

>> Please stand by for realtime captions.

>> Good afternoon and welcome to the Academy webinar. My name is Jamie Hays. With me here today is Ashley. She will be doing tech support. If you have any technical difficulties, feel free to chat with Ashley. And then our presenter is Laura Flynt. I will let her do her own introduction. Before we get started, I will walk you through a few housekeeping reminders. This is just a normal housekeeping reminder that we go through. If you have any questions that you would like to ask as a presenter or have any technical issues, please feel free to use the chat box located at the bottom right-hand corner of your screen. I will keep track of all the questions that come in. At the end of the presentation, Laurent will respond to each of them. We are recording today's session. We will email the link to the recording and the slides to the today's webinar. We will be sending out a certification of participation. If anybody needs additional certificates because of multiple people watching the webinar with you, please email us. It includes the title of today's webinar and email addresses of people participating. You can click on the full-screen button on the bottom left side of your screen. To exit the full-screen mode, mouse over the blue bar so it will expand. Click on the blue return button to get back to get the default view. At the end of the session, we will be hearing from the survey. We will let you know when the survey is available at the chatbox. I will pass the microphone to Laurent.

>> Thanks, Jamie.

>> Welcome to our webinar on federal depository libraries 101. It is designed mostly for people who work in or administer in the library program. It is just for those who have an interest in learning more about the program. My name is Laura Flynt. I am a librarian at GPO. I have already realized that there will be 1 million acronyms today. I apologize in advance. I will try to explain what they all are. We will put them in the chatbox too.

>> I have been here for almost 5 years. Before coming to GPO, I worked in a depository library at the University of Maryland. My favorite government document is the USGS quadrangle map. What we will talk about today, I will go over the back a history of both GPO and the FDLP. I will cover how the FDLP is structured and run. I will tell you all the places you might need to run your depository or from promoted services or where you can get help. There is always continuing education, I've got links throughout the slides throughout the webinars and websites for when you need more information or refresh on the topics that we are covering today. As Jimmy said, the slides will be available to download from the webinar after we finished today. For the first thing, I will talk about the history and background of the GPO and FDLP. Have a picture of Abraham Lincoln. It is a very same day that GPO opened the agency. The government public officer -- publishing officer is part of the legislative branch. Most federal agencies are in the executive branch. GPO was originally known as the government printing office. In 2014, the name was changed to the government publishing officer which conveys what we do right now in the digital age. Our agency has about 1700 employees now. The headquarters building where I work is in Washington, D.C. We also have a number of regional offices. You can go to our website. You can learn more about the agency. Somebody in our registration asked about our chart. That is on the GPO webpage. You just look under who we are under leadership. The federal depository library program is run within the GPO called library services and content management. The unit is overseen by the superintendent of documents. They have about 85 employees. They classify in her eyes publications -- categorize publications. They do outreach and training for the libraries nationwide to participate in the FDLP.

>> The FDLP go back to 1813. That is when Congress first -- first authorized the documents to state libraries. The sectors it was responsible for publications later. In 1895, the government printing office took over the management of the FDLP and the catalog in anticipation of the libraries. We were the ones producing the document to make it easily some them out to libraries. And title 44 of the United States code, you have got a link there. They make it freely available to all users. The GPO mission is to

keep America informed. The FDLP ensures that the public has access to government information. It is very important work that we do.

>> They are not on the slides. The joint committees of Congress was established in 1846.. That committee has filed representatives from the house and five senators on it.

>> Another group that is important is the depository library of counsel. I feel like I am speaking nothing but acronyms. There's a group of 15 members who were nominated by the government committee.

They are appointed by the GPO director. Ever-present cross-section of the FDLP type.

>> Is it one or people -- two people having audio trouble?

>> You can find out more about it and see who the current numbers are at the links on the slide here.

>> Better now? Good.

>> GPO has a very long and interesting history. You've got some selected links. The first one is the GPO history webpage which has pretty great historic information on buildings and technology used overtime. A personal favorite is a group of ladies completely decked out and very well dressed wearing high heels and standing at these machines. Oh my goodness. She worked 8 through 10 hours per day.

