2023 Biennial Survey of Depository Libraries

**Instructions for filling out the Preview.**

1. Fill in question responses using the Preview in Word format.
2. Send the file to the director or their designee for their review and approval.
3. Input the responses in the survey tool.
4. Note that some questions in the Preview are configured for the survey tool. When a question says to ‘drag and drop’ responses in a particular order, number the responses in the Preview instead.

**Instructions for filling out the survey in the survey tool.**

1. All Federal depository libraries are required to complete this survey. The survey must be submitted by **Friday, November 17, 2023.**
2. Have your regional depository coordinator’s email address on hand. At the conclusion of the survey, you must enter it into a field so they receive a copy of your library’s Biennial Survey.
3. Complete the survey in one session. If you need to leave and come back, your original responses will be lost.
4. It is best to review the responses on each page before clicking the “Next page” button. Your browser’s back button may not work.
5. All questions are required unless otherwise stated.
6. Ask questions related to the survey using [askGPO](https://ask.gpo.gov/s/). GPO staff will monitor and respond regularly.
7. Provide your responses according to current conditions.
8. At the conclusion of the survey, check the box indicating your director or their designee has approved of the response.

Note - All questions in this survey refer to Federal depository resources and Federal Government information unless otherwise specified.

Intro

First and last name of person filling out survey **\***

Click or tap here to enter text.

Please select your state and then library from the drop down menu. \*

State Click or tap here to enter text.

Library Click or tap here to enter text.

|  |
| --- |
|  |

Library director name \*

|  |
| --- |
| Click or tap here to enter text. |

Library director email address \*

Click or tap here to enter text.

**Q1. I certify that my library fulfills the** [**Legal Requirements and Program Regulations**](https://www.fdlp.gov/requirements-and-guidance/regulations) **(LRPR) of the Federal Depository Library Program. \***

[ ]  Yes

[ ]  No. If no, please explain: Click or tap here to enter text.

**Q2. Does your library plan to remain in the Federal Depository Library Program? \***

[ ]  Yes

[ ]  No

[ ]  Not sure

**Q3. Can anyone (general public and your library’s primary and non-primary patrons) enter the library and use Federal Government depository resources in all formats and receive reference services free of charge at your library? \***

[ ]  Yes

[ ]  No. If no, please explain: Click or tap here to enter text.

[ ]  N/A, my library is designated as the highest state appellate court library

Operations

**Q4(a). In which areas, if any, has your institution implemented new policies and/or procedural changes as a result of COVID-19? Select all that apply, and if you select an answer, please provide details in the text box. \***

[ ]  Collection maintenance and weeding Click or tap here to enter text.

[ ]  Instructional and Educational Services Click or tap here to enter text.

[ ]  Interlibrary Loan Services Click or tap here to enter text.

[ ]  Item selection / FDLP selection profile Click or tap here to enter text.

[ ]  Outreach Services Click or tap here to enter text.

[ ]  Processing Click or tap here to enter text.

[ ]  Public access Click or tap here to enter text.

[ ]  Reference services Click or tap here to enter text.

[ ]  Shelving Click or tap here to enter text.

[ ]  Staffing Click or tap here to enter text.

[ ]  Storage Click or tap here to enter text.

[ ]  Other: Click or tap here to enter text.

[ ]  Changes were made due to COVID-19 but now back to pre-COVID policies Click or tap here to enter text.

[ ]  No new policies or procedures implemented

**Q4(b). Which of these implemented changes, if any, do you anticipate will remain part of your normal operations? \***

Click or tap here to enter text.

**Q5. What challenges or significant events have affected your FDLP operation in the last two years? Select all that apply. \***

[ ]  Budget cuts

[ ]  Cataloging project

[ ]  Collection move

[ ]  Facility issues (For example: burst pipes, mold growth, etc.)

[ ]  Facility renovation

[ ]  Natural disaster

[ ]  New patron services

[ ]  New training initiatives

[ ]  Preservation project

[ ]  Space constraints

[ ]  Staffing changes (please describe) Click or tap here to enter text.

