

What's in the box?

FDLP Coordinator Certificate Program
Date recorded 7/24/2015

Learning Objectives

Participants will be able to:

- Demonstrate what content is out-of-scope of the FDLP
- Define what item numbers are used for
- Identify various tools used when working with item selection profiles
- Understand the basics of processing depository shipments
- Put in a claim request

LSCM Acquisitions

- Acquires information products from all three branches of the U.S. Government
- Determines what is in scope of the FDLP and C&I programs
- Determines distribution approach, tangible or electronic, or multiple formats

Methods

- Ride print order:
 - order tangible stock for distribution
 - 1 copy ordered for cataloging if will not be distributed in tangible format
- Review agency web sites (identify content for cataloging or web harvesting)
- Look at tangible publications, including U.S. Government periodicals
 - Bibliographies
 - Publication announcements
 - References to other titles
- Receive material through “deposit” agreements with Federal agencies

Methods

- Listen to the radio, read the newspaper
- Suggestions from the FDLP and library community, i.e., Lost Docs (<http://www.fdlp.gov/collection-tools/lostdocs>)
- Document Discovery (<http://www.gpo.gov/libraries/agencies/>)
- Identify publications being acquired for the GPO Sales Program
- Subscribe to agency e-mail lists, announcement services, blogs, etc.

Types of Publications Not Ordered

- Classified materials
- Official use-only materials
- Administrative or Internal use-only materials
- Those with no public interest or educational value
 - Posters with minimal information content
 - Bookmarks
- Parts of publications, drafts (except Draft Environmental Impact Statements)

Deciding what to order: Information from Agency

- Is this publication in scope?
- New publication? Revision? Reprint?
- What is the publication type?
- Will it be available online?

Deciding what to order: *Cataloging & Indexing Program*

- Is this item already cataloged?
- What information can be found about this title?

Deciding what to order: *List of Classes and Essential Titles List*

- Current edition used (<http://www.fdlp.gov/file-repository/collection-management/list-of-classes>)
- Use item numbers to determine formats and amounts
- Use Essential Titles List to determine formats

Challenges

- Title 44 mandate for submission to GPO – no enforcement mechanism
- Characteristics of online publications
 - Tendency to disappear, inconsistent updating, continuous updating harvesting complexities, etc.
- Pre-publication ordering – hard to ‘guess’ what is being printed off of a print request form

Distribution

- FDLP materials are shipped to depository libraries
- Electronic only materials are PURLed, and harvested using a variety of harvesting methods and tools
- FDLP and C&I materials are included in the CGP

Item Number System

- Item numbers represent categories of publications organized by publishing agency
- Some titles have different item numbers for each format - in most cases, selectives may select one tangible format (CDs and DVDs are an exception)
- Your item selection profile is the list of item numbers your library has selected to receive

User Needs

- Item selection profiles should be updated regularly to ensure that user needs are being met
- The needs of both primary and non-primary users must be considered
- Collection development policies and plans are recommended

Old practice	New practice
'Map' or add new item numbers to libraries' selection profiles based on similarity of content	'Map' or add new item numbers to selection profiles based on similarity of content AND format(s) * GPO will never add a tangible format to an online only selection profile

Online Only (EL) Item Numbers

Why libraries should select online only (EL) item numbers:

- Receive cataloging records for EL items when purchased from vendor
- “Locate in a Library” feature in the CGP
- Use of various collection tools is easier
- Sometimes agencies decide to switch formats

Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Available on fdlp.gov at https://selections.fdlp.gov/OA_HTML/gpolibItemLister.jsp

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

DSIMS

Depository Selection Information Management System
– add and drop item numbers from your item selection profile

Search available item numbers [All Products] Go

Quick Links

Selection Profile

List of Classes (PDF)

List of Classes Data

Files

DSIMS Tutorial

Current Selection Profile for Library [REDACTED]

(Drop) (Swap) (Download CSV)

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

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

List of Classes

- Official list of publications available for selection
- Published annually
- Distributed to all depository libraries in paper once a year
- Format designations- (P), (MF), (E), (EL), (CD), (DVD), (FL)