>> What have we got in the middle? It looks like a proofreading section. The second link there is the YouTube video, our rich history. That is a fun part. The last link is a webinar about a fact making process of producing the congressional record. The tech-support that that. It's pretty amazing that the words spoken by Congress on the House and Senate floor get captured and edited and they get captured overnight and processed.

>> Why is FDLP important? This is a question we get asked a lot.

>> There is a significant amount of history that has been deposited in Leiber's across the country. That rich historical collection is very valuable. It is useful to researchers in all fields of study. You data map, congressional hearings, financial information, weather information, technology come history, everything.

>> There is a historical election. The FDLP it remains important in modern times by doing the same thing . It makes government mission more discoverable by providing access to the information and experts to help you navigate it. We all know that there's a lot of information in this a lot of government information available online freely. I think we also all recognize that our government is complicated. It can take some expertise to really find and sift through all of the information that is available to get to what a person really needs. The network of people who work at the depository libraries and who know the ins and outs of finding and using government mission is really invaluable. The last thing I will mention is that while you don't necessarily think of it right away, the work that GPO does is identifying information to national standards is really important. Metadata is even harder to find.

>> On this slide, we also have a link to the document called fulfilling Madison's vision. That's a nice collection of real-life user stories. If you ever need to feel good about the program, you can read the stories about how the information in these library collections truly help. There is a wide variety of researchers. You can look up on your own state as well.

>> Now that we have covered the background of the FDLP, I will talk about how the program is actually struck . This image here is one of the free graphics that we make available for depository libraries to download and use for promotions.

>> Who is in the FDLP? Currently we have over 1100 part meeting libraries. The exact number is 1136. The hyperlink on this page will take you to the interactive map so you can click on any depository library to see more details about it. You can see on the bar chart on the right that the depository library come in all types. Academic levers are the large chunks there. Depository libraries come in all sizes from various small specialized libraries to very large university libraries. The FDLP is made possible because federal agencies use GPO for their publishing needs. When federal agencies come to GPO to publish government information or went GPO I did finds online resources -- identify resources, they will catalog and classify the resource and send it out to the depository libraries. Regional depositories receive

everything. Selective depositories choose what they want to do to receive. GPO bears the cost of producing the extra cost of materials that are sent to libraries. Government information is made available to the depository libraries for free at the -- it used to be a really big thing.

>> All print or tangible materials are sent through the FDLP which remain the property of the U.S. government. If libraries don't want to keep it, they have to follow a disposable process.

>> This is a good time to take a quick side detour and talk about what is government information? What exactly do I mean by that? There is a definition which comes from the 1962 federal depository library act that you see on the slide here. The definition is that it is informational matter. It is published at the government expense or as required by law. It is so broad. A couple of things to remember or to know about government information are listed here. It comes from all branches of the government and comes from all agencies. It comes in all formats. There are many languages. You get it targeted for all ages. The big one is the primary source material. That's very useful in a lot of fields of study. Another useful thing about it is that it is not copyrighted.

>> Excuse me. There are number of ways that libraries can join FDLP. They can be designated by the units senator or by the member of the House of Representatives. That it is can designate to selected levers per state and they also designate regional libraries. Members of the house designate to libraries into congressional district. You will see more than to like -- two libraries. That is because of redistricting and changes over time. There's also what's called a bylaw designation. Title 44 and the legislation that we are talking about allows for an unlimited number of depository libraries within certain categories such as land-grant colleges, state libraries, libraries and executive departments , libraries at accredited law schools.

>> I've got a little more about that here. This is how that happened and when that library times were added to the program. Overtime, a lot of different categories have been added under this bylaw umbrella. Land-grant colleges in 1907 and law libraries in 1978 were kind of two of the big ones that brought libraries into the program. Another big moment in the FDLP history was in 1962, the depository library act of 1962 created that regional selective system. I mentioned briefly the regional libraries and how they keep everything and selective saw libraries can choose what they receive. Before 1962, all programs had to keep everything. That got to be a bit of an issue over time. Everybody knows the experience that libraries it faced. That made a big difference.

