

# New Depository Librarian's Institute

December 2-3, 2015  
Presented by the Office of Outreach & Support, LSCM

## Welcome!



## Serving Libraries at GPO



Director, GPO – Davita Vance-Cooks



Superintendent of Documents –  
Mary Alice Baish



Library Services and Content Management  
(LSCM) – Laurie Hall

- Library Technical Services
- Projects and Systems
- Outreach and Support

## Library Services and Content Management Outreach & Support



Ashley Dahlen, Bridget Govan, Jaime Huaman, Joe Paskoski, Kathy Bayer, Lara Flint

## Mission/Goals of the FDLP— Free Public Access

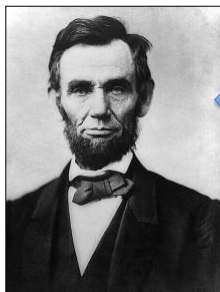
- GPO history
- FDLP history
- Public access requirements
- Benefits of being a Federal depository library
- Depository Library Council (DLC)



Joe Paskoski, GPO

## GPO History

Q: Why do GPO staff get excited every March 4<sup>th</sup> to celebrate an event that took place in 1861?



Oh yeah.  
This guy also got inaugurated on that day.

Image source:  
[http://www.americaslibrary.gov/jb/civil/jb\\_civil\\_lincoln2\\_1\\_e.html](http://www.americaslibrary.gov/jb/civil/jb_civil_lincoln2_1_e.html)

## GPO History

**Q:** What important event happened on March 4, 1861?

**A:** GPO officially opens as an agency.

- ❖ One other small event that day: Abraham Lincoln was inaugurated as our 16th President.

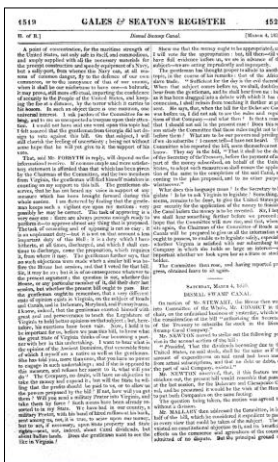
## “Publick Printing” & GPO’s Origins

Early printing was performed on contract by newspapers and other private printers.

- Complaints of high costs, ineffective service, and repeated scandals of contract printing

Congress established the Government Printing Office.

- GPO almost immediately provided a reduction in costs, vastly improved service, and eliminated scandal.



**Register of Debates**  
(contracted to Gales & Seaton)  
March 4, 1826 edition

Source: “A Century of Lawmaking” Web site

## GPO History – Changes in Printing

- Early 20th century - GPO acknowledged as the world's largest printing organization, aka the "big shop"
- GPO's past is the story of moving through successive changes in printing technology.
  - Well into the 1960s, GPO used machine typesetting supported by improving press technology.
  - 1967 saw the installation of the Linotron, a computerized typesetting system developed specifically for GPO's unique needs.



Source: GPO Historic Photo Collection



## GPO History – Digital Era (1960s to today)

- GPO workforce: 8,000 (1970s), about 1,700 (today)
- GPO now produces:
  - Online databases of congressional and agency documents
  - eBooks
  - Passports and smart identification cards with electronic chips carrying biometric data
  - Print products on recycled substrates using vegetable oil-based inks
  - Public presence not only on the web but on social media
- GPO name change to Government Publishing Office (2014)

## FDLP Mission

Established by Congress to ensure that the American public has access to its Government's information (Title 44, United States Code, Chapter 19)

### The FDLP is based upon these three principles:

- Federal Government information products within scope of the FDLP shall be made available to Federal depository libraries.
- Federal depository libraries shall be located in each State and U.S. Congressional District to make Government information products more widely available.
- Federal Government information in all media shall be available for the free use by the general public.

## FDLP History

- **Act of 1813:** Authorized distribution of one copy of House and Senate Journals to select university and state libraries and historical institutions
  - American Antiquarian Society earliest known depository (1814)
- **Depository distribution management moved around**
  - Secretary of State (Act of 1813)
  - Department of Interior (Printing Act of 1852)
  - GPO (Printing Act of 1895)
- **Depository libraries designated by**
  - Secretary of the Interior (1857-1895)
  - Representatives authorized to designate a depository from own district (1858), and two (Depository Library Act of 1962)
  - Authorized each Senator to assign one depository in own state (1859), and two (1962)

## FDLP History

- **Different library types added to program**
  - Libraries in executive departments (1895)
  - Military academies (1895)
  - Land grant colleges (1907)
  - Federal agencies (1962)
  - Highest appellate courts of the states (1972)
  - Law libraries (1978)
- **Regional/Selective system created** (Depository Library Act of 1962)
  - Regional libraries designated as regionals by a Senator

## History of the FDLP

### FDLP milestones:

- First Monthly Catalog appeared (1895)
- Executive branch publications distributed (1895)
- SuDocs Classification System developed by GPO librarian Adelaide Hasse (1895-1903)
- First Biennial Survey of Depository Libraries conducted (1947)
- Weeding permitted (outside of supersession) under regional/selective system (1962)
  - \*144 libraries subsequently join the FDLP 1962-3
- GPO distributes microfiche to depository libraries (1972)

## History of the FDLP

### FDLP milestones:

- First CD-ROM distributed to depository libraries (1988)
- Catalog of U.S. Government Publications, an online public access catalog, launched (2006)
- Multi-year project to digitize and convert Historic Shelflist cards dating from the 1870s to 1992 for inclusion in the Catalog of U.S. Government Publications began (2012)
- LSCM cataloging in new bibliographic standard: Resource Description and Access (RDA) (2013)

## Our Rich History – History of GPO's Federal Depository Library Program



<https://www.youtube.com/watch?v=vRFACkDd9d0>



## GPO History – Online Milestones

### "GPO Access Law"

- *Government Printing Office Electronic Information Access Enhancement Act of 1993* enacted (Public Law 103-40)
- GPO Access service launched; available by subscription, free to depositories (1994)
- GPO Access free to all users (1995)



### GPO's Federal Digital System (FDsys)



- FDsys launched (2009)
- GPO Access retired (2012)
- FDsys has over 50 collections from all three branches of the Federal government

## Public Access Requirements

- Congress established the FDLP to ensure that the public has access to Federal Government information of public interest or educational value.
- The Program provides Federal Government information products at no cost to designated depository libraries.
- Depository libraries, in turn, provide local, no-fee public access in an impartial environment with professional assistance to information produced by the Federal Government.

## Public Access Requirements

Not just physical access to your facility and depository resources - it involves:

- Bibliographic identification of depository resources
- Physical access to depository resources not ONLY by primary users, but by the general public
- Sufficient computer capabilities to use online Federal depository library materials
- A commitment to staff training to ensure the provision of reference services in the use of U.S. Government information

## Public Access Requirements

- Federal depository resources must be available free to all regardless of library affiliation, disability, age, residency, or other patron status.
- Impediments include physical barriers to access or any activities, policies, signage, website language, etc. that discourage or dissuade library patrons from using the library's depository resources.

## Non Requirements

Libraries are **NOT** required to provide:

- Circulation privileges to non-primary users, although they may choose to do so
- Remote access to FDLP databases
- Free printing or photocopying
- Access to depository resources during all hours that the building is open
- Anonymous patron access to depository resources
- U.S. Government services or resources not in the FDLP, such as fee-based resources
- Access to anyone who poses a threat to library persons or collection

## Security and Building Access

To protect library staff, facilities, and collections, depository libraries may :

- Require patrons to sign a guest register for building access
- Require identification for building access
- Conduct a reference interview to screen visitors to ensure there is a need for depository material
- Escort users to the depository collection
- Restrict library users to use only the depository collection
- Limit access to collections to primary patrons during late night hours when the library is short-staffed

## Facilities with Limited Access

Depository libraries with access restrictions, such as military facilities or Federal buildings, must still provide free, public access to the extent feasible.

For facilities with limited access, appropriate measures include requiring visitors to:

- Make arrangements in advance
- Show identification
- Have an escort in order to access depository resources

If this poses too many challenges for the library user, assist the patron by phone, email, or other form of communication.

## Security and Computer Access

### Depository libraries may:

- Require patrons to present identification
- Require the signing of a computer use register, signup sheet, or log
- Use an authenticated log-in to access computers or public networks
- Use special or generic passwords or visitor cards
- Set time limits for use
- Require patrons to use sign-up sheets
- Mediate access to electronic formats and online depository information resources (if filtering cannot be disabled or age restrictions cannot be circumvented)
- Reserve specific computers for depository patrons

## Computer Resources

### Depository libraries may:

- Mediate services if state laws, network security measures, or other factors require filtering of websites

### Libraries should:

- Communicate available workarounds to the filters (Library-wide signage and policies must also communicate these workarounds.)
- Have the ability to install on library computers DVD/CDs or circulate to patrons
- Allow printing from computers or mediate access

## Access to Microfiche

- Microfiche readers must be available if the library has depository microfiche in the collection.
- Additional capabilities for microfiche readers, such as printing, scanning, and saving or sending digital files generated from microfiche resources is also encouraged.

## Benefits of being a Federal Depository Library

Perhaps most important and valuable - the wealth of experience among the staff of the FDLP libraries and GPO's experienced staff, which form an incredible level of Federal Government information expertise

## Top Ten Benefits Afforded To All FDLP Libraries

1. Free Federal information products in a variety of formats to supplement existing library material and to provide access to unique material
2. Free cataloging records from the national authority on U.S. Federal publications
3. Free, permanent public access to online content from GPO partners – often fee-based or restricted
4. Educational opportunities – training the next generation of Government information specialists
5. Collection development opportunities – important in an era of declining budgets

## Top Ten Benefits Afforded To All FDLP Libraries

6. Consulting and networking opportunities from GPO and with fellow Government information experts
7. Free FDLP promotional material
8. Opportunity to participate in pilot projects with GPO to test new processes and technologies
9. Ensuring that dedicated Government information professionals remain on staff - critical in this time of hybrid collections where it is necessary to build and maintain collections of local interest and navigate the broad range of information resources
10. Enhancement of the status/prestige of an institution designated as an FDLP member

## Depository Library Council (DLC)

- Established in 1972 to advise the Public Printer and the Superintendent of Documents on matters relating to the FDLP
- Its antecedents go back to 1963 when seven librarians were asked by the Public Printer to serve on an advisory committee on depository libraries
- Original advisory committee formed at the recommendation of the Senate Committee on Rules and Administration during its consideration of revised legislation on depository libraries

## Depository Library Council (DLC)

- DLC consists of **15 members** appointed by the GPO Director.
- Members serve **3 year terms, with 5 members retiring each year and 5 new members entering**. Members may be reappointed for a second term.
- All appointments to DLC are made by the GPO Director after consideration of recommendations from DLC, library associations, and others as deemed appropriate by the GPO Director.
- Members represent a cross section of the various types of libraries in the FDLP.
- At least half of the DLC's members work in depository libraries and have experience providing services for Government information.

