by astronauts piloting NASA space shuttles. During the three minutes before touchdown, the spacecraft slowed its descent with a parachute, then used retrorockets mounted around the rim of an upper stage. In the final seconds, the upper stage acted as a sky crane, lowering the upright rover on a tether to the surface.

Curiosity is about twice as long (about 3 meters or 10 feet) and five times as heavy as NASA's twin Mars Exploration Rovers, Spirit and Opportunity, launched in 2003. It inherited many design elements from them, including six-wheel drive, a rocker-bogie suspension system and cameras mounted on a mast to help the mission's team on Earth select exploration targets and driving routes. Unlike earlier rovers, Curiosity carries equipment to gather samples of rocks and soil, process them and distribute them to onboard test chambers inside analytical instruments.

NASA's Jet Propulsion Laboratory (JPL), Pasadena, Calif., builder of the Mars Science Laboratory, engineered Curiosity to roll over obstacles up to 66 centimeters (25 inches) high and to travel up to about 200 meters (660 feet) per day on Martian terrain.

The rover's electrical power is supplied by a U.S. Department of Energy radioisotope power generator. The multimission radioisotope thermoelectric generator produces electricity from the heat of plutonium-238's radioactive decay. This long-lived power supply gives the mission an operating lifespan on Mars' surface of a full Mars year (687 Earth days) or more. At launch, the generator provided about 110 watts of electrical power to operate the rover's instruments, robotic arm, wheels, computers and radio. Warm fluids heated by the generator's excess heat are plumbed throughout the rover to keep electronics and other systems at acceptable operating temperatures.

The mission uses radio relays via Mars orbiters as the principal means of communication between Curiosity and the Deep Space Network of antennas on Earth.

The overarching science goal of the mission is to assess whether the landing area has ever had or still has environmental conditions favorable to microbial life, both its habitability and its preservation. Curiosity landed near the foot of a layered mountain inside Gale Crater. Layers of this mountain contain minerals that form in water and may also preserve organics, the chemical building blocks of life. The portion of the crater floor where Curiosity landed has an alluvial fan likely formed by water-carried sediments. Selection of Gale Crater followed consideration of more than 30 Martian locations by more than 100 scientists participating in a series of open workshops.

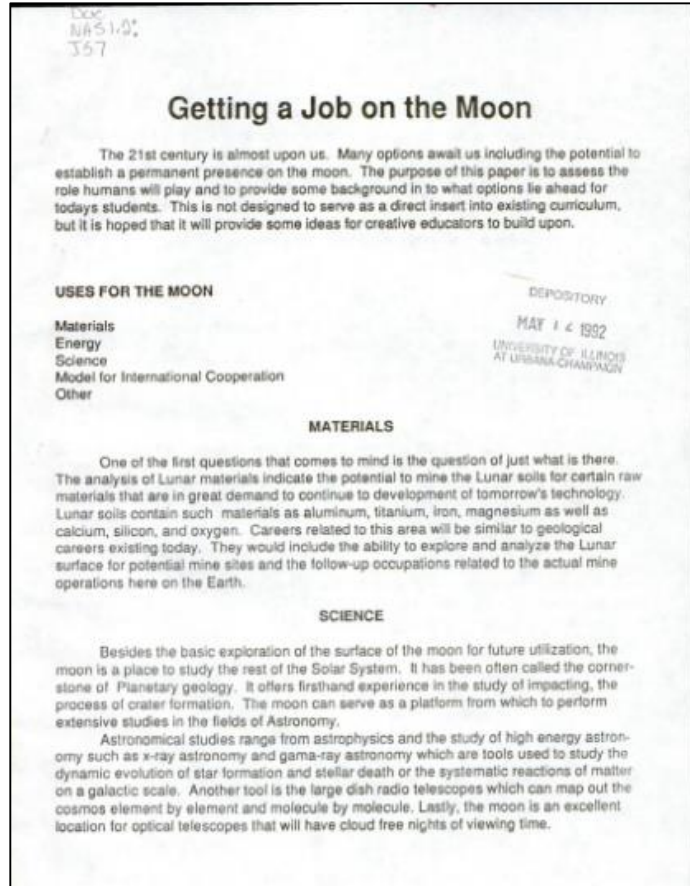
Selection of a landing site of prime scientific interest benefited from examining candidate sites with NASA's Mars Reconnaissance Orbiter since 2006, from earlier orbiters' observations, and from a capability of landing within a target area only about 20 kilometers (12 miles) long. That precision, about a five-fold improvement on earlier Mars landings, makes possible sites that would otherwise be excluded for encompassing nearby unsuitable terrain. The Gale Crater landing site is so close to the crater wall that it would not have been considered safe if the mission were not using this improved precision.

