



# Depository Library Council New Member Information Guide

**June 2023**



NO SMOKING  
IN THIS AREA

# Table of Contents

Table of Contents.....	1
Welcome to Depository Library Council.....	2
Council Documents & Information.....	2
Obligations of Council Members .....	2
Council Roles.....	2
Government Publishing Office (GPO) Roles .....	3
Council Calendar .....	4
Working Groups, Subcommittees & Task Forces .....	4
Working Groups .....	4
Subcommittees.....	5
Task Forces.....	5
Information Sharing Calls.....	6
DLC Participants .....	6
GPO Participants.....	6
Fall Conference & Meeting Planning & Participation .....	6
Spring Meeting Planning & Participation .....	7
Recordkeeping.....	8
Annual Report.....	8
Current Members of the Depository Library Council.....	8

## Welcome to Depository Library Council

This guide was created by 2022-2023 Depository Library Council members to provide informal insights into what it is like to serve on the DLC. There are many formal orientation, informational and guidance documents available from GPO and many of those are linked below.

The purpose of the DLC is to provide advice on policy and operational matters, not to make decisions on behalf of the agency. It serves in an advisory capacity to the Director of the Government Publishing Office (GPO) and as such its primary function is to make recommendations. Its contact points to GPO are through the Public Information Programs of the Superintendent of Documents. Those include:

- Federal Depository Library Program (FDLP)
- Cataloging and Indexing Program (C&I)
- GPO's System of Online Access, GovInfo
- National Collection of U.S. Government Public Information

## Council Documents & Information

[Charter](#)

[Bylaws](#)

2022-2023 Annual Report (in final preparation)

[About Depository Library Council](#)

[Depository Library Council \(DLC\) Meeting Proceedings](#)

## Obligations of Council Members

- Attend New Council Orientation
- Attend FDLC Spring & Fall Meetings
- Participate in monthly information sharing calls with DLC and GPO
- Participate in committee work and other DLC assignments as needed
- Stay engaged with the Council, GPO, and the depository community, particularly the constituencies the member represents or participates in

## Council Roles

- Chair – Duties are established in the Bylaws: “The Chair works with the DFO, or her designee, to establish priorities, identify issues which must be addressed, determine the level and types of staff and financial support required, and serves as the communication focal point for the DLC membership. In addition, the Chair presides over meetings of the DLC and is responsible for certifying the accuracy of minutes developed by the DLC Secretary to document its meetings, corresponds with GPO, and transmits recommendations and work products to the Director of GPO. The Chair is elected each fall by a majority vote of the appointed members of the DLC, and serves a one-year term that begins 1 June.”

- Secretary – Duties are established in the Bylaws: “The Secretary prepares and distributes the minutes of each meeting to members of DLC and the DFO. Minutes shall include an attendance roll, a summary of topics covered and discussion, and an itemization of any decisions or recommendations made or actions to be taken. The secretary coordinates with the DFO to ensure all required records of the DLC, and any subcommittees, are maintained and publicly accessible. The Secretary is elected each spring by a majority vote of the members of the DLC, and serves a one-year term that begins 1 June. In the absence of the Secretary from a meeting, the Chair shall appoint a member of Council to serve in that capacity.”
- Chair-elect – This is an informal role. The Chair-elect may assist the Chair and Secretary with Annual Report, Spring meeting planning, or other needs after election at the Fall meeting. Assist with transition to the new council in May of each year. Finalize the Annual Report if completion extends into next Council year (June).
- Secretary-elect – This is an informal role. The Secretary-elect may assist the Chair, Secretary, and Chair-elect with transition to the new council in May of each year. Assist Secretary in transition of Google Drive to a new Council.
- Working Group or Subcommittee Chairs – convene and lead working groups or subcommittees of the Council. Report to the full council and the Chair during information sharing calls. Prepare an annual report of group activities. Work with the chair to identify presentation topics for conferences and public meetings. Responsibilities vary by group. These roles may be shared by multiple council members.

