



# New Depository Librarian's Institute

September 20 and 21, 2017

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*; Robin Haun-Mohamed, *Chief, LSCM Outreach & Support*, Kathy Bayer, *Outreach Librarian*, Manisha Bhattacharya, *Administrative Librarian*, Kathy Carmichael, *Outreach Librarian*

**Bottom Row:** *Outreach Librarians:* Ashley Dahlen, Melissa Fairfield, Lara Flint, Jaime Hays, Joe Paskoski



# NDI Housekeeping

- Slides/recording
  - Will be posted on FDLP.gov and everyone who registered will get an email after NDI with links
- 4 sessions
  - Lecture, with time for Q&A at the end.
  - Text chat your questions into the chat box during the presentation.



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

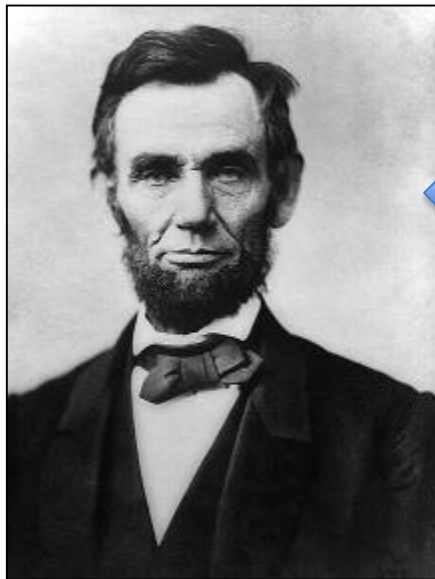
- GPO history
- FDLP history
- Digital depositories
- Public access requirements
- Benefits of being a Federal depository library
- Depository Library Council (DLC)



Joe Paskoski, GPO

# GPO History

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



Oh yeah.

This guy also got inaugurated on that day.

Image source:

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



## “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 and 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 together 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.





# 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



Ashley Dahlen, GPO



# Regional Structure

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

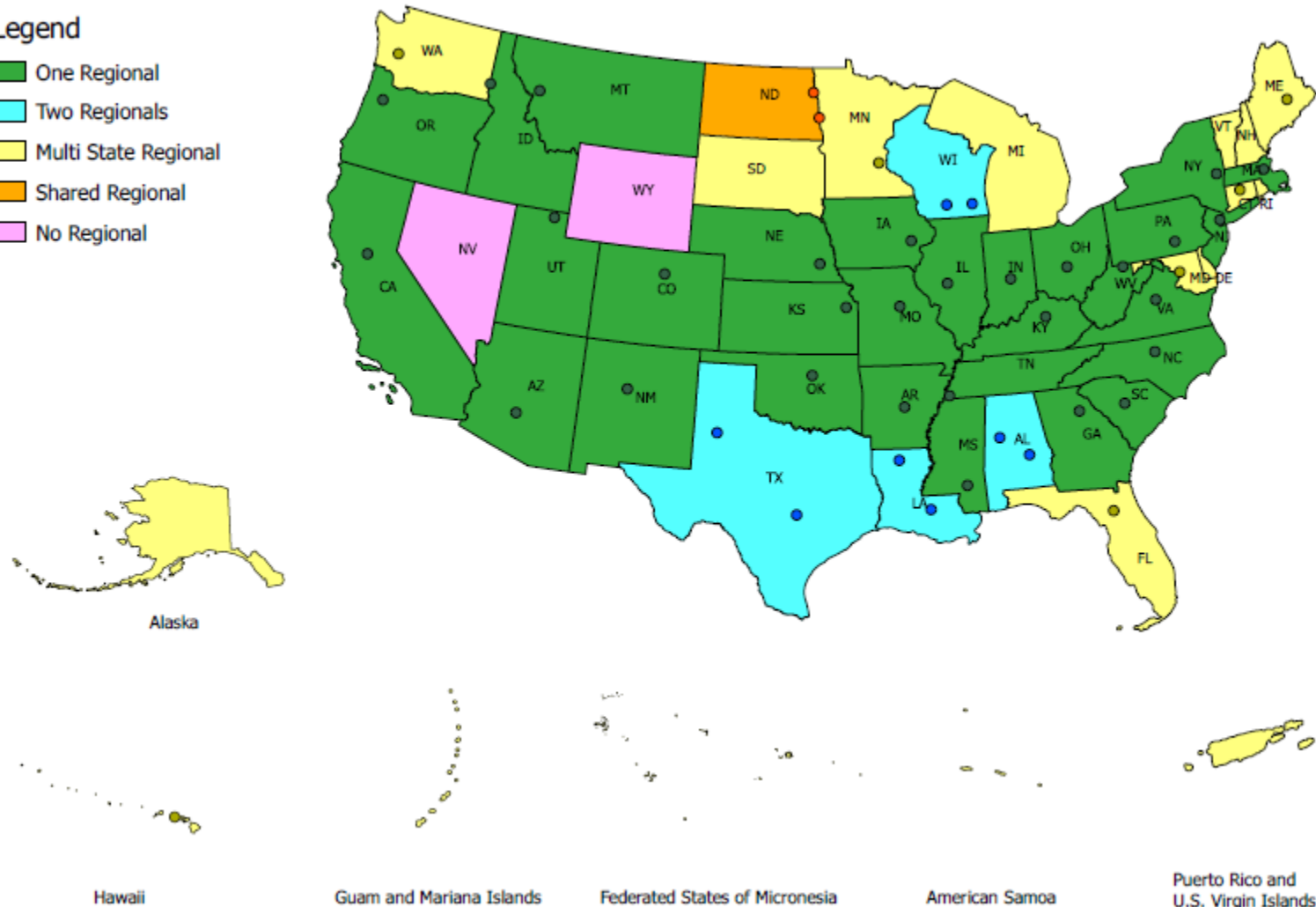
- One regional in state
- Two regionals in state – shared/independent
- Multi-state regional
- No regional