[ ]  System migration

[ ]  Other: Click or tap here to enter text.

[ ]  N/A

**Q6. What are your library's major plans for the depository operation in the next two years? Select all that apply. \***

[ ]  Conduct a preservation project

[ ]  Digitize U.S. Government publications

[ ]  Enter into a new Selective or Shared Housing Agreement to house regional copies at an alternate location

[ ]  Inventory tangible collections

[ ]  Move FDLP material to a new location (within library building, new building, offsite storage)

[ ]  Plan strategic community outreach

[ ]  Renovate facilities

[ ]  Retrospectively catalog U.S. Government publications

[ ]  Train library staff in the use of U.S. Government information

[ ]  Transition to a digital-only depository and discontinue receipt of future tangible depository material

[ ]  Weed tangible collections

[ ]  Do not have any plans

[ ]  Other. Please specify: Click or tap here to enter text.

Collections

**Q7. Describe the nature of your depository collection. Please select the option that most closely matches. \***

[ ]  Comprehensive research collection of Federal government publications

[ ]  Blend of current and retrospective holdings (active collection management, including weeding)

[ ]  Mostly current publications, held for 5-year retention (regular weeding of tangible publications)

[ ]  Mostly digital collection

[ ]  All digital collection (no tangible publications)

**Q8. Please describe your library's collection highlights in 1-2 sentences. This could include collection strengths, areas of active collection, partnerships, services, etc. \***

Ex: "Mostly digital FDL and have a digitized collection of Federal publications that relate to my state."

Click or tap here to enter text.

**Q9. Does your library have tangible depository material in any format? \***

[ ]  Yes

[ ]  No

**Questions for depositories with tangible formats (paper, microfiche, maps, electronic media). If your library has no tangible collection, skip to question 12.**

The following questions are intended to assess the tangible collection in Federal depository libraries.

Guidance: "[Is there a formula I can use to estimate the size of my documents collection?](https://ask.gpo.gov/s/article/Is-there-a-formula-I-can-use-to-estimate-the-size-of-my-documents-collection)"

**Q10(a). To the best of your knowledge, how many FDLP-issued publications in paper (not including maps) would you estimate are in your collection? \***

 Enter your estimate in linear feet.

[ ]  Number of linear feet Click or tap here to enter text.

[ ]  I cannot provide an estimate

**Q10(b). To the best of your knowledge, how many FDLP-issued microfiche would you estimate are in your collection? \***

Enter your estimate in linear feet. You may estimate the linear feet by measuring the external dimensions of a filing cabinet.

[ ]  Number of linear feet Click or tap here to enter text.

[ ]  I cannot provide an estimate

**Q10(c). To the best of your knowledge, how many FDLP-issued maps would you estimate are in your collection? \***

Enter your estimate of map sheets. You may use this formula to help estimate: 200 flat sheets = 1 drawer (2" deep).

[ ]  Number of map sheets Click or tap here to enter text.

[ ]  I cannot provide an estimate

**Q10(d). To the best of your knowledge, how many FDLP-issued DVDs, CD-ROMs, VHS tapes, and floppy diskettes would you estimate are in your collection? \***

Enter your estimate in linear feet. You may estimate the linear feet by measuring the external dimensions of a filing cabinet.

[ ]  Number of linear feet Click or tap here to enter text.

[ ]  I cannot provide an estimate

**Q11. How much of your tangible collection (paper, microfiche, etc.) would you estimate is cataloged? \***

Percentage cataloged: Click or tap here to enter text.

Cataloging

**Q12. Which is most representative of your library’s depository cataloging activities? \***

[ ]  Catalog new tangible or physical depository receipts only

[ ]  Catalog new online receipts only

[ ]  Catalog all new receipts, in all formats

[ ]  Catalog new receipts and **routinely** or systematically catalog older resources

[ ]  Catalog new receipts and **occasionally** catalog older resources as they are identified

[ ]  Other. Please explain: Click or tap here to enter text.