## Government Publishing Office (GPO) Roles

The primary contact for the DLC is the Designated Federal Officer. From the Bylaws:

- “Designated Federal Officer: The DFO serves as the government’s agent for all matters related to the DLC’s activities. The DFO, or her designee, must: (1) approve or call the meeting of the DLC; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) Chair meetings of the DLC, when so directed by the Director of the GPO, or his designee.”

Additionally, GPO provides an overview of current staff during their orientation for DLC members. Many GPO staff members attend information sharing calls. DLC can ask for specific GPO staff to attend meetings to provide information about GPO projects/activities and/or to discuss specific topics.

## Council Calendar

*Note, this calendar begins with the announcement of new members.*

April	May	June	July
<ul style="list-style-type: none"> <li>• New Council Members Announced</li> </ul>	<ul style="list-style-type: none"> <li>• Spring DLC Meeting</li> <li>• Elect Secretary</li> <li>• Finalize Annual Report</li> <li>• May 31 – End of Council Year</li> </ul>	<ul style="list-style-type: none"> <li>• June 1 – Council Year Begins</li> <li>• New Member Orientation by GPO</li> </ul>	<ul style="list-style-type: none"> <li>• Fall Conference Planning Begins</li> </ul>
August	September	October	November
<ul style="list-style-type: none"> <li>• Finalize Conference Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Fall Conference Preparation &amp; Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Fall DLC Meeting &amp; FDL Conference</li> <li>• Beginning of GPO fiscal year</li> <li>• Next chair elected at DLC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations &amp; Commendations from Fall DLC Meeting</li> </ul>
December	January	February	March
<ul style="list-style-type: none"> <li>• Recommendations &amp; Commendations wrap up</li> </ul>	<ul style="list-style-type: none"> <li>• Begin Spring Meeting Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize Spring Meeting Sessions</li> <li>• Nominations &amp; Applications for DLC</li> </ul>	<ul style="list-style-type: none"> <li>• Begin Annual Report Draft</li> </ul>

## Working Groups, Subcommittees & Task Forces

Working groups, committees, and task forces are how Council investigates and learns about a variety of issues. They are each formed in different ways. The DFO is a resource in determining which type of group is best for investigating and answering different questions. Public documents from each of these groups are produced in advance of DLC business meetings, shared with the public, and posted on the DLC webpage. Depending on the needs and actions of each group, DLC is responsible for reviewing their work, accepting their final reports, and making recommendations to the Director of GPO as determined by the consideration and formal vote of Council. Each group's original charge/charter may give them specific outcomes and timelines in which to conduct their work. DLC members usually make up a portion of each group's membership, and depending on their charter, they may be chaired by a DLC member. Former DLC members often continue their service on these groups as community members.

As of June 2023, most of these groups are meeting and determining their leadership for the coming year. New Council members are encouraged to join Working Groups that align with their interests.

### Working Groups

Working groups are usually chaired by a current member of DLC, and their membership consists of DLC members, GPO staff, and members of the Depository Community.



*Unique Challenges, Underserved Populations, and Federal Depository Libraries*  
Charge/Charter: <https://fdlp.gov/file-repository-item/letter-gpo-director-halpern-council-chair-stringfellow-january-21-2022>

Timeline: Requested by DLC in December 2021, established by Director of GPO in January 2022, Final report submitted in March 2023. DLC requested continuing the work of this group alongside their final report in March 2023. The Director made this group a subcommittee of the DLC in May 2023. The Working Group and Council will need to formalize this in their work in the early part of the 2023-2024 Council year.