# Regional Depository Libraries

## Legend

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





# Selective Depository Libraries

## Customize their depository collection

This is achieved by:

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



# 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.

# 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



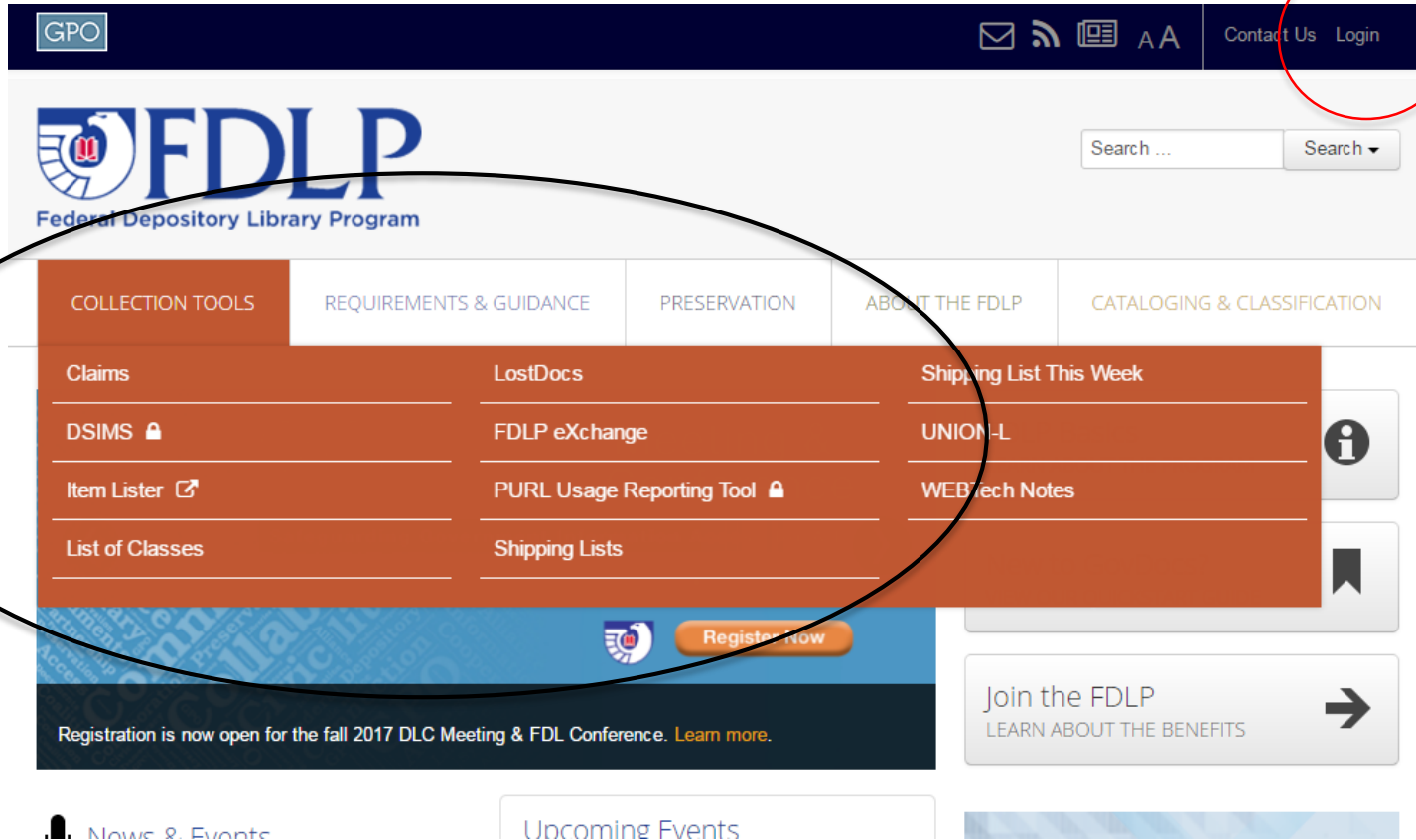
Kathy Carmichael, GPO

The screenshot shows the FDLP.gov website homepage. At the top, there is a navigation bar with the GPO logo, a search bar, and links for 'Contact Us' and 'Login'. Below the navigation bar is the main header with the FDLP logo and the text 'Federal Depository Library Program'. A horizontal menu contains categories: 'COLLECTION TOOLS', 'REQUIREMENTS & GUIDANCE', 'PRESERVATION', 'ABOUT THE FDLP', and 'CATALOGING & CLASSIFICATION'. The main content area features a large banner for the '2017 DLC Meeting & FDL Conference' with the theme 'Safeguarding Government Information Access for All', held from October 16-18 in Arlington, VA. Below the banner are several informational boxes: 'FDLP Basics', 'New to GovDocs?', 'Join the FDLP', 'News & Events' (listing recent announcements), 'Upcoming Events' (listing various library and government events), and 'Library Spotlight' for the San Francisco Public Library. At the bottom, there is a footer with four columns of links: 'Collection Tools', 'Requirements & Guidance', 'About the FDLP', and 'Cataloging & Classification'.

