New Depository Librarian's Institute

October 12 and 13, 2016
Presented by the Office of Outreach & Support, LSCM

Welcome!

Library Services and Content Management, Outreach & Support

Top row: Davita Vance-Cooks, *GPO Director;* Laurie Hall*, Acting Superintendent of Documents;* Bridget Govan, *Outreach & Support;* Robin Haun-Mohamed, *Chief, LSCM Outreach & Support*
Bottom Row: *Outreach Librarians:* Kathy Bayer, Ashley Dahlen, Joe Paskoski, Jaime Huaman, Lara Flint, Melissa Fairfield

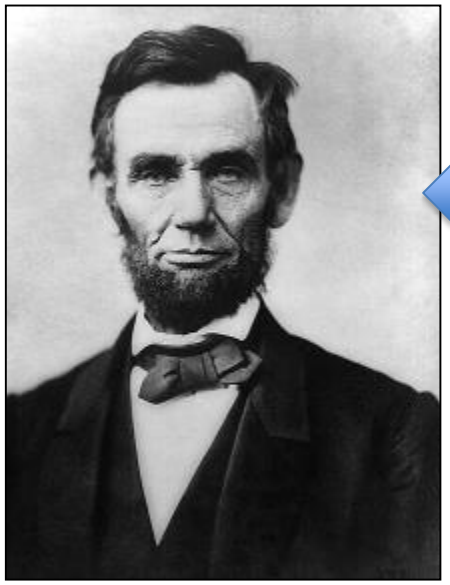
Mission/Goals of the FDLP– Free Public Access

- 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 4th 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

"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.

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.

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 (beginning 1895)
- First Biennial Survey of Depository Libraries conducted (1947)
- Weeding permitted (outside of supersession) under regional/selective system (1962)
- 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)

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
- **govinfo.gov beta launch (2016)**

Digital Depository Libraries

- Currently, online publications are a major component of the collections of FDLP libraries.

- There are three main types of FDLP libraries selecting and using online FDLP resources.

Digital Depository Libraries

Three types of FDLP libraries selecting online resources

1. Libraries with historical tangible selections/collections that supplement their collections with digital selections/resources

2. Libraries with more current collections that rely heavily on digital resources but are also select a number key tangible publications

3. Libraries who focus their entire collections on digital resources – the digital depository library that receives no tangible publications from GPO

Digital Depository Libraries

The digital depository can be an excellent model for the FDLP library with limited budgets, space, and staff to process, house, and maintain tangible depository materials.

GPO always recommends cataloging online resources and/or providing subject guides of other finding aids to help patrons be aware of the online resources.

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 GPO Director 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)

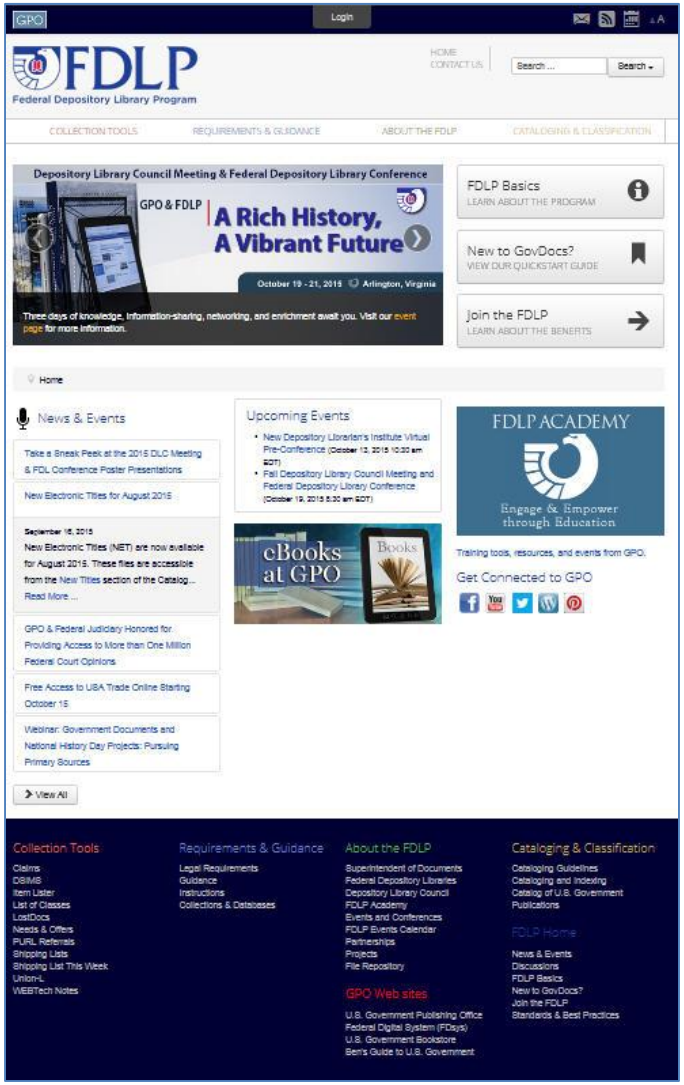
- DLC consists of **15 members** appointed by the GPO Director.
- Members serve **3 year terms, with 5 members retiring each year and 5 new members entering**. Members may be reappointed for a second term.
- All appointments to DLC are made by the GPO Director after consideration of recommendations from 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

Best place for:

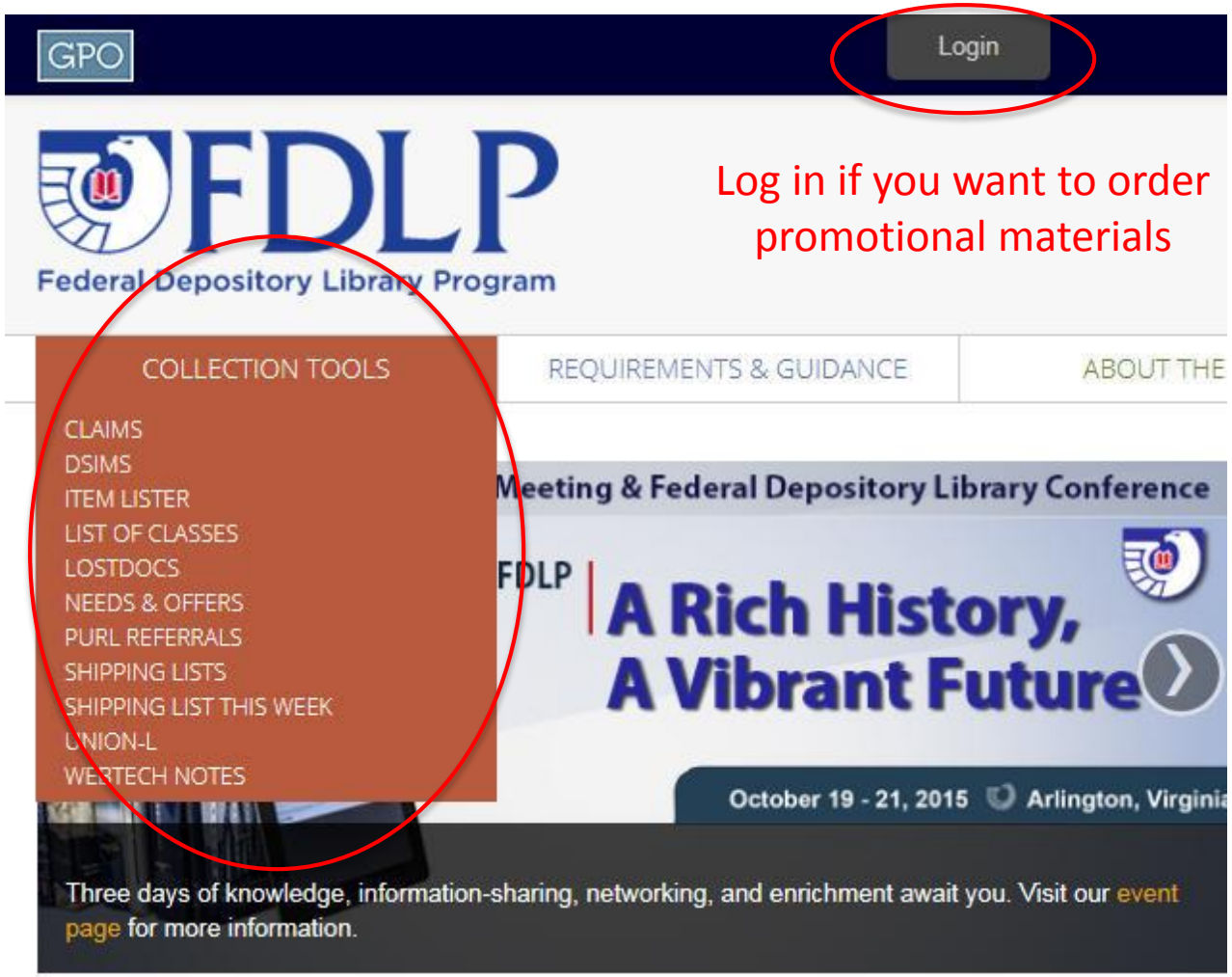
- FDLP news feed and announcements
- Legal Requirements and Guidance
- Operational tools
  - DSIMS, Item Lister, WEBTech Notes, etc.
- GPO training/webinar info
- Promotional materials
- Information on LSCM projects

Lara Flint, GPO



Navigating FDLP.gov

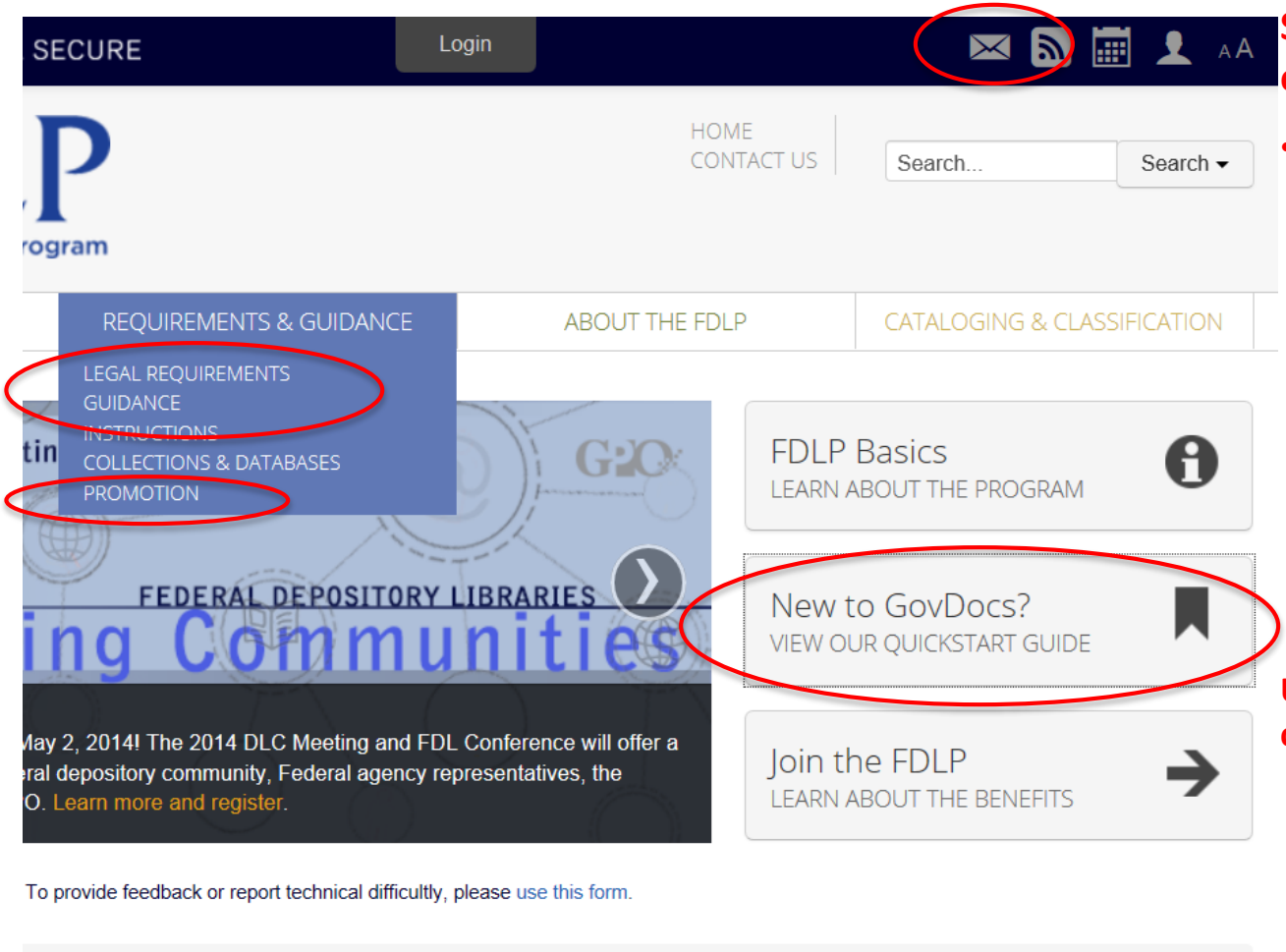
Use the drop-down menus to find useful links



Navigating FDLP.gov

How to be a proper FDL

Free stuff!

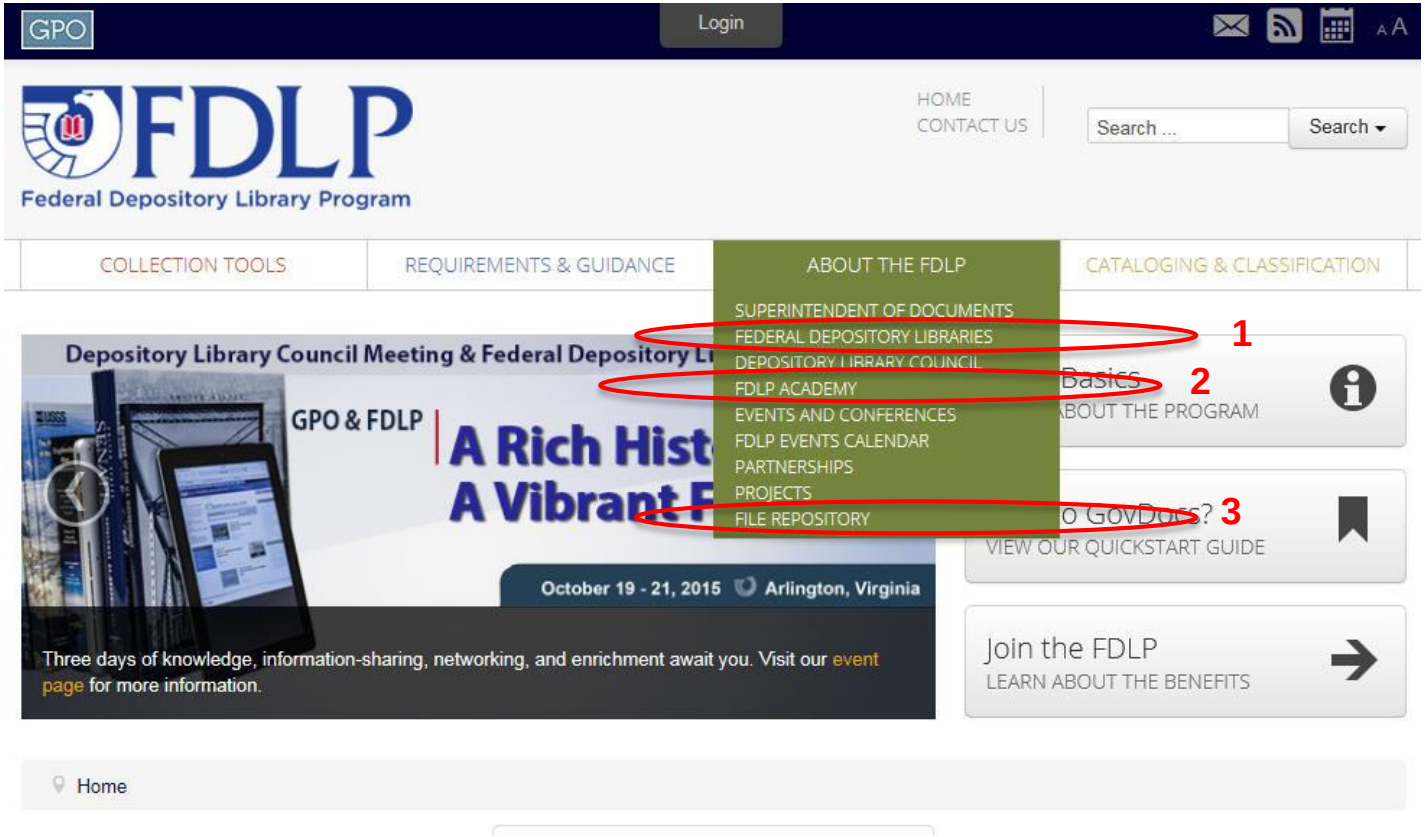


Sign up for official news

- This is required

Useful for new coordinators

Navigating FDLP.gov



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

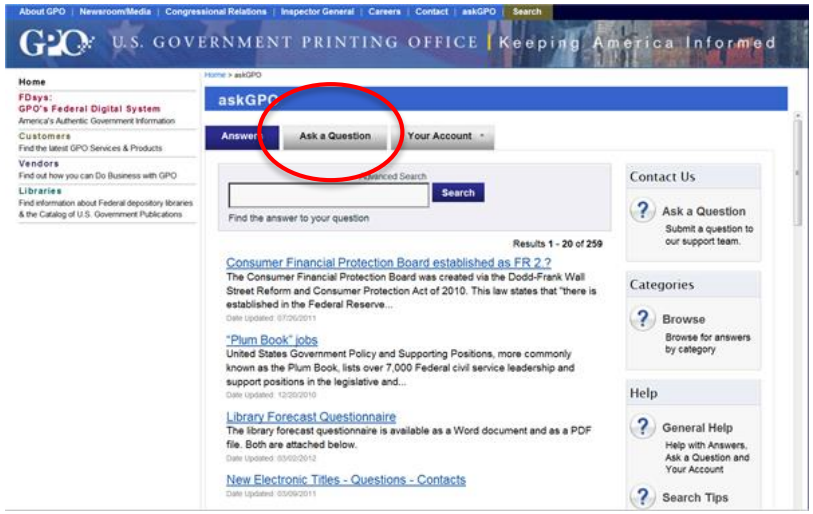
2. **Webinars and webcasts (current and archived) are here…**