Advancing the technologies for precision landing of a heavy payload yields research benefits beyond the returns from Mars Science Laboratory itself. Those same capabilities would be important for later missions, both to pick up rocks on Mars and bring them back to Earth and to conduct extensive surface exploration for Martian life.



NASAfacts

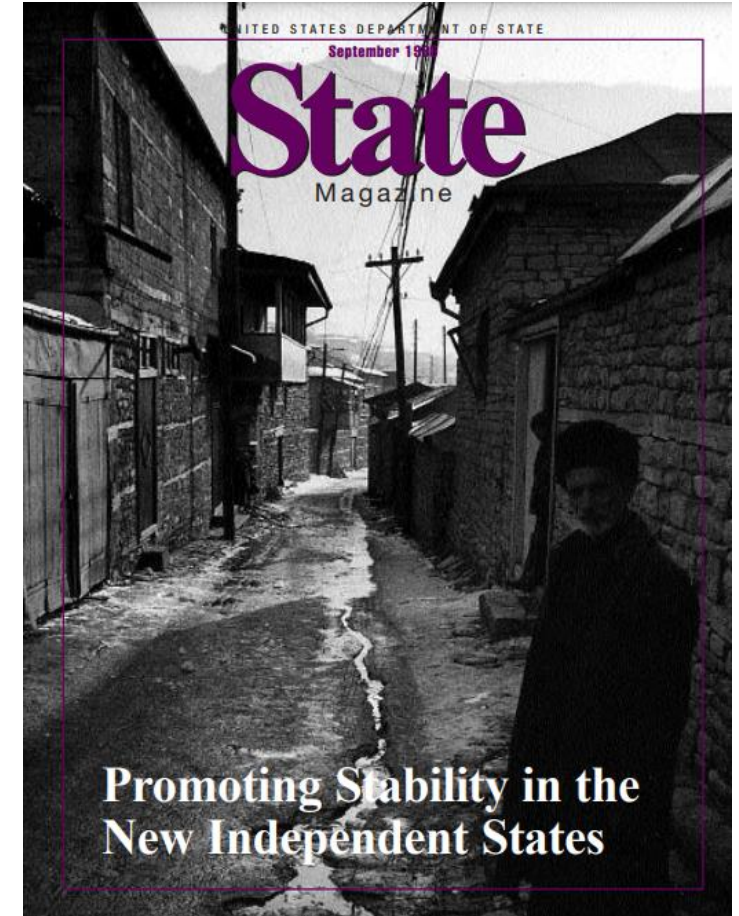
Put it together



NAS 1.2:J 57



A 1.77:38



S 1.118:417

SuDocs

Material in SuDocs archive themselves because when the Federal government evolves, so does the SuDoc classification scheme

For example:

W = 1789 - 1947 for the War Department

M = 1947 – 1949 for the Military Establishment

D = 1949 – *present* for Department of Defense

Tip – Refer to a **Guide to U.S. Government Publications** (formerly called ‘Andriot’ after the editor, now published by Gale Group).

It has organized content by SuDoc numbers and provides an overview of when SuDocs were in use throughout history. Very handy.

Catalog it

- Create preliminary record
- Look at the publication in hand
- Full catalog record, including
 - SuDoc classification (and sometimes another classification)
 - PURL (for online items)
 - Item number
 - Shipping list number
 - Distribution information

Title	Montana recreation guide.
Format	sheet
Author	United States. Bureau of Land Management, cartographer.
Published	[Billings, Mont.] : U.S. Department of the Interior, Bureau of Land Management, 2021
SuDoc Number	I 53.33/2:M 76/2021
Item Number	0633-A-04
Edition	Rev. 2011, 2014, 2021.
Cartographic Data	Scale approximately 1:1,056,000.
Description	1 map : color ; 51 x 90 cm, folded to 23 x 10 cm
Content Type	cartographic image
General Note	Title from panel. Shipping list no.: 2022-0048-P. Includes indexes to recreation sites and ancillary map. On verso: description of BLM lands and facilities, text, color illustrations, and addresses for BLM/MT/MA-02/013."
Subject - LC	Recreation areas -- Montana -- Maps. Public lands -- Montana -- Maps. Montana -- Maps.
Genre/Form	Maps.
Holdings	All items
OCLC Number	(OCoLC)1286620916
CGP Record Link	https://catalog.gpo.gov/F/?func=direct&doc_number=001165811&local_base=NEWTITLE
System Number	001165811

	Description	SuDoc Number	Shipping List No.	Library	Item status	Notes
Expand		I 53.33/2:M 76/2021		National Bibliography For Distribution		