# Navigating FDLP.gov

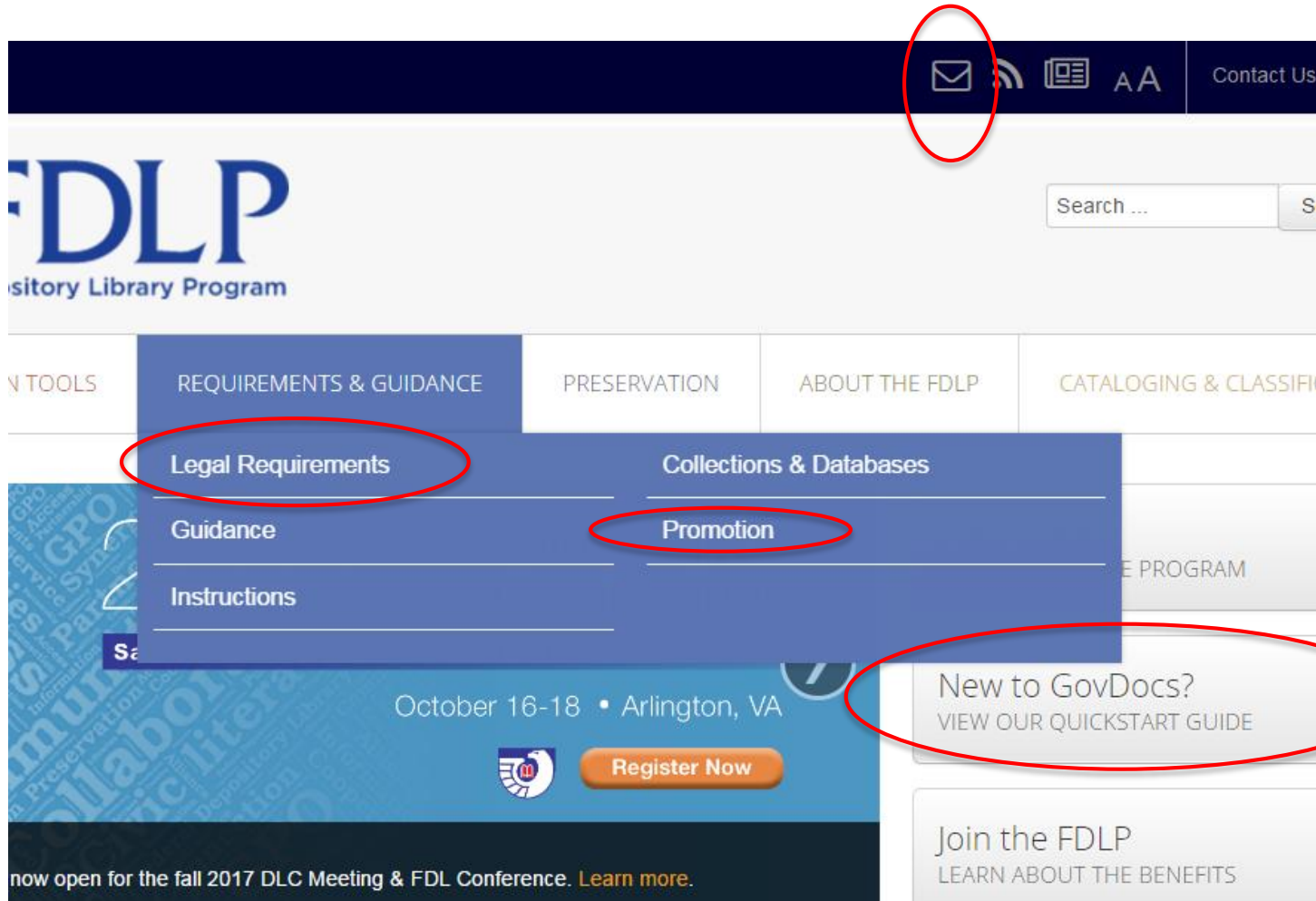
Log in to  
order  
promo  
materials

Use the  
drop-  
down  
menus  
to find  
links



The screenshot shows the FDLP.gov website interface. At the top, there is a dark blue header with the GPO logo on the left and navigation links for 'Contact Us' and 'Login' on the right. Below the header is a white search bar with the text 'Search ...' and a 'Search' button. The main content area features a large orange navigation menu with the following categories: COLLECTION TOOLS, REQUIREMENTS & GUIDANCE, PRESERVATION, ABOUT THE FDLP, and CATALOGING & CLASSIFICATION. The COLLECTION TOOLS menu is expanded, showing links for Claims, DSIMS, Item Lister, List of Classes, LostDocs, FDLP eXchange, PURL Usage Reporting Tool, and Shipping Lists. To the right of the expanded menu are buttons for 'Shipping List This Week', 'UNION-L', and 'WEBtech Notes'. Below the navigation menu is a blue banner with a 'Register Now' button and text stating 'Registration is now open for the fall 2017 DLC Meeting & FDL Conference. Learn more.' At the bottom, there are sections for 'News & Events' and 'Upcoming Events'.

# Navigating FDLP.gov



The screenshot shows the FDLP.gov website interface. At the top right, there is a dark blue navigation bar containing an email icon (circled in red), a RSS icon, a document icon, a font size selector (AA), and a 'Contact Us' link. Below this is the main header with the 'FDLP' logo and 'Depository Library Program' text, and a search bar. A horizontal menu below the header includes 'TOOLS', 'REQUIREMENTS & GUIDANCE', 'PRESERVATION', 'ABOUT THE FDLP', and 'CATALOGING & CLASSIFICATION'. A dropdown menu is open under 'REQUIREMENTS & GUIDANCE', showing 'Legal Requirements' (circled in red), 'Guidance', 'Instructions', 'Collections & Databases', and 'Promotion' (circled in red). Below the menu is a blue banner for an event on 'October 16-18 • Arlington, VA' with a 'Register Now' button. To the right of the banner is a grey box with the text 'New to GovDocs? VIEW OUR QUICKSTART GUIDE' (circled in red). Below that is another grey box with 'Join the FDLP LEARN ABOUT THE BENEFITS'. At the bottom left, there is a dark blue bar with the text 'now open for the fall 2017 DLC Meeting & FDL Conference. Learn more.'