>> Hears little more about regional libraries as I mentioned which are designated by senators. Right now, we have 46 regional depository libraries in the program. They provide services to the selective depository libraries under their purview . That includes library loans and a big one overseeing the withdrawal process when people want to withdraw or read depository publications from their collections. Most states have one regional which is the green part on this map. States such as Texas and blue states are regionals. Some states have yellow. They serve more than one state. For example, Marilyn service for Delaware and District of Columbia. They have a shared regional for the orange area. Nevada and wow did not have regionals at the moment. If you need to find original deposit -- regional depository library, you can use the FDLP directory. When you click on that , there's a link that will show you a list of all the regionals and there's no link to a list of multistate regionals in case you fall into one of those areas. If you're out of depository in the state that doesn't have original and you need help that would normally be provided by regional, you will contact GPO for assistance. When we are talking about government information that GPO identifies to distribute through the FDLP, we often use the terms in scope and out of school. I would explain what we are talking about right there. The sort of things that do come through the FDLP that are in scope -- that covers a wide range of formats and topic. You will see examples of congressional records and topographic map and statistics and so on. I've also put a nice link to a good webinar on the bond that covers GPO acquisitions and how we catalog it. You will see resources from agencies in all three branches of the government. Just to give you a little sense of volume in FY17, GPO catalog 21,825 titles and distributed the 4000 titles. That came over 9000

copies to the depository libraries. It is still a pretty good amount of material going out into print. It's almost easy to describe what is in scope. That is on the list here. These do not go out to the FDLP. That would be classified materials for national security. Things that are issued for strictly administrative purposes that don't have any public interest or educational value or internal memos and no need for that to go out to libraries. Like I said, internal training manuals and signage does things like that will not get catalog and go through the program.

>> Being a depository library is a good deal. It brings you a network with great people and institutions to share this mission. There are some rules too. We will go over those. If you want to find information about the FDLP, your's first stop is the website. That is where you can find all the background and documentation about the program and all the tools that the depository libraries are in use. This is also where you would also sign up to receive FDLP news and announcements. You can get them through email. Anybody who wants that can sign up. If you are depository library come at least one person at your library has to be signed up for that. It's our official channel of communication.

>> The document that lays out the responsibilities of depository libraries is called the legal requirement and the program Recollections of the GPO . -- FDLP. That gives you a pretty short summary of just a requirement. For more interpretation and best practices and how to implement it, you want to look at what we call a guidance article. They are also on the FDLP .gov website and you will also have a link to those there. People ask on the registration about reading and becoming a digital depository. There's a guidance article on each of those topics. That is where you will find information like that.

>> I don't think I said it. We probably call this long document lurker.

>> You can put it in the chat.

>> Thank you.

>> This looks like a long list of what I should do as a new FDLP coordinator. Don't worry about it. These are some steps you can take if you are new coordinator. Familiarize yourself with the new FDLP and the responsibilities. The first thing to do is to sign up for the FDLP news and events announcements . It is the official channel of communication. Another quick and easy one is that you make sure the that the director is up-to-date. You can usually see the website and where they are.

>> Is a good idea -- I skipped the FDLP QuickStart guide . That is another place that will be more comprehensive. It shows you what to do when you get into your position. Is also good idea to introduce yourself to your regional depository coordinator and other depositories in your immediate area. You can use that directory to find out who else is the depository near me. Find out what's happening locally or statewide. You can asked those people for training opportunities. Connector. It's just a really good way to get to know your colleagues. For training, I specifically called out here either the new depository library and Institute or the FDL P depository training series. I give you a link to the training series. Both of those are recorded. They will give you a ton of detail about running a successful depository operation. You can contact GPO office of outreach and support. Jamie and Ashley are also outreach librarians. There are six of us in total. Somebody will be able to help you.