Distribute it

- Publications are shipped from our Laurel, MD warehouse
 - Each library has a box – staff take a publication and a list of the libraries who select that item number, and put a copy in each library's box
 - Boxes are shipped out
- There are four kinds of shipping lists: paper, microfiche, tangible electronics, and separates
 - Separates are items that are too big to fit in a regular box

- If the warehouse does not have enough copies, they will distribute to all regional collections and then randomly to selectives until they run out
 - This is called getting “shipped short” and if it happens, it will be marked on the shipping list
- It may take time for the box to arrive at your library.
- If you [got another library’s box by mistake](#), contact GPO and we’ll send you a return or forwarding label

Digital Resources

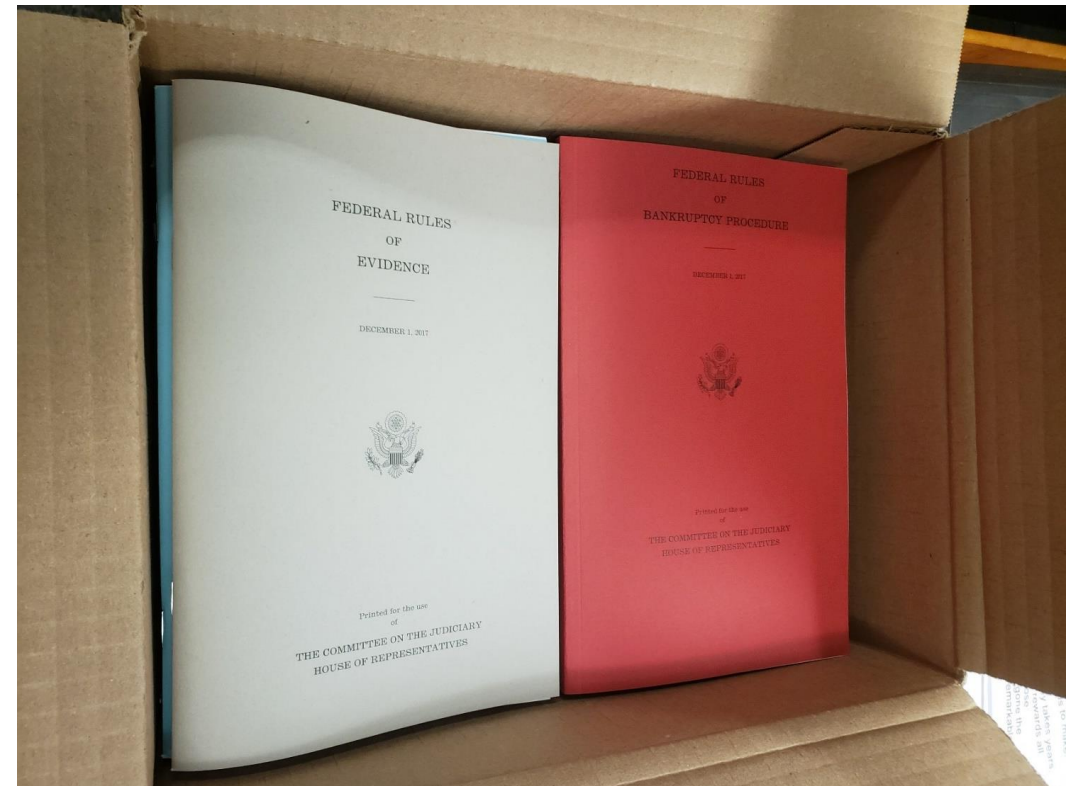
- If you do not profile for tangible material, you will not receive any boxes from GPO.
- All digital FDLs will still receive shipping lists unless they opt out
- Libraries can identify online or digital resources that GPO has cataloged by looking in the CGP, in particular, looking at the New Electronic Titles or NET list.

Libraries process and shelve it

Unpack and organize or process your shipments in a reasonable amount of time
LRPR 14



Library Number



Federal Depository Shipping List

Shipping List Number: 2022-0002-P

Ship List Date: September 9, 2021

Number of Titles: 7

Shipping lists: Electronic versions of shipping lists are posted online at <https://www.fdlp.gov/collection-tools/shipping-lists>

Claims for selected publications not received or received damaged must be made within 60 days of the date on this list. Use askGPO to claim GPO-issued material. askGPO may be found at: <https://ask.gpo.gov/s/>