**Sign up for official news**

- **This is required**

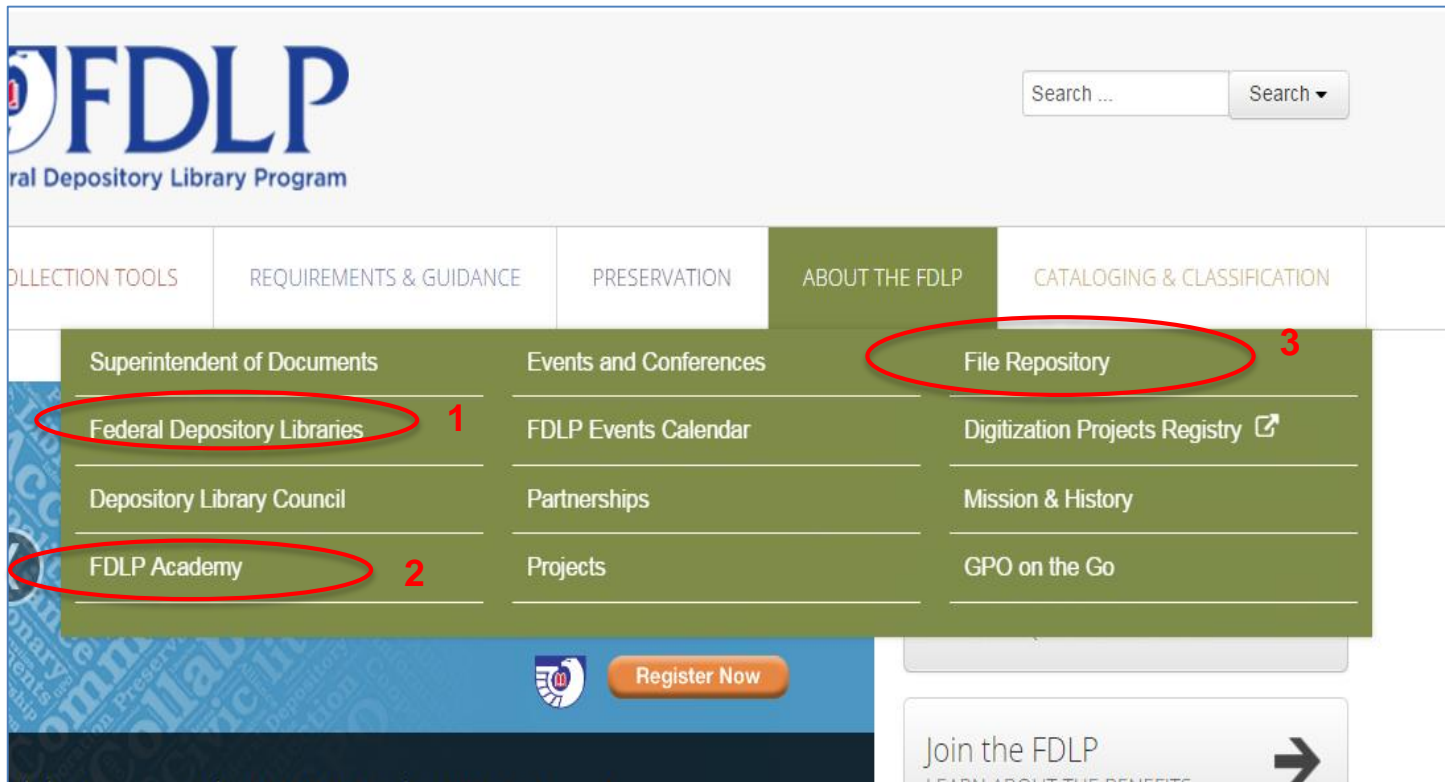
**How to be a proper FDL**

**Free stuff!**

**Useful for new