>> Is there training? I just mentioned a little bit. You have a link to the FDLP Academy. We record almost all of our webinars and put them all up on a public webinar. There are many things available there. Things from webinars resented by GPO staff. Those will help you the specifics of running a depository operation. We have a lot presented by members of the FDLP community. They will share their expertise and best practices . Those are more like the presentations that you see at the industry. And then we have a lot as well from federal agencies and presenters who will update you on specifically there agencies and publications and data websites.

>> We have another webinar series which is the North Carolina library [ Indiscernible ]. That happens to a lot of people. Somebody asked in the registration about a student what would be a great process. That's wonderful that you are interested in the field. You can take the government registration

reference to show an interest. If you show any kind of interest, you can have the job. [ Laughter ]. More people inherit the job or get told.

>> People fall in love with the government information. They want to keep the job. It's like a big secret. You don't know that you want it but you do.

>> What publications are available? If you are in the depository libraries program, you will lose -- use the comprehensive list of what is available to you. Even if you are at a regional depository where you receive everything, it is really helpful to look at the classes to get a sense of what is available for the selection of the FDLP and what formats are being published in. If you are at a selective library, you will use this list to choose or profile for what you want to receive. I guess I'm a big library geek. I find it very fun to read through the list of classes and see what there is. [ Laughter ]. I've put a link up there to the modified list of classes. It's a wonderful thing which is relatively recent which Ashley created. It's nice because we no longer actually print a book or print the list of classes. That is a nice spreadsheet which is easy to use and read that will tell you -- we use original systems of item numbers and then we use a different classification of them called superintendent of documents classification system. This list of classes gives you everything in one.

>> There is a webinar that talks I'm numbers and super attentive classification.

>> Another way to know what publications are available is to use a catalog of the U.S. government catalog of classifications of JCP. That is the library catalog. Is created and maintained by GPO. It is the authoritative sources for government information. Includes historical and current records. It's not comprehensive historically. Were constantly working to get as much history government information in there as we can. We know people really want that. We are always continuing to catalog new resources. Whatever possible, records in the JCP have a permanent link to the digital version . This is a really nice thing because if you linked to that, you have to bother with the upkeep of it. You just use that permit link. The imminent resource stays there for you.

>> Another very useful feature of the JCP is a new electronic hub port. The gives you time period. You can look and see what's more digital government resources have been catalog. It can be hard to keep on top of. It's just once a month. You can take a look at the new electronic stuff that really helps you keep a fix on what kind of information is coming out.

>> After you look at the list of classes and electronic titles, you may want to make changes to what your library receives. To do that, you will use a tool called depository selective information measurement system. That is what you use either add or drop item numbers from your selection profiles. Again, of that links to a lot more summation about how to do that. Is a guidance article like the other ones that I was talking about. There are also two limits on using these systems that provide demonstrations in screenshots and walk-throughs.

>> Now, you have got this stuff. You have decided what you want to receive and it is coming in. How do you catalog it? Where do you put it? You have a lot of flexibility in this case.

>> You can choose a classification system that you use. You can choose whether you integrate all or some of the depository documents into your regular selection. There are various ways to get catalog records. We don't really tell you. Who tell you a lot of things to do but we don't tell you this. You have a lot of flexibility and local choice there. You really should do what works best for your own situation. Again, more webinars and guidance articles specifically on [ Indiscernible ] and classification systems. Those of you get a framework for those decisions that you will make locally.

>> As you're out there looking at your collection, it can sometimes be a challenge to figure out what parts of it are depository publications that are originally coming from the FDLP. It mentions how well it is going on. Sometimes, they receive donations or things from where they are not even sure. There clues to help you figure out whether it is a depository item or not. The depository materials should always have been marked as that. You can look for a depository stamp. You can look for super and tentative document call number. To be physically written on the item. Those are a bunch of clues that could be a

depository item. This is especially important if you are -- if the collection is integrated with all the other collections. I already mentioned that the depository libraries need to follow certain regulations. The tangible materials that can't your library's through the FDLP remains federal property. They need to establish processes. Regionals can also read some depository materials. The big helpful resource is the reading of the guidance article.. That will help you with the reading process. They do very a little bit.

