

Recommendations and Responses - Fall 2015

Recommendations of the Depository Library Council
to the GPO Director and Responses from GPO



FEDERAL DEPOSITORY LIBRARY PROGRAM

<http://www.fdlp.gov>

INTRODUCTION

This document presents the recommendations of the Depository Library Council (DLC) from the Fall October 2015 DLC meeting and the GPO responses to them.

Please Note: This document serves only as an archival record of what was previously published. Links referenced in this document may not exist, may be superseded, or changed.

ACRONYM GUIDE

- U.S. Government Publishing Office: GPO
- Federal Depository Library Program: FDLP
- Library Services & Content Management: LSCM
- Depository Library Council: DLC
- GPO's Federal Digital System: FDsys
- American Library Association: ALA

RECOMMENDATIONS OF THE DEPOSITORY LIBRARY COUNCIL TO THE GPO DIRECTOR AND RESPONSES FROM GPO

FROM THE OCTOBER 2015 FALL MEETING OF THE DLC

Recommendation 1 – Support for the implementation of the regional discard policy

Council congratulates GPO on having received approval from the Joint Committee on Printing to allow regional Federal Depository Libraries the option to withdraw tangible depository materials from their collections, provided they have been retained by the regional library for a minimum of seven years and are available on FDsys in authentic, digitally-signed formats. For those regionals that are struggling with space, staff, and/or funding shortages, this new regional discard policy may well be the difference between retaining regional status and becoming a selective depository library, or even dropping out of the program entirely. More importantly, it sends a very clear and much appreciated message to Council and the depository community at large that GPO is listening and responding to our comments and concerns.

Council further commends GPO for choosing six regional depository libraries to participate in implementation testing starting in January, 2016 to test regional discard processes and procedures. We expect that the outcome of the implementation testing phase will clarify the requirements and restrictions of the new regional discard policy. However, we would like clarification on the requirements regarding titles held by selective depository libraries if those titles are discarded by their regional. Specifically, Council would like to know whether regionals will be required or at least encouraged to pursue a Selective Housing Agreement (SHA) with one or more of their selectives as part of the regional discard process. While we do not feel that the lack of an SHA should prevent regionals from discarding materials that meet the established criteria, pursuing an SHA may help ensure that a sufficient number of tangible copies are retained in a particular geographic area or region.

Finally, Council asks that GPO report back to the community on the results of the implementation testing before the remaining regional depository libraries are allowed to implement the regional discard policy at their institutions. This would allow the libraries participating in the implementation testing to share their experiences with their fellow regional coordinators. Council asks that an update on the implementation testing be presented at the 2016 Spring Virtual Depository Library Council Meeting. Once the implementation testing is complete, we ask that the written report be released in conjunction with a webinar to allow the community at large the opportunity to ask questions and provide feedback.

GPO's Response:

GPO will learn much from the testing of regional discard processes, including relationship and impacts on selective depository libraries. Implementing the discard policy for regional depository libraries will not be done in a vacuum; it will be done strategically and with other related GPO initiatives in mind.

A program about regional discards is scheduled for the 2016 Spring Virtual Depository Library Council Meeting. Once testing is completed and processes finalized, GPO will provide opportunities for the depository

community to learn more about *SOD 311: Government Publications Authorized for Discard by Regional Depository Libraries*, ask questions, and provide comments.

Recommendation 2 – Create incentives for libraries to become FIPNet Partners

Federal Information Preservation Network (FIPNet) partners are essential to the success of the *National Plan for Access to U.S. Government Information*, as local projects and initiatives will help to accelerate the digitization of and access to federal government information. Council suggests that GPO create incentives to attract more institutions to become FIPNet partners. The most important step GPO can take is to provide a transparent application process by which potential institutions can become FIPNet partners, including clear public criteria on partners' responsibilities. Information provided to date has been too vague for institutions not already partnering with GPO to take action.

One way to provide clarity might be to offer criteria for specific sub-areas or “tracks” whereby an institution might become a FIPNet partner, such as:

- To be a Metadata Partner, an institution needs to do a, b, and c;
- To be a Digitization Partner, an institution should be prepared to do x, y, and z.

Another way to provide clarity would be to publish the full text of participation agreements with institutions, starting with the initial agreement signed by the University of North Texas. By showing what other institutions have agreed to do, it will be easier for libraries to convince their parent institutions to become FIPNet partners.