coordinators**



# Navigating FDLP.gov



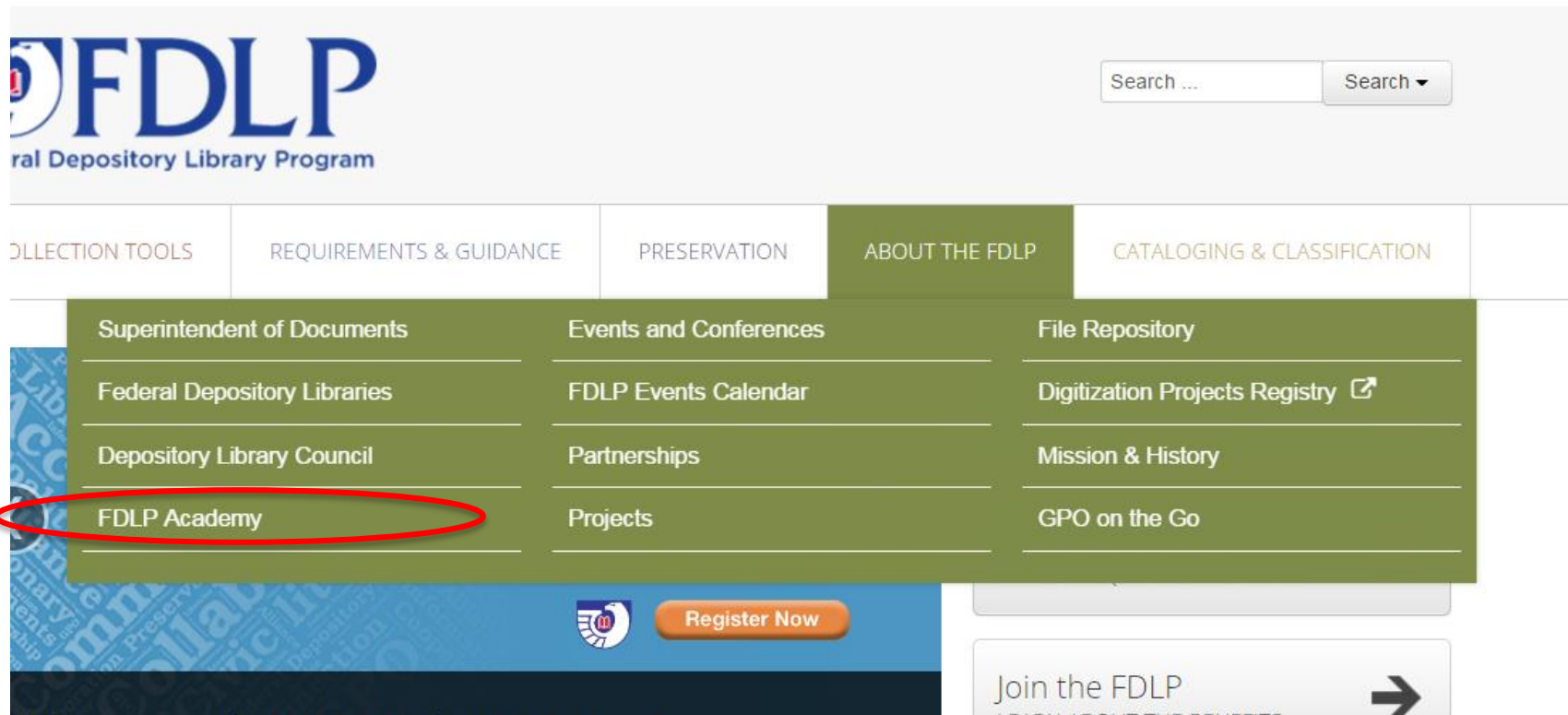
**1. Federal Depository Library Directory (keeping your entry current is required!)**