SuDoc: GP 3.24:year

Also updated biweekly in an electronic file at: <http://www.fdlp.gov/file-repository/collection-management/list-of-classes/list-of-classes-data-files>

WebTech Notes * Available from fdlp.gov

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 No.	Category	Last Modified	Status
<input type="checkbox"/> The Employment of Negro Troops, 1994	D 114.17:N 31	0345	CC	2015-07-13	Edited
<input type="checkbox"/> Reference Guide (series) (P)	LC 19.26:	0806-A-30	UN	2015-07-10	Edited
<input type="checkbox"/> Facts (series) (P)	LC 19.15:	0806-A-10	UM	2015-07-10	New
<input type="checkbox"/> Reference Circulars (P)	LC 19.42:	0806-A-11	UM	2015-07-10	New
<input type="checkbox"/> Mineral Industry Surveys, Mineral Industry of (Country) Mineral (annual)	I 19.163:	0621-J-14	UM	2015-07-10	Edited
<input type="checkbox"/> Mineral Industry Surveys, Mineral Industry of (Country) Minerals	I 19.163:	0621-J-14	UN	2015-07-10	Edited
<input type="checkbox"/> FHWA-FLH (series)	TD 2.30/17:	0982-G-96	UM	2015-07-10	Edited
<input type="checkbox"/> US Army Psychiatry in the Vietnam War : New Challenges in Extended Counterinsurgency Warfare, 2014 (P)	D 104.2:P 95/4	0351	WH	2015-07-10	New

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

Documents Data Miner 2

- Non-GPO Tool
- Information comes from GPO sources
- Look at Item Selection Profile
- Look at Shipping Lists
- List of Classes

DOCUMENTS DATA MINER 2
HOME INTRODUCTION TOOLS DDM FDLF FEEDBACK TUTORIAL

LOGOFF
CATALOG
DEPOSITORY SELECTION & DIRECTORY
INACTIVE LOC
LIST OF CLASSES
LIST OF CLASSES
MARC LOCATOR
SHIPPING LISTS
SHIPPING LISTS
SUPERSEDED LIST
URL LOCATOR

WELCOME TO DOCUMENTS DATA MINER 2.
A Library Management System for United States Government Documents
Developed and maintained by Wichita State University Libraries
using data published by the Government Printing Office.

TEXT ONLY
Searchable - Linked to GPO pdf files - Linked to GPO MARC records - Can set filter for Depository Profiles.

LIST OF CLASSES
Search the current list of Classes by agency, item number, sudoc stem, title, format and status (active/inactive).

GPO INACTIVE / DISCONTINUED
Search the Inactive/Discontinued List published by the GPO.

GPO INACTIVE LOC records
Search for old List of Class records including Notes and Annotations.

SUPERSEDED LIST
Search the 2002 Superseded List.

DEPOSITORY SELECTION & DIRECTORY
Start here to search any depository profile. This feature merges profile data with list of Classes fields, creating the union list function. Depository directory and e-mail functions.

SHIPPING LISTS
Begin here for shelf listings of items shipped by the FDLF. Depository Profile filter available.

MARC LOCATOR
GPO MARC cataloging Records 12-98 to present. This feature allows searching and down loading.

URL LOCATOR
Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.

CATALOG
Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.

Tools
Union list configuration. Set records per page. Exports. DDM2 Survey Take the DDM2 Survey.

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

Selection Requirements

- Until recently, all libraries were required to select 0556-C and 1004-E – Regulation 10 is rescinded.
- Selectives may select only one tangible format for a title. Regional depositories may select titles in both formats, and are required to select at least one tangible format for all items.
- Some item numbers are available only to regionals and/or law libraries

Tangible Processing: Paper and Electronic

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



Tangible Processing: Microfiche

- Orders placed with vendor
- Vendor sends Shipping Lists for approval
- Sent directly to depository libraries by vendor