3. **Useful historical information**
   - **Shipping lists**
   - **Superseded list**

Getting Help From GPO

Use askGPO

www.gpo.gov/askgpo/



Contact Outreach & Support

fdlpoutreach@gpo.gov

202-512-1119

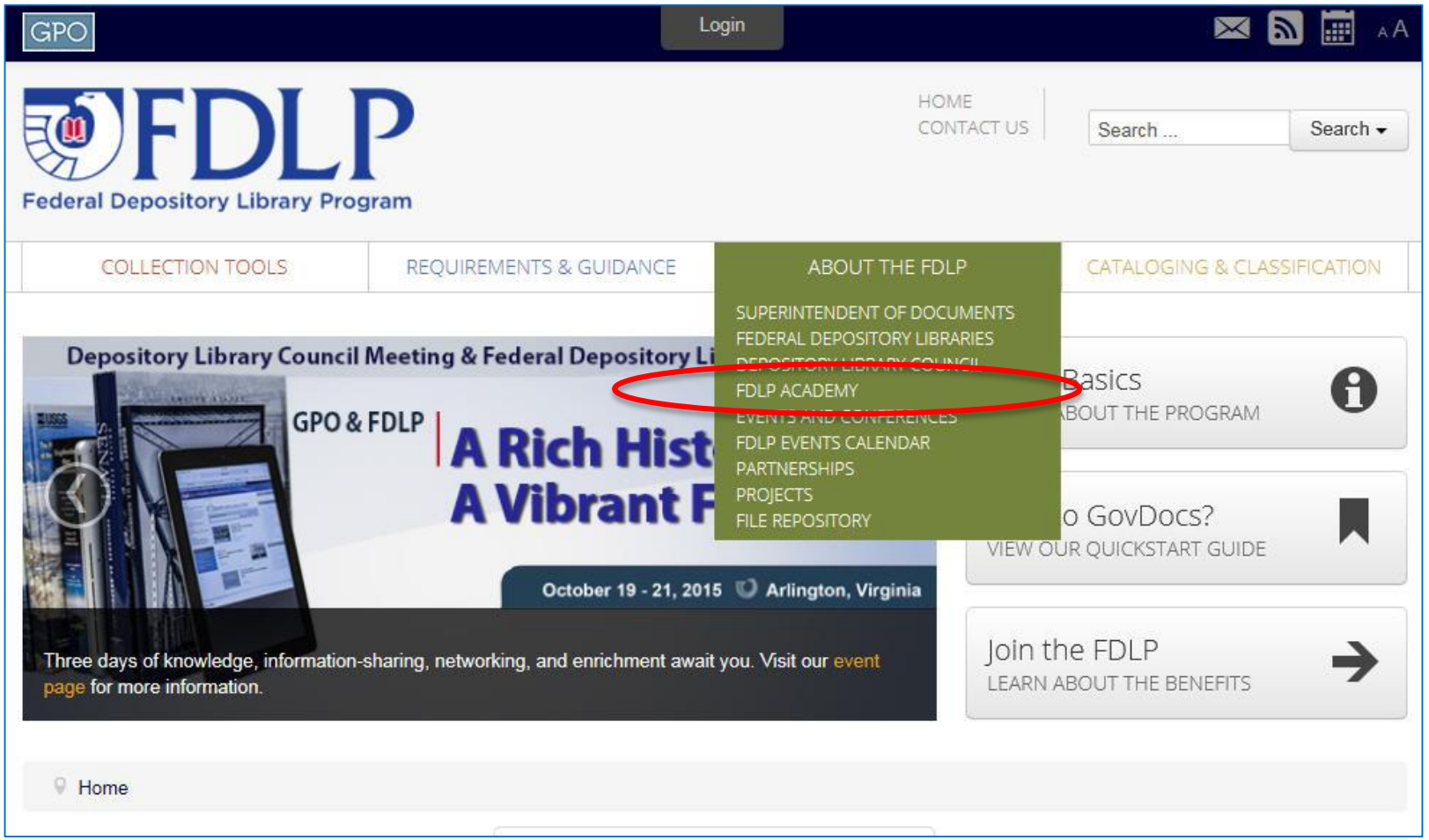
Using askGPO - tips

- 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)
  - 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

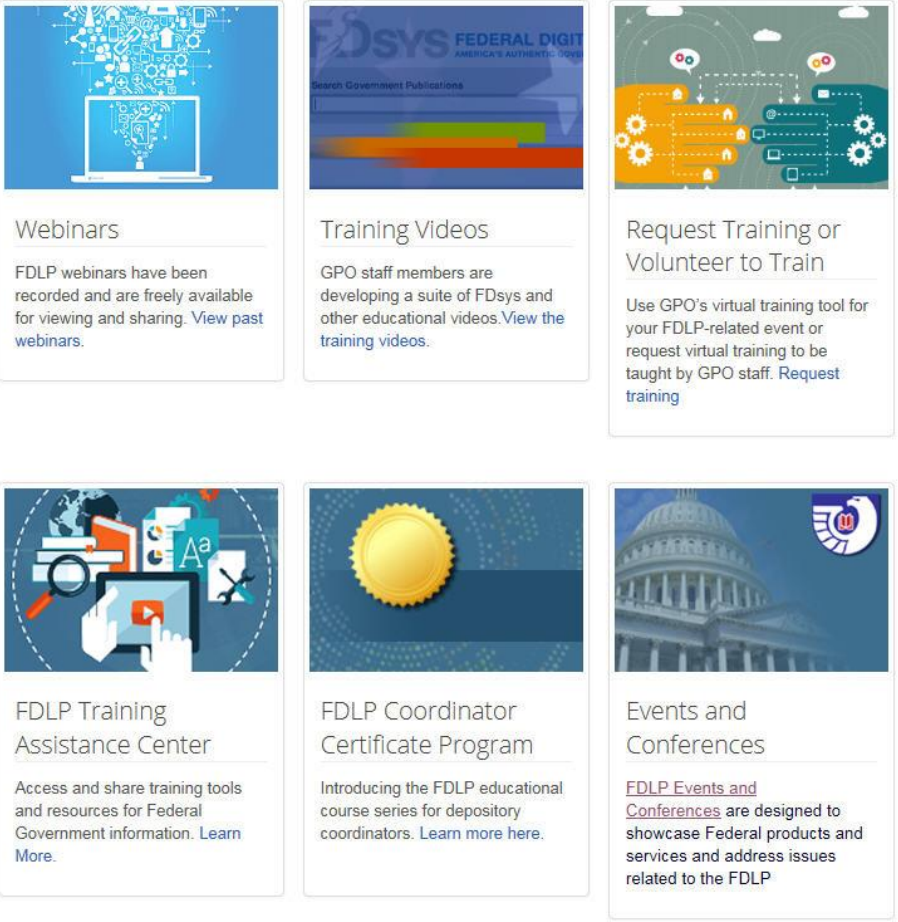


FDLP Academy

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

FDLP Academy

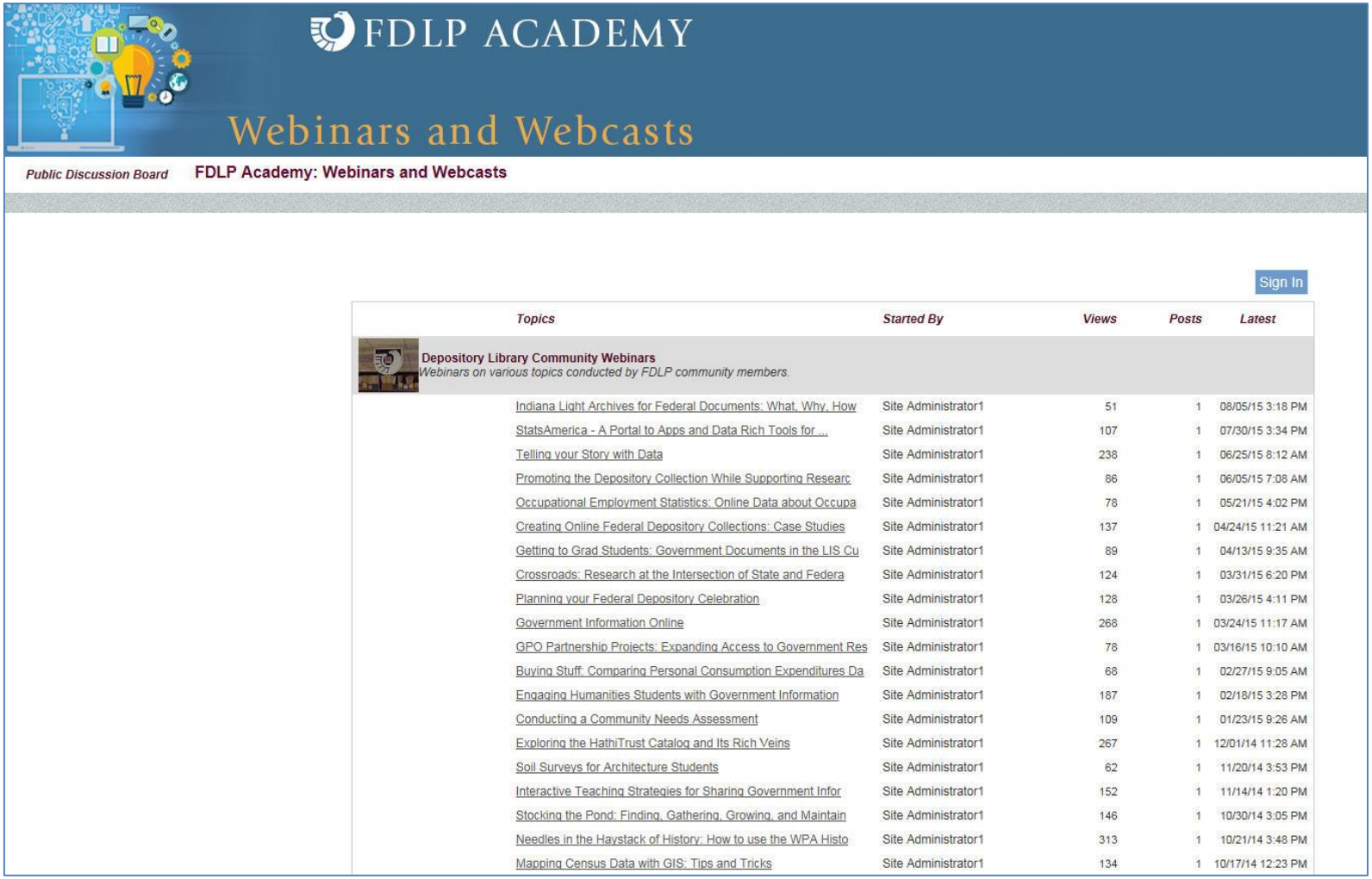
http://www.fdlp.gov/about-the-fdlp/fdlp-academy



- 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



Topics	Started By	Views	Posts	Latest
Depository Library Community Webinars *Webinars on various topics conducted by FDLP community members.*				
Indiana Light Archives for Federal Documents: What, Why, How	Site Administrator1	51	1	08/05/15 3:18 PM
StatsAmerica - A Portal to Apps and Data Rich Tools for ...	Site Administrator1	107	1	07/30/15 3:34 PM
Telling your Story with Data	Site Administrator1	238	1	06/25/15 8:12 AM
Promoting the Depository Collection While Supporting Researc	Site Administrator1	86	1	06/05/15 7:08 AM
Occupational Employment Statistics: Online Data about Occupa	Site Administrator1	78	1	05/21/15 4:02 PM
Creating Online Federal Depository Collections: Case Studies	Site Administrator1	137	1	04/24/15 11:21 AM
Getting to Grad Students: Government Documents in the LIS Cu	Site Administrator1	89	1	04/13/15 9:35 AM
Crossroads: Research at the Intersection of State and Federa	Site Administrator1	124	1	03/31/15 6:20 PM
Planning your Federal Depository Celebration	Site Administrator1	128	1	03/26/15 4:11 PM
Government Information Online	Site Administrator1	268	1	03/24/15 11:17 AM
GPO Partnership Projects: Expanding Access to Government Res	Site Administrator1	78	1	03/16/15 10:10 AM
Buying Stuff: Comparing Personal Consumption Expenditures Da	Site Administrator1	68	1	02/27/15 9:05 AM
Engaging Humanities Students with Government Information	Site Administrator1	187	1	02/18/15 3:28 PM
Conducting a Community Needs Assessment	Site Administrator1	109	1	01/23/15 9:26 AM
Exploring the HathiTrust Catalog and Its Rich Veins	Site Administrator1	267	1	12/01/14 11:28 AM
Soil Surveys for Architecture Students	Site Administrator1	62	1	11/20/14 3:53 PM
Interactive Teaching Strategies for Sharing Government Infor	Site Administrator1	152	1	11/14/14 1:20 PM
Stocking the Pond: Finding, Gathering, Growing, and Maintain	Site Administrator1	146	1	10/30/14 3:05 PM
Needles in the Haystack of History: How to use the WPA Histo	Site Administrator1	313	1	10/21/14 3:48 PM
Mapping Census Data with GIS: Tips and Tricks	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.