## FDLP.gov

(formerly Desktop)

Best place for:

- FDLP news feed and announcements
- Legal Requirements and Guidance
- Operational tools
  - DSIMS, Item Lister, WEBTech Notes, etc.
- GPO Training/webinar info
- Promotional materials
- Information on LSCM projects

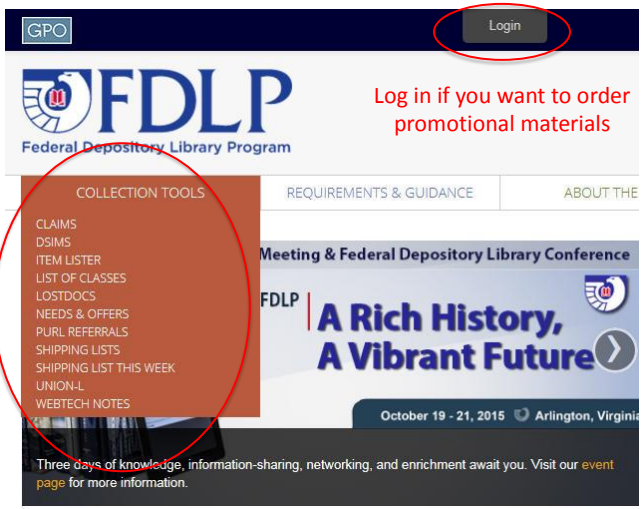


Lara Flint, GPO





# Navigating FDLP.gov



Use the drop-down menus to find useful links

Log in if you want to order promotional materials

# Navigating FDLP.gov

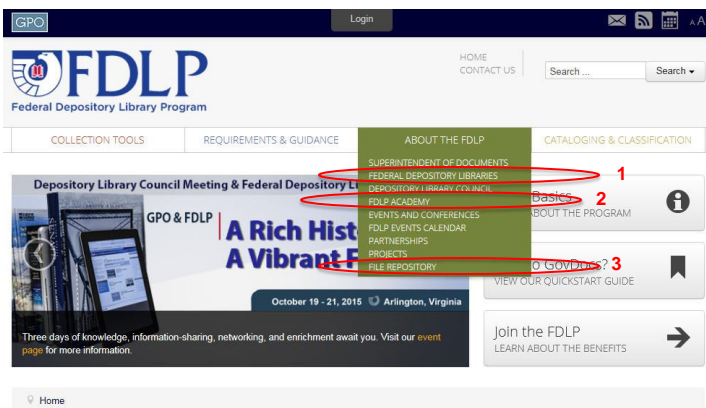


Sign up for official news \* required

How to be a proper FDL  
Free swag!

Useful for new coordinators

## Navigating FDLP.gov



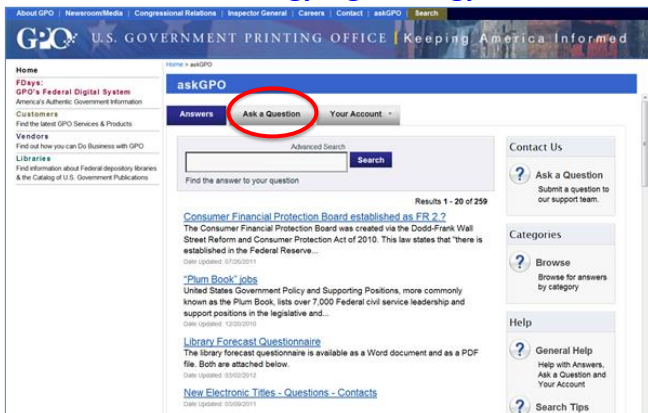
1. Federal Depository Library Directory (keeping your entry current is required!)

2. Webinars and webcasts (current and archived) are here...

3. Useful historical information  
 • Shipping lists  
 • Superseded list

## Getting Help From GPO

Use askGPO - [www.gpo.gov/askgpo/](http://www.gpo.gov/askgpo/)



Contact Outreach & Support  
[fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)  
 202-512-1119

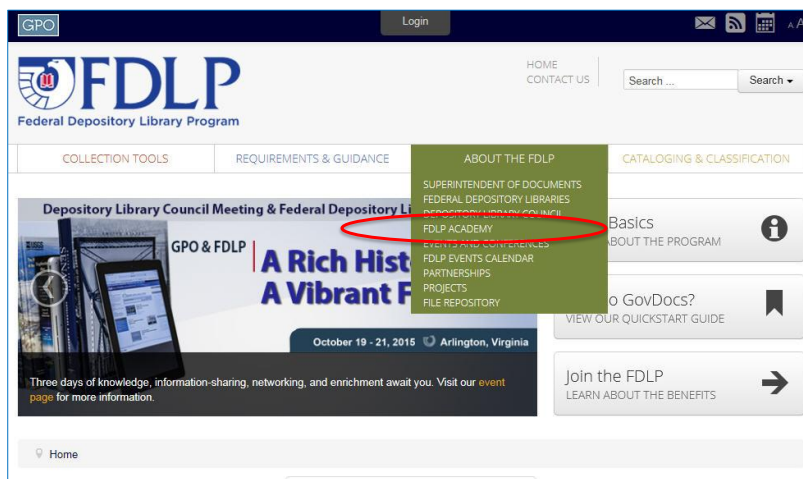
## Using askGPO - tips

- askGPO is agency-wide, not just for LSCM
  - The categories of greatest interest to you are:
    - Federal Depository Libraries
    - FDsys
- The first time you use askGPO, an account is automatically created with the e-mail you used to submit the question.
  - Your askGPO login is separate from your internal login (for [www.fdlp.gov](http://www.fdlp.gov))
  - Password confusion? See: <http://www.fdlp.gov/requirements-guidance/instructions/377-passwords-used-in-depository-libraries>
  - You can review all your past askGPO questions.

## Using askGPO – more tips

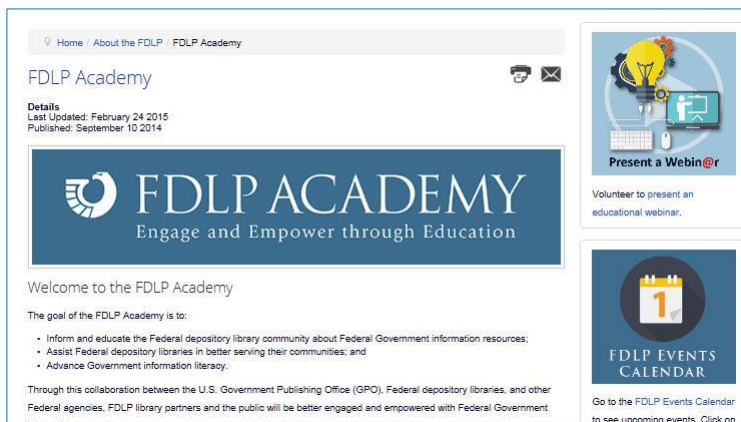
- Why so many categories? The idea is to help get your question to the right person at the beginning.
  - Please read the categories closely!
- If no category is appropriate, choose “Other Depository Library Issue” or “Ask a Librarian”

# Conferences and Training - FDLP Academy



## FDLP Academy

<http://www.fdlp.gov/about-the-fdlp/fdlp-academy>



Volunteer to present!



See the calendar of events

# FDLP Academy

<http://www.fdlp.gov/about-the-fdlp/fdlp-academy>



**Webinars**

FDLP webinars have been recorded and are freely available for viewing and sharing. [View past webinars.](#)



**Training Videos**

GPO staff members are developing a suite of FDsys and other educational videos. [View the training videos.](#)



**Request Training or Volunteer to Train**

Use GPO's virtual training tool for your FDLP-related event or request initial training to be taught by GPO staff. [Request training.](#)



**FDLP Training Assistance Center**

Access and share training tools and resources for Federal Government information. [Learn More.](#)



**FDLP Coordinator Certificate Program**

Introducing the FDLP educational course series for depository coordinators. [Learn more here.](#)




**Events and Conferences**

FDLP Events and Conferences are designed to showcase Federal products and services and address issues related to the FDLP.

- Many training options are available, both in person and online
- FDLP Events and Conferences are great networking opportunities

# FDLP Academy

<http://login.icohere.com/public/topics.cfm?cseq=1172>



## Webinars and Webcasts

Public Discussion Board **FDLP Academy: Webinars and Webcasts**

Topics	Started By	Views	Posts	Latest
<b>Depository Library Community Webinars</b> <small>Webinars on various topics conducted by FDLP community members.</small>				
<a href="#">Indiana Link! Archives for Federal Documents: What, Why, How</a>	Site Administrator1	51	1	08/05/15 3:18 PM
<a href="#">StateAmerica - A Portal to Apps and Data Rich Tools for...</a>	Site Administrator1	107	1	07/09/15 3:34 PM
<a href="#">Telling your Story with Data</a>	Site Administrator1	236	1	06/25/15 9:12 AM
<a href="#">Promoting the Depository Collection While Supporting Researc...</a>	Site Administrator1	86	1	06/09/15 7:36 AM
<a href="#">Occupational Employment Statistics: Online Data about Occupa...</a>	Site Administrator1	76	1	05/21/15 4:52 PM
<a href="#">Creating Online Finding Depository Collections: Case Studies</a>	Site Administrator1	157	1	04/24/15 11:21 AM
<a href="#">Getting to Great Students: Government Documents in the LIS Co...</a>	Site Administrator1	89	1	04/13/15 9:35 AM
<a href="#">Crossroads: Research at the Intersection of State and Federa...</a>	Site Administrator1	124	1	03/11/15 9:20 PM
<a href="#">Planning your Federal Depository Celebration</a>	Site Administrator1	120	1	03/06/15 4:11 PM
<a href="#">Government Information Online</a>	Site Administrator1	266	1	03/04/15 11:17 AM
<a href="#">GPO Partnership Projects: Expanding Access to Government Res...</a>	Site Administrator1	76	1	03/16/15 10:10 AM
<a href="#">Budget Staff Comparing Personal Consumption Expenditures Da...</a>	Site Administrator1	66	1	02/27/15 9:05 AM
<a href="#">Economic Journeys: Students with Government Information</a>	Site Administrator1	157	1	02/19/15 3:26 PM
<a href="#">Conducting a Community Needs Assessment</a>	Site Administrator1	109	1	01/23/15 9:26 AM
<a href="#">Exploring the HealthTrust Catalog and its Rich Views</a>	Site Administrator1	287	1	12/01/14 11:28 AM
<a href="#">Self Surveys for Architecture Students</a>	Site Administrator1	62	1	11/20/14 3:53 PM
<a href="#">Interactive Teaching Strategies for Shared Government Infor...</a>	Site Administrator1	152	1	11/14/14 1:20 PM
<a href="#">Blocking the Flood: Finding, Gathering, Growing, and Maintain...</a>	Site Administrator1	146	1	10/30/14 3:05 PM
<a href="#">Needles in the Haystack of History: How to use the WPA Help</a>	Site Administrator1	313	1	10/21/14 3:48 PM
<a href="#">Mapbox Census Data with GIS: Tips and Tricks</a>	Site Administrator1	134	1	10/17/14 12:23 PM

## FDLP Academy Archive

<http://login.icohere.com/public/topics.cfm?cseq=1172>



### Depository Library Community Webinars

Webinars on various topics conducted by FDLP community members.