ITEM NO.	CLASSIFICATION	TITLE
0572-B	AE 2.106/3:2/2021	Code Of Federal Regulations Title 2, Grants And Agreements, Revised As Of January 1, 2021
0572-B	AE 2.106/3:7/PT.53-209/2021	Code Of Federal Regulations Title 7 Parts 53 To 209, Agriculture, Revised As Of January 1, 2021
0572-B	AE 2.106/3:21/PT.500-599/2021	Code Of Federal Regulations Title 21, Food And Drugs, Parts 500 To 599, Revised As Of April 1, 2020
0573-C	AE 2.106:86/167	Federal Register, Volume 86 No. 167, September 1, 2021
0573-C	AE 2.106:86/168	Federal Register, Volume 86 No. 168, September 2, 2021
0573-C	AE 2.106:86/169	Federal Register, Volume 86 No. 169, September 1, 2021
0994-B	X 1.1/A:167/117-142/INDEX	Congressional Record Index, Volume 167 Nos. 117-142, July 5, To August 7, 2021

The shipping list number

P = paper

S = separates

E = electronic

M = microfiche

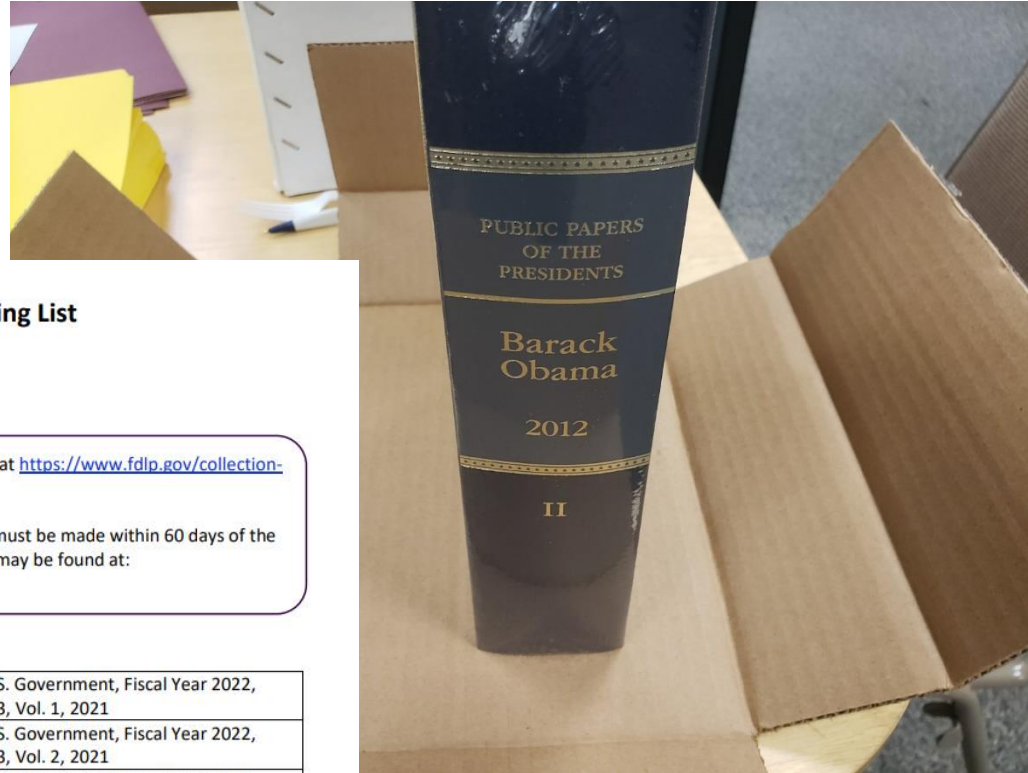
TIP

You have 60 days from the date on the shipping list to make a claim

Shipping lists

- You will likely have several shipping lists in a box.
- Current and archived shipping lists are on [FDLP.gov](https://www.fdlp.gov). There is also a Combined Shipping Lists file that lists everything shipped out to depositories since 1997.
- Every year, GPO puts out a news alert saying what the final shipping list numbers of the fiscal year were for each format.
- If you see a % in the title column, that means the publication has been shipped short and there are no claims copies available.