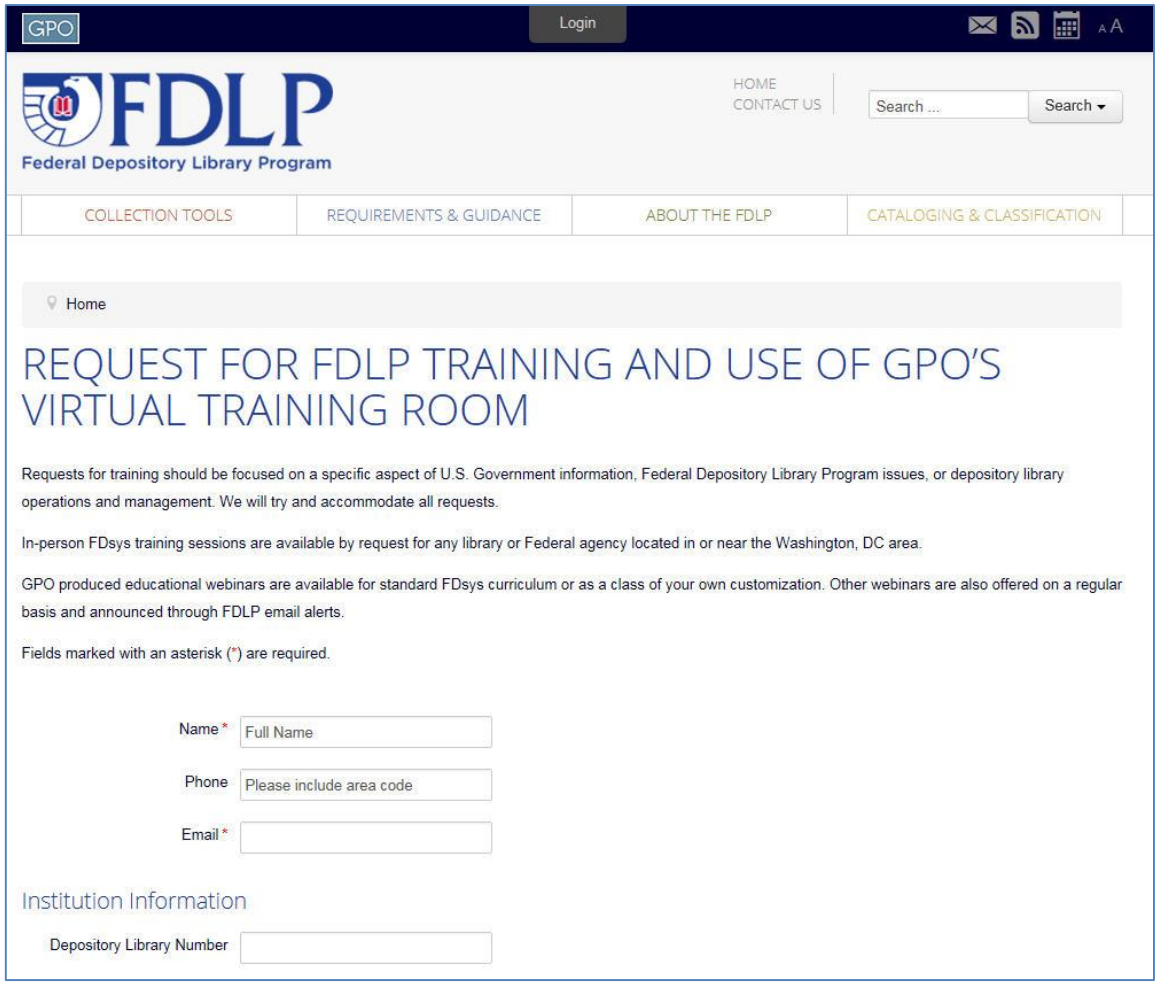
Federal Agency Webinars
Recordings of Federal agency personnel conducting webinars for the FDLP community.

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

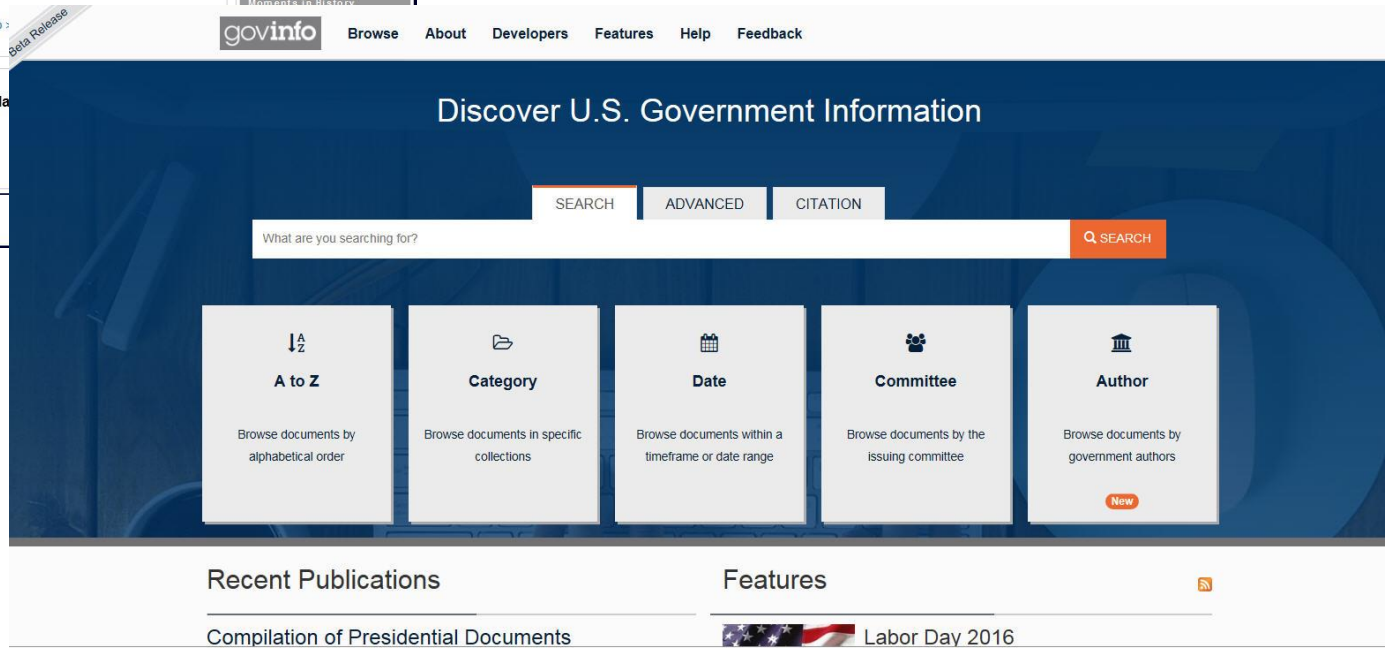
http://fdlp.gov/component/rsform/form/32-request-for-fdlp-training-and-use-of-gpo-s-virtual-training-room



GPO Resources

- **govinfo.gov – will replace FDsys; now in beta**
  https://www.govinfo.gov/
- **CGP –GPO's Catalog of U.S. Government Publications**
  http://catalog.gpo.gov
- **Ben's Guide to the U.S. Government**
  https://bensguide.gpo.gov/
- **U.S. Government Bookstore** https://bookstore.gpo.gov/
- **Government Book Talk Blog** https://govbooktalk.gpo.gov/

FDsys / govinfo.gov



Overview of FDsys / govinfo

Overview of FDsys / govinfo

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 Goverment 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: wildlife "environmental impact statement" NOT draft

Keyword(s)

Go Clear

Help - About

Government Information Locator Service (GILS) Archive Zip File

A service of the Superintendent of Documents, U.S. Government Printing Office.
Privacy Policy

Document Lifecycle

1. Discovery and Acquisition
2. Classification and Cataloging
3. Dissemination
4. Preservation

Melissa Fairfield, GPO

Document Lifecycle

Discovery and Acquisition

- Agencies required to notify
  - Print through GPO
  - Print through other vendors
  - Publish online only
- LSCM staff search
- LostDocs
- Acquisition Records

Document Lifecycle

Classification and Cataloging

- Superintendent of Documents classification scheme
- Brief records
- Full catalog records

Document Lifecycle

Dissemination

- Boxes
- Online

Preservation

- Permanent Public Access
- FDsys/**govinfo**
- Harvesting/Archive-It

Collection Development – Big Picture

- The FDLP is comprised of U.S. Government publications having public interest or educational value.
- Public officials designate depository libraries in order to provide local, no-fee, public access to Federal Government information with impartial and expert librarian assistance. All Federal depository libraries share in this responsibility. Depository libraries serve not only primary patrons but also the general public.

Kathy Bayer, GPO

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 recommended.

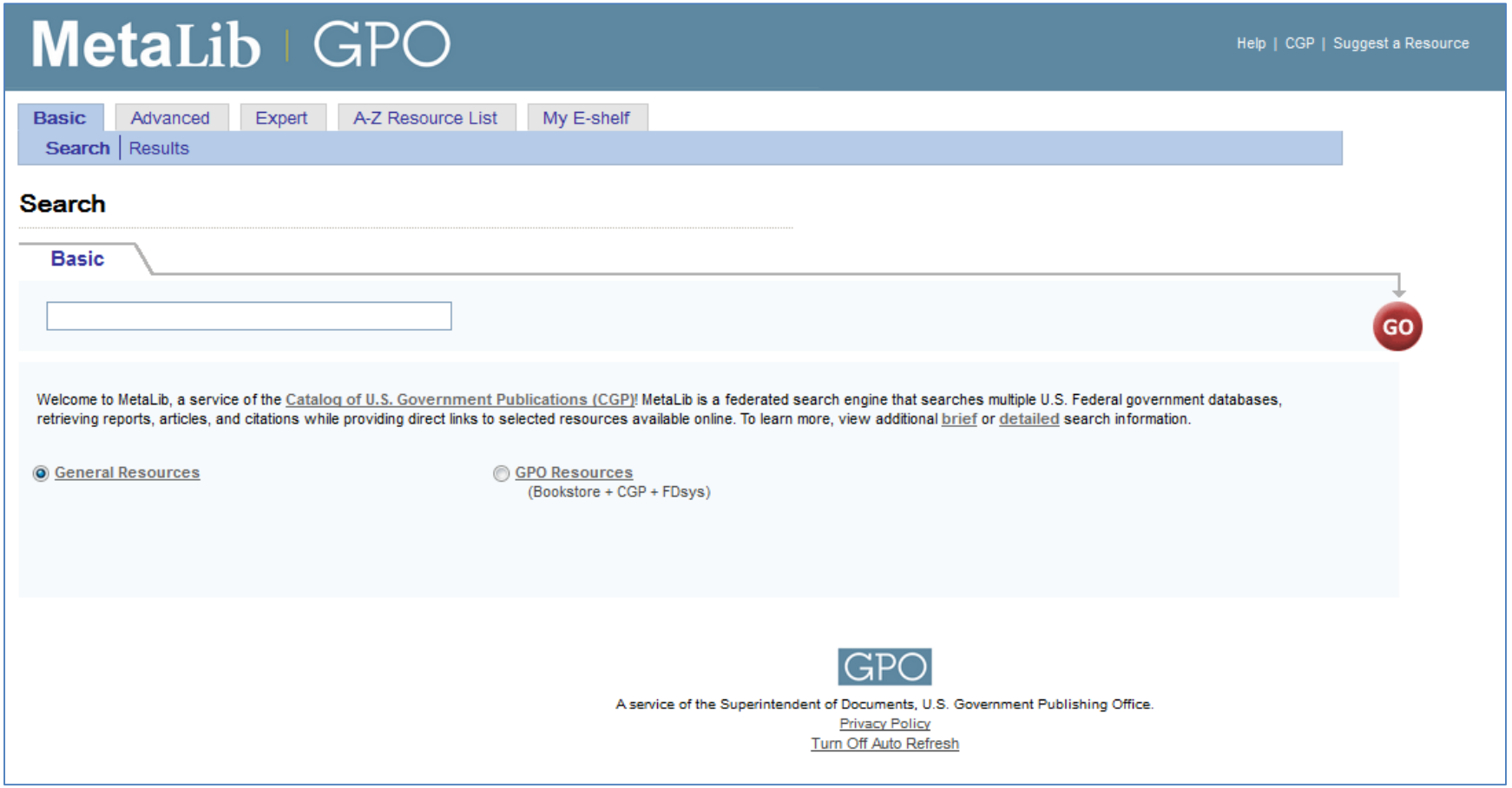
Depository Library Collections

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



Content Partnerships

The following is a list of current partnerships:

Copy | CSV | Excel | PDF | Print

Show 5 entries Search:

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

Only one currently is the Homeland Security Digital Library

Homeland Security Digital Library (HSDL)

Details
Last Updated: January 10 2014
Published: October 15 2012

The Homeland Security Digital Library (HSDL) is a database containing non-classified Presidential directives, policy, and national strategy documents as well as specialized resources related to homeland security.

Additional information about this service is contained in a presentation, " Terrorism and Security: What Information is Out There? (4.53 MB) " by Greta Marlatt at the Fall 2007 Federal Depository Library Conference.

Library Access Methods

In partnership with the Federal Depository Library Program, Federal depository libraries have no-fee access to HSDL. Depository libraries must register for access to this service.

Two types of access are available. Access is based on library type:

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
- Official content Partnerships
- CGP: catalog.gpo.gov
  - New Titles Lists, including New Electronic Titles
  - GPO's MetaLib

FDLP Basic Collection

Home / Requirements & Guidance / Collections & Databases / Basic Collectio

Basic Collection

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

Every Federal depository library is required to have the t
immediate use.

These titles are vital sources of information that support the public's right to know abou
subject to change.

Consult the guidance article on Depository Collection and Development for more inform

Resource	Description			
American FactFinder	American FactFinder is a source for popula housing, and geographic information and da States, Puerto Rico, and the Island areas.			
Ben's Guide to U.S. Government	Ben's Guide is a service of the Government (GPO), designed to inform students, parent 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 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 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 this list accessible for immediate use.

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

- 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.

Otherwise, ***selectives may select any number of item numbers, or not select any, as they choose.***

  - Until recently, all libraries were required to select 0556-C and 1004-E. This regulation has been rescinded.

Collection Tools

- Item Lister
- List of Classes
- Depository Selection Information Management System (DSIMS)
- WebTech Notes
- Documents Data Miner (DDM) – a non-GPO resource

Direct link to tools: FDLP.gov > Collection Tools

Instructions and about GPO resources: FDLP.gov > Requirements and Guidance > Instructions

Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Described at 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)*
- Format designations- (P), (MF), (E), (EL), (CD), (DVD), (FL)
- Described at FDLP.gov > Requirements and Guidance > Instructions > List of Classes

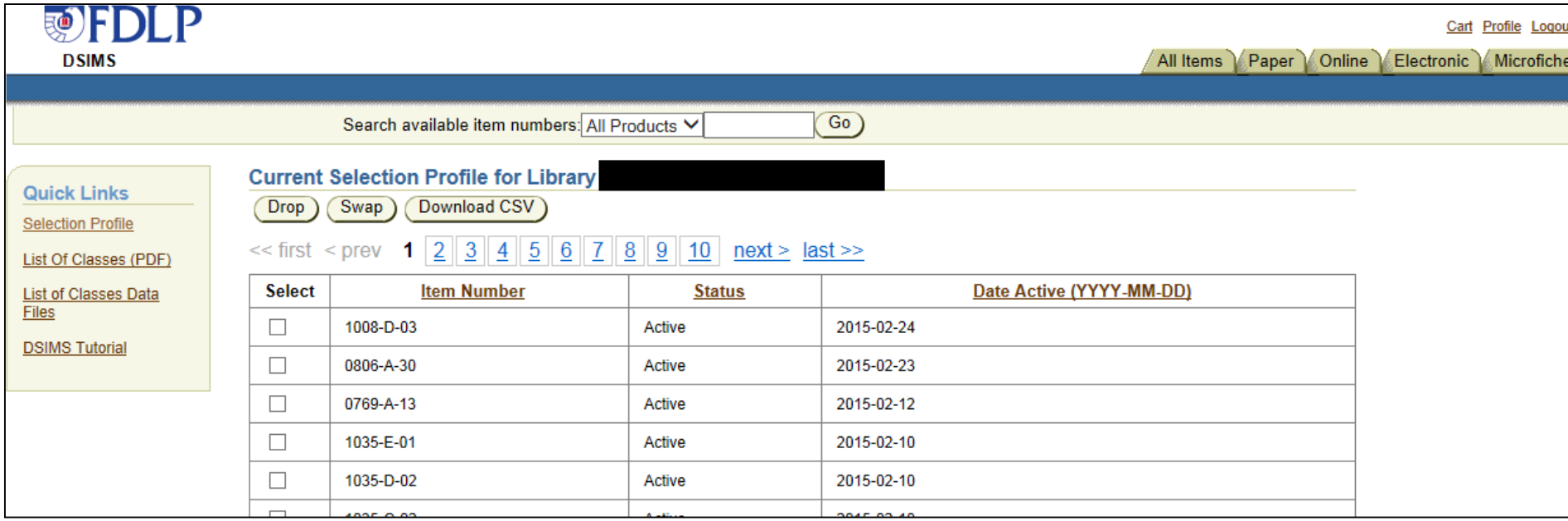
LIST OF CLASSES
OF
UNITED STATES
GOVERNMENT PUBLICATIONS
AVAILABLE FOR SELECTION
BY
DEPOSITORY LIBRARIES