Box Processing



- Sent by GPO



- Sent by vendor

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

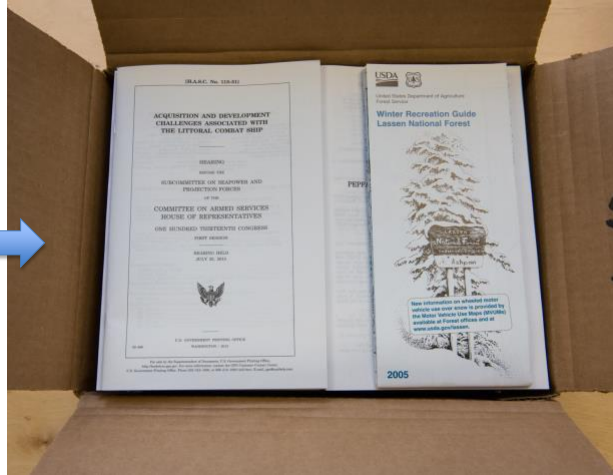
Regular Box Shipments



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 material from GPO-insured shipping risks. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>.

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
0090-G	A 13.281.33/1	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 6/1ST 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. 113-62, 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		

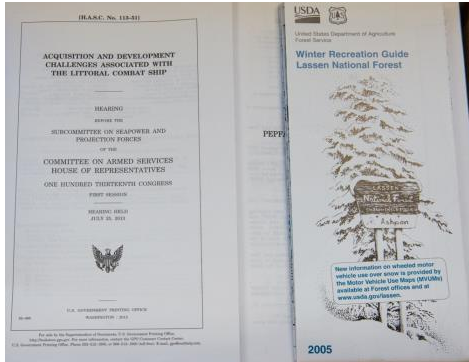
Indicates shipping list number.

P = paper
S = separates
E = electronic

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

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

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 link from the claim: Federal Depository Program from GPO's website. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>

ITEM NO.	CLASSIFICATION NO.	TITLE
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0575	AE 2 110 113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6 8/B: 12-729	(Slip Opinion), No. 12-729, Heimeshoff v. Hartford Life & Accident Insurance Co. Et Al, *
0996-A	Y 1 1/3: 112-11	Daniel K. Inouye, Late A Senator From Hawaii
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0996-A	Y 1 2/2: 2013:158	Calendars, Monday, December 23, 2013
1005-C	Y 1 1/6: 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 61:3T 2/4/2014PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 5/2 A:2013-2014S1	[H.A.S.C. No. 113-51], Acquisition and Development Challenges... July 25, 2013, *
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1019-A-01	Y 4 C 736:113-44	Health Insurance Premiums Under the Patent Protection... Serial No. 113-44, May 20, 2013, *
1033	Y 4 AP 62:3:HRG:112-839	S Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4 EN 2:5:HRG:113-123	S Hrg. 113-123, Nuclear Waste, July 30, 2013, *

Number of Titles: 15

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

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 link from the claim: Federal Depository Program from GPO's website. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>

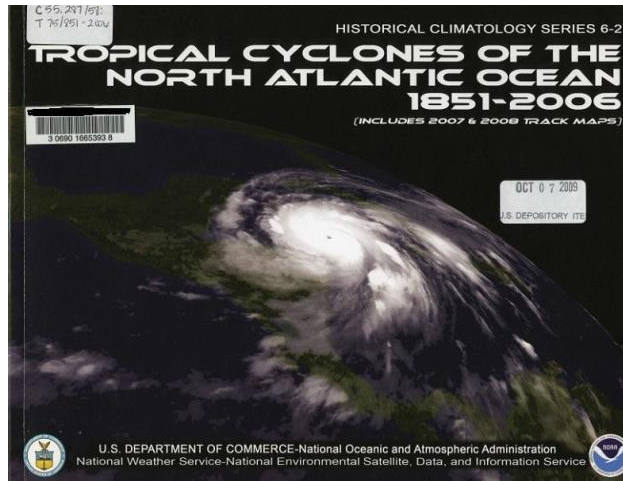
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	Y 1 1/8: 113-296	H Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4 AP 61:3T 2/4/2014PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 5/2 A:2013-2014S1	[H.A.S.C. No. 113-51], Acquisition and Development Challenges... July 25, 2013, *
1017-A-07	Y 4 F 761:113-82	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 736:113-44	Health Insurance Premiums Under the Patent Protection... Serial No. 113-44, May 20, 2013, *
1033	Y 4 AP 62:3:HRG:112-839	S Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4 EN 2:5:HRG:113-123	S Hrg. 113-123, Nuclear Waste, July 30, 2013, *