Separates



Federal Depository Shipping List

Shipping List Number: 2021-0001-S

Ship List Date: July 14, 2021

Number of Titles: 7

Shipping lists: Electronic versions of shipping lists are posted online at <https://www.fdlp.gov/collection-tools/shipping-lists>

Claims for selected publications not received or received damaged must be made within 60 days of the date on this list. Use askGPO to claim GPO-issued material. askGPO may be found at: <https://ask.gpo.gov/s/>

ITEM NO.	CLASSIFICATION	TITLE
0996-A-02	Y 1.1/7:117-3/V.1	Budget of the U.S. Government, Fiscal Year 2022, House Doc. 117-3, Vol. 1, 2021
	Y 1.1/7:117-3/V.2	Budget of the U.S. Government, Fiscal Year 2022, House Doc. 117-3, Vol. 2, 2021
	Y 1.1/7:117-3/V.3	Budget of the U.S. Government, Fiscal Year 2022, House Doc. 117-3, Vol. 3, 2021
1008-F	Y 1.1/2:15592	United States Congressional Serial Set, Serial No. 15592, January 3, 2013-January 3, 2014
	Y 1.1/2:15593	United States Congressional Serial Set, Serial No. 15593, January 3, 2013-January 3, 2014
	Y 1.1/2:15594	United States Congressional Serial Set, Serial No. 15594, January 3, 2013-January 3, 2014
	Y 1.1/2:15595	United States Congressional Serial Set, Serial No. 15595, January 3, 2013-January 3, 2014



- After you have checked off your receipts to ensure you received everything you should have, you are free to dispose of the shipping list.
- Some libraries hang onto them for 6 months in case there are questions later on.
- GPO recommends that you maintain a log of what shipping lists you have received because they are not shipped in numeric order.
- Libraries complete processing:
 - Property stamp
 - Date stamp
 - Call number label
 - Catalog


Verify your library got everything it should have per the library's item selection profile

LRPR 17

Pro tip: 

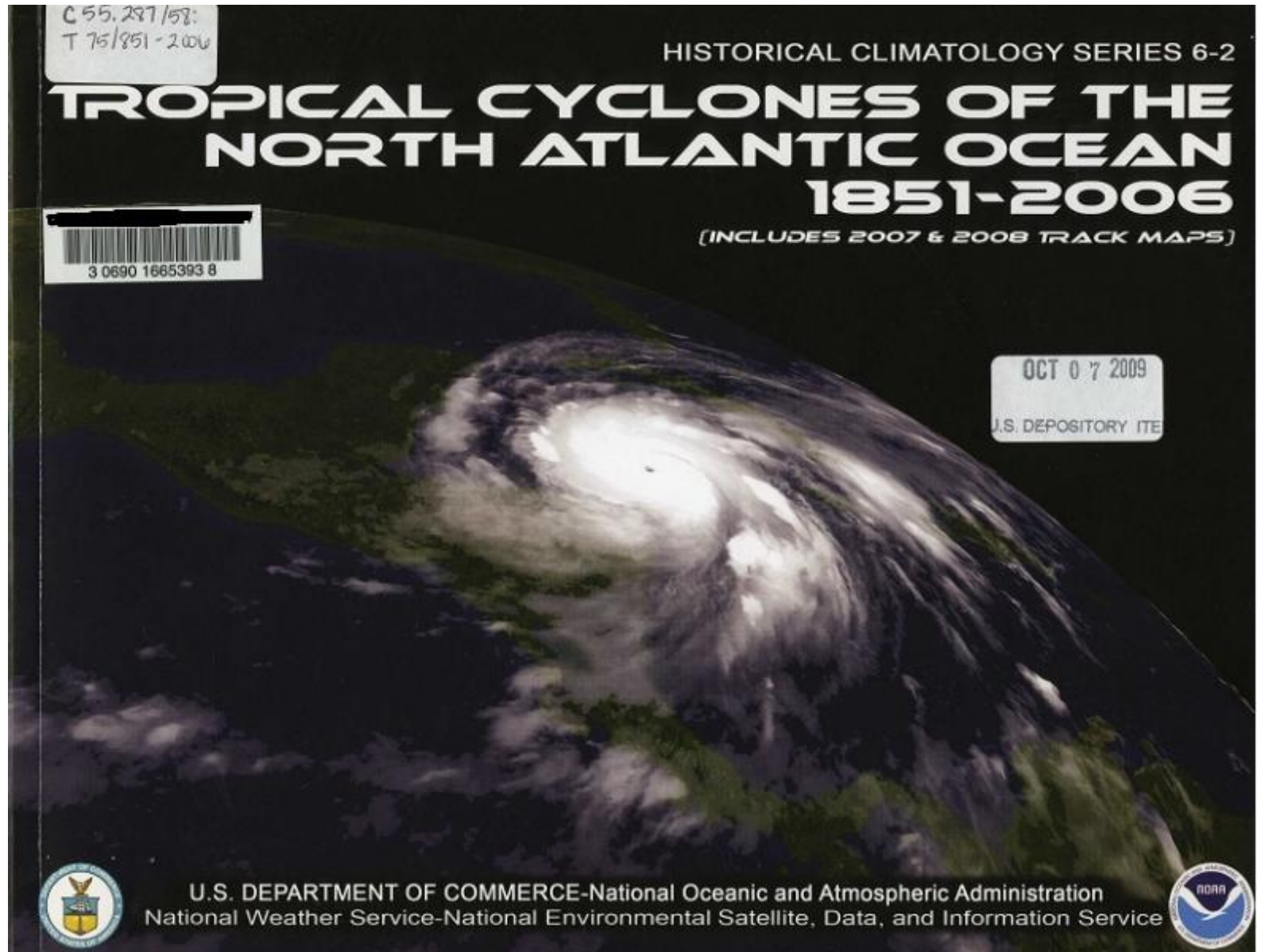
Use Item Lister to get a succinct list of your item selection profile