Depository Selection Information Management System, or DSIMS

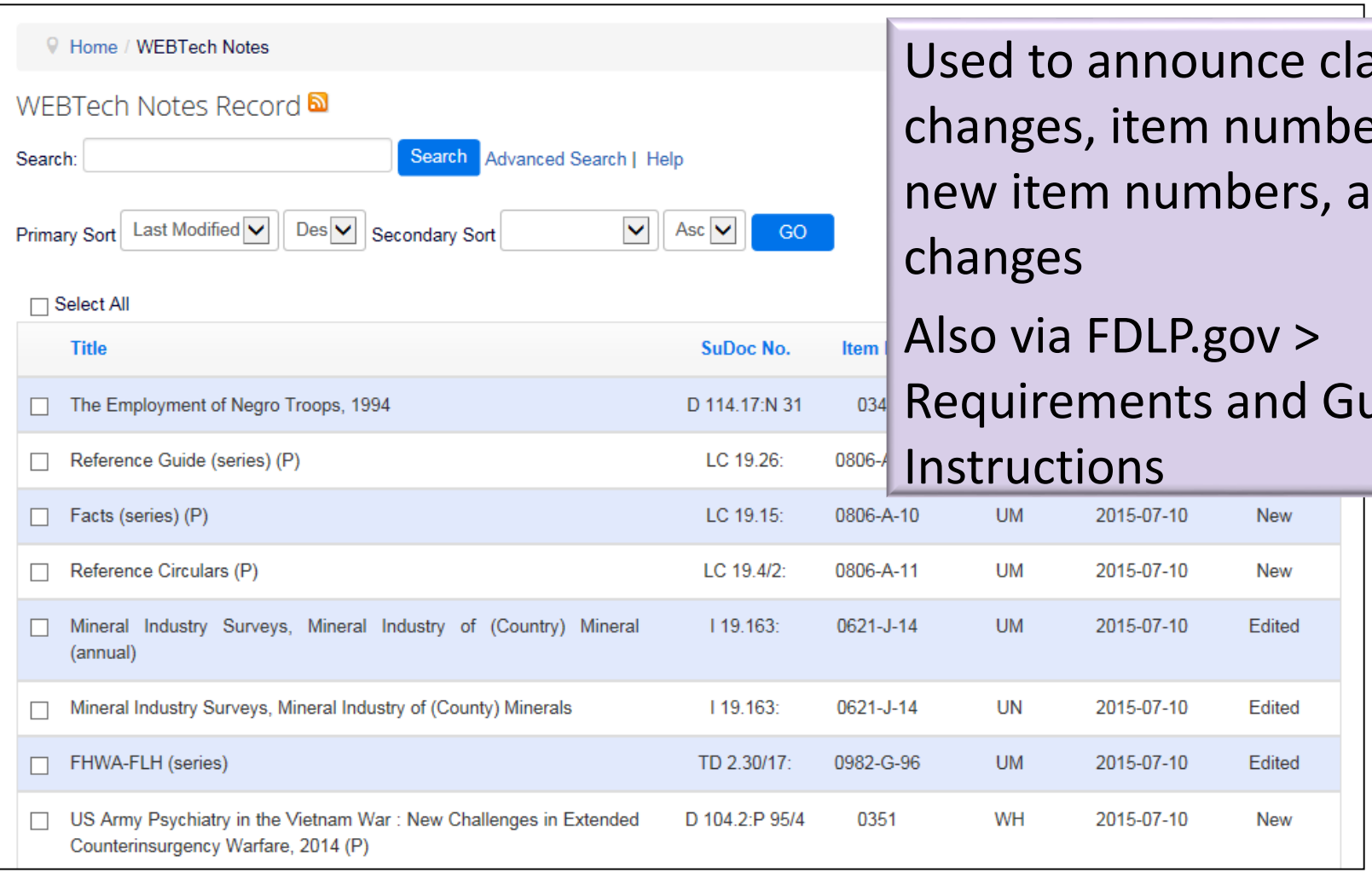
- Tool used to view and manage your library's item number selection profile
- Log in with library number and internal depository password
  - Item numbers you drop are processed immediately and removed from your profile.
  - Item numbers you add for online materials are added immediately to your profile.
  - 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 > Requirements and Guidance > Instructions > DSIMS

DSIMS

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



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			
The Employment of Negro Troops, 1994	D 114.17:N 31	034			
Reference Guide (series) (P)	LC 19.26:	0806-A			
Facts (series) (P)	LC 19.15:	0806-A-10	UM	2015-07-10	New
Reference Circulars (P)	LC 19.4/2:	0806-A-11	UM	2015-07-10	New
Mineral Industry Surveys, Mineral Industry of (Country) Mineral (annual)	I 19.163:	0621-J-14	UM	2015-07-10	Edited
Mineral Industry Surveys, Mineral Industry of (County) Minerals	I 19.163:	0621-J-14	UN	2015-07-10	Edited
FHWA-FLH (series)	TD 2.30/17:	0982-G-96	UM	2015-07-10	Edited
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

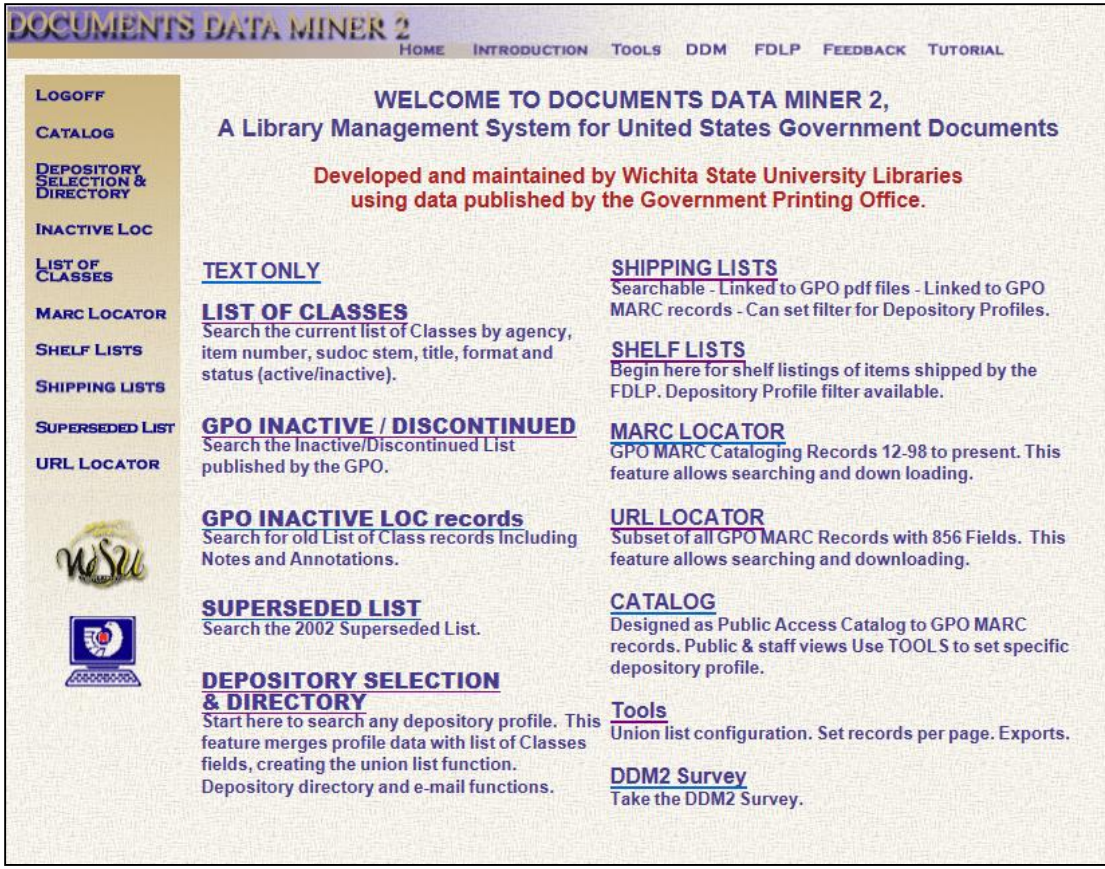
Also via FDLP.gov > Requirements and Guidance > Instructions

Documents Data Miner

Non-GPO resource but data is from 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

Reviewing your Library's Item Number Selection Profile

- Reviewing what your library currently has on your item number selection profile and also what you potentially could select among unselected item numbers
- If need to reduce tangible receipts, focus on tangible selections
- Documents Data Miner is a very useful tool
- Consider your collection development policy/plans

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

Selecting Online Only (EL) Item Numbers?

Some reasons to consider **"selecting"** item numbers associated with (EL) in your library's item number selection profile:

- "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).
- GPO may develop new services that use item numbers.

Keeping or Selecting Tangibles?

Potential benefits of some tangible formats in the collection:

- Some publications are preferred by users in paper format.
- Paper may offer more security for preservation and access.
- A core collection, with historical or current materials in tangible formats, may benefit the needs of many users.
- Some content is not online.
- Online access features may not be user-friendly.
- Some agency web sites only provide access to the current issue of online resources.

Becoming a Digital Depository

When a decision is made that online formats best serve the Federal Government information needs of your community, to transition:

- Continue to provide free, public access and services to depository resources at your library
- Amend your library's item selections so that they include only item numbers associated with (EL) or none
- Weed (stay tuned for into about supersession, official substitution, and the "5-year rule")

Suggested FDLP.gov Guidance Articles

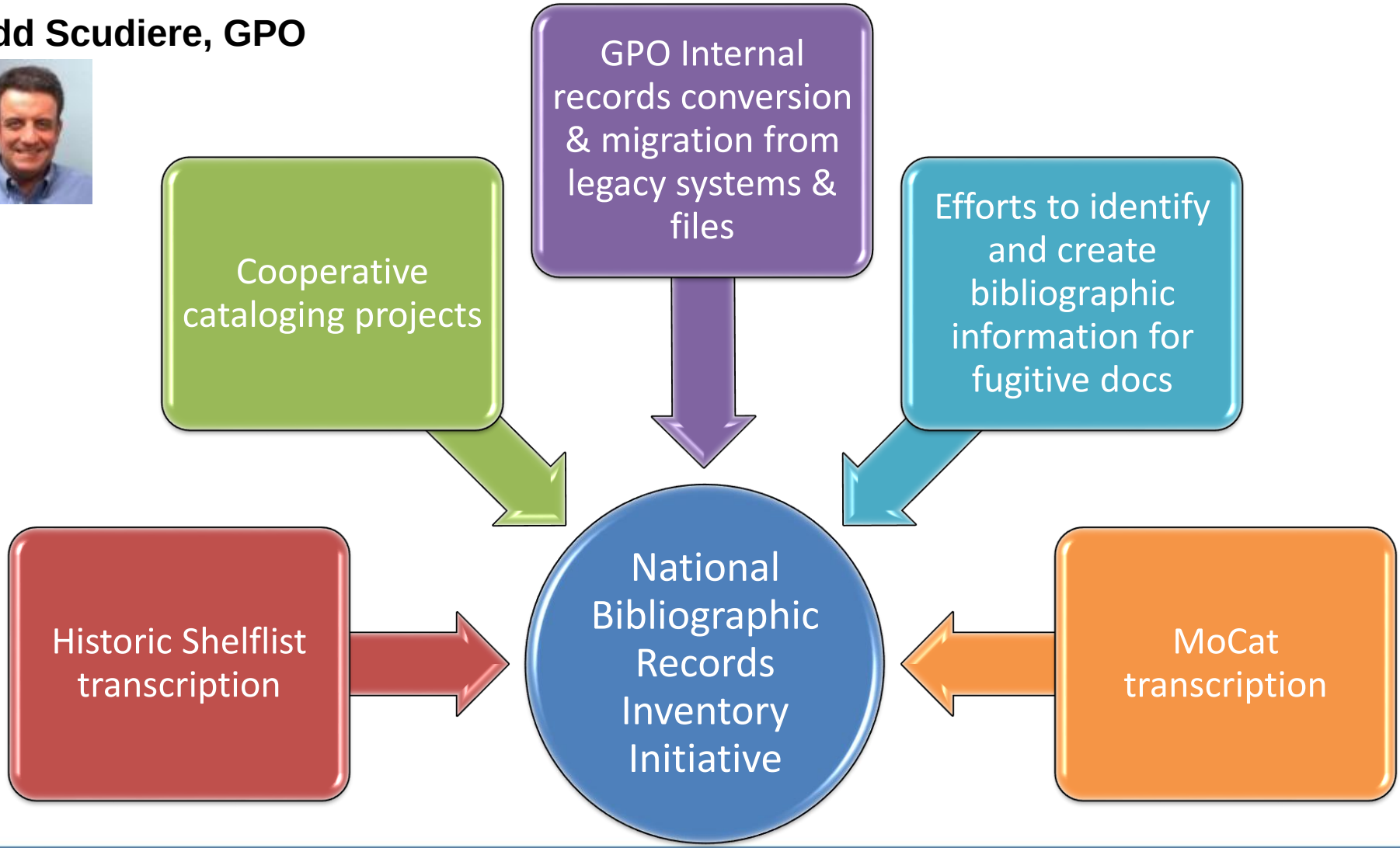
At FDLP.gov > Requirements and Guidance > Guidance, see these articles relating to collection development:

- "All or Mostly Online Federal Depository Libraries"
- "Amending Your Library's Selection Profile"
- "Depository Collection and Development"
- "Weeding a Depository Collection", related collection management article, if transitioning collection development to focus more on digital content

National Bibliographic Records Inventory Initiative

CATALOG OF U.S.
GOVERNMENT PUBLICATIONS

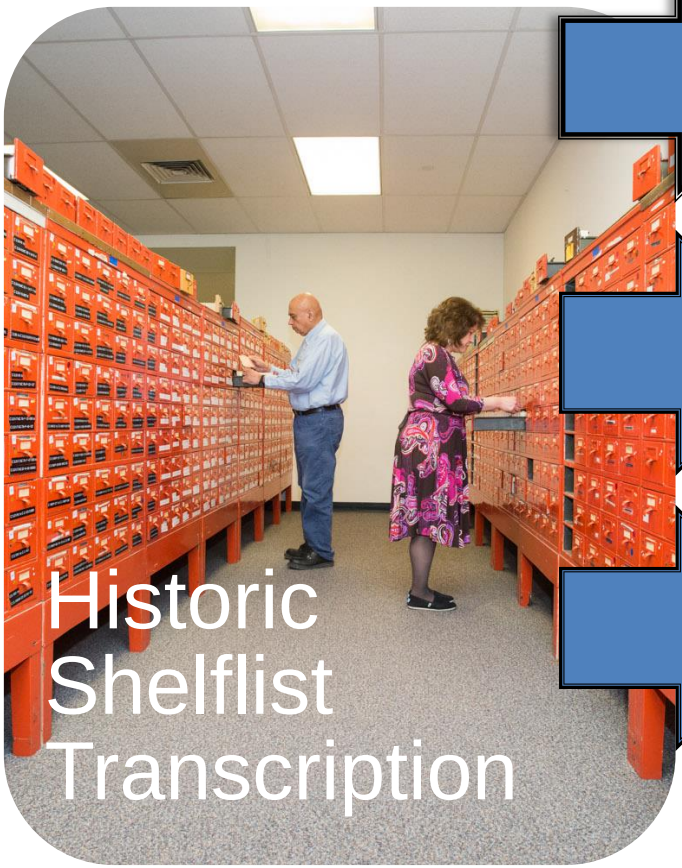
Todd Scudiere, GPO



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



Over 1 million cards

Bibliographic information on documents distributed through the FDLP

Transcribing, digitizing, and cleaning up records

Cataloging Record Distribution Program

Cataloging Record Distribution Program (CRDP)

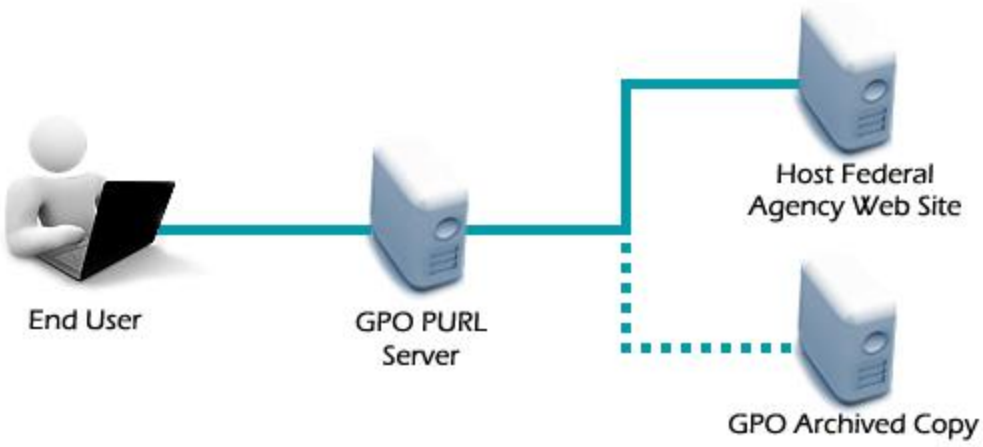
- Program to distribute cataloging records to depository libraries free of charge on a monthly basis
- Limited number of places, waiting list, annual confirmation of participation

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.

