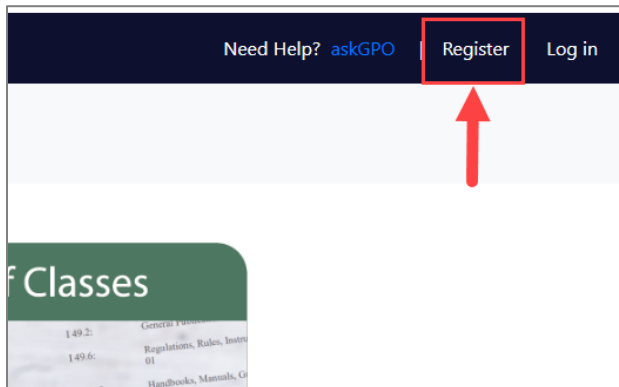


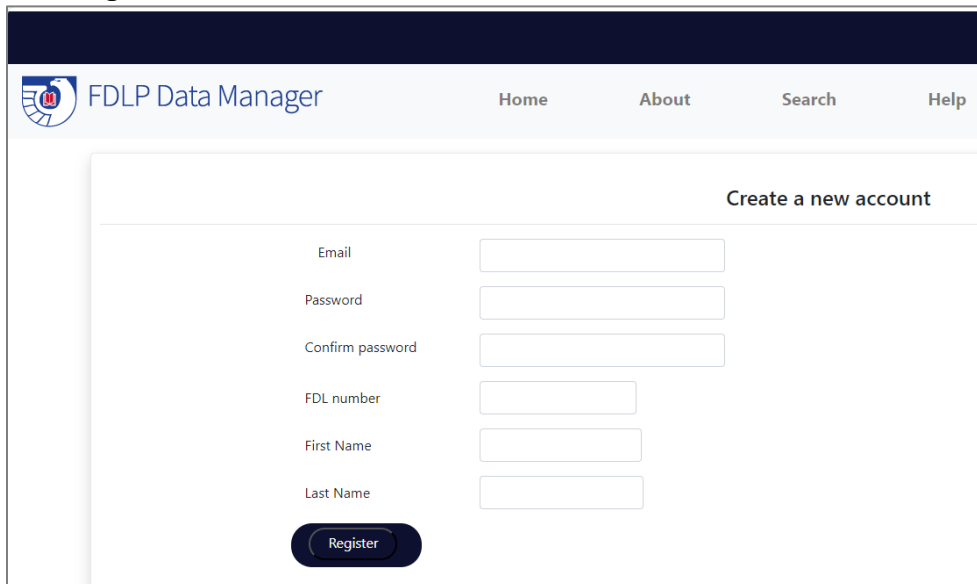
FDLP Data Manager (FDM) – <https://fdm.gpo.gov>

Create an account

Click **Register** in the upper right corner of the screen.



Type in your email address, create a password, your FDL number, and your first and last name. Click **Register**.

A screenshot of the 'Create a new account' registration form on the FDL Data Manager website. The form is white with a dark blue header. The header contains the FDL Data Manager logo and the text 'FDLP Data Manager', along with navigation links for 'Home', 'About', 'Search', and 'Help'. The main content area is titled 'Create a new account' and contains several input fields: 'Email', 'Password', 'Confirm password', 'FDL number', 'First Name', and 'Last Name'. Each field is represented by a white rectangular box with a light blue border. At the bottom of the form is a dark blue button with the word 'Register' in white text.

If you are not at a depository library and do not have a FDL number, enter in a one-word name or an acronym.

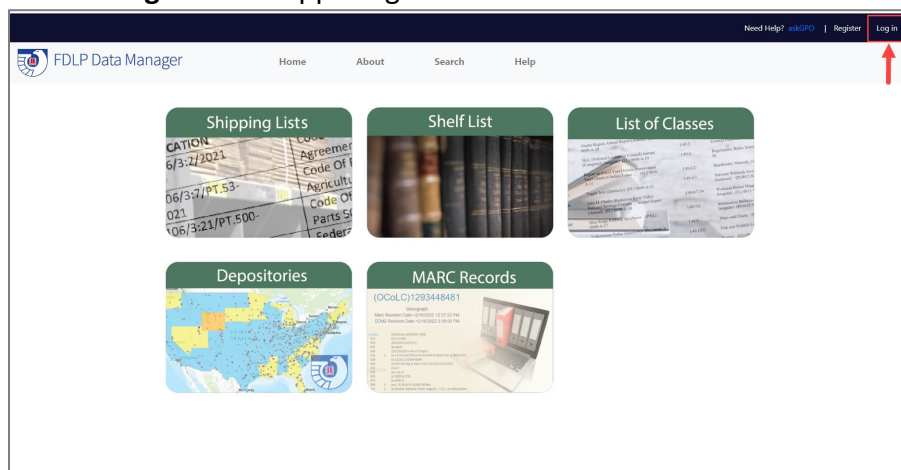
Passwords must have at least six characters, including:

- One special character (ex. !, #, %, @...)
- One digit (ex. 0, 1, 2, 3...)
- One uppercase letter (ex. A, B, C, D...)

You will get an email from GPOFDMAAdmin@gpo.gov. **Note: If your email security is high, you should whitelist that email address before registering.** Click on the link in the email to confirm your registration. If you do not get the email, contact GPO via [askGPO](https://askgpo.gov).

Log in

Click on **Log in** in the upper right corner of the screen.



Forget your password?

If you forget your password, click on the Log in button. Then click on **Forgot your password?** Type in your email address. You will get an email from GPOFDMAAdmin@gpo.gov. **Note: If your email security is high, you should whitelist that email address before registering.**

To change your password, user profile, or your email address:

Users must first log into FDM. In the upper right corner of the page is your email address. Click on your email address and follow the prompts to make changes. When changing your User Profile, you will need to make changes and then click Home.

Features

Home Page Navigation

Modules of FDM are selected from the **Home** or the **Search** tab in the menu at the top of the page.

Once users are in a module, navigate from the menu at the top of the page or use the “Back” key in the browser. To ask a question or report a problem with FDM, use [askGPO](#).

Data File Updates

Only official GPO data is used in FDM. FDM files are generally updated on the following schedule:

- Shipping lists: As files become available on FDLP.gov
- Shelf List: As files become available on FDLP.gov
- List of Classes: Twice a month
- Selection information: Weekly
 - Depositories: Daily
 - MARC records: Monthly update

Shipping Lists Module

Searchable Shipping Lists

Query or view shipping lists going back to 1997. Each shipping list is listed on a separate row. Clicking on **Details** will permit users to see the publications shipped per the shipping list. If an FDL number filter was provided in the query, it will filter the shipping list content to what the library currently selects.

Shipping lists may be searched by:

- FDL number: This filter eliminates shipping lists with item numbers not selected by the depository. It also filters the content of each shipping list to just that currently selected by the library. This enables users to create customized shipping lists.
- Shipping list: filter by the shipping list number. Example, 2016-0005-P
- Shipping list file name: name of the file, example, 160017m.csv
- Item number: search for item numbers on shipping lists
- SuDoc number: search for SuDoc numbers on shipping lists
- Title: search for words in the title on shipping lists
- Type of shipping list: filter by the type of shipping lists: All, Paper, Microfiche, Electronic, or Separates.
- Shipping list start/end dates: filter shipping lists by All, Last 15 days, Last 45 days, One Fiscal Year, One Calendar Year, One Year/mth, or Between dates. The date is the ship date as found on the shipping list.

The Shipping List module currently warehouses all shipping lists available from 1997. PDF shipping lists are only available from 2001 forward.

Shelf List Module

The Shelf List module enables users to see what has been shipped out to depository libraries dating back to 1997. Each publication is listed on a separate line. The data is derived from shipping lists, not catalog records. Links to the full shipping list are provided.

Users can filter the results by:

- FDL number: This filter eliminates content with item numbers not currently selected by the depository, allowing users to create customized lists.
- Shipping list: filter by shipping list number. Example, 2016-0005-P
- Shipping list file name: name of the content file, example, 160017m.csv
- Item number: search for item numbers as found in shipping lists
- SuDoc number: search for SuDoc numbers as found in shipping lists
- Title: search for words in the title as found in shipping lists
- Type of shipping list: filter by the type of shipping lists: All, Paper, Microfiche, Electronic, or Separates.

- Shipping list start/end dates: filter shipping lists by All, Last 15 days, Last 45 days, One Fiscal Year, One Calendar Year, One Year/mth, or Between dates. The date is the ship date as found on the shipping list.

List of Classes Module

From the List of Classes module, review the List of Classes. It lists current item numbers available for depository libraries to select, as well as inactive item numbers that are no longer available for selection.