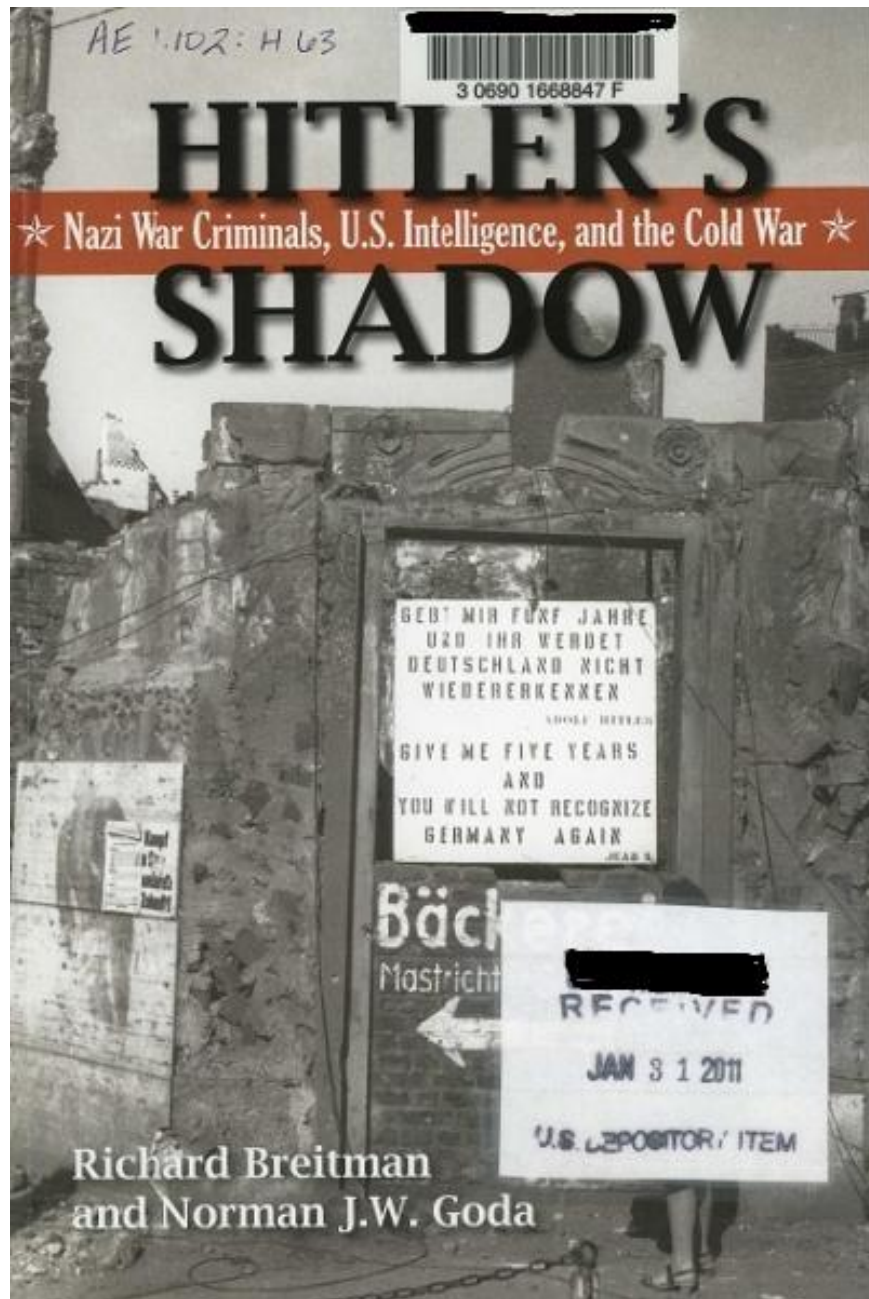
The following list is for: [Download CSV](#) **NOTE:** In CSV file, certain items