### Federal Agency Webinars

Recordings of Federal agency personnel conducting webinars for the FDLP community.



### FDLP and C&I Webinars

Webinars conducted by GPO staff about depository library operations, collections, and services. Cataloging and indexing and lifecycle management of Government information resources topics are also found here.



### GPO's Federal Digital System (FDsys) Webinars

Learn to navigate FDsys through introductory and advanced sessions, discover shortcuts and tips for searching, and delve into specific FDsys collections.

## FDLP Academy – Request Training

<http://fdlp.gov/component/rsform/form/32-request-for-fdlp-training-and-use-of-gpo-s-virtual-training-room>

The screenshot shows a web browser window displaying the FDLP Academy website. The page title is "REQUEST FOR FDLP TRAINING AND USE OF GPO'S VIRTUAL TRAINING ROOM". The form includes a search bar, navigation tabs for "COLLECTION TOOLS", "REQUIREMENTS & GUIDANCE", "ABOUT THE FDLP", and "CATALOGING & CLASSIFICATION". The main content area contains a "Home" link and the form title. Below the title, there is a paragraph of text explaining the request process, followed by a note that fields marked with an asterisk (\*) are required. The form fields are: "Name\*" (Full Name), "Phone" (Please include area code), "Email\*", and "Institution Information" (Depository Library Number).

## Overview of FDsys and the CGP

### FDsys – GPO’s Federal Digital System

[www.fdsys.gov](http://www.fdsys.gov)

- Digital Repository for official versions of certain collections of electronic Government documents



CATALOG OF U.S.  
GOVERNMENT PUBLICATIONS

### CGP –GPO’s Catalog of U.S. Government Publications

<http://catalog.gpo.gov>

- Catalog for **Federal publications only**
- Preceded by the Monthly Catalog of U.S Government Publications

## Overview of FDsys

The screenshot shows the FDsys website interface. At the top, there is a navigation bar with links: About GPO, Newsroom/Media, Congressional Relations, Inspector General, Careers, Contact, askGPO, and Help. Below this is the GPO logo and the text "U.S. GOVERNMENT PRINTING OFFICE | Keeping America Informed".

The main content area is divided into several sections:

- Home**: A sidebar with links for "FDsys: GPO's Federal Digital System", "About FDsys", "Search Government Publications", "Browse Government Publications", and "FDsys Tutorials".
- Customers**: A section titled "Find the latest GPO Services & Products".
- Vendors**: A section titled "Find out how you can Do Business with GPO".
- Libraries**: A section titled "Find information about Federal depository libraries & the Catalog of U.S. Government Publications".
- GPO Quick Links**: A blue sidebar with links for "XML Bulk Data Repository", "U.S. Government Bookstore", "Ben's Guide to U.S. Government for Kids", and "Catalog of U.S. Government Publications".
- Search Government Publications**: A central search bar with a "SEARCH" button and links for "Advanced Search", "Retrieve by Citation", and "Help".
- Featured Content**: A large section for the "Fiscal Year 2015 Budget of the U.S. Government". It includes a "BUDGET OF THE U.S. GOVERNMENT" graphic and text stating: "The Budget of the U.S. Government and Appendix are currently available. Analytical Perspectives and Historical Tables will be available the week of March 10th." Below this are links for "PDF >", "Mobile App >", and "Browse >".
- Health Care Law**: A section for "Patient Protection and Affordable Care Act" (Public Law 111-148) with links for "PDF >" and "Text >".
- Browse**: A sidebar with a list of categories: Code of Federal Regulations, Compilation of Presidential Documents, Congressional Bills, Congressional Documents, Congressional Hearings, Congressional Record, Congressional Reports, Constitution of the United States of America: Analysis and Interpretation, Economic Indicators, Federal Register, Public and Private Laws, United States Code, United States Courts Opinions, and Browse All.
- Moments in History**: A sidebar with a list of historical events: Post JFK Assassination Audio Tape Recordings, President Nixon's Watergate Grand Jury Testimony Transcripts, The 9/11 Commission Report, The Financial Crisis Inquiry Report, and President Obama's Public Papers.

At the bottom of the page, there is a footer with the address "732 North Capitol Street, NW, Washington, DC 20401-0001 202.512.1800", social media icons, and a "Sitemap | Bulk Data | Privacy | Accessibility" link.

## Overview of FDsys

document.pdf - Adobe Acrobat Pro  
File Edit View Window Help  
Create  
Certified by Superintendent of Documents  
AUTHENTICATED U.S. GOVERNMENT INFORMATION GPO  
Certificate issued by VeriSign CA for Adobe CDS.

*Tuesday, March 4, 2014*

# Daily Digest

**HIGHLIGHTS**  
See Résumé of Congressional Activity.

## Senate

## Overview of FDsys

Certified by Superintendent of Documents <pkisupport@gpo.gov>, United States Government Printing Office, certificate issued by VeriSign CA for Adobe CDS.

*Tu*

**Signature Validation Status**

Document certification is valid, signed by Superintendent of Documents <pkisupport@gpo.gov>.

- The Document has not been modified since it was certified.
- The signer's identity is valid.

Legal Notice... Signature Properties... Close

*Digest*

**HIGHLIGHTS**  
See Résumé of Congressional Activity.



## Overview of the CGP

Search the CGP **BASIC** / ADVANCED / EXPERT / BROWSE / NEW TITLES / HELP / ABOUT


### CATALOG OF U.S. GOVERNMENT PUBLICATIONS

Welcome to the Catalog of U.S. Government Publications (CGP). The CGP is the finding tool for federal publications that includes descriptive records for historical and current publications and provides direct links to those that are available online. Users can search by authoring agency, title, subject, and general key word, or click on "Advanced Search" for more options.

The catalog offers you the option to find a nearby [Federal Depository Library](#) that has a particular publication or that can provide expert assistance in finding and using related U.S. government information. Click on the title of interest from your search results list. Then click on the Locate in a Library link within the displayed record.

Also try our federated search engine [MetaLib](#) to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.

**NEW:** To search and for information about Government eBooks, please click the eBook's banner:



Please [click here](#) to view all current Government eBooks in the CGP. For Help information, please see the [CGP Help page](#).

[Preferences](#) - [Advanced Search](#) - [FDLP Sign In](#)

Example: **while "environmental impact statement" NOT draft**

Keyword(s)

[Help](#) - [About](#)

[Government Information Locator Service \(GIL-S\) Archive Zip File](#)

A service of the Superintendent of Documents, U.S. Government Printing Office.  
[Privacy Policy](#)

## Collection Development – Meeting Library Patron Federal Information Needs

Identifying the Federal Government information needs of current and potential patrons and selecting or providing access to materials that meet their needs

Regular collection development helps ensure users needs are continually being met.

Collection development policies are strongly recommended.



Kathy Bayer, GPO

## Depository Library Collections

*Legal Requirements and Program Regulations of the Federal Depository Library Program #8: Depository libraries must provide access to FDLP content.*

FDLP content consists of:

- Tangible Resources (print, fiche, CD-ROMs, etc.)
- Online only publications
- GPO's MetaLib resources via the CGP
- Official Content Partnership Resources
- Agency Subscription Databases

## GPO's MetaLib via catalog.gpo.gov

The screenshot shows the GPO MetaLib search interface. At the top, there is a navigation bar with "MetaLib | GPO" and a "Help | CGP | Suggest a Resource" link. Below this is a search bar with tabs for "Basic", "Advanced", "Expert", "A-Z Resource List", and "My E-shelf". The "Basic" tab is selected. The search bar contains a text input field and a red "GO" button. Below the search bar, there is a message: "Welcome to MetaLib, a service of the Catalog of U.S. Government Publications (CGP). MetaLib is a federated search engine that searches multiple U.S. Federal government databases, retrieving reports, articles, and citations while providing direct links to selected resources available online. To learn more, view additional [brief](#) or [detailed](#) search information." Below this message, there are two radio button options: "General Resources" (selected) and "GPO Resources (Bookstore + CGP + FDays)". At the bottom of the page, there is a GPO logo and the text: "A service of the Superintendent of Documents, U.S. Government Publishing Office. [Privacy Policy](#) [Turn Off Auto Refresh](#)".

## Content Partnerships

The following is a list of current partnerships:

Title	Description	Institution(s)	Catego
Historic Government Publications from World War II	Provides permanent public access to digitized copies of U.S. Government publications distributed by GPO during World War II.	Central University Libraries of Southern Methodist University	Content
Historic Publications of the United States Commission on Civil Rights	Provides permanent public access to historical and current publications of the U.S. Commission on Civil Rights.	Thurgood Marshall Law Library, University of Maryland School of Law, U.S. Commission on Civil Rights	Content
Census 2000	Provides depository library access to Census 2000 data issued by the Census Bureau in comma-delimited ASCII format.	University Library of Case Western Reserve University, Census Bureau	Content
CIC Floppy Disk Project	Making publications that were distributed to federal depository libraries on floppy disk available over the Internet.	Indiana University-Bloomington Libraries	Content
Cybercemetery	Provides permanent public access to the Web sites and publications of defunct U.S. Government agencies.	University of North Texas Libraries	Content

FDLP.gov > About the FDLP > Partnerships

List includes both content and service partnerships

## Agency Subscription Databases

FDLP.gov > Requirements and Guidance > Collections and Databases > Agency Subscription Databases

Included are Homeland Security Digital Library and Public Health Reports

Home / Requirements & Guidance / Collections & Databases / Agency Subscription Databases

### Agency Subscription Databases

**Details**  
Last Updated: September 24 2014  
Published: October 15 2012

Through participation in the Federal Depository Library Program, Federal depository libraries have no-fee access to a variety of agency subscription services.

Federal depository libraries can request access to the following services:

- Homeland Security Digital Library (HSDL)
- Public Health Reports
- USA Trade® Online

## Collection Lists

FDLP.gov > Requirements and Guidance > Collections and Databases

- **Basic Collection (providing access to all titles on this list is required)**
- Suggested Core Collections
- Essential Titles for Public Use in Paper or Other Tangible Format List
- Agency Subscription Databases
- CGP: catalog.gpo.gov
- New Titles Lists, including New Electronic Titles
- GPO's MetaLib

## FDLP Basic Collection

Home | Requirements & Guidance | Collections & Databases | Basic Collection

**Basic Collection**

**Details**  
Last Updated: October 08 2015  
Published: March 29 2009

Every Federal depository library is required to have the titles in the "basic collection" accessible for immediate use.

These titles are vital sources of information that support the public's right to know about the workings and essential activities of the Federal Government. The titles are subject to change.

Consult the guidance article on Depository Collection and Development for more information.