In addition, Council suggests that GPO provide ways for FIPNet partner institutions to highlight their key role in the National Plan. Some ideas for how this might be accomplished include creating a special logo that libraries can add to their websites and promotional literature indicating that they are FIPNet partners, a thank you letter from the Director of the GPO to the head of the parent institution, and press releases announcing new FIPNet partners by GPO that institutions can share amongst their constituents.

GPO's Response:

**Recommendations 2 and 3 are addressed together. Please see the response below Recommendation 3.*

Recommendation 3 - Create clear standards for the process necessary to digitize materials held in Federal Depository Libraries and make them eligible for ingest into FDsys

GPO has been encouraging libraries to digitize materials made available through the FDLDP for several years, both individually and in partnership. Although the community has expressed interest in having these digitized materials made available in FDsys, libraries interested in digitization partnerships have been frustrated by the lack of clear instructions regarding technical specifications, authentication standards, or chain of custody requirements. On its [Federal Publications Digitization and Public Access Files Initiative page](#), GPO suggests that libraries use the Federal Agency Digitization Guidelines Initiative (FADGI) technical guidelines in digitizing materials held in Federal Depository Libraries. While thorough, the FADGI guidelines are somewhat more philosophically oriented rather than practically implementable. The community needs more specific guidance in order to digitize materials and make them available through FDsys.

Council recommends that GPO develop clear technological standards and best practices, including a checklist of required steps, that would result in digitized documents that are eligible for ingest into FDsys. If a static technological standard is not feasible, appointing a single office or officer at GPO with the authorization to make determinations and recommendations would be a workable substitute for the community. Ideally, the technological standards and best practices would include an executive summary designed for depository librarians and administrators as well as a fully detailed version necessary for implementation.

GPO's Response:

Guidance and instructions are being developed to support the ability of FIPNet digitization partners to collaborate with GPO in the creation of digitized Federal Government publications that are authenticated, preservable, and accessible in support of the FDLP and the *National Plan for Access to U.S. Government Information*.

Guidance and instructions will be written for digitization that include a preferred set of specifications for libraries, whether they choose to digitize publications in house or outsource the digitization to a commercial vendor. Instructions for metadata creation and the preparation of content ingest packages for govinfo.gov will also be provided, should a library partner choose to perform that work as well. Quality assurance specifications and methods of assessment will also be provided to ensure that content is preservable, searchable, and can be authenticated.

These specifications will be based on published guidelines and recommendations, such as the revised FADGI, Federal Agency Digitization Guidelines Initiative's *Technical Guidelines for Digitizing Cultural Heritage Materials and the Minimum Digitization Capture Recommendations*, published by The Association for Library Collections and Technical Services Preservation and Reformatting Section.

To facilitate the work of library FIPNet partners, the new digitization guidelines will also be provided within a new preservation services model offering consultative services to partners planning and working on digital conversion.

Recommendation 4 – Reach out to public libraries

Council highlights the value of public libraries as trusted resources that positively enhance and transform communities. We recognize the efforts that GPO is offering through the FDLP to provide assistance to public and other libraries, such as the [Catalog Records Distribution Program \(CRDP\)](#), increasing electronic access to government information resources, and envisioning different options for library participation within the *National Plan for Access to U.S. Government Resources*. Council recommends that GPO reach out to public libraries in a more vigorous manner through the following methods:

- Attendance and presentations at the Public Library Association Conference and other conferences that target public library directors and staff;
- Creation of promotional templates specific to public libraries that can be used to market their depository services and collections; and,
- Creation of and/or linking to an intellectual incubator of ideas for public library and other depositories to use in documenting and increasing their value to the community. This intellectual incubator might include such information as how to create a Return on Investment (ROI) calculation, as well as documentation and templates for successful projects such as that of the Chicago Public Library outlined in the 2015 Spring Virtual Depository Library Council session on public libraries.

Council also recommit to [Recommendation 2](#) from the 2015 Spring Virtual Depository Library Council Meeting that GPO and Council work together to gather and report on reasons for public library relinquishment of depository status, important challenges in public libraries, and positive advantages and related benefits of FDL status for public libraries. This report will include information beyond what is gathered in the 2015 Biennial Survey and will be delivered at the 2016 Depository Library Council Meeting and Federal Depository Library Conference.