Library # 

0001	Y	0001-A	Y
0003	Y	0004-A	Y
0006	Y	0006-C	Y
0006-J-03	Y	0006-J-04	Y
0010-A	Y	0010-A-01	Y
0010-B	Y	0010-B-01	Y
0011	Y	0011-B	Y
0011-F-01	Y	0013-A	Y
0015-A-03	Y	0015-A-04	N
0015-A-08	Y	0015-A-09	Y
0015-A-13	Y	0015-A-14	Y
0015-A-18	Y	0015-A-19	Y
0015-A-23	Y	0015-A-24	Y
0015-A-28	Y	0015-A-29	Y
0015-A-33	Y	0015-A-34	Y
0015-A-38	Y	0015-A-39	Y
0015-A-43	Y	0015-A-44	Y
0015-A-48	Y	0015-A-49	Y

Affix a property stamp or use another method to mark the material as depository property **LRPR 15**



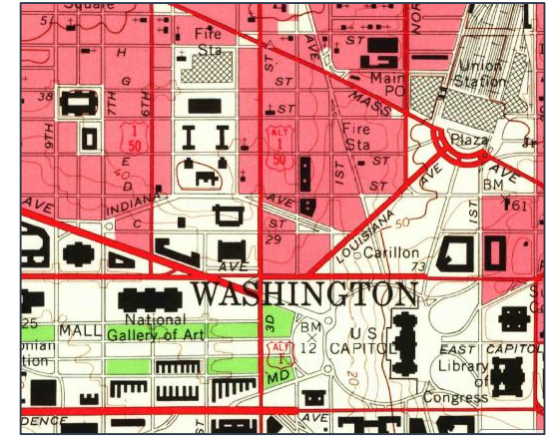


Record the date of receipt,
shipping list date, or
the date the material was
processed

LRPR 16

General map processing tips

- Flat or rolled maps: Flat, in folders, in map cases
- Folded or small maps: In pamphlet boxes, in vertical storage such as file cabinet
 - Folding maps causes creases and weakens them
- Stamp and put call numbers:
 - Consistently in the same place
 - In a place you can see without taking map out of drawer
 - So you are not obstructing information



Specific map processing tips

- Stamp nautical charts **Not for navigational use**
- Stamp maps **Withdrawn** when you withdraw them
- To flatten rolled maps: roll them the other way around a map tube, leave for a couple of days, then undo
- Questions? Issues? **Join maps-1** (<https://listserv.uga.edu/scripts/wa-UGA.exe?SUBED1=maps-1&A=1>)

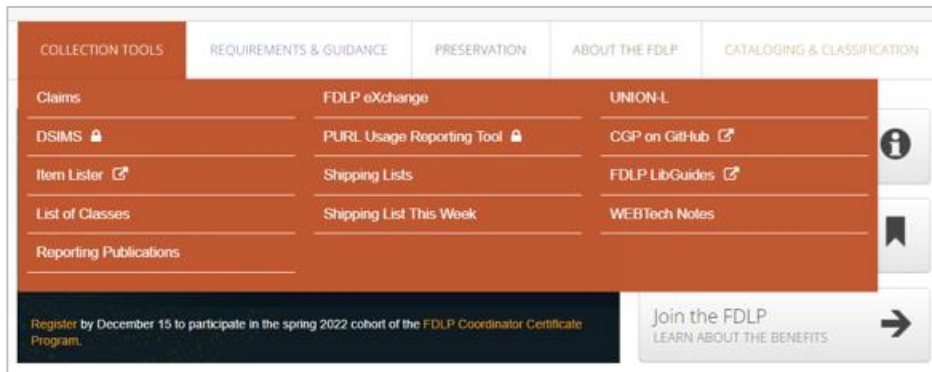
Selective Housing Agreements

Make sure you know the processing procedures:

- Do you process and send to the SHA site?
- How does the FDLP material get sent to the SHA site?
- How is material at the SHA site marked in your catalog?