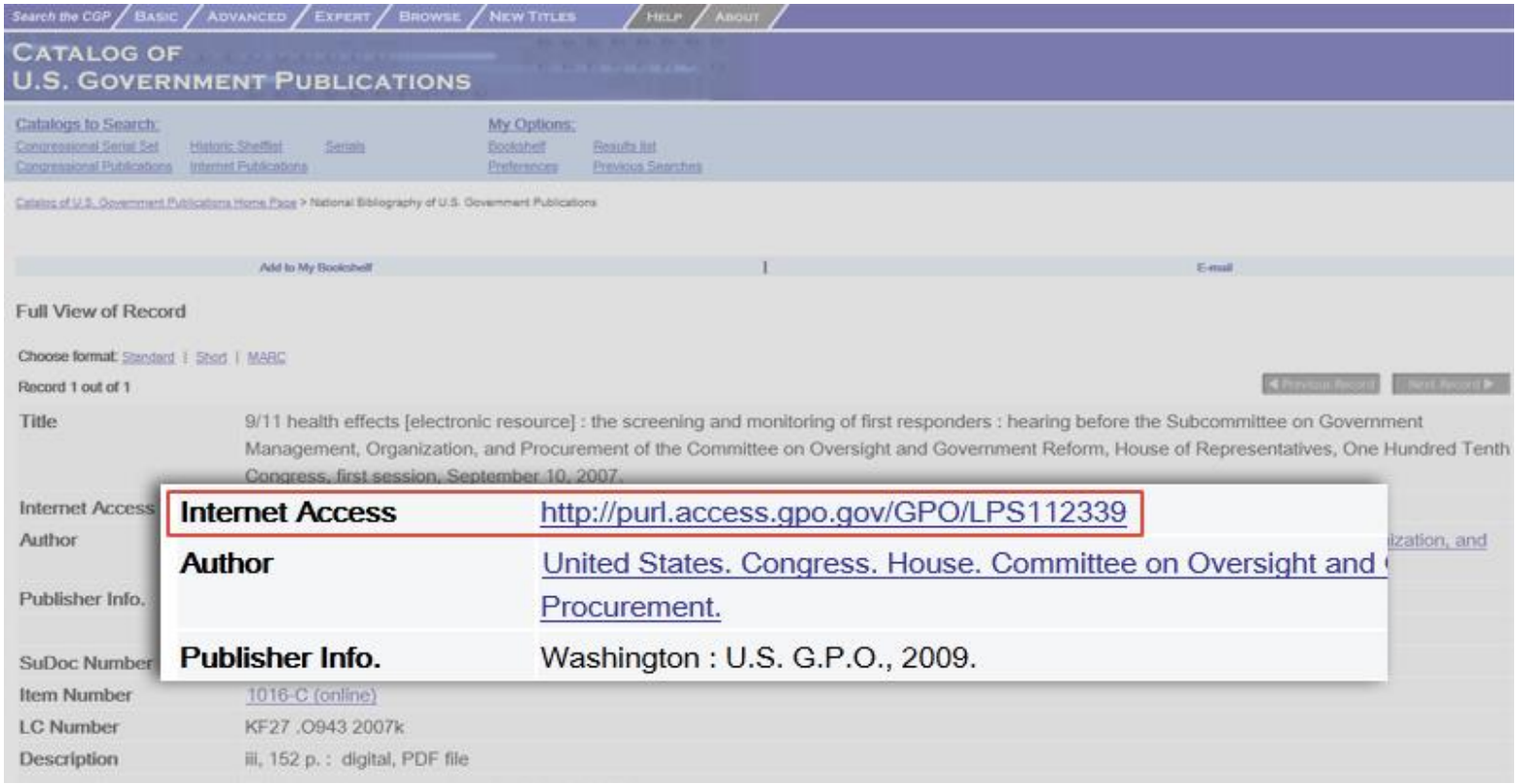
PURLS

Persistent Uniform Resource Locators (PURLs)



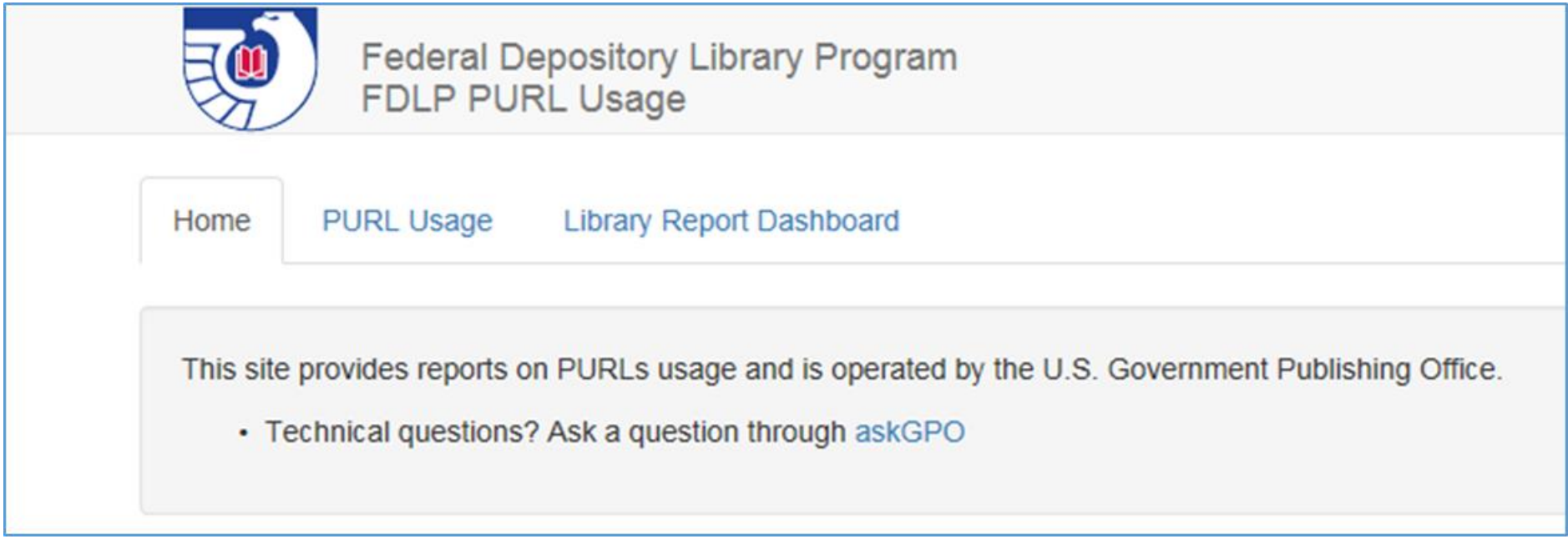
Finding PURLs

Persistent Uniform Resource Locators (PURLs)



PURL Usage Reports

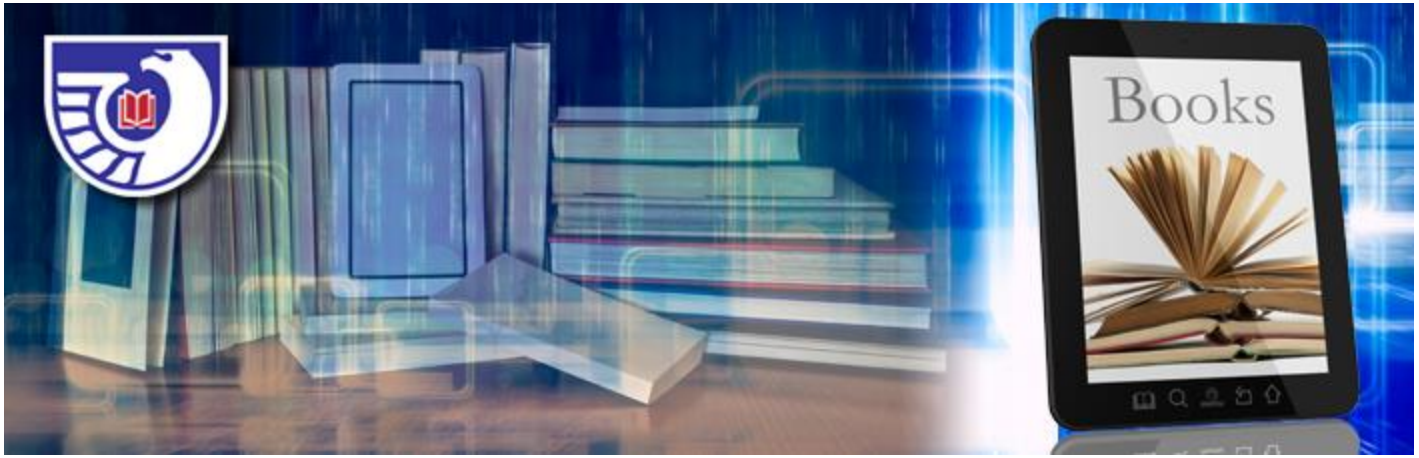
Persistent Uniform Resource Locators (PURLs)



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



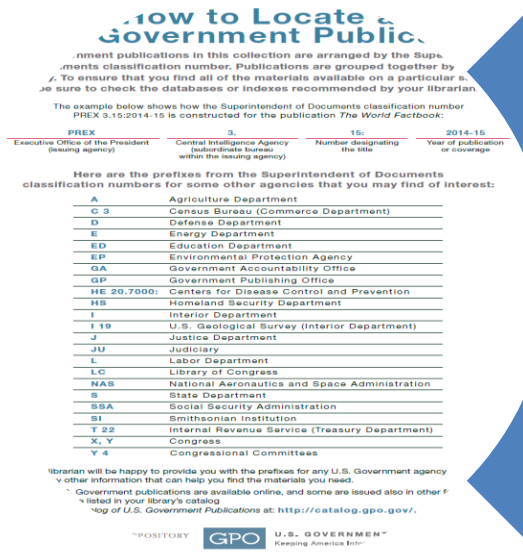
- Available in the Catalog of U.S. Government Publications (CGP)
- Users can download GPO-provided files of eBooks free of charge, for use on various eBook reading devices.

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



How to Locate a Government Public

nment publications in this collection are arranged by the Supe
ments classification number. Publications are grouped together by
To ensure that you find all of the materials available on a particular s
e sure to check the databases or indexes recommended by your librarian.

The example below shows how the Superintendent of Documents classification number PREX 3.15:2014-15 is constructed for the publication *The World Factbook*:

PREX	3.	15:	2014-15
Executive Office of the President (issuing agency)	Central Intelligence Agency (subordinate bureau within the issuing agency)	Number designating the title	Year of publication or coverage

Here are the prefixes from the Superintendent of Documents classification numbers for some other agencies that you may find of interest:

A	Agriculture Department
C 3	Census Bureau (Commerce Department)
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
GA	Government Accountability Office
GP	Government Publishing Office
HE 20.7000:	Centers for Disease Control and Prevention
HS	Homeland Security Department
I	Interior Department
I 19	U.S. Geological Survey (Interior Department)
J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
NAS	National Aeronautics and Space Administration
S	State Department
SSA	Social Security Administration
SI	Smithsonian Institution
T 22	Internal Revenue Service (Treasury Department)
X, Y	Congress
Y 4	Congressional Committees

librarian will be happy to provide you with the prefixes for any U.S. Government agency
other information that can help you find the materials you need.
Government publications are available online, and some are issued also in other f
listed in your library's catalog
log of *U.S. Government Publications* at: http://catalog.gpo.gov/.

POSITORY GPO U.S. GOVERNMEN
Keeping America Inf

Superintendent of Documents (SuDocs) Classification Scheme

GPO Library Technical Services Webcasts and Webinars

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.