GPO's Response:

GPO agrees with Council that public libraries are a critical, valuable member of the FDLP. We also agree that public libraries have unique needs and a more generalized patron use that requires special handling, and GPO should look at addressing the unique relationship of public libraries and Government documents.

As a result of reduced personnel, space/locations and budget cuts, public libraries are carefully analyzing the services they offer, staff time involved in delivering those services, and the most efficient and effective ways to deliver those services. GPO's responsibility is to work closely with all libraries, public included, to help address these issues for Government documents.

GPO targeted strategies for FY16 include:

- A concentrated goal to talk to public libraries about their specific requirements, concentrated visits to libraries and/or regional and local meetings, including those focused on public libraries. To date, the following visits have occurred:
 - ▶ Eight LSCM staff attended the ALA Midwinter Meeting and visited four public libraries in the Massachusetts area. This included a visit by the Superintendent of Documents and staff from Cataloging, Web Content, and Preservation to Boston Public Library, Worcester Public Library, and New Bedford Public Library.
 - ▶ Additionally, the GPO Director has visited several libraries in FY16 with more planned. Her executive management team is also visiting libraries, especially public libraries, during their routine business travel.
 - ▶ LSCM Outreach staff members recently visited the DC Public Library and were invited to present training sessions for staff at their annual Staff Day in April.

The purpose of these visits is not for Public Access Assessments, but instead to explore, learn, and listen to the library and what they need from GPO. We are also looking to ensure that libraries are aware of the resources and programs LSCM offers.

- GPO is sending a team of six LSCM personnel to the Public Library Association Conference in April and presenting an exhibit about the FDLP and available services. Staff attending will represent multiple units from within GPO including Cataloging, Outreach, Preservation, and Web Content.
- GPO is actively building a database of national, regional, state, and local meetings that can be attended by LSCM staff, with individual visits to libraries coinciding with the trips.
- As part of our efforts in FY16 and beyond, GPO is looking at our marketing outreach to the libraries,

including virtual training and promotional materials. A specialized promotional and training path for all library types is one of the ideas we are addressing and determining requirements for.

Recommendation 5 – Invite educational session presenters to schedule follow-up webinars

Council applauds GPO for recruiting informative and interesting speakers for the 2015 Depository Library Council Meeting and Federal Depository Library Conference. We commend GPO for quickly posting slide decks of Council and educational sessions to FDLP.gov; this is a useful practice.

We regret that the scheduling of the event precluded members of Council from attending any of the community-provided educational sessions. Additionally, we regret that due to logistic and budgeting constraints only Council sessions were broadcast and archived. Council recognizes that such challenges are ongoing. Therefore, we recommend the following measures to increase the visibility of the DLC Meeting/FDL Conference educational programs:

- We suggest that GPO ask the presenters at the 2015 DLC Meeting/FDL Conference to schedule webinars based on their sessions sometime before the 2016 DLC Meeting/FDL Conference. If the number of webinars is such that they cannot be accommodated by LSCM Outreach and Education staff, presenters should be encouraged to work with other institutions within the FDLP to offer their webinars.
- Starting with the 2016 DLC Meeting/FDL Conference, we suggest that a webinar be scheduled at the time a proposed educational program is accepted by GPO. The webinar could be held before or after the 2016 DLC Meeting/FDL Conference, as negotiated by GPO and the presenters. If insufficient infrastructure exists for GPO to host the requisite number of webinars, we suggest that GPO ask presenters to work with other FDLP institutions to host them instead.

GPO's Response:

After the 2015 DLC Meeting and Conference, GPO staff began to reach out to conference presenters to schedule follow-up webinars as part of our conference close-out activities. The November/December 2015 issue of FDLP Connection included an article titled, "[Catch up on What You Missed in Arlington via GPO's FDLP Academy](#)." It listed what sessions were scheduled as upcoming webinars.

The table below highlights the fall conference sessions that have been or will soon be presented via FDLP Academy as webinars.