Users may filter the List of Classes by:

- FDL number: To filter the List of Classes to a library's current selection profile.
- Item number: Enter a full item number, which requires exact spacing and punctuation, or enter a partial item number with the % wildcard.
- SuDoc number: Enter a complete SuDoc stem, or a partial SuDoc stem with the % wildcard. For example: Search for C%, C 1%, or C 1.39%.
- Title: Enter an exact title, or words from a title. Automatic left/right truncation is built in. For example: A search for 'water' will retrieve: Great Lakes Water Levels, Watersheds..., and Water Resources Update.
- Agency: Filter to the high-level agency only. For example, it can retrieve all Department of Commerce material, but not just the Census Bureau within the Department of Commerce. The number next to the agency name indicates the number of active item number stems available for selection.
- Format type: Filter by All, Microfiche, Paper, Electronic media, or Online.
- Item number status: Filter by All, Active, Inactive, NotShip4yr. All item numbers are all item numbers that have been in use (currently or now inactive) since 1997. Active item numbers are currently available for selection in the List of Classes. Inactive item numbers have been inactivated by GPO.

Filtering to a library's item selection profile

When filtering to a library's selection profile, enter the FDL number. Libraries are able to filter to everything they currently select whose item number status in the List of Classes is Active, Inactive, or All (both Active and Inactive).

Libraries can view selection information for:

- Active item number/SuDoc stem selections
- Active item numbers with some active and inactive associated SuDoc stems

Libraries cannot view selection information for:

- Inactive item numbers with only inactive associated SuDoc stems
- Item numbers deselected by the library

Screen shot of a library's selection profile where they select item number 0573-C. Note the one active SuDoc stem and the 3 inactive SuDoc stems associated with this item number.

Item number	SuDoc stem	Sort by SuDoc	Title	Agency	Formats	Active	Ship count	Last ship date
0573-C	AE 2.106/2-2:	AE 0002010600020002	List of CFR Sections Affected (cumulative)	National Archives and Records Administration	P	N	3235	2022-07-25
0573-C	AE 2.106/2:	AE 000201060002	LSA, List of CFR Sections Affected	National Archives and Records Administration	P	N	3235	2022-07-25
0573-C	AE 2.106:	AE 00020106	Federal Register	National Archives and Records Administration	P	Y	3235	2022-07-25
0573-C	GS 4.107:	GS 00040107	Federal Register (daily)	General Services Administration	P	N	3235	2022-07-25

Search Result Page

Various sort options are available, such as Sort by SuDoc, which enables tools and spreadsheets to properly sort by SuDoc number. A column may be sorted if the header is a link.

Note that users may see search results where the Ship count indicates material was shipped out, but the item number format is listed as EL. This is because the item number was originally a tangible format and after distribution, was converted to an EL or digital format.

Additional List of Classes features:

- Click on **Selectors** to view which libraries select that item number in your State, National Collection Service Area, or a specified Distance from the designated FDL number.
- Click on **Shipping lists** to view the shipping lists that the item number was shipped out on.
- **Ship count** is the number of times that item number was distributed as found in shipping lists.
- **Last ship date** is the date the publication (item number and SuDoc stem) was last distributed in a tangible format and can be used to determine the volume of publications that might be expected to ship out under the item number in the future, or to target significant areas of the collection for weeding purposes.

Selectors > Union List Configuration:

- The Union List feature is found on the **List of Classes** search results page after clicking on an item number's **Selectors**. There is a small dashboard at the top of the page where the user can select a Union Filter (State, National Collection Service Area, Distance), and then **Submit** the filter to evaluate selectors for that item number.
- The Union List feature is a powerful tool for collection development, whether building or down-sizing. Most frequently, the user looks at their own selection profile and then click on Item numbers in their list to determine which other depositories in a certain geographic area also select those item numbers.
- Click **Submit** to filter just the current search results or **Save** the Union List configuration for future use. Saved configurations will persist until changed and saved again.

Depositories Module

The Depositories module displays select Federal Depository Library Directory information. Full [FDL Directory](#) information is also available.

Users can search by:

- FDL number: Example, 0204A
- Institution: enter an institution or library name — or a partial name
- Library
- City
- State
- Library type: Example, Community College Libraries

Depository Search Results

Union List Configuration:> Basic information displayed includes FDL number, a count of item numbers selected by that library and the percentage of the List of Classes, the name of the institution and library, city, state, depository coordinator email address, and a URL to the library website.

Clicking on **Details** opens up more information about the library.