Resource	Description	Accession Number	Format	Availability
American FactFinder	American FactFinder is a source for popular housing, and geographic information and data for the United States, Puerto Rico, and the Island areas.			
Ben's Guide to U.S. Government	Ben's Guide is a service of the Government Publishing Office (GPO), designed to inform students, parents, and the general public about the Federal Government, which issues the publications and information products disseminated by the GPO's Federal Depository Library Program.			
Catalog of Federal Domestic Assistance	The CFDA lists all Federal programs available to State and local governments (including the District of Columbia), federally-recognized Indian tribal governments, Territories (and possessions) of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.	PREX 2 20-	0853-A-01 (EL)	online only
Catalog of U.S. Government Publications	The CDP is the finding tool for federal publications that includes descriptive records for historical and current publications and provides direct links to those that are available online. Users can search by authoring agency, title, subject, and general key word, or use Advanced Search for more options.	GP 3 8/8-9-	0557-F (EL)	online only
Code of Federal Regulations	This is the annual edition of the general and permanent rules published in the Federal Register by departments and agencies of the Federal Government.	AE 2 106/3-	0572-B-01 (EL) 0572-B (P) 0572-C (MF)	online, print, and microfiche

**Titles which support the public's right to know about the workings and essential activities of the Federal Government**

**Every Federal depository library is required to have the titles in the "basic collection" accessible for immediate use.**

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## Item Number System

- The system is how GPO groups materials together that are published by a Government agency or sub-agency (by title, by category such as “General Publications”, etc.)
- In most cases, there are different item numbers for each format so you can select by format.
  - (P), (MF), (CD), (DVD), (EL), (E), multiple formats or unknown
- Your depository’s item number selection profile is the list of item numbers your library has selected.

## Item Number Selection Requirements

- Until recently, all libraries were required to select 0556-C and 1004-E. This regulation has been rescinded. Selectives can select any number of item numbers (including zero) if they choose.
- Selectives may select only one tangible format of a title. Regional depositories are required to select at least one tangible format for all items but may select titles in both formats.
- Some item numbers are available only to regionals and/or law libraries.

## Selecting Online Only (EL) Item Numbers

There is no requirement to select any item number, unless you're at a regional depository.

Some reasons to **“select”** online only (EL) item numbers:

- “Locate in a Library” feature in the CGP
- Use of various collection tools is easier.
- Sometimes agencies decide to switch formats.
- Your library acquires catalog records from a vendor and has profiled to acquire records for all formats based on the FDLP item number profile (a requirement for FDLP Cataloging Record Distribution Program participants).

## Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Described at [FDLP.gov](http://FDLP.gov) > Requirements and Guidance > Instructions > Item Lister

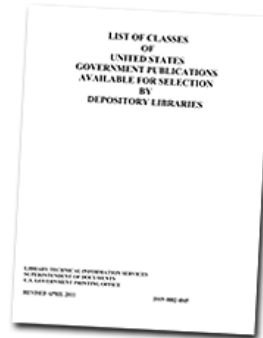
1062-C-05	1062-C-27	1062-H	1063-H-03
1063-K-02	1063-K-11	1063-K-12	1063-K-13
1063-K-15	1063-K-16	1063-K-18	1063-K-19
1070-N-02	1070-N-05	1089-C-01	1089-C-02
1089-Q-01	1089-U-06	1089-U-11	1089-U-30
1094-A-02	1095	1095-A-01	1100-B-04
1151-A			

Library # [REDACTED] has selected 19.51 % of the total items offered.  
 Item Numbers Selected -> 2011  
 Total Possible Selections -> 10305

\*Item Lister data file updated Wed Mar 04 14:46:46 CST 2015

## List of Classes

- Official list of publications available for selection (SuDocs: GP 3.24:year)
- Published in print and online
- Format designations- (P), (MF), (E), (EL), (CD), (DVD), (FL)
- Described at [FDLP.gov](http://FDLP.gov) > Requirements and Guidance > Instructions > List of Classes



## Depository Selection Information Management System, or DSIMS

- Tool used to view and manage your library's item number selection profile
- Log in with library number and internal depository password
  - Item numbers you drop are processed immediately and removed from your profile.
  - Item numbers you add for online materials are added immediately to your profile.
  - Item numbers for tangible materials you wish to add to your library's profile are processed by GPO at the beginning of the Federal fiscal year on Oct. 1
- [FDLP.gov](http://FDLP.gov) > Requirements and Guidance > Instructions > (DSIMS)

# DSIMS

Shows the “Selection Profile” screen, where item number adds and drops are made.

**FDLP DSIMS** | All Items | Paper | Online | Electronic | Microfilm

Search available item numbers: [All Products] [Go]

Current Selection Profile for Library: [Redacted]

Drop | Swap | Download CSV

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

Select	Item Number	Status	Date Active (YYYY-MM-DD)
<input type="checkbox"/>	1008-D-03	Active	2015-02-24
<input type="checkbox"/>	0806-A-30	Active	2015-02-23
<input type="checkbox"/>	0769-A-13	Active	2015-02-12
<input type="checkbox"/>	1035-E-01	Active	2015-02-10
<input type="checkbox"/>	1035-D-02	Active	2015-02-10

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# WEBTech Notes

Home | WEBTech Notes

WEBTech Notes Record

Search: [ ] Search Advanced Search | Help

Primary Sort: Last Modified | Des | Secondary Sort: [ ] Asc | GO

Select All

Title	SuDoc No.	Item	Date Modified	Action
<input type="checkbox"/> The Employment of Negro Troops, 1994	D 114.17:N 31	034		
<input type="checkbox"/> Reference Guide (series) (P)	LC 19.26:	0806-		
<input type="checkbox"/> Facts (series) (P)	LC 19.15:	0806-A-10	UM 2015-07-10	New
<input type="checkbox"/> Reference Circulars (P)	LC 19.4/2:	0806-A-11	UM 2015-07-10	New
<input type="checkbox"/> Mineral Industry Surveys, Mineral Industry of (Country) Mineral (annual)	I 19.163:	0621-J-14	UM 2015-07-10	Edited
<input type="checkbox"/> Mineral Industry Surveys, Mineral Industry of (Country) Minerals	I 19.163:	0621-J-14	UN 2015-07-10	Edited
<input type="checkbox"/> FHWA-FLH (series)	TD 2.30/17:	0982-G-96	UM 2015-07-10	Edited
<input type="checkbox"/> US Army Psychiatry in the Vietnam War : New Challenges in Extended Counterinsurgency Warfare, 2014 (P)	D 104.2:P 95/4	0351	WH 2015-07-10	New

Used to announce classification changes, item number changes, new item numbers, and other changes

Also via [FDLP.gov](http://FDLP.gov) > Requirements and Guidance > Instructions

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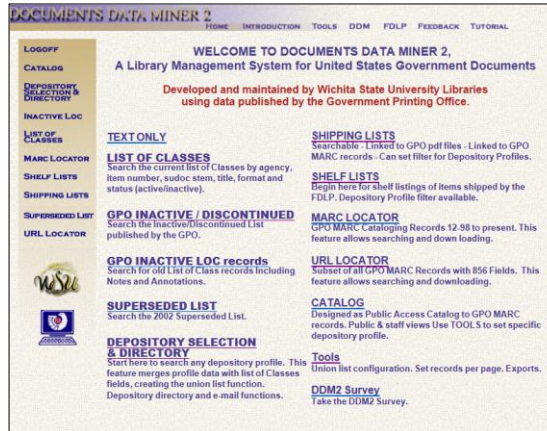


## Documents Data Miner 2

Non-GPO resource but data is from official GPO sources

Some of the *cool stuff* you can do:

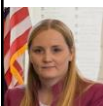
- Tailor shipping lists
- Find selections by format
- Download FDLP data using Tools



<http://govdoc.wichita.edu/ddm2/gdocframes.asp>

## Tangible Processing: Paper and Electronic

- Receive boxes containing copies of items to be distributed from Distribution
- Check in, classify
- Create Shipping Lists
- Notify to distribute



Jaime Huaman, GPO

## Tangible Processing: Microfiche

- GPO prepares specific documents for conversion to microfiche format
- A vendor is used to produce and distribute microfiche to libraries and fulfill claims
- Sent directly to depository libraries by vendor



## Box Processing





- Sent by GPO



- Sent by vendor

LRPR 14: Many documents are extremely time-sensitive. All shipments must be unpacked and organized for easy access by staff while awaiting processing and Cataloging.

Access U.S. Government information on the go and on the shelf. 



LAUREL LSCOM CENTER  
12021 423-3014  
GPO  
9500 CHERRY LANE  
LAUREL MD 20707

SHIP TO:  
RUTGERS UNIV-NEWARK  
(973) 353-5676  
123 WASHINGTON ST-RM 267  
LAW LIBRARY-FED DOCS  
NEWARK NJ 07102-3094

NJ 071 0-02

UPS GROUND  
TRACKING #: 1Z 6RV 822 03 7580 9001

BILLING: P/P


REF 1:0378A  
REF 2:0779

## Regular Box Shipments

Library Number

←


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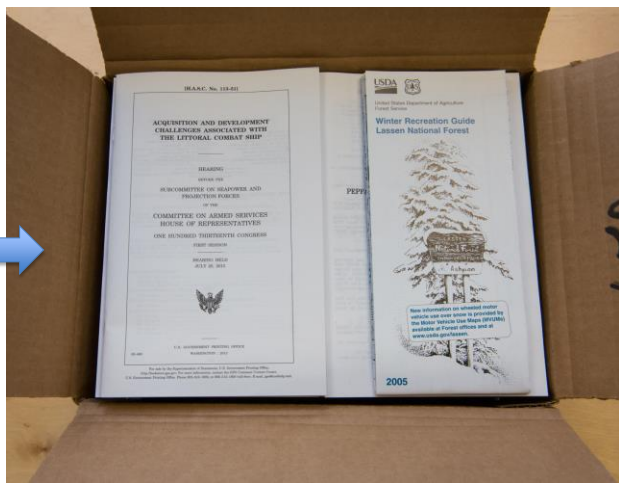
Access U.S. Government information on the go and on the shelf. 

## What's in the Box?

Well duh!

Goodies are inside.





The box contains two items:

- A report titled "ACQUISITION AND DEVELOPMENT CHALLENGES ASSOCIATED WITH THE LITTORAL COMBAT SHIP" (H. AC. 110-241).
- A "Winter Recreation Guide" for Lassen National Forest (2005).

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Reference to GPO box number, not the box the library received

Shipping List Number: 2014-0090-P

Box Number: 2014-0090 Date: February 7, 2014 Page 1 of 1

Claims for nonreceipt of publications on this list selected by your library must be made within 60 calendar days of receipt of this shipment. Use the Web form to claim Federal depository material from GPO-insured shipping lists. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>.