2015 Depository Library Council Meeting and Federal Depository Library Conference Session	FDLP Academy Webinar
FOIA Basics and Best Practices for Depository Libraries	Top Secret: Declassified Documents and Freedom of Information Acts (FOIA) Requests
Financial Education Tools and Resources for Libraries	Consumer Financial Protection Bureau series (4 sessions: March – June) First webinar: Consumer Financial Protection Board: Partnering with Libraries to Financially Empower Patrons
The Government Accountability Office (GAO): What We Do and Why	The Government Accountability Office (GAO): What We Do, Why, and How to Find It

When 100% of Your Users Speak Spanish: Cultural Aspects and Considerations of Presenting and Promoting Government Documents	When 100% of Your Users Speak Spanish: Cultural Aspects and Considerations of Promoting Government Documents to Non-English Speakers Spanish/English Resources for FDLP Series (6 sessions)
We(eding) the People off Google – Using Government Information and Local Resources for Small Business Research (poster presentation)	We(eding) the People off Google – Using Government Information and Local Resources for Small Business Research
Expanding Access to Federally Funded Research: The Role of ERIC and the National Library of Education	How ERIC is Increasing Access to Education Research
Open Data in the US Government	Transforming Government Data
Showcasing your Library: New FDLP Promotional Tools & Tactics	Showcasing your Library: FDLP Promotional Tools and Tactics
Government Information Online	Government Information Online: A Digital Government Information Reference Tool that Blends Librarian Expertise, Discovery, and Reference/Referral
Congress.gov – Modern Legislative Research	An orientation to Congress.gov
Financial Education Tools and Resources for Libraries	Financial Education Resources for Library Staff

For the October 2016 DLC Meeting and FDL Conference, GPO is planning to expand the number of sessions that are broadcast virtually. For those sessions that we cannot accommodate virtually, we will schedule those as webinars to be presented after the 2016 Meeting and Conference.

Recommendation 6 – Clarify the expectations of new depository coordinators

Council commends GPO on the development of the [FDLP Coordinator Certificate Program](#) and the continuation of the New Depository Librarians Institute and the Interagency Depository Seminar. These key training opportunities help ensure that new depository coordinators are made aware of the [Legal Requirements and Program Regulations](#) and are able to actively curate their collections and serve the public’s government information needs. Council recommends that GPO promote the [FDLP Quickstart Guide](#) for new coordinators and ensure direct contact with their regional coordinator or another regional coordinator if they are a regional coordinator themselves. Council further recommends that GPO put new coordinators in touch with a graduate of the FDLP Coordinator Certificate Program to facilitate a mentoring relationship, and that GPO include mentorship as an expectation of graduates of the Program.

Council understands that adding new requirements for FDLP participation is not necessarily desirable, but many new depository coordinators seeking guidance are unaware of the resources available. Promoting the FDLP Quickstart Guide and ensuring direct contact with other depository coordinators and/or staff in depository libraries can provide key information and may help promote institutional support for training within

the new depository coordinator's administration.

In addition to the three formal GPO programs mentioned, additional suggested resources for new depository coordinators might include:

- National library association government documents groups, e.g. ALA GODORT, AALL GD-SIS, etc.
- Local library association government documents groups, e.g. Colorado's GOPIG or Connecticut GODORT
- GOVDOC-L, a moderated listserv-based discussion forum about government information and the FDLP
- [FDLP Academy](#) recordings/classes
- The Help, I'm an accidental government information librarian! webinar series

GPO's Response:

GPO agrees with Council on the growing need to train depository coordinators. This is especially critical as personnel changes continue, either voluntarily through retirement, etc., or through budget cuts, staff reductions, and a reassignment of depository coordinator responsibilities to staff personnel in addition to their other library duties.

Training opportunities for new and existing depository coordinators is a critical key for the successful operation of the FDLP. This need was identified in the FDLP Forecast Study. GPO has responded by developing the New Depository Librarians Institute (NDI).

GPO also developed and conducted a pilot FDLP Coordinator Certificate Program (CCP) to address needs discovered in the FDLP Forecast Study and ongoing recommendations by Council. As a result of this pilot, both participants and Council had many suggestions for direction, including a hosted mentoring program.

GPO is ingesting these suggestions and working them into the second CCP program to be presented in FY16. Continuing development of the CCP program is taking into account the numerous organizations that also have Government librarian programs, including many of the organizations mentioned by Council such as ALA GODORT, AALL GD-SIS, GOPIG. The expertise of these developed programs will serve as learning tools and ultimately help in the successful development of GPO's program and offerings to depository coordinators.

