

Depository Library Council

Advisory body to the Director of the U.S. Government Publishing Office

Depository Library Council Unique Challenges, Underserved Populations, and Federal Depository Libraries Subcommittee Charter

1. Subcommittee's Official Designation (Title).

The name of this subcommittee shall be Unique Challenges, Underserved Populations, and Federal Depository Libraries Subcommittee (UCUP).

2. Authority.

Unique Challenges, Underserved Populations, and Federal Depository Libraries Subcommittee is established by the authority of the Director of the Government Publishing Office (GPO).

3. Objectives and Scope of Activities.

UCUP will study Federal depository libraries at affinity-focused institutions and other FDLs with unique needs and challenges that impact their ability to provide access to tangible and digital depository resources. The Subcommittee should also determine possible solutions and provide recommendations that include ways in which the Government Publishing Office can better support these libraries.

4. Description of Duties.

UCUP will study issues, explore data, solicit input and feedback, and develop recommendations for improving public access to Federal Government information and providing support services in depository libraries with unique challenges and underserved populations.

Reporting – UCUP will:

- provide a monthly update on activities to the Depository Library Council.
- report on its activities at both the Spring and Fall meetings of the Depository Library Council.
- Provide Subcommittee content for inclusion in the *Depository Library Council Annual Report*.

Recommendations of UCUP –

- The Chair, on behalf of UCUP, shall transmit recommendations to the Depository Library Council to consider and to determine if they are to be transmitted to the GPO Director.

- The recommendations shall be accompanied by a report of the work of UCUP that justifies and supports the need for the recommendations.

5. Official to Whom the Subcommittee Reports.

The Unique Challenges, Underserved Populations, and Federal Depository Libraries Subcommittee shall report to the Director of the Government Publishing Office through the Depository Library Council.

8. Designated Federal Officer.

The Superintendent of Documents, or a designee, will serve as the Designated Federal Officer (DFO). The DFO will:

- approve all meeting agendas and correspondence.
- attend all subcommittee and working group meetings.
- provide guidance and direction.
- work with the UCUP officers to ensure goals are accomplished.

9. Subcommittee Officers, Roles and Elections.

UCUP will have a chair, chair-elect, and a secretary. The chair and chair-elect shall be members of the Depository Library Council.

The Chair

- ensures the committee achieves its goals.
- ensures everyone is fulfilling their individual responsibilities.
- acts as the voice and signatory for UCUP.
- communicates regularly with the Depository Library Council.

The Chair-elect

- supports the chair in their role.
- performs the duties of the chair when the chair is unable to do so.
- will assume the chair responsibilities at the close of the May monthly meeting of UCUP.

The Secretary

- takes notes during meetings.
- works with the DFO to manage the permanent records of UCUP.
- assist with the preparation of the content for the DLC annual report.
- shall assume responsibilities upon their election.

Elections

- Elections shall be conducted with a majority of UCUP members in attendance.
- The election for chair-elect shall occur at the July monthly meeting of UCUP.
- The election for secretary shall occur at the start of the June monthly meeting of UCUP.

10. Membership and Designation.

UCUP will have no more than 13 members. Membership will consist of Depository Library Council members, members from the depository community, and GPO staff. In order to balance those viewpoints required to effectively address issues and activities under consideration, members will be selected based on their interest in serving, their expertise, and the specific needs of the subcommittee. UCUP may consult with other subject matter experts as needed.

11. Estimated Number and Frequency of Meetings.

UCUP will meet no fewer than once a month, unless agreed upon by the subcommittee members.

12. Working Groups.

The DFO or UCUP Chair may approve the creation of working groups, as necessary to support the work of UCUP. The working groups will determine the frequency of their meetings.

13. Recordkeeping.


Records of the subcommittees shall be handled in accordance with [General Records Schedule 6.2](#), or other approved agency records disposition schedule.

14. Termination.

This Charter shall be reviewed every two years. The UCUP Subcommittee will continue until it is determined there is no longer a need.

15. Approval.

The Charter shall be approved and signed by the Superintendent of Documents.

APPROVED  DATE 7/14/2023

SCOTT MATHESON
Superintendent of Documents