Jaime Huaman, GPO

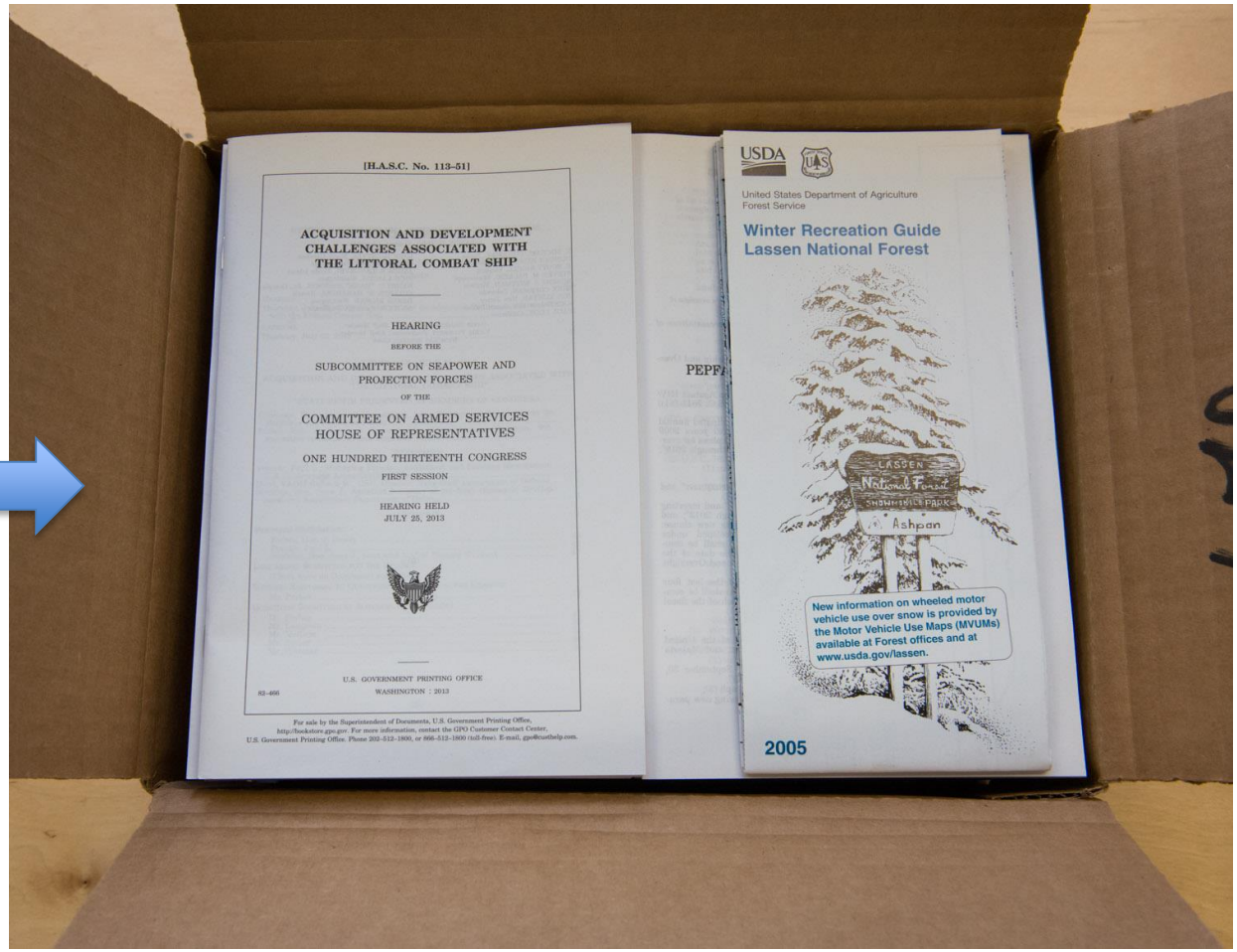
Regular Box Shipments

Library Number

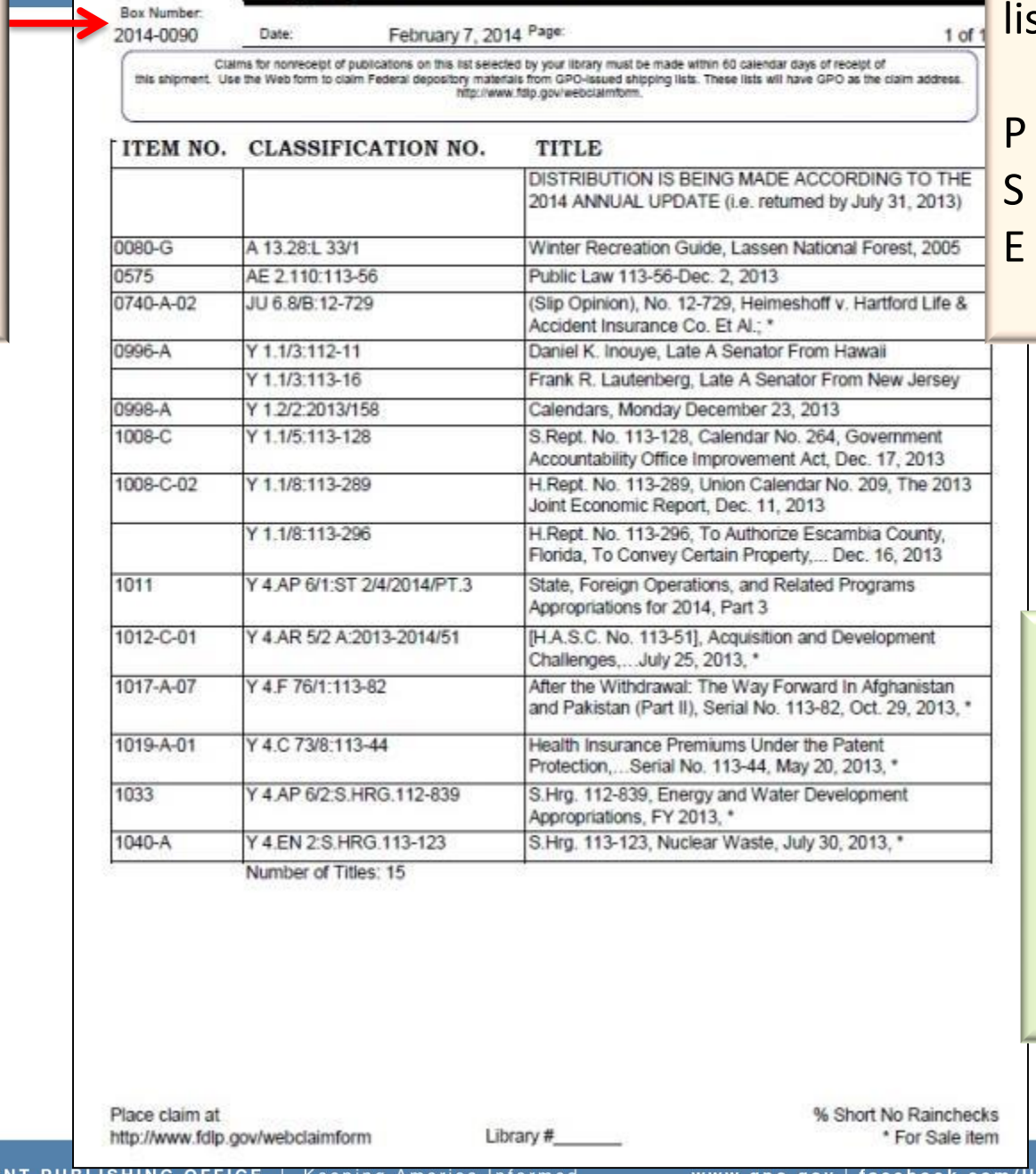
What's in the Box?

Well duh!

Goodies
are inside.



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 materials from GPO-issued shipping lists. These lists will have GPO as the claim address. http://www.fdlp.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 13.28:L 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 Patent 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.fdlp.gov/webclaimform

Library #_____

% Short No Rainchecks

* For Sale item

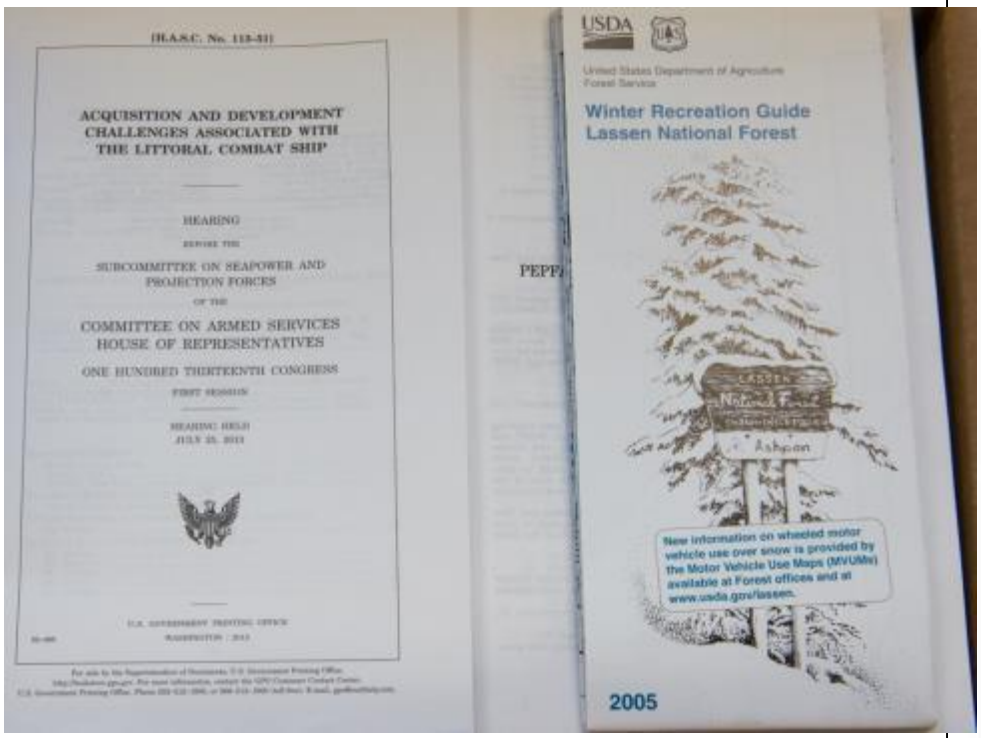
Indicates shipping list number.

P = paper
S = separates
E = electronic

TIP

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

What's in the Box?



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 materials from GPO-issued shipping lists. These lists will have GPO as the claim address. http://www.fdlp.gov/webclaimform.

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0740-A-02	JU 6.8/B:12-729	(Slip Opinion), No. 12-729, Heimeshoff v. Hartford Life & Accident Insurance Co. Et Al.; *
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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
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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, *
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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.fdlp.gov/webclaimform Library #_____

% Short No Rainchecks
* For Sale Item

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

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 materials from GPO-issued shipping lists. These lists will have GPO as the claim address. http://www.fdlp.gov/webclaimform.

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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
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1040-A	Y 4.EN 2:S.HRG.113-123	

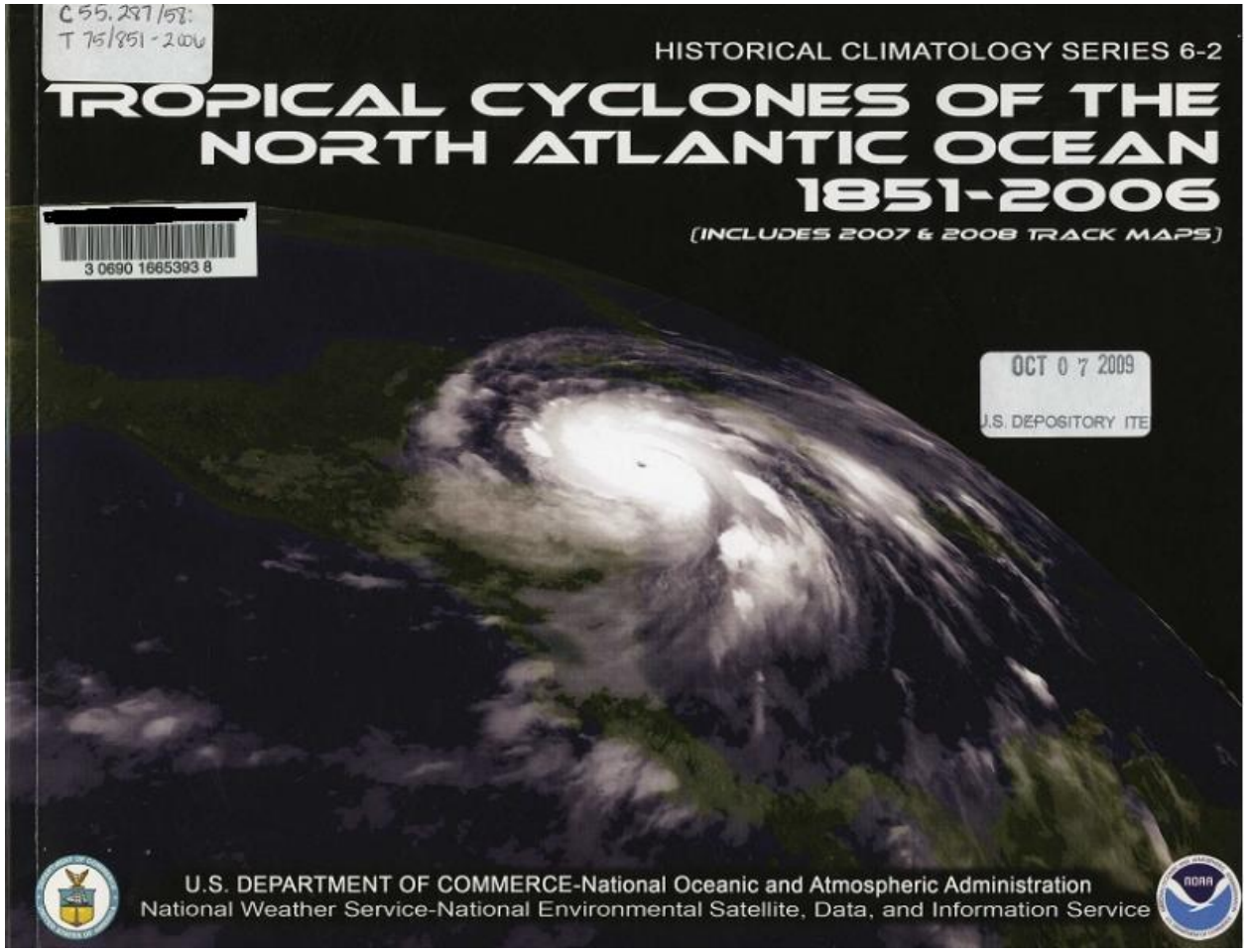
Number of Titles: 15

Place claim at
http://www.fdlp.gov/webclaimform Libra

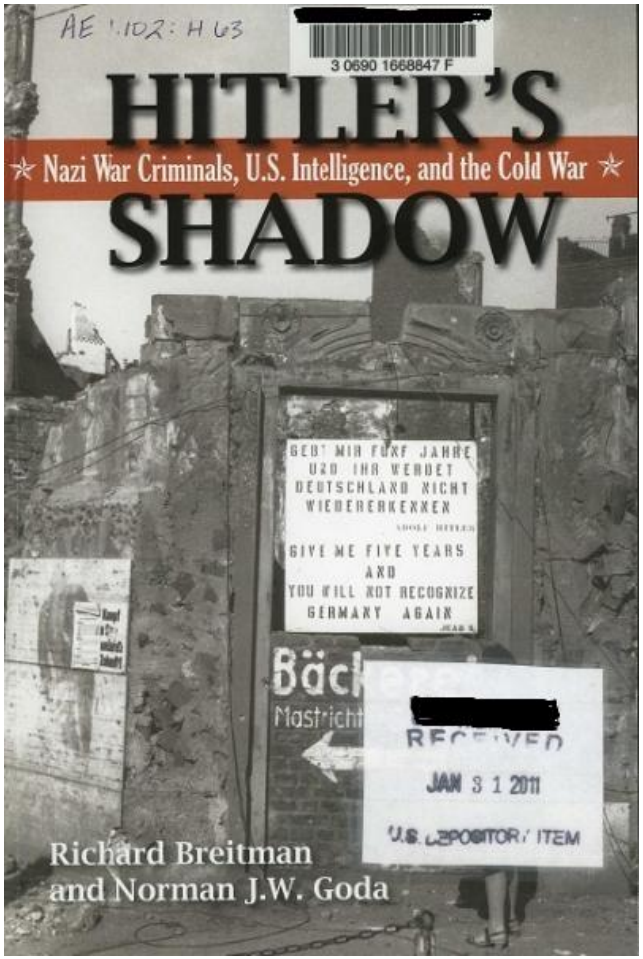
The following list is for: Download CSV **NOTE**: In CSV file, certain item numbers are contained in single quotes to prevent spreadsheet software from removing leading zeros in those items.

Library # [redacted]

0001	Y	0001-A	Y	0001-A-01	Y	0002	N	0002-A	N
0003	Y	0004-A	Y	0004-A-01	Y	0004-B	Y	0004-C	N
0006	Y	0006-C	Y	0006-G	N	0006-H	N	0006-J	Y
0006-J-03	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



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



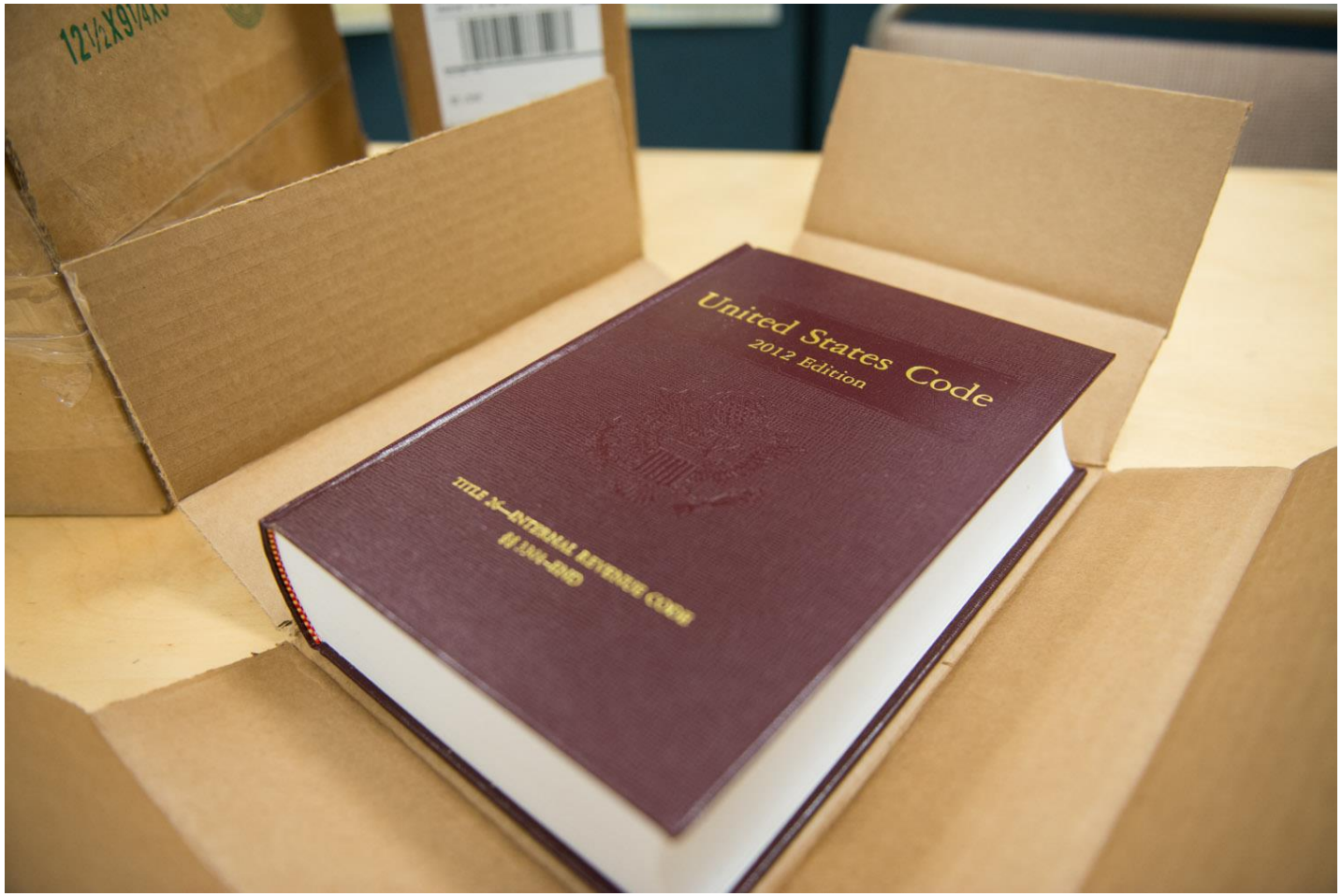
LRPR 16: Library staff must be able to identify the shipping list date, date of receipt, or the date of processing of depository material for retention purposes.