[ ]  Do not currently catalog any depository resources

**Q13. Which classification system(s) do you use for Federal depository material? Select all that apply. \***

[ ]  Superintendent of Documents (SuDocs)

[ ]  Library of Congress (LC)

[ ]  Dewey

 Other. Please specify: Click or tap here to enter text.

**Q14. What is your library's Integrated Library System (ILS) or Library Services Platform (LSP)? If you are migrating to a new system or planning to, please indicate the new system. \***

[ ]  Aleph

[ ]  Alma

[ ]  Apollo

[ ]  CarlX

[ ]  EBSCO

[ ]  EOS

[ ]  Evergreen

[ ]  FOLIO

[ ]  Horizon

[ ]  Koha

[ ]  Library World

[ ]  Mandarin

[ ]  OCLC WorldShare Management Services (WMS)

[ ]  Polaris

[ ]  Sierra

[ ]  SirsiDynix Workflows

[ ]  Symphony

[ ]  VERSO

[ ]  Voyager

[ ]  Other (please list) Click or tap here to enter text.

**Q15. If your library uses a discovery layer, what is it? \***

[ ]  Aspen Discovery

[ ]  Blacklight

[ ]  EBSCO Discovery

[ ]  Primo

[ ]  Summon

[ ]  VuFind

[ ]  WorldCat Discovery

[ ]  No discovery layer

[ ]  Other (please list) Click or tap here to enter text.

Training and Promotion

**Q16(a). Please rank the FDLP promotional services that your library is most interested in.**

**Drag and drop the options into your preferred order with the most preferred on top. \***

\_\_\_\_\_\_ Free promotional materials for distributing to patrons (pencils, bookmarks, etc.)

\_\_\_\_\_\_ Downloadable graphics for websites and social media

\_\_\_\_\_\_ English-language handouts and brochures

\_\_\_\_\_\_ Spanish-language handouts and brochures

\_\_\_\_\_\_ FDLP-related social media content

\_\_\_\_\_\_ Promotional guidance (photo galleries, social media, anniversary celebrations, etc.)

**Q16(b). Please describe any promotional services that GPO does not currently offer but your library would find beneficial. \***

Click or tap here to enter text.

**What services do you provide for those who are not native English speakers? Select all that apply. \***

[ ]  Finding aids/research guides in different languages

[ ]  Web pages in different languages

[ ]  Translating services for instruction sessions

[ ]  Document translating services

[ ]  Hire people who speak multiple languages

[ ]  Other. Please specify: Click or tap here to enter text.

**Q18. For training and professional development, I prefer and/or my organization supports: \***

(Drag and drop the options into your preferred order with the most preferred on top)

\_\_\_\_\_\_ In-person national conferences or meetings

\_\_\_\_\_\_ In-person regional conferences or meetings

\_\_\_\_\_\_ Online interactive training

\_\_\_\_\_\_ Online videos (recorded)

\_\_\_\_\_\_ Written instructions

\_\_\_\_\_\_ Interactive online community / email list

Review and approval

**Q19. Are you interested in exploring** [**official partnership opportunities**](https://www.fdlp.gov/about/partnerships) **with GPO in support of the** [**National Collection of U.S. Government Public Information**](https://www.fdlp.gov/about-the-fdlp/the-national-collection)**? \***

[ ]  Yes

[ ]  No

**Q20. Is there anything else you'd like to tell us about your library operations or activities that is not already included in this survey? \***

Click or tap here to enter text.

**My institution's approving library director or designee has reviewed and accepted the responses to this survey. \***

[ ]  Yes

[ ]  No

**Enter your email address to receive a copy of your institution's 2023 Biennial Survey submission. \***

Click or tap here to enter text.

**Enter your regional depository coordinator's email address so they will receive a copy of your institution's 2023 Biennial Survey submission. \***

Click or tap here to enter text.

**Enter any additional email address to receive a copy of the survey results (optional). If you have two regional coordinators, you can enter the second email here.**

Click or tap here to enter text.