>> If you happen to be the highest appellate court library -- is that the correct term for them? You have to figure out where you fit in the process. And the last link there is the FDLP exchange. GPO will offer a lot more training for .

>> You can put a list into this tool of things that are missing from my collection that I want. There is another library which gives them away. The tool will ultimately match them up and give you a notification. You can claimant. That will be fun.

>> Another thing that seems obvious but sometimes get lost in the shuffle when you're doing a lot of different jobs and we do recommend that many of you -- if you're at a depository, that is not necessarily the only job that you are doing. You do want to remember that your depository collection is not going to be as well used if nobody knows about it. You want to publicize the availability and the content of your depository. He also don't want to reinvent any wheels. GPO has gathered materials to help you. We've got free promotional materials at the link here. We've got tips for anniversaries and marketing ideas we have ideas of the digital marketing toolkit. I put it up there. We also have a social media toolkit which is a nice thing that has calendars and ideas and samples. You don't have to map out your whole social media strategy. You can just implement one.

>> We have a webinar for ideas on promoting this collection in your services.

>> Where to get help? We all need help sometimes. We need to ask questions or get help from GPO. You will contact the office of region support. Any of the six of us who is around will pick up that phone or will answer that email when you have a question. You can all see us at the GPO. With that one, to make sure that your questions comes to LSCM or the correct unit of GPO , you want to be able that is related to the FDLP when you submit a question there. It is an online customer resource system. The annual federal regs repository is a large gathering of your peers. Anyone who work in the program who is interested in government information. Is extremely valuable to attend in person if you possibly can. If you cannot attend in person, we do make some of it available virtually too. You can virtually attend the conference.

>> For help from the wider community, we definitely recommend talking to your regional and to attend any meetings that they will have during the year. There is a very active and useful listserv calls and that is a great way to be in touch with the community as well. I actually talked pretty fast. I am through my slides. I am happy to take any questions that anybody who's. -- That anybody has.

>> Does the agency pay a fee for it to be published? I don't actually know.

>> Ashley might have something to say. Thank you, Ashley.

>> I don't know the answer on the top of your -- my head. If you go through the website, there's guidelines for submitting content geared towards agencies. It would include information whether or not there was a filing fee or not.

>> Kelly see the slide about how to make changes? Somebody missed the end of the slide. How to make changes to your depository profile? I think this is the one. If not, let me know. We will send the slide deck out as well.

>> I am coming over from the tech-support area of the room here. If you are struggling with understanding what your profile is for and what options you have available, please feel free to reach out to us. We have been doing a lot of one-on-one help with libraries and trying to help them with their profiles and how they can convert it. They can go into a different direction with the selection. Just let us know if you're interested in that help.

>> I will also mention when I was talk about the list of classes, if you don't find it fun to read through it, if you -- one of the confusing things about it is that there are about 10,000 item numbers in these classes. It can be a little tricky. Not all of them are what we called very active. A lot of item numbers -- you might select it and had on the profiles. We don't send anything out to you that has the item number on it. If you feel like you have a ton of stuff on your profile but you're not getting anything or the other way around, if you feel like your profile is not matching what you're receiving, just let us know. We can talk you through why that might be.

>> Okay. I will give it couple of more minutes for questions. This is the FDLP 11 webinar. If you have any questions, feel free to ask them. We pretty much have seen any type of questions you can think of. I can guarantee you that if you have a question on the back of your mind, many else well as well. Feel free to ask it. Let's see.

>> The recording will be shared after. That is after the presentation.