As noted by Council, GPO also maintains the [FDLP Quickstart Guide](#) as a resource for all depository coordinators. At Council's suggestion, we will continue to publicize this Guide and make sure that depository coordinators know that it is a valuable resource and also contains Program-wide resources from other sources that will assist in the operation of their individual FDLs.

Most recently, a "New Coordinators Packet" has been developed that includes marketing materials, quick resource links, and information on how LSCM staff can be of assistance.

Recommendation 7 – Reinstate a semiannual Depository Library Council meeting schedule

Council applauds GPO for a truly outstanding Depository Library Council Meeting and Federal Depository Library Conference this past October. We very much appreciated the opportunity to meet and connect with our colleagues throughout the depository community, both in person and virtually. Throughout the week, the energy and excitement was palpable. Based on the feedback we received during and after the meeting, the community was equally pleased and appreciative of this exceptional event; everyone is eagerly looking forward to our next face-to-face meeting.

The overwhelming success of the October meeting underscores Council's very strong belief that regular face-to-face meetings are essential for the continued vitality of the FDLP. Virtual meetings and webinars are tremendous advancements in reaching those members of the community that do not have the funds or support from their institutions to travel. GPO also has many additional outlets – from the FDLP website to the News and Events feed to social media – to disseminate information to the depository community as a whole. We are delighted to hear that GPO plans to send more of its staff members to visit depository libraries in the coming months; this will afford GPO staff members the opportunity to observe depository libraries in action and interact with their coordinators and staff. While we appreciate GPO's commitment to keeping the community informed, in practice the vast majority of these outlets and technologies mainly allow for a one-way stream of information rather than true conversations amongst all interested parties about the issues related to the FDLP. They cannot and should not be viewed as replacements for regular face-to-face Council meetings as a means of engaging the community.

Council asks that GPO work with us to find a way to reinstate a semiannual face-to-face meeting schedule. From 1973 to 2011, Council met in person twice a year; since going from a semiannual to an annual meeting schedule in 2012, Council has met in person exactly three times at 18 month intervals. Ironically, the reduction in face-to-face meetings in recent years has coincided with the introduction of several major initiatives – specifically the *National Plan for Access to U.S. Government Information* and the regional discard policy – that promise to both change the direction and secure the future of the FDLP. Yet because there have been so few face-to-face meetings, much of Council's work on these initiatives has been conducted behind the scenes via conference call and email rather than in a public forum. The FDLP is first and foremost a partnership between the GPO that administers the program and the depository libraries that house and provide access to the government information in all formats made available through the program. A lack of transparency on either side of this partnership, be it real or perceived, is not conducive to a healthy and robust FDLP.

While we recognize the logistic and financial challenges a semiannual face-to-face meeting schedule presents both for GPO and the community at large, Council feels that this is time and money well spent. In reflecting the breadth and depth of the community, Council is by necessity diverse. Our members come from all types of libraries throughout the country and are active in a wide variety of local, state, regional, and national organizations and associations. Attending Depository Library Council meetings is the only opportunity we have to come together as a group. Additionally, a semiannual face-to-face meeting schedule would ensure that if a meeting must be cancelled due to a federal government shutdown, Council will never go more than a year without meeting in person. Most importantly, reinstating semiannual face-to-face Council meetings – the only such national meetings devoted exclusively to the FDLP and government information librarianship – sends a very clear message about the value of the program itself, not just to the depository community but also to our administrators and the library community as a whole. With the implementation of the *National Plan*, the FDLP is at a critical turning point. If ever there were a time to demonstrate the value of the program, this is it. For the good of the FDLP, Council and the community need to have regular face-to-face meetings with GPO.

GPO's Response:

GPO is happy to discuss options for an alternative meeting schedule for the Depository Library Council. With new technology, there are a variety of options available. Ideally, and pending the budget and approval of GPO leadership, LSCM would like to continue with at least one face-to-face conference per year, with the option for one or more additional virtual conferences per year.

GPO suggests that DLC members dedicate an upcoming monthly DLC phone call to the topic. GPO has several scenarios that we will provide to Council for their review prior to the phone call. This phone call will begin the discussions and further meetings can be scheduled to review options. Because Government procurement of face-to-face meeting sites must be made approximately one year in advance, GPO suggests that DLC and GPO determine a 2-3 year cycle of meetings, both in-person or virtually.