Additional features not found in GPO's FDL Directory include historic selection counts. The Count of inactive items is a count of how many inactive items FDM has tagged for the depository since July 1998. Items become inactive when GPO removes it from the List of Classes.

MARC Records Module

The MARC Records module warehouses all MARC records created by the GPO Cataloging Division and that are currently available in the [Catalog of U.S. Government Publications](#) (CGP). Please note that the CGP is the official repository of GPO records.

Records are searchable using:

- OCLC number
- Item number
- SuDoc
- Agency (MARC 1XX fields)
- Agency (by SuDoc): a drop-down list
- Title
- Subject: searches MARC 6XX fields
- Format type: Microfiche, Paper, Electronic media, Online
- Publication type: Any, Serial, Monograph, Monographic component part, Collection, Integrating resource, Maps
- FDL number: filter MARC records to item numbers selected by a depository library

- Catalog record dates: the date the catalog record was last updated

Click **Get MARC** to return a list of records that includes an OCLC number, Item number, SuDoc number, Title, and a Record date. Click on **Details** to view a MARC record. Click on **Download** to download an individual record in .mrc format. Click **Export to Excel** or **Export to CSV** to download the search results list to a spreadsheet. Click **Download MARC records** to download the entire search result's MARC records.

Caution: If the search result set is too large, the **Download MARC records** feature will not work. Amend the query to retrieve a smaller search result set. Alternatively, download catalog records via the [CGP on GitHub](#) and import into catalog record utilities, such as MarcEdit, to filter the record set to the records of interest.

Click **Get MARC URLs** to retrieve a similar list of records, but only records with PURLs (Persistent URLs) in them. PURL links display on separate lines in this list. Similar **Details**, **Download**, **Export to Excel**, **Export to CSV**, and **Download MARC records** features are available.

Differences between CGP records and FDM records

Locate in Library: Prior to January of 2019 CGP records Depository Search Results a Locate in Library link. While not a PURL or a URL to a publication, the URL count in FDM will reflect that there is a link in the record. However, if the Locate in a Library link is the only link in the record, the record will not display in the **Get MARC URLs** search results list.

Uniform Resource Identifiers (URIs): URIs for authorized headings display in the CGP and are a prerequisite for linked data models such as BIBFRAME. URIs may be removed from records in FDM and the CGP on GitHub.

The CGP does not display certain local fields, such as MARC 922. This impacts how the Leader fields populate in the MARC record. FDM displays all MARC fields and the Leader field correctly indicates the record length and the first variable control field positions.

FDM Search Tips

Wildcard character:

The percent symbol (%) is the wildcard character when searching in most fields in most FDM modules, including the OCLC, Item number, SuDoc, and Shipping list fields.

Example: SuDoc number equals **AE 2.106:87-%** to find all the Federal Register issues shipped out for volume 87.

MARC Records Module - Title and Subject searches

Boolean operator	Function	Example
No Boolean	Exact phrase searching	artificial intelligence Will retrieve the exact phrase 'artificial intelligence'
AND	Provides results that contain both or all keywords	drone AND security Will retrieve both words drone AND security AND protection Will retrieve all words
OR	Provides results that contain either keyword	energy OR power Will retrieve energy and/or power, powering, powerful, etc.
AND NOT	Provides results that contain the first keyword but not the second	oil AND NOT soil Will retrieve oil, oilseeds, and airfoil, but not soil
Parentheses ()	Allows you to group together keywords and control the order in which the terms will be searched	(renewable OR clean) AND energy Will retrieve renewable energy, clean energy, and both (covid OR coronavirus) AND health Will retrieve COVID and health, or coronavirus and health, and both
* wildcard	Provide results that contain a variation of the keyword	Congress* Will retrieve congress, congressman, congressional, etc. batter* Will retrieve battery, batteries, etc.
	When including multiple words or Boolean operators, the word(s) with a wildcard must use quotes	"nav*" AND flight Will retrieve navy/naval/navigation/Navajo and flight "sea*" AND "treat*" Will retrieve 'Black Sea and Treaties', and records with 'Seattle and treatment'

Boolean operator	Function	Example
	Wildcards only work at the end of the word	<p>K*v Will not retrieve Kiev or Kyiv</p> <p>*sama Will not retrieve Osama or Usama</p>
Quotation marks " "	Provides results with the exact phrase and second keyword	<p>"artificial intelligence" AND innovations</p> <p>Will retrieve the exact phrase artificial intelligence and the keyword innovations</p>