>> Does one have to be a librarian to learn about the FDLP? I am asking this question because I have to research old Federal Register notices. You absolutely do not have to be a librarian to learn about the FDLP. Our mission is to just get the government information out to whoever needs or wants it. Let me just share my screen for second. GPO completed it. We are quite excited for the digital process of the Federal Register. All of it is available online at our government website. I will show you where that is. I am sorry. I thought I closed everything. I was working on that I hadn't.

>> We now have 1936 until the present. You can expand these and see any day or month that you are interested in. Here's 1936. March 14 Saturday. That was the first one. Any continuing education besides webinars to help those who have already obtained their MLS and who are not currently documents librarians would like to present into it?

>> This is Jamie. I can make one recommendation. That is our FDLP coordinators certificate program or the eight week course in the virtual environment. We will be announcing registration soon for the next cohort that is in the fall. What it is is the eight week course. It is called a class. It is two hours that you log in each week. You have homework assignments. There's discussions. The goal of that is to teach you everything you would need to know in order to be a coordinator or to work as of the port -- as part of the depository. You get a certificate that your finished this course. Some people have used that to help them get tenure. That might be something that would be best.

>> For D selection, what is the cutoff date? Is that once a year? Can we deselect more often?

>> This is one of those things that there is a bit of a hold the paper error. That is a once a year thing. If you want to deselect a number and take a number of your profile and no longer receive it, you can actually do that at any time. And go into the system and take it off your profile. It takes it off immediately. It could be print or electronic. Though once a year comes in if you want to add something that is in a paper or print or tangible format to your profile. If you add that, -- we work on a federal fiscal year which begins on October 1. If you go in November and want to add a paper items your profile, you will sit in a cart until September 30 which is the following year. You will not start getting it until after October 1. If you want to add an electronic item, that's another one you can do any time. For electronic, you can add or drop anytime. Paper, the same thing. If you add the paper, it is once a year.

>> Let me know if that didn't answer the question.

>> If we digitize a document for a Patrick am is there please we can for that file to share with others? I don't know of a specific repository really. GPO has relatively recently released under the preservation tab on our FDLP government website. We do have guidelines now . If you want to work with GPO to be put into the government information, we have guidelines for standards if you want to try to do a project to get things into the information.

>> It would not meet the standards for GPO. We have fairly high standards for things to go into the of info. That were not meet those standards. I don't know off of hand who does the that. That is with the scans.

>> This also locks the U.S. documents. A lot of that keeps stuff safe. The U.S. documents does the are some depository libraries that scan or take more digital things. They maintain their own repositories of electronics and government information. You might be able to supplement that to them.. That is outside two. -- GPO.

>> I am very sorry. I realize that when I'm sharing my screen, you can't check. Had made the chatbox. I was not checking all the questions in the chatbox. How we got anymore?

>> All right. We are waiting for questions and comments. I will go over some of the upcoming events. That is for the FDLP Academy. These weapons are completely free. You just need to sign up for them on FDLP.gov. We have avoiding the needle in the haystack. Identified not much of all the committees for CRA assistance. That will be tomorrow at 2 PM Eastern time.

>> We have genealogical research on July 25 at 2 PM.

>> We have a question. Can we just deselect [ Indiscernible ]? Yes. You can do that.

>> Most people like to be able to kill all the microfiche. Unfortunately, that is not the case. If you need help identifying the numbers on your selection profile in the microfiche four, let us know. Ysleta go in and inspect these numbers individually. It depends on how many item numbers you have on your profile.

>> From Melinda, are they free to non-GPO employees? Yes. Posted different programs -- both different programs are free to everybody. With more people who are registered -- we had more people who were registered. You can take it.

>> Okay. I think the questions are slowing down. It's probably time to take the survey about the webinar that we talked about earlier.

>> It is coming soon.

>> We would appreciate it if you could take the time to take the survey. Please give us feedback on the presentation as well as future programming here at the FDLP Academy. I want to thank our presenter, Laura Flint. You can move all the way to the next slide. They can see our contact information. If you have any questions, you can contact us at FDLP . You can send a question in. Thank you for attending. We hope to see you at the future webinars.

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