



Passing the **FDLP** Torch :



Depository Succession Planning

Is retirement in the future, making a job change, need to educate a new administrator, or do you just like being prepared for the unexpected?

Getting Started

- Don't wait until a change is imminent, start a succession plan as soon as possible
- Compile "Must Have" Information- like log-ins and passwords, processes, etc.



Gather Info

- Designation Documents
- Biennial Surveys
- Inspections and Assessments
- Legal Requirements
- Partnership, and Selective Housing Documentation



What to Include

- FDLP Log-Ins
- Staff Manual
- Depository Staff Info
- GPO Contact Info
- Projects
- Weeding History
- Policies
- Partnership Info
- Regional Info

Recommended FDLP Resources

- Catalog of U.S. Government Publications
- FDLP Academy
- FDLP LibGuides
- govinfo Tutorials
- Quick Start Guide



Library Info

- Provide summary of administration support for FDLP
- Staff knowledge and responsibility regarding depository collection
- Professional development opportunities
- How to share depository/ Government information



Your Last Steps

- Store Succession Documentation
 - Cloud Service for electronic documents, (LibGuides, OneDrive)
 - Remote storage device for print documents (USB drive, external hard drive)
- Assign at least one colleague who will have access to the Succession Documentation
- Write welcome letter for new coordinator. Share information, words of encouragement, and any tips
- If the position will be vacant for an extended period, arrange for someone to process materials and to provide depository support.



Provide First Steps for New Coordinator

Access Succession Documentation and review

- Join Government info LISTSERVs
- Coordinator contact information
- Read Legal Requirements and Program Regulations
- Review depository documentation
- Read Quick Start Guide
- Browse depository collection
- List of suggested FDLP Academy webinars for new coordinators



Watch for the FDLP Academy Webinar

Coming soon a webinar which more detailed information on FDLP Succession Planning