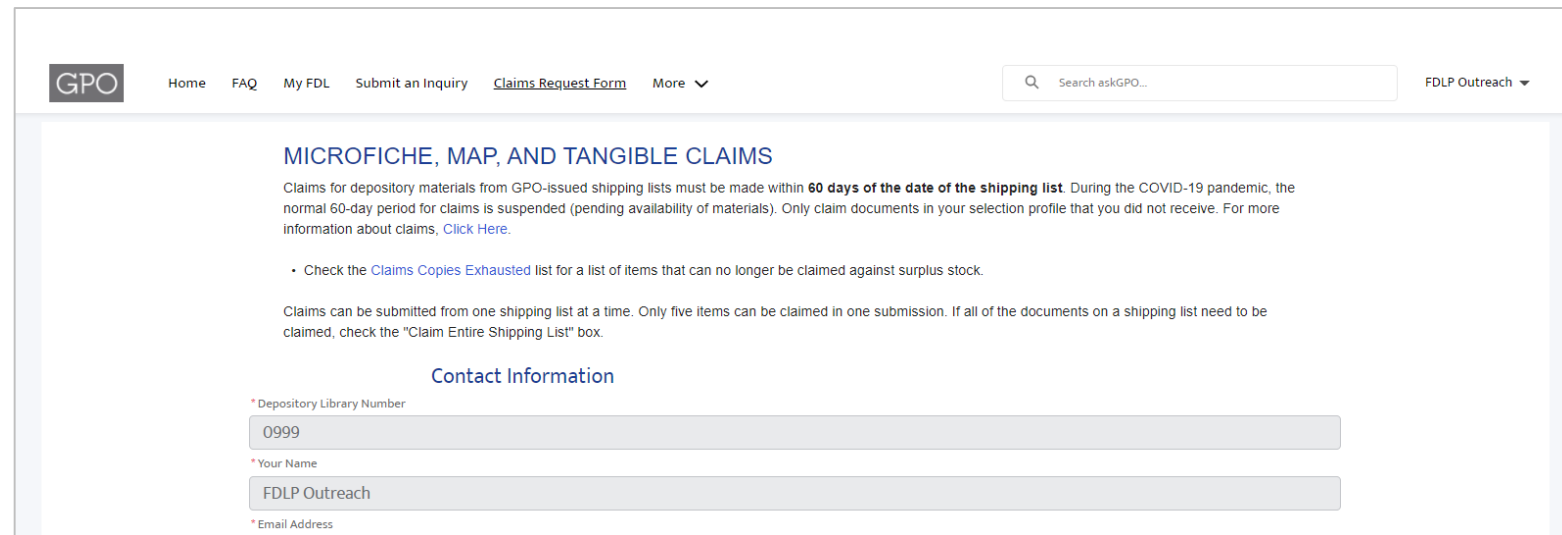
Claims

Libraries should make claims for missing or damaged material **LRPR 17**



FDLP.gov > Claims

Look for Claims
Exhausted



askGPO for Web Claim Form

Claim

- Selected but not received
- Publications damaged during shipment
- Defective publications
- Claim individual publications or entire shipping lists

Do Not Claim

- Publications not on the library's item selection profile
- Newly selected publications whose selection is not yet in effect (Oct 1)
- Material on the Claims page
- Material listed as 'shipped short'

WEBTech Notes *Available on fdlp.gov

WEBTech Notes

Search WEBTech Notes

Modified after Modified before Category

Export Selected WEBTech Notes

[WEBTech Notes RSS Feed](#) Items per page

<input type="checkbox"/>	Title	SuDoc No.	Item No.	Shipping List No.	Category	Notes	Record number	Created
<input type="checkbox"/>	Cultural Resources Publications (series) (EL)	I 53.22/4:	0629-E-29		UN	New item no. (EL-only). Libraries selecting 0629-E will have 0629-E-29 added to their item selection profile. Individual titles will be assigned PURLs.	1181800	2022-08-15
<input type="checkbox"/>	Cultural Resources Publications (series) (P)	I 53.22/4:	0629-E-05		UM	Reactivated class and item no. Libraries selecting 0629-E will have 0629-E-05 added to their item	1181799	2022-08-15

Used to announce classification changes, item number changes, new item numbers, and other changes

Tools you can use for processing and for solving FDLP mysteries

- [Item Lister](#)
 - Compare what you received to your selection profile
- [WebTech Notes](#)
 - To see class and item number changes, and publication or shipment irregularities
- [Catalog of U.S. Government Publications](#)
 - Includes shipping list numbers and item numbers
- [askGPO](#)
 - If you're stumped, we can help!

Cataloging FDLP material

- Cataloging and bibliographic control is covered in detail in another Depository Operation Training Series recording
- Anything tangible you receive must be cataloged LRPR 12 & 13
- You don't receive anything in the mail from your EL item selections
 - You do not have to catalog EL resources
 - You absolutely can catalog EL resources!

Miscellaneous...

- **Duplicate or misdirected shipments and boxes received in error** - return to GPO or forward to appropriate library
- **Duplicate copies** – discard or offer to the regional
- **Defective copies** – Claim, then discard the defective copy once you receive the new copy (do not offer to regional)
- **Problems with a claim?** Submit an askGPO question, select Federal Depository Libraries > Distribution/Shipments.

Getting Help from GPO

Use askGPO

<https://ask.gpo.gov>

Prefer a phone call?
Contact Federal
Depository Support
Services

202-512-1119