Number of Titles: 15

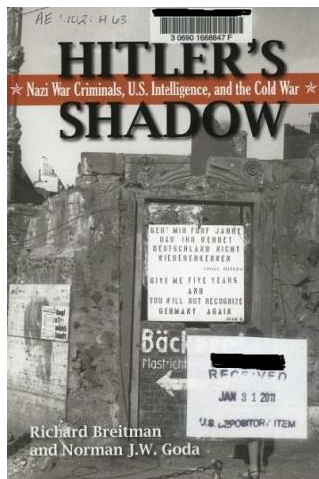
Library # _____

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	N	0006-C-1	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	N	0011-C	Y	0011-C-01	Y	0011-F	Y
0011-F-01	Y	0011-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

Place claim at: <http://www.fdp.gov/webclaimform>



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.

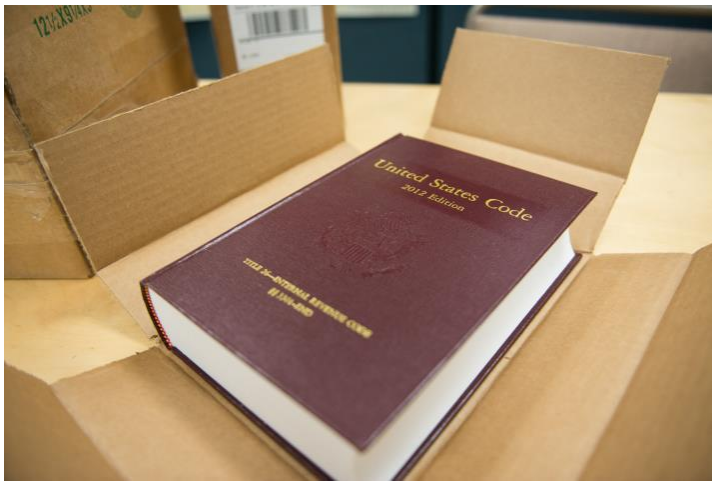
Separate Boxes



Library Number

Shipping List Number

Separates



S = Separates

Shipping List Number: 2014-0016-S

Separates

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

Form 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 90 calendar days of receipt of the 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.fdp.gov/webclaimform>

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
		THIS SHIPMENT IS BEING MAILED IN THREE (3) SEPARATE PACKAGE FROM CONTRACTORS
0080-G	A 13.28:D 45/9	Blend 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
9991-A	Y 1.215:2012/V.20	United States Code, 2012 Edition, Volume 20, January 2, 2013, to January 15, 2013, *

Number of Titles: 4

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

GPO U.S. GOVERNMENT PUBLISHING OFFICE | Keeping America Informed www.gpo.gov | [facebook.com/USGPO](https://www.facebook.com/USGPO) | twitter.com/usgpo

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

Shipping Lists...

After you have checked off your receipts to ensure you received everything you should have, you are free to dispose them.

Many libraries hang onto them for 6 months (or indefinitely) in case there are questions later on.

GPO recommends that you maintain a log of what shipping lists you have received because they are not shipped in numeric order.

Shipping Lists

FDLP
Federal Depository Library Program

COLLECTION TOOLS REQUIREMENTS & GUIDANCE ABOUT THE FDLP CATALOGING & CLASSIFICATION

CLAIMS
DSIMS
ITEM LISTER
LIST OF CLASSES
LOSTDOCS
NEEDS & OFFERS
FDLP REFERRALS
SHIPPING LISTS
SHIPPING LIST (HTML)
UNION-L
WEBTECH NOTES

View shipping lists included in depository distribution boxes.

FDLP Basics
LEARN ABOUT THE PROGRAM

New to GovDocs?
VIEW OUR QUICKSTART GUIDE

Join the FDLP
LEARN ABOUT THE BENEFITS

Shipping Lists

Shipping Lists

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

Shipping lists are a list of publications that are mailed to libraries in their depository distribution box. In addition to the paper copies that arrive in depository shipment boxes, electronic versions of publications are also included in the shipment.