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
0080-G	A 13 28L 33/1	Winter Recreation Guide, Lassen National Forest, 2005
0575	AE 2.110:113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6.8/B 12-729	(Slip Opinion), No. 12-729, Heimeshoff v. Hartford Life & Accident Insurance Co. Et Al.; *
0996-A	Y 1.1/3 112-11	Daniel K. Inouye, Late A Senator From Hawaii
	Y 1.1/3 113-16	Frank R. Lautenberg, Late A Senator From New Jersey
0998-A	Y 1.2/2:2013/158	Calendars, Monday December 23, 2013
1008-C	Y 1.1/5 113-128	S.Rept. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1.1/8: 113-289	H.Rept. No. 113-289, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1.1/8: 113-296	H.Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4 AP 6/1:ST 2/4/2014/PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 5/2 A.2013-2014/51	[H.A.S.C. No. 113-51], Acquisition and Development Challenges... July 25, 2013, *
1017-A-07	Y 4 F 76/1:113-82	After the Withdrawal: The Way Forward In Afghanistan and Pakistan (Part II), Serial No. 113-82, Oct. 29, 2013, *
1019-A-01	Y 4 C 73/8:113-44	Health Insurance Premiums Under the Patient Protection... Serial No. 113-44, May 20, 2013, *
1033	Y 4 AP 6/2:S HRG.112-839	S.Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4 EN 2:S HRG.113-123	S.Hrg. 113-123, Nuclear Waste, July 30, 2013, *

Number of Titles: 15

Place claim at <http://www.fdp.gov/webclaimform> Library # \_\_\_\_\_ % Short No Rainchecks \* For Sale Item

Indicates shipping list number.

P = paper  
S = separates  
E = electronic

TIP  
EL = online format item number, so it cannot be 'distributed' on a shipping list

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# What's in the Box?

Access U.S. Government information on the go and on the shelf.

Shipping List Number: 2014-0090-P

Box Number: 2014-0090 Date: February 7, 2014 Page 1 of 1

Claims for nonreceipt of publications on this list selected by your library must be made within 60 calendar days of receipt of this shipment. Use the Web form to claim Federal depository material from GPO-insured shipping lists. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>.

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
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0575	AE 2.110:113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6.8/B 12-729	(Slip Opinion), No. 12-729, Heimeshoff v. Hartford Life & Accident Insurance Co. Et Al.; *
0996-A	Y 1.1/3 112-11	Daniel K. Inouye, Late A Senator From Hawaii
	Y 1.1/3 113-16	Frank R. Lautenberg, Late A Senator From New Jersey
0998-A	Y 1.2/2:2013/158	Calendars, Monday December 23, 2013
1008-C	Y 1.1/5 113-128	S.Rept. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1.1/8: 113-289	H.Rept. No. 113-289, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1.1/8: 113-296	H.Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4 AP 6/1:ST 2/4/2014/PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 5/2 A.2013-2014/51	[H.A.S.C. No. 113-51], Acquisition and Development Challenges... July 25, 2013, *
1017-A-07	Y 4 F 76/1:113-82	After the Withdrawal: The Way Forward In Afghanistan and Pakistan (Part II), Serial No. 113-82, Oct. 29, 2013, *
1019-A-01	Y 4 C 73/8:113-44	Health Insurance Premiums Under the Patient Protection... Serial No. 113-44, May 20, 2013, *
1033	Y 4 AP 6/2:S HRG.112-839	S.Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4 EN 2:S HRG.113-123	S.Hrg. 113-123, Nuclear Waste, July 30, 2013, *

Number of Titles: 15

Place claim at <http://www.fdp.gov/webclaimform> Library # \_\_\_\_\_ % Short No Rainchecks \* For Sale Item

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Shipping List Number: 2014-0090-P

Box Number: 2014-0090 Date: February 7, 2014 Page: 1 of 1

Claims for replacement of publications on this list are handled by your agency mail to make within 60 calendar days receipt of this shipment. Use the link from "Submit a claim" appearing below for more information. There is no charge for the claim address. <http://www.fdp.gov/webclaimform>

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
0080-G	A 13.28L 33/1	Winter Recreation Guide, Lassen National Forest, 2005
0076	AE 2 T10 113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JUL 8.88 12-729	(Slip Opinion), No. 12-23; <i>Hammeshoff v. Hartford Life &amp; Accident Insurance Co. Et Al.</i> *
0966-A	Y 1.1/3:112-11	Daniel K. Inouye, Late A Senator From Hawaii
Y 1.1/3:113-16		Frank R. Lautenberg, Late A Senator From New Jersey
0968-A	Y 1.2/2:2013158	Calendars, Monday December 23, 2013
1008-C	Y 1.1/5:113-128	S Rept. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1.1/6:113-289	H Rept. No. 113-289, Union Calendar No. 206, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1.1/6:113-296	H Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4.AP 6/1.ST 2/4C2014PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4.AR 5/2 A.2013-201451	[H.A.S.C. No. 113-51] Acquisition and Development Challenges... July 25, 2013. *
1017-A-07	Y 4.F 76/1:113-82	After the Withdrawal: The Way Forward in Afghanistan and Pakistan (Part I), Serial No. 113-82, Oct. 29, 2013. *
1019-A-01	Y 4.C 738:113-44	Health Insurance Premiums Under the Patient Protection... Serial No. 113-44, May 20, 2013. *
1033	Y 4.AP 6/2.S.HRG 112-839	S.Hrg. 112-839, Energy and Water Development
1040-A	Y 4.EN 2.S.HRG 113-123	

The following list is for: [Download CSV](#) NOTE: In CSV file, certain item numbers are contained in single quotes to prevent spreadsheet software from removing leading zeros in those items.

Number of Titles: 15

Library #	Y	N	0001-A	Y	0001-A-01	Y	0002	N	0002-A	N
0001	Y		0004-A	Y	0004-A-01	Y	0004-B	Y	0004-C	N
0006	Y		0006-C	Y	0006-C	N	0006-H	N	0006-J	Y
0006-J-01	Y		0006-J-04	Y	0006-R	Y	0006-R-01	Y	0010	Y
0010-A	Y		0010-A-01	Y	0010-A-02	Y	0010-A-03	Y	0010-A-04	Y
0010-B	Y		0010-B-01	Y	0010-B-02	Y	0010-D	Y	0010-E	Y
0011	Y		0011-B	Y	0011-C	Y	0011-C-01	Y	0011-F	Y
0011-F-01	Y		0013-A	Y	0014-A	N	0015	Y	0015-A	Y
0015-A-03	Y		0015-A-04	N	0015-A-05	Y	0015-A-06	Y	0015-A-07	Y
0015-A-08	Y		0015-A-09	Y	0015-A-10	Y	0015-A-11	Y	0015-A-12	Y
0015-A-13	Y		0015-A-14	Y	0015-A-15	Y	0015-A-16	Y	0015-A-17	Y
0015-A-18	Y		0015-A-19	Y	0015-A-20	Y	0015-A-21	Y	0015-A-22	Y
0015-A-23	Y		0015-A-24	Y	0015-A-25	Y	0015-A-26	Y	0015-A-27	Y
0015-A-28	Y		0015-A-29	Y	0015-A-30	Y	0015-A-31	Y	0015-A-32	Y
0015-A-33	Y		0015-A-34	Y	0015-A-35	Y	0015-A-36	Y	0015-A-37	Y
0015-A-38	Y		0015-A-39	Y	0015-A-40	Y	0015-A-41	Y	0015-A-42	Y
0015-A-43	Y		0015-A-44	Y	0015-A-45	Y	0015-A-46	Y	0015-A-47	Y
0015-A-48	Y		0015-A-49	Y	0015-A-50	Y	0015-A-51	Y	0015-A-52	Y

# What's in the Box?

LRPR 17: "Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods."

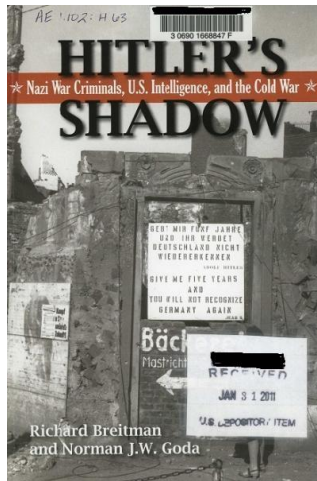
## Item Lister

Access U.S. Government information on the go and on the shelf.

U.S. DEPARTMENT OF COMMERCE-National Oceanic and Atmospheric Administration  
National Weather Service-National Environmental Satellite, Data, and Information Service

LRPR 15: All tangible depository material must be marked in some manner as depository property, which is usually accomplished with a depository property stamp.

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LRPR 16: Library staff must be able to identify the shipping list date, date of receipt, or the date of processing of depository material for retention purposes.

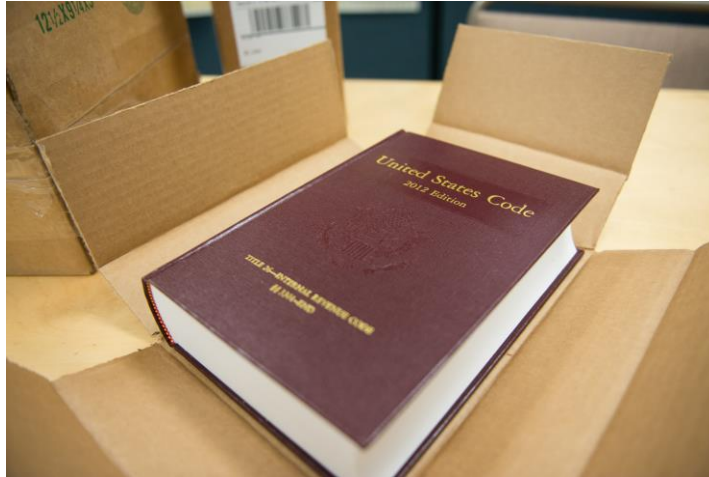
## Separate Boxes



Library Number

Shipping List Number

## Separates



S = Separates

Shipping List Number: 2014-0016-S

## Separates

- Separates shipping lists come in regular paper shipment boxes
- Wait for all separate shipments to arrive before claiming

Box Number: 2014-0016 Date: February 7, 2014 Page: 1 of 1

Claims for receipt of publications on this list selected by your library must be made within 90 calendar days of receipt of this shipment. Use the Web form to claim. Exclude secondary materials from GPO-owned shipping lists. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
		THIS SHIPMENT IS BEING MAILED IN THREE (3) SEPARATE PACKAGE FROM CONTRACTORS
0080-G	A 13.28:D 45/9	Bend Ranger District, Deschutes National Forest
	A 13.28:F 88/4	Silver Lake Ranger District, Fremont National Forest 1994
0520-B-09	HS 4.106/2/2013	Regulations of U.S. Customs and Border Protection, 2013 Edition, Revised September 30, 2013
0991-A	Y 1.2/5:2012/V.20	United States Code, 2012 Edition, Volume 20, January 2, 2013, to January 15, 2013.

Number of Titles: 4

Place claim at <http://www.fdp.gov/webclaimform> Library # \_\_\_\_\_ % Short No Rainchecks  
\* For Sale Item

# Shipping Lists

OFFICIAL DIGITAL SECURE Login

HOME CONTACT US Search... Search

Federal Depository Library Program

COLLECTION TOOLS REQUIREMENTS & GUIDANCE ABOUT THE FDLP CATALOGING & CLASSIFICATION

CLAIMS  
DSIMS  
ITEM LISTER  
LIST OF CLASSES  
LOSTDOCS  
NEEDS & OFFERS  
SHIPPING LISTS  
UNION-L  
WEBTECH NOTES

View shipping lists included in depository distribution boxes.

