

Depository Library Council

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

Statistics and Metrics Working Group Charter

Effective 01/09/2024

I. WORKING GROUP'S OFFICIAL DESIGNATION

The name of this Depository Library Council working group shall be Statistics and Metrics Working Group

II. AUTHORITY

The Statistics and Metrics Working Group is established by the authority of the Superintendent of Documents.

III. CHARGE

The Statistics and Metrics Working Group is convened to research, to report on, and to recommend options for how GPO can collect usage statistics from depository libraries for digital and tangible Government information products. Further, the Working Group is to study and report on the broader landscape of library data gathering trends and recommend possible programmatic library-related performance indicators.

IV. DESCRIPTION OF DUTIES

The Statistics and Metrics Working Group will study issues related to library usage data, explore how available data are collected, solicit input as needed, and develop recommendations for documenting usage of Government information products and identifying key depository library performance indicators.

Reporting:

- 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; and
- Provide Working Group content for inclusion in the Depository Library Council Annual Report.
- Produce a final report on the work and findings of the Working Group and include any subsequent recommendations.

Recommendations:

- The chair, on behalf of the Statistics and Metrics Working Group, shall transmit recommendations to the Depository Library Council to consider and to

determine if they are to be transmitted to the Superintendent of Documents;
and

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

V. OFFICIAL TO WHOM THE SUBCOMMITTEE REPORTS

The Statistics and Metrics Working Group shall report to the Superintendent of Documents through the Depository Library Council.

VI. DESIGNATED FEDERAL OFFICER

The Superintendent of Documents, or a designee, will serve as the Designated Federal Officer (DFO). The DFO is not a voting member. The DFO will

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

VII. OFFICERS AND ROLES

The Statistics and Metrics Working Group will have a chair and a secretary. The chair shall be a member 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 the Working Group.
- communicates regularly with the Depository Library Council.
- assists with the preparation of the content for the DLC annual report.

The Secretary

- takes notes during meetings.
- works with the DFO to manage the permanent records of the Working Group.
- assists with the preparation of the content for the DLC annual report.

VIII. MEMBERSHIP AND DESIGNATION

The Statistics and Metrics Working Group will have no more than nine (9) members. Membership will consist of Depository Library Council members and GPO staff. To balance those viewpoints required to effectively address issues and activities under consideration, members will represent the various types of libraries in the FDLP as much as possible. Members also will be selected based on their interest in serving, their expertise, and the specific needs of the subcommittee. The Working Group may consult with other subject matter experts as needed.

IX. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The Statistics and Metrics Working Group will meet no less than once a month, unless agreed upon by the Working Group members. The Working Group may meet more frequently if it is agreed upon by the members.

X. SUBGROUPS

The DFO or Statistics and Metrics Working Group Chair may approve the creation of subgroups as necessary to support the Working Group. The subgroups will determine the frequency of their meetings.

XI. RECORDKEEPING

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

XII. TERMINATION

The Statistics and Metrics Working Group will continue until it is determined there is no longer a need.

XIII. APPROVAL

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

APPROVED _____ DATE _____

SCOTT MATHESON
Superintendent of Documents