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

**3. Useful historical information**

- **Shipping lists**
- **Superseded List**

# Conferences and Training - FDLP Academy




The screenshot shows the FDLP website header and a navigation menu. The header includes the FDLP logo and a search bar. The navigation menu is divided into five main categories: COLLECTION TOOLS, REQUIREMENTS & GUIDANCE, PRESERVATION, ABOUT THE FDLP, and CATALOGING & CLASSIFICATION. The 'ABOUT THE FDLP' category is expanded, showing a list of sub-links: Superintendent of Documents, Federal Depository Libraries, Depository Library Council, FDLP Academy (circled in red), Events and Conferences, FDLP Events Calendar, Partnerships, Projects, File Repository, Digitization Projects Registry, Mission & History, and GPO on the Go. Below the menu is a 'Register Now' button and a 'Join the FDLP' call to action.

**FDLP**  
Federal Depository Library Program

Search ... Search ▾

COLLECTION TOOLS    REQUIREMENTS & GUIDANCE    PRESERVATION    **ABOUT THE FDLP**    CATALOGING & CLASSIFICATION

- Superintendent of Documents
- Federal Depository Libraries
- Depository Library Council
- FDLP Academy**
- Events and Conferences
- FDLP Events Calendar
- Partnerships
- Projects
- File Repository
- Digitization Projects Registry ↗
- Mission & History
- GPO on the Go

 [Register Now](#)

Join the FDLP  
LEARN ABOUT THE BENEFITS →

# FDLP Academy

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

Home / About the FDLP / FDLP Academy

## FDLP Academy

**Details**  
Last Updated: February 24 2015  
Published: September 10 2014



Welcome to the FDLP Academy

The goal of the FDLP Academy is to:

- Inform and educate the Federal depository library community about Federal Government information resources;
- Assist Federal depository libraries in better serving their communities; and
- Advance Government information literacy.

Through this collaboration between the U.S. Government Publishing Office (GPO), Federal depository libraries, and other Federal agencies, FDLP library partners and the public will be better engaged and empowered with Federal Government information resources.



**Present a Webin@r**

Volunteer to present an educational webinar.



**FDLP EVENTS CALENDAR**

Go to the [FDLP Events Calendar](#) to see upcoming events. [Click on](#)

# FDLP Academy

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



## Webinars

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



## Training Videos

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



## Request Training or Volunteer to Train

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



## FDLP Training Assistance Center

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



## FDLP Coordinator Certificate Program

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



## Events and Conferences


[FDLP Events and Conferences](#) are designed to showcase Federal products and services and address issues related to the FDLP