FDLP Basics  
LEARN ABOUT THE PROGRAM

New to GovDocs?  
VIEW OUR QUICKSTART GUIDE

Join the FDLP  
LEARN ABOUT THE BENEFITS

Mark your calendars for April 30 – May 2, 2014! The 2014 DLC Meeting and FDL Conference will offer a variety of programming by the Federal depository community, Federal agency representatives, the Depository Library Council, and GPO. [Learn more and register.](#)

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# Shipping Lists

OFFICIAL DIGITAL SECURE Login

Shipping Lists

Details  
Last Updated: February 06 2014  
Published: October 19 2012

Shipping lists are a list of publications that are mailed to libraries in their depository distribution box. In addition to the paper copies that arrive in depository shipment boxes, electronic versions of publications are also included. Select the file format, year, and then type to view a list of shipping lists. USGS shipping lists are included.

dbf  
doc  
pdf

2013  
2014

electronic  
microfiche  
paper  
separates

2014-0001-S  
2014-0002-S  
2014-0003-S

Shipping List Type

Number on Box

LAUREL LSCM COTR 3 LBS 1 OF 1  
1350 423-7014  
GPO  
8660 CHERRY LN  
LAUREL MD 20707-4861

SHIP TO:  
100 N ORCEOLA AVE  
RT 71 BOX 2887 F  
CLEARWATER PUBLIC LIBRARY -  
GOVT DOCS  
CLEARWATER FL 33755-4083

FL 337 9-06

UPS GROUND  
TRACKING # 1Z 6RV 622 03 5385 8553

BILLING: PYP

REF 1 01028  
REF 2 0991A \*\*\* 2014-0016-S

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## Claims

### Claim

### Do Not Claim



Selected but not received

Publications not on the library's item selection profile

Publications damaged during shipment

Newly selected publications whose selection is not yet in effect (Oct 1)

Defective publications

Material on the Claims Copies Exhausted page

Individual Publications or entire shipment

Material listed as 'shipped short'

**LRPR 17: "Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods."**

## Claim Form

The screenshot shows the Federal Depository Library Program (FDLP) website. At the top, there is a navigation bar with 'GPO OFFICIAL DIGITAL SECURE' and a 'Login' button. Below this is the FDLP logo and a search bar. A menu bar contains 'COLLECTION TOOLS', 'REQUIREMENTS & GUIDANCE', 'ABOUT THE FDLP', and 'CATALOGING & CLASSIFICATION'. The 'COLLECTION TOOLS' menu is expanded, with 'CLAIMS' highlighted in a red box. Other menu items include 'DSIM', 'ITEMS', 'LIST OF CLASSES', 'LOST DOCS', 'NEEDS & OFFERS', 'PURL REFERRALS', 'SHIPPING LISTS', 'SHIPPING LIST THIS WEEK', 'UNION-L', and 'WEBTECH NOTES'. The main content area features a banner for the 'FDL Conference' and several informational boxes: 'FDLP Basics', 'New to GovDocs?', and 'Join the FDLP'. The footer contains the GPO logo and contact information.

# Claims

GPO OFFICIAL DIGITAL SECURE

Login



COLLECTION TOOLS

REQUIREMENTS & GUIDANCE

ABOUT THE FDLP

CATALOGING & CLASSIFICATION

## CLAIMS

Claims for depository materials from GPO-issued shipping lists must be made within **60 days of the date of the shipping list**. Only claim documents in your selection profile that you did not receive.

- Microfiche claims must be made through the appropriate microfiche contractor.
- USGS map claims must be sent to USGS.
- Check the Claims Copies Exhausted list for a list items that can no longer be claimed against surplus stock.

Claims can be submitted from one shipping list at a time. Only five items can be claimed in one submission. If all of the documents on a shipping list need to be claimed, check the "Claim Entire Shipping List" box. Read more...

### Claims Cut-Off Date

Claims may not be made for shipping lists dated on/before:

### Contact Information

## Claims- Microfiche

Fax or mail your claim within 60 days of receipt at your library to the address below. Please include Title, SuDocs number, and your Depository library number on all correspondence.

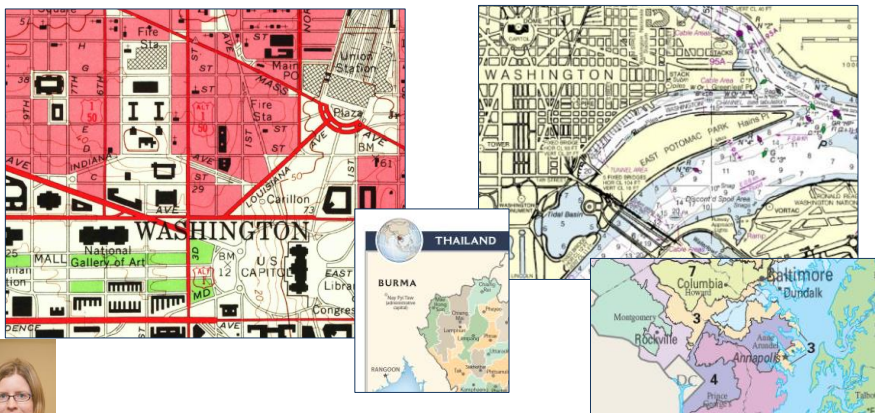
*Data Management Internationale, Inc.  
55 Lukens Drive  
New Castle, DE 19720  
Fax: (302) 656-1169  
Phone: (302) 656-1151*

## Miscellaneous...

- **Duplicate or misdirected shipments and boxes received in error-** return to GPO or forward to appropriate library
- **Defective copies-** Claim then discard the defective copy once you receive the new copy (do not offer to regional)
- **Problems with a claim?** Contact us via askGPO, select Federal Depository Libraries > Claims.

## Brief Overview of Map Processing

**Don't be scared of your maps!**



Lara Flint, GPO



## General Map Processing Tips

- Flat or rolled maps: Flat, in folders, in map cases
- Folded or small maps: In pamphlet boxes, in vertical storage such as file cabinet
  - Folding maps causes creases and weakens them
- Stamp and put call numbers:
  - Consistently in the same place
  - In a place you can see without taking map out of drawer
  - So you are not obstructing information



## Specific Map Processing Tips

- Stamp nautical charts “Not for navigational use” (if you print them out)
- Stamp maps “Withdrawn” when you withdraw them
- To flatten rolled maps: roll them the other way around a map tube, leave for a couple of days, then undo
- Questions? Issues? **Join maps-I** (<https://listserv.uga.edu/cgi-bin/wa?SUBED1=maps-I&A=1>)

## Piece Level Inventories for Maps

- Don't panic – you don't have to individually catalog thousands of map sheets!

Common method:

Catalog an entire series, then maintain an index sheet indicating which sheets you have in your collection.

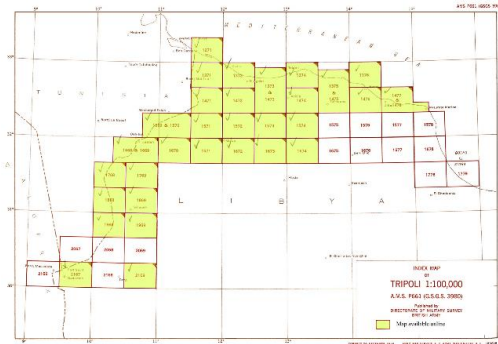


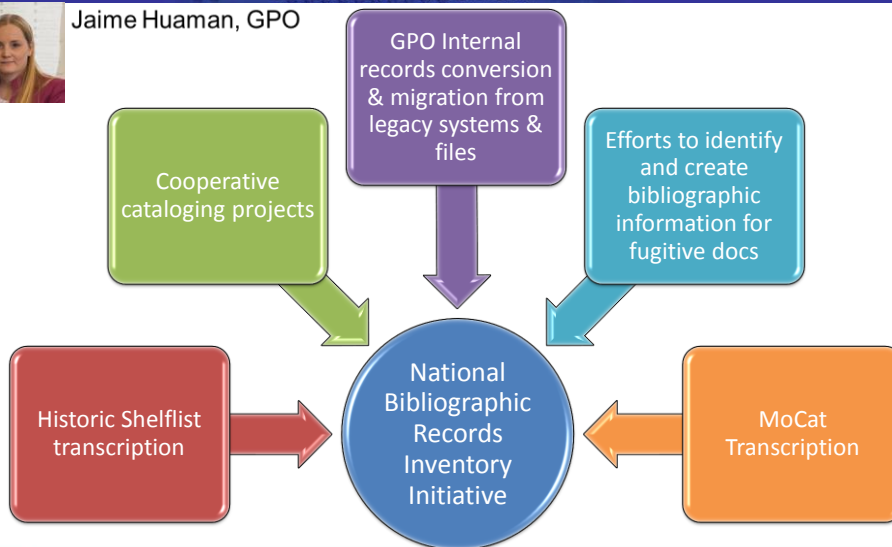
Image source: <http://www.lib.utexas.edu/maps/ams/tripoli>

## National Bibliographic Records Inventory Initiative

CATALOG OF U.S.  
GOVERNMENT PUBLICATIONS



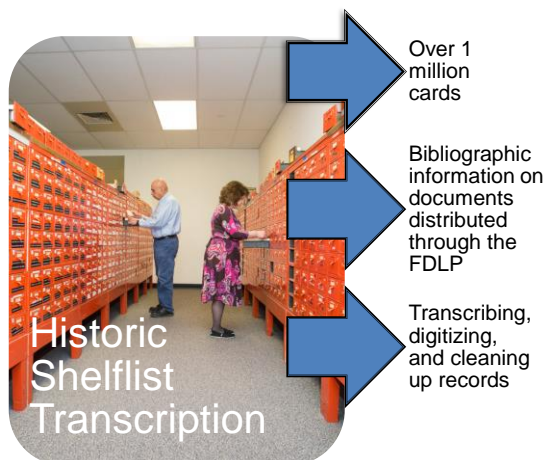
Jaime Huaman, GPO



## Resource Description and Access (RDA) Cataloging

- GPO began cataloging in RDA on April 1, 2013.
- Most abbreviations are to be eliminated, particularly Latin abbreviations.
- The general material designation (GMD) will be replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
- The impact of RDA on authorities
- GPO catalogs U.S. Government publications in high quality original cataloging of streaming, videos, posters, in all languages and all formats to national standards.

## Historic Shelflist Transcription



## Cataloging Record Distribution Program

### Cataloging Record Distribution Program (CRDP)

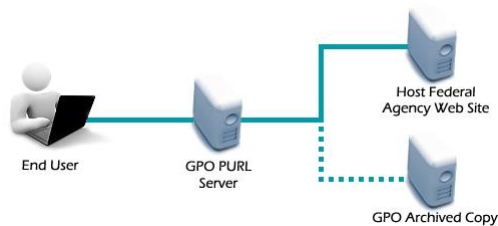
- Program to distribute cataloging records to depository libraries free of charge on a monthly basis
- Limited number of places, waiting list, annual confirmation of participation

#### Record Customization:

- Changed or updated full GPO cataloging records
- Historic Shelflist cataloging records (brief records)
- Libraries may choose how the record sets are organized. For example, they can be separated by format (e.g. serials only, microfiche only, EL only, etc.), or they may be one file.
- Creation of item record holding fields (if desired)
- Creation of holding codes based on format (if desired)
- Placement of OCLC and SuDocs numbers and designated MARC fields according to local practice
- Record sets in MARC 8 or UTF-8
- Sending records to OCLC for the purpose of setting holdings.

