

## Top 10 List for New Depository Staff

If you are a newly designated Federal depository library coordinator, the U.S. Government Printing Office (GPO) welcomes you to the Federal Depository Library Program (FDLP). This guide is intended to help you learn about your library's depository and the responsibilities of being a depository coordinator.

### 1. Update contact information about your library's depository.

- Update the Federal Depository Library Directory. (<http://www.fdlp.gov/administration/fdlp>)
  - Identify your library's depository library number through the FDL Directory, if not previously known. The number may include leading zeroes and a letter at the end.
  - Use the library's internal depository password to edit the Directory. If needed, contact GPO to attain the password.
- Sign up for FDLP-L, the current official announcement service for the FDLP. ([www.fdlp.gov](http://www.fdlp.gov) > Home > FDLP News > Subscribe to FDLP-L)
- Notify your regional librarian.
  - Identify your regional librarian through the FDL Directory, if not already known.
  - Please note that some states are not served by a regional depository library.

### 2. Review basic publications of the FDLP to learn about the legal requirements, Program regulations, and guidance for managing a Federal depository library as well as major resources with FDLP content. These include:

- *Legal Requirements and Program Regulations of the Federal Depository Library Program* (<http://www.fdlp.gov/administration/fdlp-legal-requirements>)
- FDLP.gov (<http://www.fdlp.gov/>)
- FDLP Connection (<http://www.fdlp.gov/home/fdlpnews/newletters>)
- State Plan, if your state has one (Check with your regional librarian.)
- Catalog of U.S. Government Publications (CGP) (<http://catalog.gpo.gov/F>)
- Federal Digital System (FDsys) (<http://www.gpo.gov/fdsys/>)
- Federal Depository Library Handbook (<http://www.fdlp.gov/administration/handbook>)

### 3. Learn more about the depository collection at your library.

- Locate any relevant depository or library written policies and procedures, such as collection development or access policies.
- Identify all collection housing locations, including selective housing sites, if any.
  - Locate any selective housing site agreements.
- Determine how publications in all formats are identified and made accessible.
  - For any publications not cataloged, identify the inventory record (i.e., the piece level record).
- Determine how FDLP content within the Basic Collection, official content partnerships, subscription-based resources available free to depositories, the CGP, and FDsys is made accessible.
  - Contact GPO to attain needed passwords.
- Identify how your library promotes the Federal depository library resources and services.
  - If you would like to increase visibility, you may order free FDLP promotional materials (<http://www.fdlp.gov/outreach/promotionalresources/promomaterials>).
- Identify library staff involved in the depository operation and what their roles are.

- 4. Review your library's selection profile.** Depositories choose materials to receive by selecting item numbers.
  - Learn about the *List of Classes* and the depository item number system. (<http://www.fdlp.gov/collections/selection>)
  - Learn how to amend the selection profile, if needed, through DSIMS (Depository Selection Information Management System).
    - Update based upon a current collection development policy or community profile of depository users that documents the Federal Government information needs of the community.
  
- 5. Learn procedures for tangible collection management at your library.** Review processes in place for:
  - Timely processing of new shipments, including review of shipping lists, claims when needed, and identifying materials as Federal property and with date information.
  - Cataloging all receipts.
  - Review of classification and catalog record changes.
  - Weeding the collection, including supersession and official substitution.
    - Locate the regional depository's guidelines to determine the processes to follow.
  
- 6. Identify how online only publications as well as CDs and DVDs are made accessible.**
  - Determine the process in place to identify online Federal depository publications.
  - Determine which online only publications are cataloged.
  - Review public computer workstations used for access to electronic resources within the library.
  
- 7. Find out more about the history of the depository and how it currently fits into the library.** With this knowledge, communicate regularly with your library's administration about the depository operation and services.
  - Locate Biennial Survey of Depository Libraries submissions from your library and GPO Inspection, Self-Study, or Public Access Assessment reports about your library's depository. These provide useful historical information.
  - Locate the library's mission, vision, goals, and strategic plans as well as annual reports or statistical records and review to determine how the depository fits into the overall library organization.
  - Check library Web pages and literature for public access and depository information and ensure that a consistent message is delivered to all current and potential depository users.
  