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



# FDLP Academy


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


FDLP ACADEMY

Webinars and Webcasts

Public Discussion Board FDLP Academy: Webinars and Webcasts

Sign In

	Topics	Started By	Views	Posts	Latest
	<b>Depository Library Community Webinars</b> <i>Webinars on various topics conducted by FDLP community members.</i>				
	<a href="#">Indiana Light Archives for Federal Documents: What, Why, How</a>	Site Administrator1	51	1	08/05/15 3:18 PM
	<a href="#">StatsAmerica - A Portal to Apps and Data Rich Tools for...</a>	Site Administrator1	107	1	07/30/15 3:34 PM
	<a href="#">Telling your Story with Data</a>	Site Administrator1	236	1	06/25/15 8:12 AM
	<a href="#">Promoting the Depository Collection While Supporting Research</a>	Site Administrator1	86	1	06/05/15 7:08 AM
	<a href="#">Occupational Employment Statistics: Online Data about Occupa</a>	Site Administrator1	78	1	05/21/15 4:02 PM
	<a href="#">Creating Online Federal Depository Collections: Case Studies</a>	Site Administrator1	137	1	04/24/15 11:21 AM
	<a href="#">Getting to Grad Students: Government Documents in the LIS.Cu</a>	Site Administrator1	89	1	04/13/15 9:35 AM
	<a href="#">Crossroads: Research at the Intersection of State and Federa</a>	Site Administrator1	124	1	03/31/15 6:20 PM
	<a href="#">Planning your Federal Depository Celebration</a>	Site Administrator1	128	1	03/26/15 4:11 PM
	<a href="#">Government Information Online</a>	Site Administrator1	268	1	03/24/15 11:17 AM
	<a href="#">GPO Partnership Projects: Expanding Access to Government Res</a>	Site Administrator1	78	1	03/16/15 10:10 AM
	<a href="#">Buying Stuff: Comparing Personal Consumption Expenditures Da</a>	Site Administrator1	68	1	02/27/15 9:05 AM
	<a href="#">Engaging Humanities Students with Government Information</a>	Site Administrator1	187	1	02/18/15 3:28 PM
	<a href="#">Conducting a Community Needs Assessment</a>	Site Administrator1	109	1	01/23/15 9:26 AM
	<a href="#">Exploring the HathiTrust Catalog and Its Rich Veins</a>	Site Administrator1	267	1	12/01/14 11:28 AM
	<a href="#">Soil Surveys for Architecture Students</a>	Site Administrator1	62	1	11/20/14 3:53 PM
	<a href="#">Interactive Teaching Strategies for Sharing Government Infor</a>	Site Administrator1	152	1	11/14/14 1:20 PM
	<a href="#">Stocking the Pond: Finding, Gathering, Growing, and Maintain</a>	Site Administrator1	146	1	10/30/14 3:05 PM
	<a href="#">Needles in the Haystack of History: How to use the WPA Histo</a>	Site Administrator1	313	1	10/21/14 3:48 PM
	<a href="#">Mapping Census Data with GIS: Tips and Tricks</a>	Site Administrator1	134	1	10/17/14 12:23 PM



# FDLP Academy Archive

<https://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.*

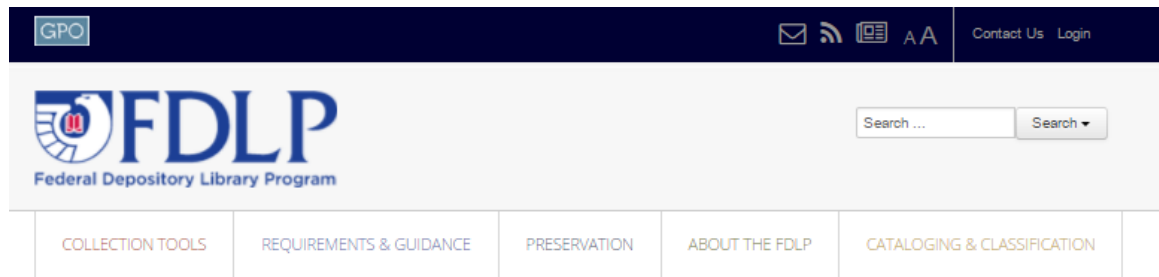


## GPO's Federal Digital System (FDsys) Webinars

*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

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



## REQUEST FOR FDLP TRAINING AND USE OF GPO'S VIRTUAL TRAINING ROOM

Use this form to:

- Volunteer to present FDLP virtual training
- Request to use GPO's virtual training room for your event
- Request a specific topic be presented via the FDLP Academy

FDLP Academy educational webinars are created through collaboration between the U.S. Government Publishing Office (GPO), Federal depository libraries, and other Federal agencies. As a result of these webinars, FDLP library partners and the public will be better engaged and empowered with Federal Government information. Use this form if you are an agency or a library staff member that wants to present a webinar on FDLP Academy.

You can also use this form to request use of GPO's virtual training room to hold a meeting or share information with a certain subset of Federal depository libraries.

Finally, you can use this form to request that GPO present or host training on a specific aspect of U.S. Government information, Federal Depository Library Program issues, or depository library operations and management.

Other general training questions can be submitted by using askGPO. Select "Federal Depository Libraries" and "Conference /Training" as the sub-category.

Fields marked with (\*) are required.

are required.