Select the file format, year, and then type to view a list of shipping lists. USGS shipping lists are included in the shipment.

dbf
doc
pdf

2013
2014

electronic
microfiche
paper
separates

2014-0001-s
2014-0002-s
2014-0003-s

Number on Box

LAUREL LSCM CONTR
1250 473-3014
GPO
8460 CHERRY LN
LAUREL, MD 20707-4001

3 LBS 1 OF 1

SHIP TO:
100 N. GRACEOLA AVE
17° 71' 19.2880' F
CLEARWATER PUBLIC LIBRARY -
GOVT DOCS
CLEARWATER FL 33755-4083

FL 337 9-06

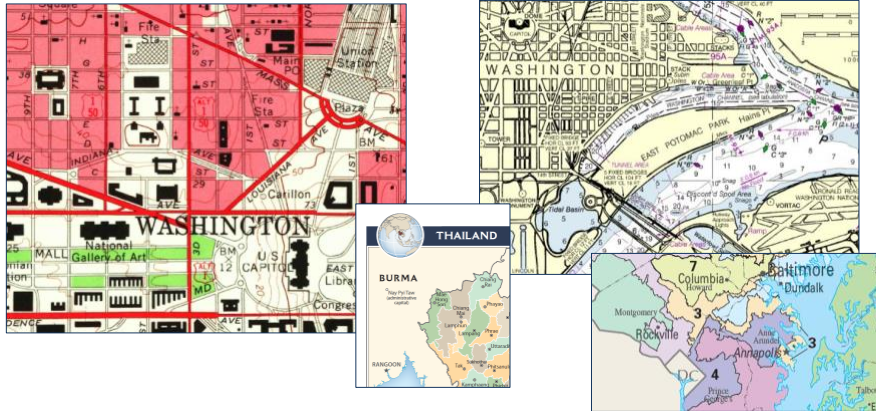
UPS GROUND
TRACKING # 1Z 6RV 622 03 5385 8553

BILLING: PVP

REF 1 0102S
REF 2 0991A *** 2014-0016-S

Brief overview of map processing

Don't be scared of your maps!



General map processing tips

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

Specific map processing tips

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

Piece level inventories for maps

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

Common method:

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



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

Claims

Claim

Do Not Claim

Selected but not received

Publications not on the library's item selection profile

Publications damaged during shipment

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

Defective publications

Material on the Claims Copies Exhausted Web page

Individual publications or entire shipment

Material listed as 'shipped short'

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

Claim Form

GPO OFFICIAL DIGITAL SECURE Login

HOME CONTACT US Search... Search

Federal Depository Library Program

COLLECTION TOOLS REQUIREMENTS & GUIDANCE ABOUT THE FDLP CATALOGING & CLASSIFICATION

CLAIMS

DSIM Submit a request within 60 days for any publication in your depository shipment that is missing, misprinted or damaged.

ITEM

LIST OF CLASSES

LOSTDOCS

NEEDS & OFFERS

PURL REFERRALS

SHIPPING LISTS

SHIPPING LIST THIS WEEK

UNION-L

WEBTECH NOTES

FDL Conference

FEDERAL DEPOSITORY LIBRARIES

ng Communities

FDLP Basics LEARN ABOUT THE PROGRAM

New to GovDocs? VIEW OUR QUICKSTART GUIDE

Join the FDLP LEARN ABOUT THE BENEFITS

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

Claims

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COLLECTION TOOLS

REQUIREMENTS & GUIDANCE

ABOUT THE FDLP

CATALOGING & CLASSIFICATION

CLAIMS

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

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

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

Claims Cut-Off Date

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

Contact Information

Claims- Microfiche

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

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

Miscellaneous...

- **Duplicate or misdirected shipments, or boxes received in error** - return boxes to GPO or forward to appropriate library
 - [FDLP.gov](https://www.fdlp.gov) > Instructions > Forwarding or Returning Misdirected Shipment Boxes
- **Defective copies** - Claim the publication, then discard the defective copy once you receive the new copy (do not offer to regional)
- **Problems with a claim?** Submit an askGPO question, select Federal Depository Libraries > Claims.

Questions?

FDLPOutreach@gpo.gov