Separate Boxes

Library Number

Shipping List Number

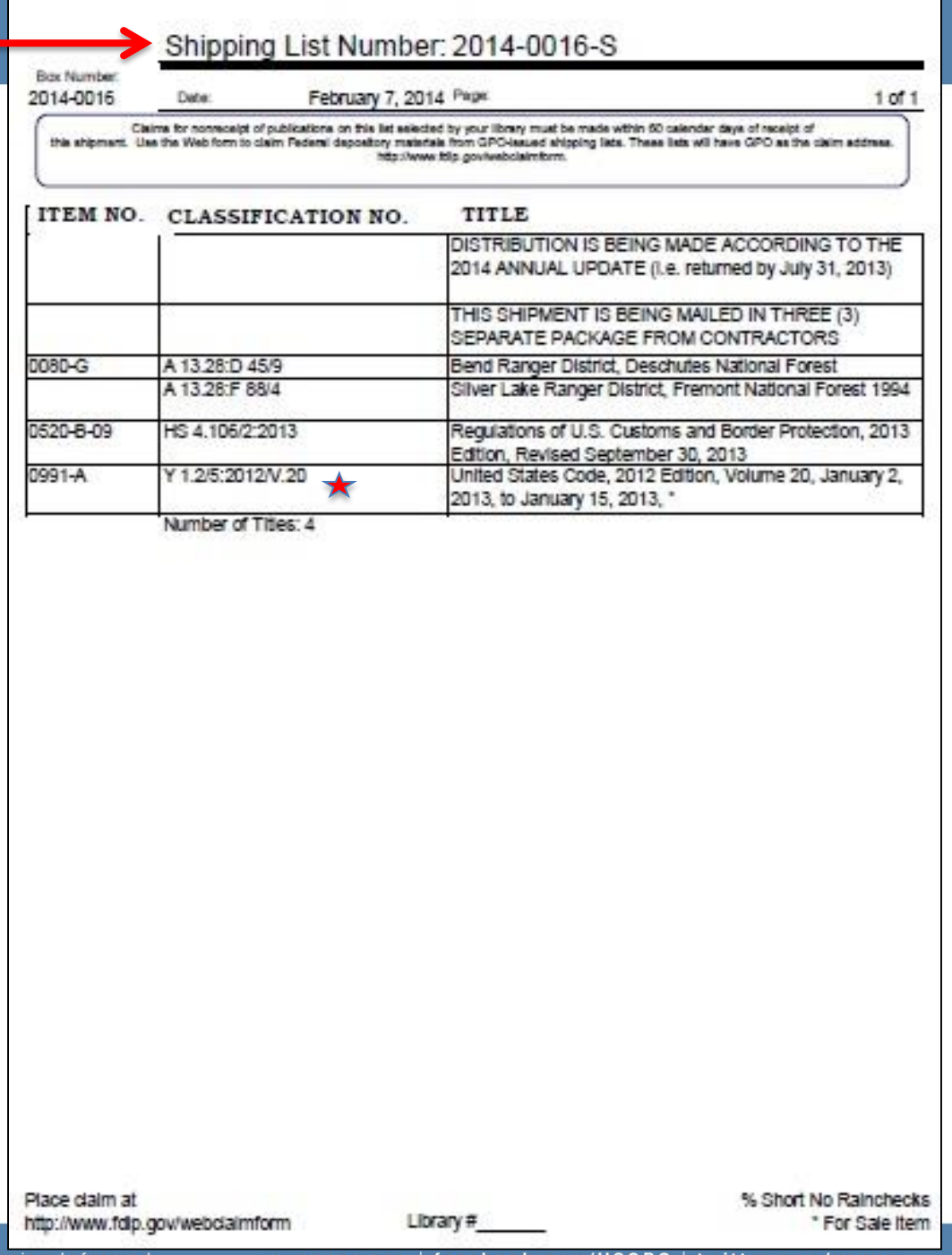
Separates



S = Separates

Separates

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



Shipping List Number: 2014-0016-S

Box Number: 2014-0016 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 materials from GPO-issued shipping lists. These lists will have GPO as the claim address. http://www.fdlp.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.fdlp.gov/webclaimform Library #_____ % Short No Rainchecks * For Sale Item

Shipping Lists

Shipping Lists

Claims

Claim

- Selected but not received
- Publications damaged during shipment
- Defective publications
- Individual Publications or entire shipment

Do Not Claim

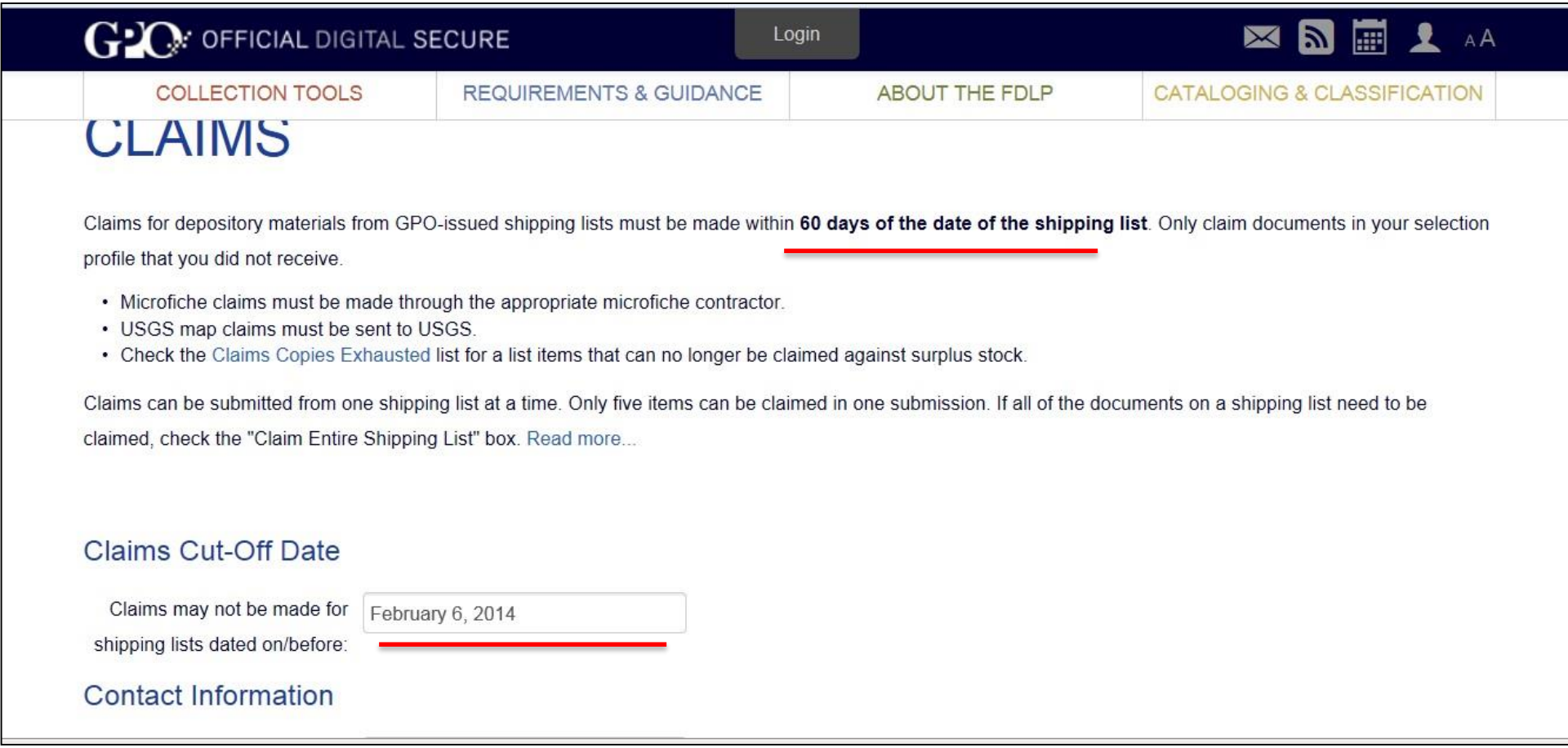
- Publications not on the library's item selection profile
- Newly selected publications whose selection is not yet in effect (Oct 1)
- Material on the Claims Copies Exhausted page
- Material listed as 'shipped short'

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

GPO OFFICIAL DIGITAL SECURE
Login
AA
FDLP
Federal Depository Library Program
HOME
CONTACT US
Search...
Search
COLLECTION TOOLS
REQUIREMENTS & GUIDANCE
ABOUT THE FDLP
CATALOGING & CLASSIFICATION
CLAIMS
DSIM
ITEM
LIST OF CLASSES
LOSTDOCS
NEEDS & OFFERS
PURL REFERRALS
SHIPPING LISTS
SHIPPING LIST THIS WEEK
UNION-L
WEBTECH NOTES
Submit a request within 60 days for any publication in your depository shipment that is missing, misprinted or damaged.
FDL Conference
FEDERAL DEPOSITORY LIBRARIES
Communities
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.
FDLP Basics
LEARN ABOUT THE PROGRAM
New to GovDocs?
VIEW OUR QUICKSTART GUIDE
Join the FDLP
LEARN ABOUT THE BENEFITS

Claims


GPO OFFICIAL DIGITAL SECURE
Login
AA
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:
February 6, 2014
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.

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

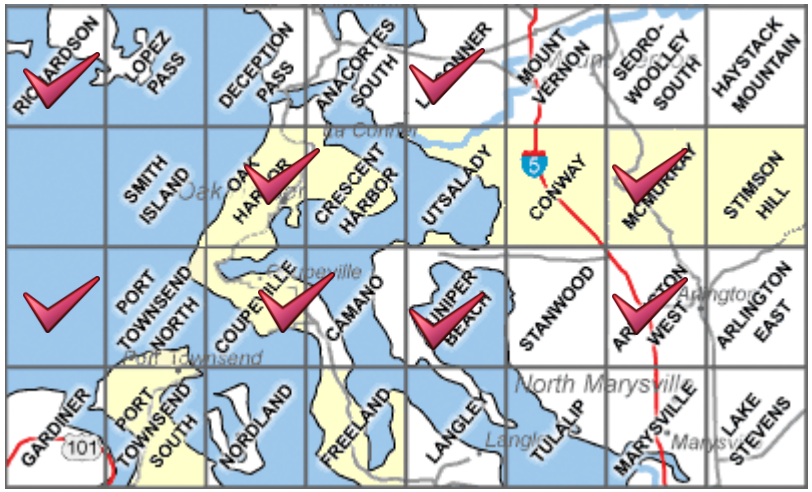
What is a shelflist?

- 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 tangible 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*
- Cataloging Record Distribution Program *free*
- 3rd 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.).

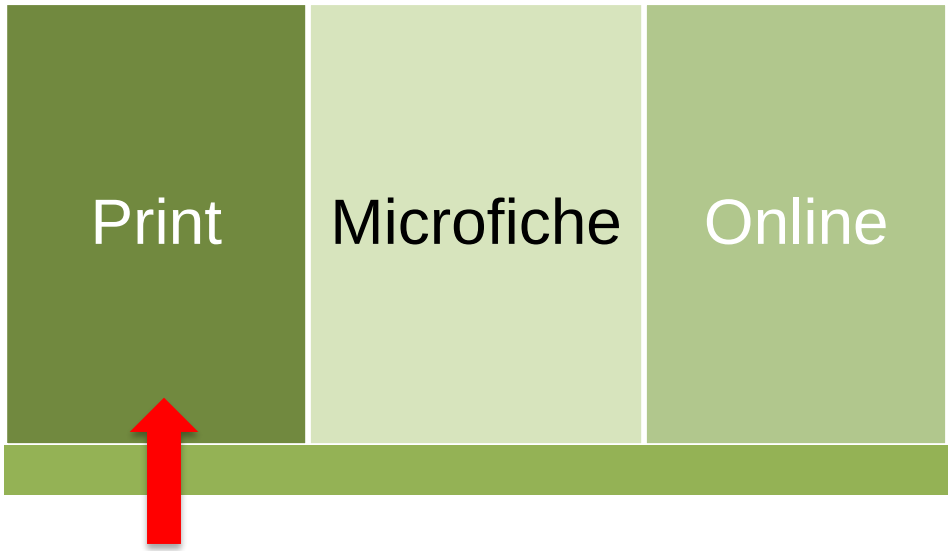
- Learn about how GPO catalogs on fdlp.gov > Cataloging & Classification, or in webinar archive

