



Passing the **FDLP** Torch :

Depository Succession Planning

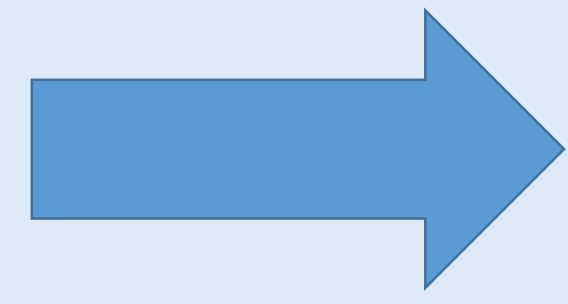


Is retirement in the future, making a job change, need to educate a new administrator, or do you just like being prepared for the unexpected?



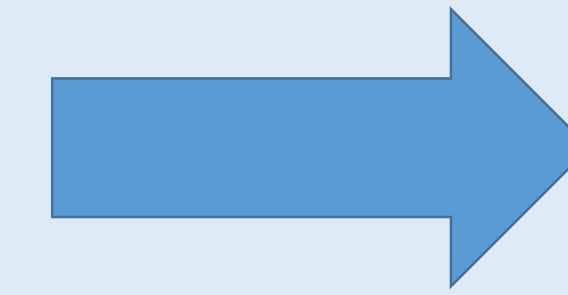
Getting Started

- 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



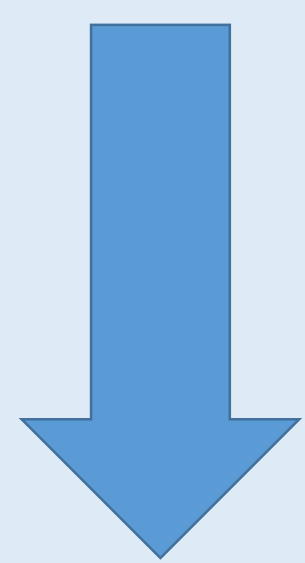
What to Include

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



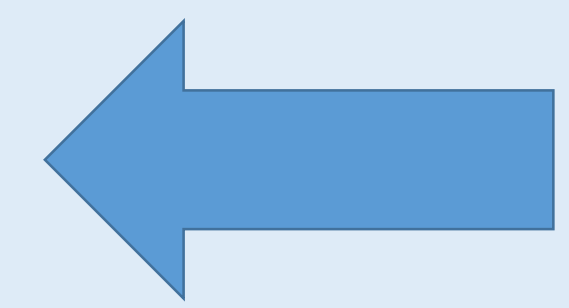
Recommended FDLP Resources

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



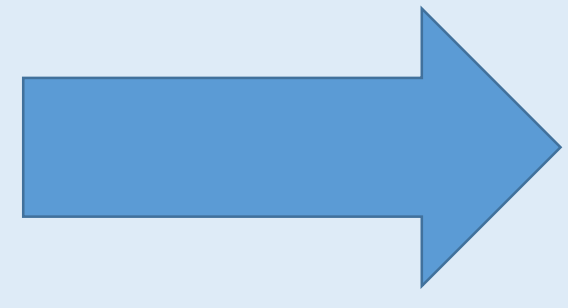
Library Info

- 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 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