*Long-term Implications for Federal Depository Libraries of the COVID-19 Pandemic*

Charge/Charter: This working group will examine the practices, policies, and procedures enacted by FDLs since March 2020 as they adapted to the COVID-19 pandemic, and it will assess the long-term impact of these efforts at the institutional and national level. It will examine pandemic practices, policies, and procedures enacted by FDLs and the GPO relating to services, procedures, collections, staffing, etc., and it will assess whether such policies may or should continue into the post pandemic era. [Fall 2022 initial findings report](#)

Timeline: Summer 2021 – present

*Exploring the Durability of PURLs and Their Alternatives*

Charge/Charter: [https://fdlp.gov/sites/default/files/file\\_repo/charge-dlc-working-grp-explore-durability-purls.pdf](https://fdlp.gov/sites/default/files/file_repo/charge-dlc-working-grp-explore-durability-purls.pdf)

Timeline: April 2020 – present, awaiting final report to DLC

## **Subcommittees**

*Collection and Discovery Services*

Charge/Charter:

To assist in coordinating the thoughts, research, plans, and efforts related to the management and development of the National Collection of U.S. Government Public Information as well as the expansion and enhancement of the discovery and access services GPO provides to its stakeholders; and to engage the depository community in these processes. [Fall 2022 Business meeting](#)

Formerly a working group, made a subcommittee in Fall 2022. Minutes from that meeting will be approved in May 2023.

Timeline: Established by GPO request Fall 2019 – present, Ongoing

## **Task Forces**

The most recent task force was the *Task Force on a Digital Federal Depository Library Program*. Members were appointed by the Director of GPO. It concluded its work in December 2022 with a final report directly to Director Halpern. 6 members of the DLC served on the Task Force.

## Information Sharing Calls

The information sharing calls are a way for DLC and GPO to exchange information and informally report on the work happening between the fall and spring meetings. Working Group and Subcommittee Chairs provide updates, GPO shares information, invited guests present to Council on topics of interest, and DLC members share what's happening in their own FDL communities and at their institutions. The call topics are set by the DFO and the DLC Chair. Members may present topics for inclusion in the agenda. Planning for official meetings takes place in information sharing calls. GPO has specific staff roles that provide support for DLC official meetings. The primary contacts for this are the DFO and the Strategic Communications Coordinator.

### DLC Participants

Designated Federal Official: This person is our main contact with GPO and guides the activities of the DLC in collaboration with the DLC Chair. They provide advice and guidance during information sharing calls.

DLC Chair: The Chair works with the DFO, or a designee, to establish priorities and identify issues in advance of and during information sharing calls. The Chair presides over calls and serves as the communication focal point for DLC. The Chair ensures follow-up on DLC initiatives after and between calls.

DLC Secretary: The Secretary prepares and distributes the agendas and minutes of each call, including roll call, summary of topics covered and discussed, and actions to be taken. A template for agendas and minutes is available in the DLC Google Drive folder.

DLC Members: Members participate in discussions, report out on working group/subcommittees work, and provide updates from their libraries, regions, and/or professional organizations.

### GPO Participants

Much of the information sharing calls pertain to hearing updates on various programs, projects, and services from GPO. Usually, the following GPO staff members attend:

Superintendent of Documents

Managing Director, Library Services & Content Management

GPO Unit Heads

Technical Services

Projects & Systems

Federal Depository Support Services

Strategic Communications Coordinator

## Fall Conference & Meeting Planning & Participation

All DLC members are required to attend the fall meeting and conference. As of 2022, the fall meeting is combined with the Federal Depository Library Conference. Council participates in the business meeting and other Council sessions and community members, including GPO, offer educational and informational sessions. In 2022, GPO began offering a pre-conference to present their many updates. Members are encouraged to participate in the planning and

presentation of the fall FDL conference and DLC meeting. These sessions are really good ways to hear concerns, common issues, and ideas from libraries across the program.

Council members are encouraged to add their expertise and experience to the sessions as presenters, chat participants, and moderators. Council members may have a number of sessions that are required, but there is often time to attend sessions by guest speakers and members of one's regional community. Experiences that Council members have in their own libraries, ideas that make your own depository work easier, and concerns that you see in the community are often common in other institutions and so offering your perspective as a new member is encouraged and you won't have to do it alone. A recent very successful session was conceived and presented by a brand-new member.

Fall conference is also an opportunity for council members to engage with the depository community. *Snacks with Council* is an important informal means for council members to engage on a variety of topics with members of the FDLP community. Whether in-person or virtual, topics are selected and driven by council members. New members are encouraged to provide their perspective on topics that will engage the community.