- 8. Look for training opportunities and network within the FDLP.**
  - GPO offers several opportunities, including:
    - Interagency Depository Seminar, held annually for 5 days in Washington, DC.
    - Federal Depository Library Conference, currently held each fall in the Washington, D.C. area.
    - Online learning activities
    - FDLP Community forum
  - Identify and learn about your neighboring depositories.
  - Contact your regional library and check library associations for additional training ideas and information about collaborative activities.

- 9. Ask questions.** Federal depository libraries and GPO are partners in the FDLP. Take advantage of the network to help you gain knowledge.

Contact GPO. If you have any questions about specific publications and their classification numbers or catalog records, changes at your library affecting the depository operation, educational opportunities, specific patron problems, or other issues, please feel free to contact GPO. We're here to help you make the most of your Federal depository operation. Multiple contact options include:

- askGPO. (<http://www.gpo.gov/askgpo/>) Use this service to ask questions about depository management and services. By using the Category drop-down boxes, your question is routed to the appropriate subject specialists in GPO.
- Contact Us Form. (<http://www.fdlp.gov/help/contact>) This suite of forms is useful when you know which person or unit within GPO's Library Services and Content Management (LSCM) you wish to reach.
- Phone 202-512-1119 or email <[FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov)> for the Office of Education and Outreach. Librarians in this unit have a shared phone number and email address so you may always reach someone right away and consult about depository issues.

Also, please take advantage of your contacts with your regional library and neighboring depository libraries. As no single depository library may serve all user needs, collaboration is key to successful service.

- Contact your regional librarian for information about any regional or other statewide communication mechanisms.
- Consider signing up to non-GPO listservs, such as GOVDOC-L or DocTech-L.
- Since GPO does not have a collection of publications, your regional library personnel serve as valuable contacts when you have questions about the contents of publications.

If you're at a regional depository library, we encourage you to contact GPO to consult about your role within your state or region.

## **10. Review additional non-GPO resources about the FDLP.**

### Web Resources

- Documents Data Miner 2 (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>)
- ALA GODORT Toolbox for Processing and Cataloging Federal Government Documents (<http://www2.lib.udel.edu/godort/cataloging/toolbox.htm>)
- ALA GODORT U.S. Federal Government Information Competencies for Beginning Government Information and General Reference Librarians ([http://wikis.ala.org/godort/images/a/af/Federal\\_gov\\_competencies.pdf](http://wikis.ala.org/godort/images/a/af/Federal_gov_competencies.pdf))

## Books

- Andriot, Donna, ed. *Guide to U.S. Government Publications*. Farmington Hills, MI: Gale Group. Annually identifies agency series and SuDocs class stems and provides publication history.
- Boyd, Anne M. *United States Government Publications*. 3rd ed. Revised by Rae E. Ripps. New York: H.W. Wilson, 1949, reprinted 1952. Guide to historical information about government printing and dissemination.
- Forte, Eric, et al. *Fundamentals of Government Information: Mining, Finding, Evaluating, and Using Government Resources*. New York: Neal-Schuman Publishers, 2011. Describes current online and print government information resources. Also includes exercises.
- Hernon, Peter et al. *United States Government Information: Policies and Sources*. Westfield, CT: Libraries Unlimited, 2002. Scholarly approach combines reference sources with government policies.
- Morehead, Joe. *Introduction to United States Government Information Sources*. 6th ed. Englewood, CO: Libraries Unlimited, 1999. First edition in 1975 supplanted Schmeckebier.
- Morrison, Andrea, ed. *Managing electronic government information in libraries: issues and practices*. Chicago: American Library Association, 2008. Experienced FDL librarians write on all topics from preservation to information literacy to cataloging and more. Management oriented, but still useful for new librarians.
- Robinson, Judith Schiek. *Tapping the Government Grapevine: The User-Friendly Guide to U.S. Government Information Sources*. 3rd ed. Phoenix, AZ: Oryx Press, 1998. Readable and fun classic.
- Schmeckebier, Laurence F. and Roy B. Eastin. *Government Publications and Their Use*. Washington, DC: Brookings Institution, 1969. Provides the history of documents, bibliographies, and catalogs
- Sears, Jean L. and Moody, Marilyn K. *Using Government Information Sources: Electronic and Print, 3rd edition*. Phoenix: Oryx Press, 2001. In-depth reference text for sources, emphasizing subject approach.