Multiple Formats

Old – Multiple format Record

Print
Microfiche
Online

Now - Separate records for each format



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

Regional Depository Libraries

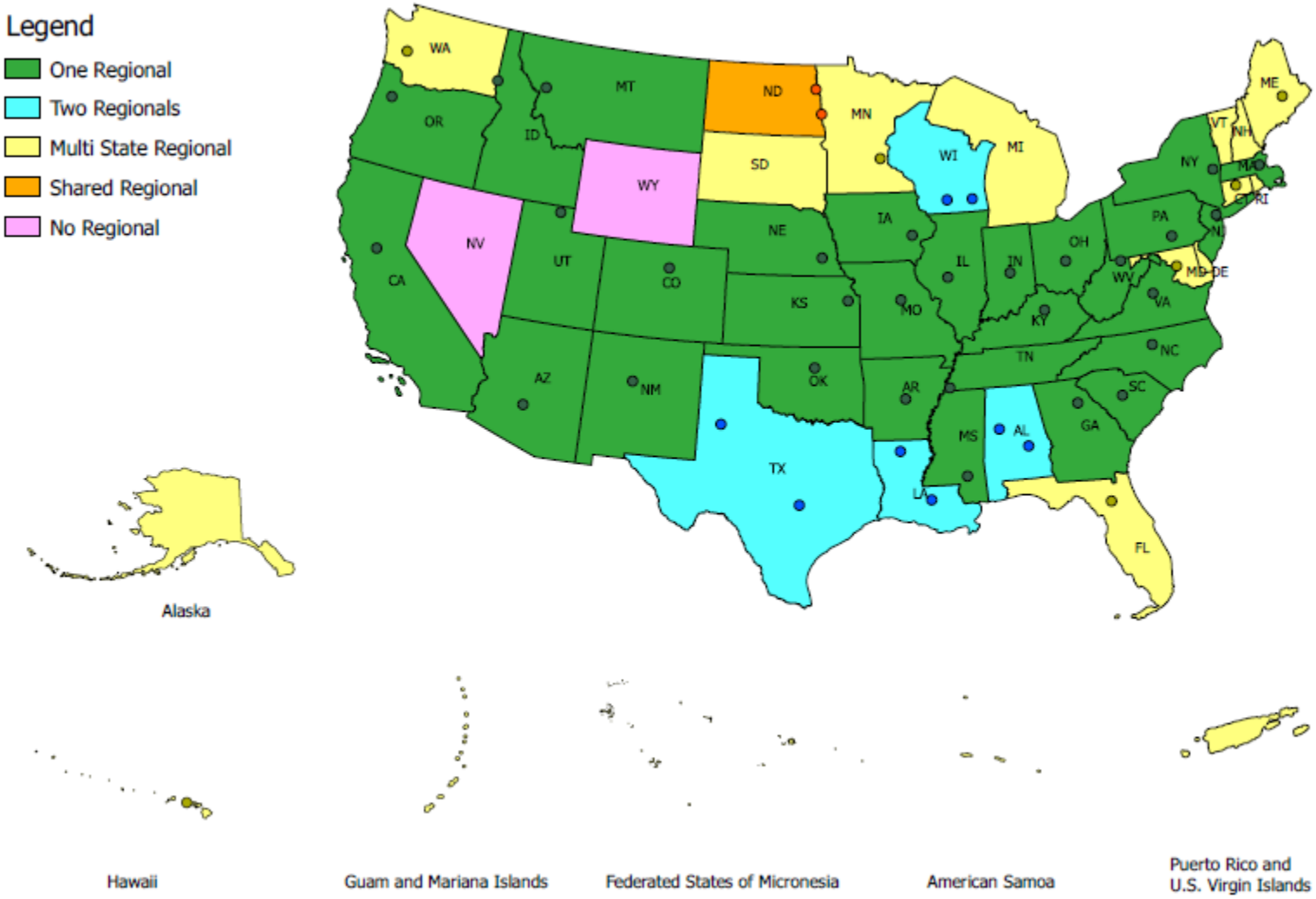
- Receive at least one tangible format of all publications made available to depositories and they are required to retain those items in perpetuity (with some exceptions) – AKA “comprehensive collection”
- Serve as liaisons between the selective libraries in the state (or region) and LSCM
- Provide ILL, 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 from 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

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



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

Selective Depository Libraries

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!

Ashley Dahlen, GPO

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 generally not eligible for this option, although GPO is beginning to implement a regional discard policy for a limited number of titles.
- 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

- Official
- Complete
- Free of charge

- Published by the Federal Government, at Government expense, or as required by law
- Check for all supplements, appendices, images, charts
- Must be available at no cost to the user

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
Superseded List 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.				
Substitution Guidelines 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
5 Year Rule- 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.

Keep your eyes out for…

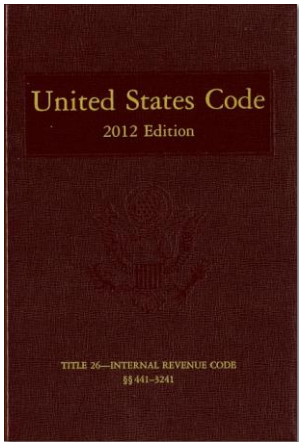
Regional Discard Policy

- Will permit regional depositories to substitute regional copies of material, provided they meet certain criteria
  - Material has been held for at least 7 years
  - Material is authenticated in FDsys/**govinfo**
  - At least 4 copies are held in geographically disbursed areas under Memorandum's of Agreement
- Regionals must have permission from GPO to weed.

Also keep an eye out for…

- FDLP eXchange
  - Weeding tool that your region may opt to implement
  - Streamlines the offering and claiming of materials
  - Enables Needs to match on Offers and alerts libraries of matches
  - Enables libraries to search lists in various ways

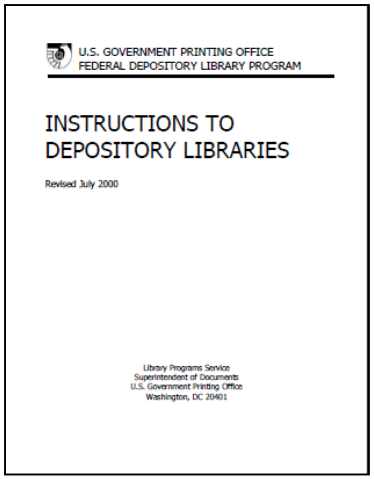
FDLP Rules - Title 44 USC



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

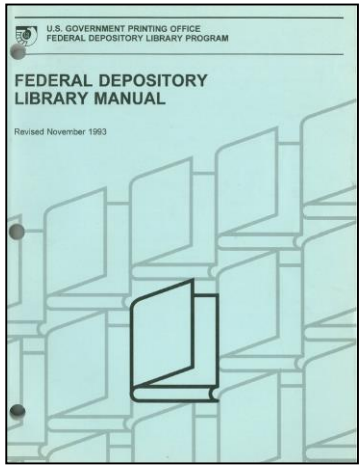

U.S. GOVERNMENT PRINTING OFFICE
FEDERAL DEPOSITORY LIBRARY PROGRAM

INSTRUCTIONS TO
DEPOSITORY LIBRARIES

Revised July 2000

Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

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


U.S. GOVERNMENT PRINTING OFFICE
FEDERAL DEPOSITORY LIBRARY PROGRAM

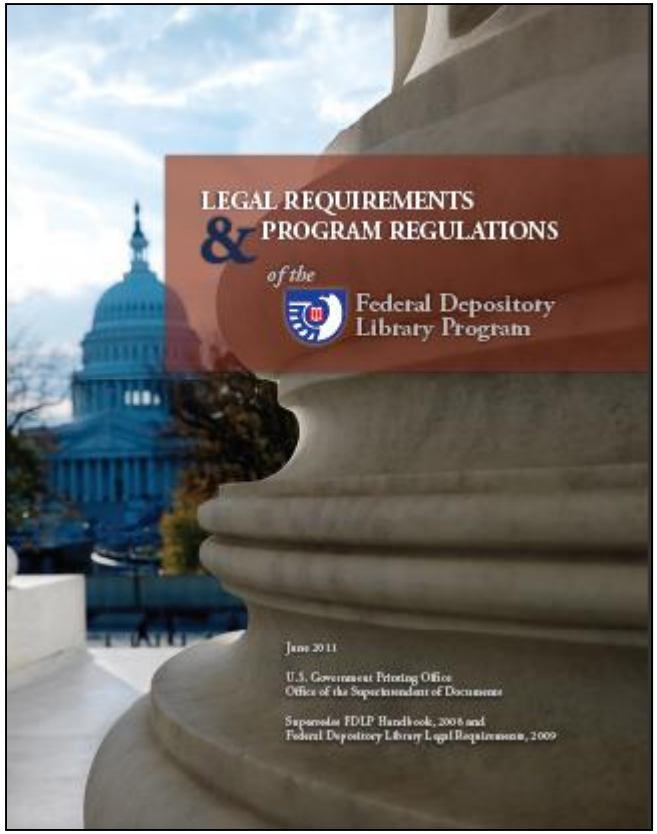
FEDERAL DEPOSITORY
LIBRARY MANUAL

Revised November 1993

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

Assessments and library visits

- Investigations of the conditions in depository libraries required by Title 44 U.S.C. §1909
- Ways GPO has done this:
  - Inspections (on site at the library)
  - Self-studies leading to inspections as needed
  - Public Access Assessments (phone call & remote review)
  - Library visits
    - Executives and/or LSCM/O&S staff
    - Can provide onsite training

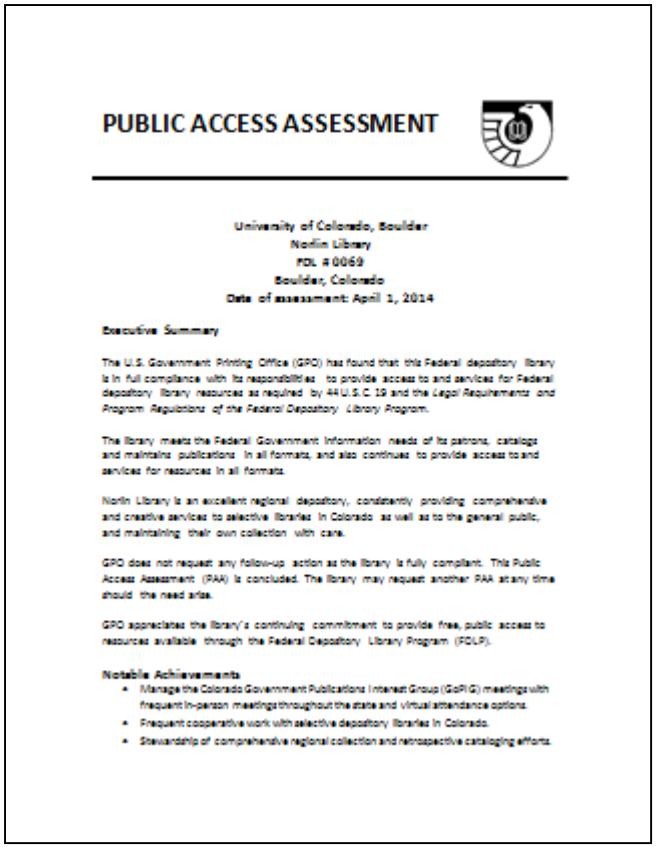
Assessments

- They don't have to be intimidating or scary – they are an opportunity for communication.

- Benefit – An assessment can help you make your case internally for improvements or addressing issues.

- GPO highlights notable achievements and recommendations

Sample PAA Report



PUBLIC ACCESS ASSESSMENT

University of Colorado, Boulder
Norlin Library
FDL # 0069
Boulder, Colorado
Date of assessment: April 1, 2014

Executive Summary

The U.S. Government Printing Office (GPO) has found that this Federal depository library is in full compliance with its responsibilities to provide access to and services for Federal depository library resources as required by 44 U.S.C. 19 and the *Legal Requirements and Program Regulations of the Federal Depository Library Program*.

The library meets the Federal Government information needs of its patrons, catalogs and maintains publications in all formats, and also continues to provide access to and services for resources in all formats.

Norlin Library is an excellent regional depository, consistently providing comprehensive and creative services to selective libraries in Colorado as well as to the general public, and maintaining their own collection with care.

GPO does not request any follow-up action as the library is fully compliant. This Public Access Assessment (PAA) is concluded. The library may request another PAA at any time should the need arise.

GPO appreciates the library's continuing commitment to provide free, public access to resources available through the Federal Depository Library Program (FDLP).

Notable Achievements

- Manage the Colorado Government Publications Interest Group (GoPIG) meetings with frequent in-person meetings throughout the state and virtual attendance options.
- Frequent cooperative work with selective depository libraries in Colorado.
- Stewardship of comprehensive regional collection and retrospective cataloging efforts.

- 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 to ensure that public services remain available.

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 for 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

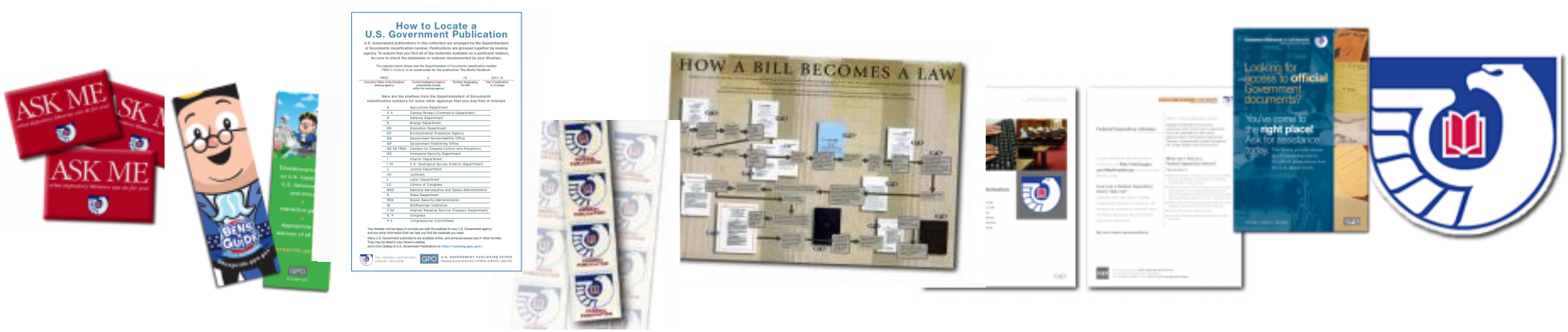
Contingency Plans

- 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

Promotion



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, journal articles, etc.

What does "Visibility" mean?

In order to benefit from the resources of Federal depository libraries, the public and researchers must be aware that these valuable information resources exist and where they can receive assistance in using U.S. Government information.

"The depository collection and services must be visible to library users and potential users. For example, depository of Federal government information may be visible through cataloging, information on web pages, or other promotional efforts." (#33, *Legal Requirements and Program Regulations*)

Visibility

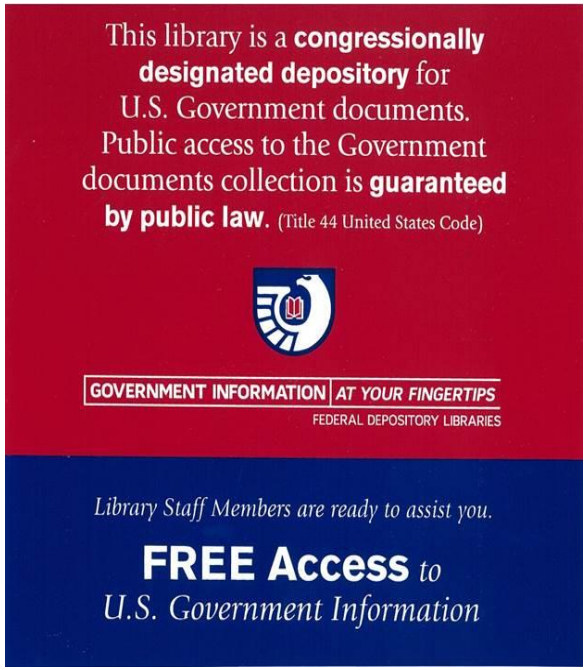
Examples of activities that raise visibility include:

- Clear identification of the library as a Federal depository library (both in the library and online)
- Cataloging of U.S. Government resources that are in your library's catalog
- Prominent placement of tangible collections and public service points within the library building
- Training of public services personnel to identify and locate depository resources in the library and online
- Information sharing with nearby depository and non-depository libraries
- Ongoing promotional activities to all user groups

Visibility – Advertise FDLP content

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

Visibility – Connecting with Patrons



By engaging in these activities and others like them, you can help make your community aware of your library's status as a center of U.S. Government information, with collections and expertise.

More at FDLP.gov > Requirements and Guidance > Guidance > Visibility of the Depository Library and Collection

Plan Promotional Activities

Naturally, popular marketing activities within the library includes cake and refreshments!

Promotion Resources on FDLP.gov

Promotion

Details
Last Updated: September 21 2016
Published: April 14 2016

This section contains information about how to promote your Federal depository library within your community.

- FDLP Guide to Social Media
- Order FDLP Promotional Materials
- Promotional Tips and Ideas
- FDLP Digital Marketing Toolkit (for download)
- Tips for Celebrating Depository Anniversaries / Request Anniversary Certificates & Plaques
- Celebrating Constitution Day

FDLP Guide to Social Media

New!!

Engaging your patrons via social media is a great way to make them aware and get them interested in depository resources and services.

Guide includes:

- Description of GPO social media outlets and how you can provide content for these
- Suggested best practices and sample posts

Promotion About Promotion

GPO webinar: “Showcasing Your Library: FDLP Promotional Tools and Tactics” at FDLP.gov > About the FDLP > FDLP Academy

A few marketing resources from the depository community:

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

Have Fun with Promotion!

Have fun sharing about the value and usefulness of your library's collection of U.S. Government information and the related services and staff expertise!

Questions?

Office of Outreach & Support, LSCM