## PURLS

### Persistent Uniform Resource Locators (PURLs)



## Finding PURLs

### Persistent Uniform Resource Locators (PURLs)

**CATALOG OF U.S. GOVERNMENT PUBLICATIONS**

Full View of Record

Title: 9/11 health effects [electronic resource] : the screening and monitoring of first responders : hearing before the Subcommittee on Government Management, Organization, and Procurement of the Committee on Oversight and Government Reform, House of Representatives, One Hundred Tenth Congress, first session, September 10, 2007.

Internet Access: **Internet Access** <http://purl.access.gpo.gov/GPO/LPS112339>

Author: **Author** [United States. Congress. House. Committee on Oversight and Procurement.](#)

Publisher Info.: **Publisher Info.** [Washington : U.S. G.P.O., 2009.](#)

## PURL Referral Reports

### Persistent Uniform Resource Locators (PURLs)

**FDLP PURL Referrals**

View PURL referral statistics for your institution using the form below. Data is compiled through the previous day for the current month. Historical data is available for a maximum of 12 months. Historical and monthly cumulative reports are available in the [file repository](#) of the FDL Desktop.

Detailed information about PURL referral logic and computation can be found on the [FDLP Desktop](#).

**1. Select Timeframe**  
November 2010

**2. Enter Your Hostname(s) and/or IP Address(es)**

Enter up to 10 combinations of full or partial hostnames and/or IP addresses (separated by a comma) in the box provided below. Use an asterisk (\*) as a wildcard. Search examples: www.lib.purdue.edu, \*.udel.edu, 141.217.41.27, 203.117.\*.\*

(Enter a maximum of 10 entries)

www.lib.purdue.edu, \*.udel.edu, 141.217.41.27, 203.117.\*.\*

Powered by the [Federal Depository Library Program](#).  
A service of the [U.S. Government Printing Office](#).



## Web Publication Harvesting

- Began harvesting and archiving web publications in 1996
- GPO uses Internet Archive's Heritrix-based *Archive-It*, which is a subscription-based web harvesting and archiving service.

## eBooks



- Available in the Catalog of U.S. Government Publications (CGP)
- Users can download GPO-provided files of eBooks free of charge, for use on various eBook reading devices.

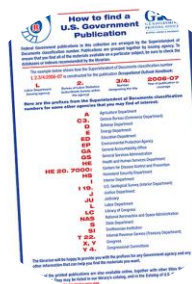
# SuDocs

- Developed by GPO Librarian Adelaide Hasse in 1895
- Organizes publications by agency, then document type and series
- Used because it is difficult to organize gov docs by subject



♥ Adelaide Hasse  
b. September 13, 1868

# SuDocs



Superintendent of Documents  
(SuDocs)  
Classification Scheme

## GPO Library Technical Services Webcasts and Webinars



## Piece Level Accounting

### What is piece level accounting?

Identifying every tangible depository publication in your collection down to the 'item' or 'piece' level

Can be achieved the following ways:

- 1) Full cataloging (down to the item/piece level)
- 2) Shelflist

### What is a shelflist?

- Itemized list of depository publications
- Preferably in electronic format (e.g. a spreadsheet).
- Preferably publicly accessible



Ashley Dahlen, GPO

## Piece Level Accounting

Good holdings statement	Bad holdings statement
A 1.1:1909 – 2015	A 1.1:1909 – present
A 1.1:1909-1935, 1940-2011	A 1.1:1909-2011, some years missing
A 1.2:AC 1; AC 1/2002; C 32	A 1.2:AC 1 - C 32



## Cataloging

**Cataloging** (full or partial level) is required for material received after January 2012.

Level of cataloging is a local decision

- Full cataloging to the item or piece level
- Partial or brief cataloging (with additional piece level shelflist)

Where you catalog is up to you

- Preferably online or electronic
- Preferably accessible to the public

## Cataloging Options (post Jan. 2012)

Piece level  
accounting in  
OPAC

Piece level  
accounting in  
shelflist & brief  
catalog records  
in OPAC

Piece level  
accounting in  
electronic  
database or  
spreadsheet

## Bibliographic Control

- GPO requires 100% piece level accounting of the Federal depository collection you house (tangible).
- GPO requires cataloging (to varying degrees) for material received after January of 2012.

**The goal of cataloging is to make the collection  
more visible and to increase its usage.**

GPO is flexible when it comes to how you make that happen,  
given your library's circumstances.

# Ways You Can Catalog

Different ways to catalog based on how your library's workflow is set up:

- Copy catalog
- Purchase vendor records for bulk upload
- Original cataloging
- Mix

Sources of records:

- Catalog of U.S. Government Publications (CGP) *free*
  - Email up to 20 per email
  - Z39.50 for up to 10,000 records
- Documents Data Miner 2 (DDM2) – non GPO tool *free*
- CRDP *free*
- 3<sup>rd</sup> Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)

# Online Resources

- Cataloging is not required, but recommended
- Alternate access points include including online resources in subject guides, LibGuides, etc..



<http://guides.lib.udel.edu/usgov>



<http://library.pdx.edu/research/government-information-maps/>

## Your Retrospective Cataloging Projects

### Variables:

- Housing
- Classification system
- Integrated or separate
- Condition
- Age
- Simultaneously weed
- Source of catalog records
- Shared catalog system
- Item selection history
- Time: staff, deadline, timeline

Contact your regional and any other libraries that may be impacted by the changes your library is undergoing.

**DO NOT throw away your shelflist or piece-level accounting prior to the completion of your cataloging project!**

## Resource Description and Access (RDA) Cataloging

- GPO catalogs U.S. Government publications in all formats in high quality original cataloging done to national standards.
- GPO began cataloging in RDA on April 1, 2013.
- Impact:
  - Most abbreviations have been eliminated.
  - The general material designation (GMD) was replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
  - Authorities changed (names, corporate bodies, etc.).
- Learn about how GPO catalogs on [fdlp.gov](http://fdlp.gov) > Cataloging & Classification, or in webinar archive

## Multiple Formats

In past – Multiple  
format Record

Print  
Microfiche  
Online

Now - Separate records for  
each format

Print

Microfiche

Online

If catalogers are only cataloging what comes in  
your depository box, then your library is not  
developing an online depository collection

## Regional Depository Libraries

- Receive at least one tangible format of all publications made available to depositories and they are required to retain those items in perpetuity (with some exceptions) – AKA “comprehensive collection”
- Serve as liaisons between the selective libraries in the state (or region) and LSCM
- Provide ILL, provide reference services, manage the publication withdrawal and substitution process
- Provide consultation, coordinate planning, and offer other services to selective depositories in their regions
- Designated by U.S. Senators in their state as regional depositories
  - Limit of two regionals per state - Most states have only one and a few states are served by regional depositories in neighboring states



Ashley Dahlen, GPO



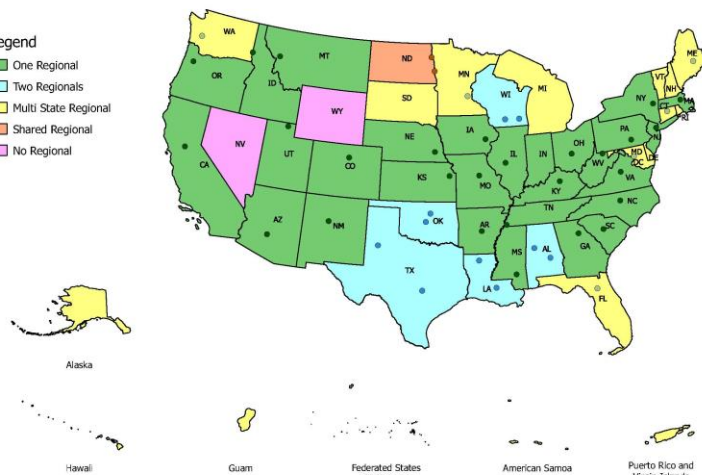
# Regional Structure

Selectives are served by regional depositories in a variety of models:

- One regional in state
- Two regionals in state – shared/independent
- Multi-state regional
- No regional

# Regional Depository Libraries

- Legend
- One Regional
  - Two Regionals
  - Multi State Regional
  - Shared Regional
  - No Regional





## Selective Depository Libraries

- **Customize their depository collection**

This is achieved by:

- Selecting suitable materials for their users
- Retaining materials for at least 5 years
- Substituting tangible material with online equivalents (if desired)
- Retaining materials beyond the required 5 years as appropriate

- **Designated in one of three ways**

- By U.S. House Representatives in their Congressional District
  - Limit of 2 per Congressional District, although at any given time there may be more than two in some districts because of redistricting
- By U.S. Senator in their state
  - Limit of two per Senator's class
- By-law libraries
  - Designated 'by-law' - Unlimited number of by-law libraries are allowed per special provisions in Title 44. They include: state libraries, land-grant institutions, Federal agencies, law libraries accredited by the American Bar Association, service academies, etc.



## State Plans

Optional plan of how a state or region engages in collaborative efforts, e.g.:

- Collection development
- Training
- Housing
- Public and technical services
- Marketing
- Shared reference services
- Visits
- Transfer of material
- Disposal

Especially good in outlining the development of a comprehensive Government documents collection

## Weeding your Collection / Needs & Offers

### 3 weeding mechanisms:

- 1) Supersession
- 2) Substitution
- 3) 5-Year rule



This slide is visually boring!

## Supersession

- Superseded material may be withdrawn at any time.
- Does not need to be offered to the regional library (unless they request it)
- Must meet the following criteria:
  - Dated material - discard when expired
  - Revised by a later edition/issue
  - A reprint and the depository received the original edition
  - Replaced by a cumulative edition
  - Replaced by a corrected copy
- 2002 Superseded List

## Substitution Mechanisms

- Material in one format may be substituted with the same content in another format.
- The regional must approve of the swap.
- The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- Two types of substitution:
  - Tangible
  - Online

Tip – If you find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.

## Substitution

**Tangible with a Tangible Substitution** (Tangible depository holdings replaced by tangible products):

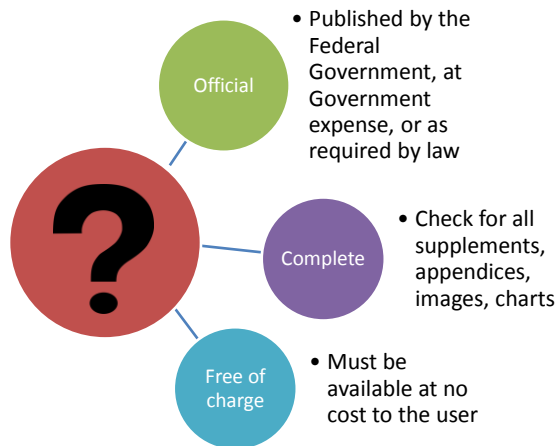
- Regional depositories should keep the interests of the state or region they serve in mind.
- Regionals must approve of any substitution.
- Substituted material must have proper reading equipment available, be properly referenced, and easily accessible to all users.
- Any material retained in lieu of the depository copy will then be treated as depository materials for the period of time that the library would have retained the original publications, and they will be subject to the same requirements that govern the care, treatment, and public access requirements during that time period.