The fall DLC meeting takes place within the context of the conference. Official meetings of the DLC are announced publicly by the DFO and follow Roberts Rules of Order. The meeting consists of a formal roll call, approval of minutes from the previous official meeting (Spring), and reports from working groups and subcommittees, (during the business meeting, wrap-up session, and in stand-alone sessions if needed). When possible, Council should consider formal motions to accept committee or working group reports in advance. When meetings are online, the expectation is that Council members will have their cameras on when speaking or presenting. Members should prepare for the meeting to ensure that all needed Council business can be accomplished during the meeting. This includes considering potential recommendations and commendations in advance. Discussion of and action on these formal motions should take place in the publicly-noticed meeting.

## Spring Meeting Planning & Participation

The spring DLC meeting is focused on concluding Council business. It is open to the public and sometimes has programming for the community, but the main purpose is to attend to DLC work, report out the efforts of subcommittees and working groups, discuss recommendations and consider commendations. Sometimes there are new issues that arise within the depository community and the spring meeting provides a chance to address those and receive feedback. Planning for this meeting begins in January and each subcommittee and working group chair is expected to provide a report during the business meeting and a brief recap of the work of the committee. Formal reports are also presented during this meeting and may require a dedicated session. Open forums are often a feature of the spring meeting and can focus on topics that came up during the fall meeting or new issues affecting depository libraries.

GPO has discussed an in-person Spring meeting or conference with the 2022-2023 Council, but no formal plans have been announced.



## Recordkeeping

Official documentation for DLC is made public by the DFO via the FDLP website. However, informal recordkeeping is essential to this volunteer-led organization. GPO and DLC leadership help maintain a Google Drive for Council business. This 3<sup>rd</sup> party site is only as good and useful as the attention paid to it. Please think of the ongoing business of DLC and of members to come. We encourage members to keep all drafts and final documents in the Google Drive folder for their Council Year. The 2022-23 DLC has discussed other options (e.g. Microsoft Teams) with GPO and we hope that DLC recordkeeping can evolve in time. We encourage future councils to adapt this information guide for their own use.

## Annual Report

The 2021-22 Council was the first in many years to produce an Annual Report. The 2022-23 Council and the 2023-24 Council leadership plan to follow suit. We have established a template that can be adapted by future Councils. GPO provides copy editing and graphic design support for the Annual Report. They will also host the public documents on the FDLP website. Council leadership should prepare the report in conjunction with the Spring meeting, before finalizing at the end of the Council year in May. If a Chair does not complete the Annual Report, the next Chair should endeavor to complete the report as early in the Council year as feasible.

## Current Members of the Depository Library Council

### 2023-2026

- Gwen Sinclair, Chair of the Government Documents & Maps Department, University of Hawai'i at Mānoa
- Angela J.A. Kent, Head of History Research Centers (Special Collections), Houston Public Library
- Joshua Finnell, Professor and Head of Research & Instruction, University Libraries at Colgate University
- Angela Bonnell, Head of Government Documents, Illinois State University's Milner Library
- Sarah Erekson, Regional Government Documents Librarian, University of Florida's George A. Smathers Libraries

### 2022-2025

- Amy Laub, Regional Depository Librarian, University of Kentucky
- Hayley Johnson, Head of Government Information and Microforms, Louisiana State University
- Kelly Smith, Government Information Librarian and Librarian for Urban Studies & Planning and Environmental Studies, University of California San Diego
- Robert Mead, State Law Librarian, Washington State Law Library
- Susanne Caro, Government Information Librarian, North Dakota State University

2021-2024

- Aimée C. Quinn, Assistant Librarian, Northern Arizona University, Yuma
- Allen Moye, Associate Dean for Information Technology and Library Services; Director, Rinn Law Library, DePaul College of Law
- Jen Kirk, Government Information Librarian, Utah State University
- Richard Leiter, Director of the Schmid Law Library and Professor of Law, University of Nebraska College of Law
- Valerie Glenn, Business and Public Affairs Collections Librarian, Virginia Commonwealth University