## Substitution

**Tangible with a Online Substitution** (Tangible depository holdings replaced by an online equivalent):

- Regional depositories are not eligible for this option.
- The publication must have been held for at least one year.
- The regional depository must approve of the swap.
- The online version must be:
  - Official
  - Complete
  - Free of charge to the user

## Determining Eligibility



## 5-Year Rule



- Selectives libraries have the option of weeding material after having held the material for 5 years.
- The regional must approve of the withdrawal.

## Weeding Cheat Sheet (You're welcome)

Number of Years After Receipt →	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
<b>Superseded List</b> to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the Superseded List at any time in the life cycle of the document.				
<b>Substitution Guidelines</b> to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years, use the Substitution Guidelines			Can be used, but the 5 Year Rule also applies
<b>5 Year Rule</b> - Selectives may request permission to discard from their regional library.	N/A	N/A	N/A	N/A	Yes

## Withdrawal Processes

Regionals have 4 mechanisms for authorizing withdrawals:

- 1) Require selective libraries to compile lists of publications they wish to withdraw from their collection (specific categories or formats may be exempted from the listing requirement).
- 2) Conduct an in-person review of the publications to be discarded.
- 3) Require selective libraries to check discards against the regional's or a union "needs" list.
- 4) Use a Do NOT need list.

Note – regionals can reject a withdrawal request if they need the material to stay at a selective

## Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number.
- Check with your regional to see if any formats have been exempted in your region.
- Regional has first dibs. Selectives in your state or region have second dibs.
- National Needs & Offers list may be used after that (optional).
- Complicating factors:
  - Timeliness of reviewing lists
  - How the list is created (OPAC report versus Excel spreadsheet...)
  - Multiple regionals in your state?
  - ASERL tool in use?
  - Had a disaster in your region?
  - Lack of SuDocs numbers?



## Other Approval Options

### In-Person Review (AKA 'eyeballing')

- The regional library may conduct an in-person review of the publications to be discarded. Works well if the regional library is confident that the material being withdrawn is located elsewhere in the state or region.

### Union 'Needs' List

- Selectives search a compiled 'needs list' of material that is known to be needed for the state or region.
- Saves libraries from having to list material that is already known to be needed.

### Do NOT Need List

- Regional libraries can convert electronic disposal lists that they have already reviewed and compile them into a list of "do NOT need."
- Prevents the regional from searching their collection for the same publication twice.
- Works well in a region where the libraries have identified what their comprehensive collection requires (One copy? Multiple backup copies? Copies in various locations in the state?)


## Exceptions

- **No regional:** Selectives not served by a regional may not withdraw material, except that which is superseded.
- **Federal agencies** do not have to retain material for 5 years and must offer withdrawals to the Library of Congress.
- **Highest State Appellate Court libraries** are not bound by these rules.
- **Regional libraries** can supersede and substitute (tangible for tangible).



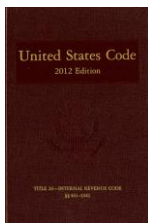
## So you have permission to weed...Now what?

### You can withdraw the material and:

- Update catalog/shelflist
- Stamp or mark as **Withdrawn**
- Put it on the National Needs & Offers List
- Give it away to other institutions who can make use of the material
- Recycle it 
- Toss it

**\*\*Your library cannot make money on the transfer.**

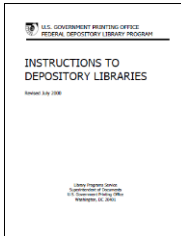
## FDLP Rules - Title 44 USC



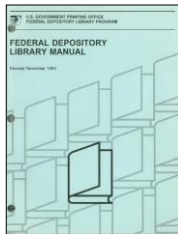
The laws applicable to the U.S. Depository Library Program are found in Chapter 19 of Title 44 of the United States Code. Sections 1901-1916 set forth the parameters of the program.

Under Title 44 U.S.C. § 1909, the Superintendent of Documents is charged to uphold U.S. Depository Library Program laws. These duties include, but are not limited to, the requirements to investigate depository library conditions, ascertain whether a library is compliant, make recommendations and, if necessary, to remove noncompliant libraries from the Depository Library Program.

# FDLP Rules and Regulations - Historic



**Instructions for Depository Libraries** (ca. mid-20<sup>th</sup> C)  
– rules and regulations of the FDLP

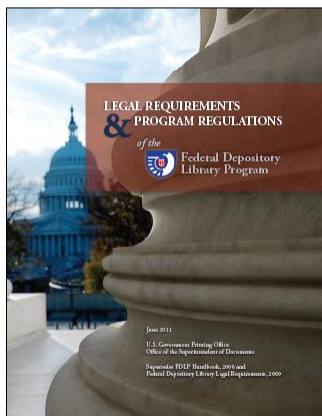


**FDL Manual** (1985)  
– guide for carrying out FDLP operations



**FDL Handbook** (2007)  
- combination of rules and guidance (online only)

# Legal Requirements & Program Regulations (LRPR)



- Regulations are based on Title 44 U.S.C. §§ 1901 -1916 (2010) and further refine and clarify Federal depository library obligations
- They are not intended to provide in-depth guidance to help library staff gauge how to implement the regulations.
- For a more detailed explanation of how to implement regulations, consult the Guidance on FDLP.gov.

## GPO Office Files (Print and Electronic)

### What's in them?

- Designation and/or drop paperwork
- Biennial surveys
- Significant correspondence
- Selective housing agreements
- Memorandums of Understanding
- Assessments
  - Inspection reports
  - Self-studies
  - Public Access Assessments



Lara Flint, GPO



### What's the use?

- Institutional knowledge, past issues and patterns, dates
- GPO can send you copies of the contents  
[fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)



## Public Access Assessments (PAAs)

- Investigations of the conditions in depository libraries required by Title 44 U.S.C. §1909
- Former ways of doing this:
  - Inspections (on site at the library)
  - Self-studies leading to inspections as needed
- Current way of doing this:
  - Public Access Assessments (phone call & remote review)

## Public Access Assessments

- They don't have to be intimidating or scary – they are an opportunity for communication.
- Benefit - A PAA can help you make your case internally for improvements or addressing issues.
- PAA report reflects Legal Requirements and Program Regulations
  - Also includes notable achievements and recommendations

## PAAs – What is GPO Looking For?

(how you select, tailor, process, organize, catalog, provide access to, and promote your collection)

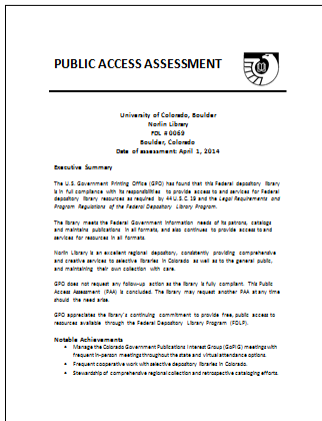
### The two best readings in preparation for a PAA

- Legal Requirements and Program Regulations:  
<http://www.fdlp.gov/requirements-guidance/legal-requirements> (PAA report format follows this)
- Guidance article on PAAs:  
<http://www.fdlp.gov/requirements-guidance-2/guidance/24-public-access-assesments-paa>

### Areas looked at:

1. Basics
2. Collection Development
3. Bibliographic Control
4. Physical Facilities and Maintenance of the Collection
5. Staffing
6. Public Service
7. Cooperative Efforts
8. (Regional Depository Libraries)

# PAA Reports



- Structure reflects LRPR
- Noncompliance = within a set time frame, address the issue or make a plan to address it
- Final report sent to: coordinator, library director, and regional

# Biennial Survey of Depository Libraries



Required by law  
(44 U.S.C. § 1909)

“The designated depository libraries shall report to the Superintendent of Documents at least every two years concerning their condition.”

## Biennial Survey of Depository Libraries

- Electronic submission
- GPO uses its communication channels to announce the survey.
  - FDLP.gov, FDLP News and Events Announcements
  - Will contact non-responders via email, phone, and letters to directors
- See FDLP.gov to view questions from prior Biennial Surveys: <http://fdlp.gov/file-repository/biennial-survey>

## Disasters or Renovations

Depository publications are Federal property, and access must be available at all times. Including the depository in library-wide planning is important.

Report a disruption in access to the depository collection and services to GPO and your regional depository.

- After a disaster, notify when it is safe to do so.
- When the disruption is planned before a remodel or collection move, notify beforehand with a Contingency Plan.



Kathy Bayer, GPO



## Contingency Plans

Contingency plans typically include:

- Institution name and depository number
- Expected beginning and ending dates of closure
- Contact name at your institution for depository questions
- Extent of the curtailment of service

## Contingency Plans

Alternative strategies to be employed to fulfill Government information requests, including where the next closest depository is located. This may include:

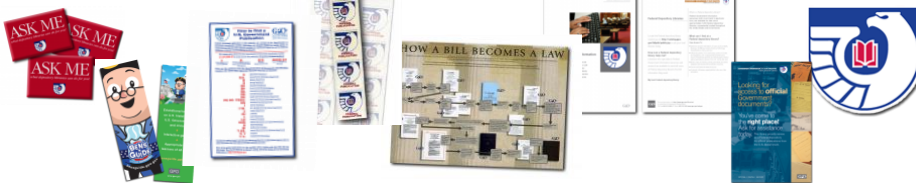
- Searching online to see if an electronic equivalent is available to use in lieu of a tangible copy housed in a temporary housing location
- Gaining assistance from your regional depository library and other depositories to acquire copies of publications, if this process is more timely than retrieval from a temporary storage location
- Arranging to set up public access computers and microfiche readers and printers in a new location
- Notifying library users where they may find alternate access to Federal depository publications in all formats and related reference and other services

## Contingency Plans

- Techniques for notifying primary clientele, other libraries (both depository and non-depository), and the general public of changes in service
- How your library will continue to check in new depository receipts or if shipments need to be temporarily halted

Notify GPO and your regional depository when normal operations resume.

## Promotion



Last but not least, have more fun sharing about the value and usefulness of your U.S. Government collection and services! Promotion should be ongoing and will raise the visibility of your depository to current and potential patrons.

Lots and lots of ideas and resources are available.

- [FDLP.gov](#) > Requirements and Guidance > Promotion
- Webinars, conference proceedings, listserv discussions, etc.



## A Few Examples as Food for Thought

- [Marketing to Your Community](#) presented by Suzanne Sears, Univ of North Texas at the 2011 Federal Depository Library Conference
- [Government Documents Display Clearinghouse](#) Minnesota State University Mankato Library
- [The Constitution and a Cuppa Joe](#) by Marianne Mason, University of Iowa Libraries

## Promotion



Promotion about Promotion: Dec 10<sup>th</sup> FDLF Academy webinar - [Showcasing Your Library: FDLF Promotional Tools and Tactics](#)



## Questions?



Office of Outreach & Support, LSCM