Name (\*)



## GPO Resources

- **govinfo.gov – will replace FDsys; now in beta**  
<https://www.govinfo.gov/>
- **CGP –GPO’s Catalog of U.S. Government Publications**  
<https://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



Home > FDsys

**FDsys: Federal Digital System**  
GPO's Federal Digital System  
About FDsys  
Search Government Publications  
Browse Government Publications  
FDsys Tutorials

**Customers**  
Find the latest GPO Services & Products

**Vendors**  
Find out how you can Do Business with GPO

**Libraries**  
Find information about Federal depository libraries & the Catalog of U.S. Government Publications

**GPO Quick Links**

- XML Bulk Data Repository
- U.S. Government Bookstore
- Ben's Guide to U.S. Government for Kids
- Catalog of U.S. Government Publications

**Search Government Publications**

Advanced Search  
Retrieve by Citation  
Help

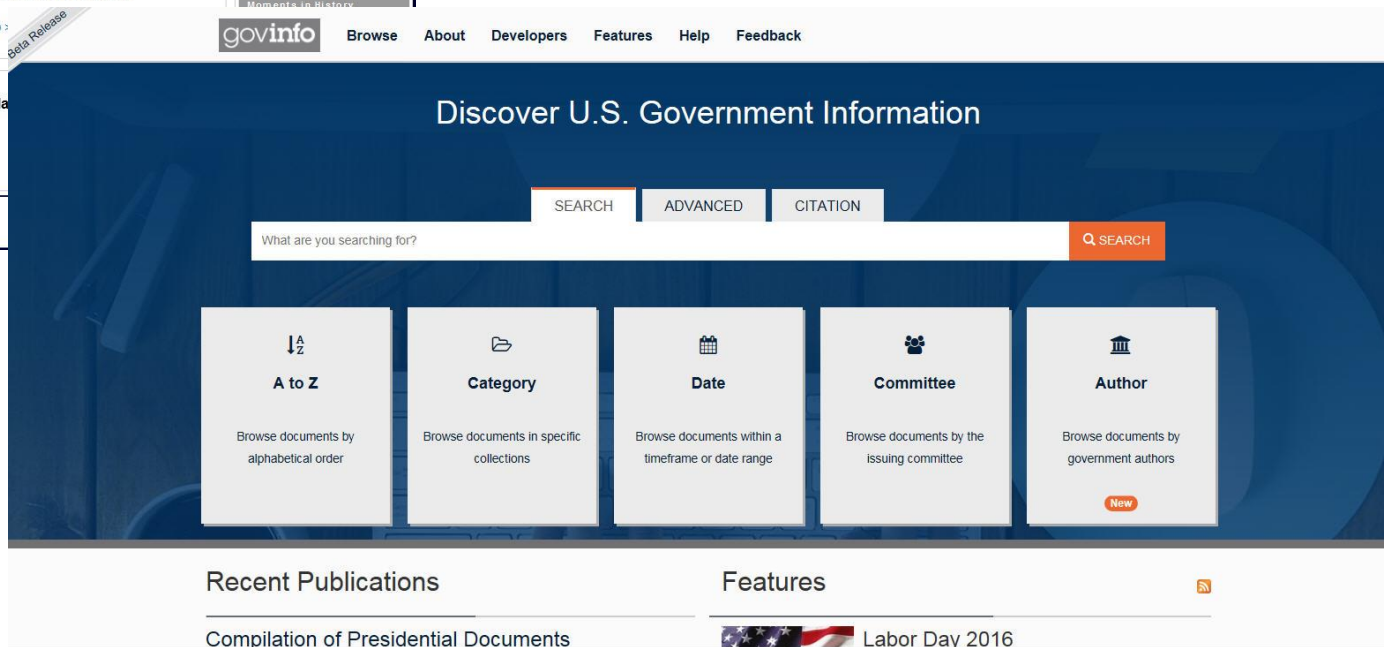
**Fiscal Year 2015 Budget of the U.S. Government**  
The Budget of the U.S. Government and Appendix are currently available. Analytical Perspectives and Historical Tables will be available the week of March 10th.

PDF >  
Mobile App >  
Browse >

**Health Care Law Patient Protection and Affordable Care Act**  
Public Law 111-148  
PDF >  
Text >

732 North Capitol Street, NW, Washington, DC 20401-0001 202.512.1800

[M](#) [f](#) [t](#) [+](#)



**govinfo** Browse About Developers Features Help Feedback

## Discover U.S. Government Information

SEARCH ADVANCED CITATION

What are you searching for?

**A to Z**

Browse documents by alphabetical order

**Category**

Browse documents in specific collections

**Date**

Browse documents within a timeframe or date range


**Committee**


Browse documents by the issuing committee

**Author**

Browse documents by government authors

New

Recent Publications Features 

Compilation of Presidential Documents  Labor Day 2016

# Overview of FDsys / govinfo



document.pdf - Adobe Acrobat Pro  
File Edit View Window Help

Create [Icons]

1 / 9 [Navigation Icons]

Certified by Superintendent of Documents

Authenticate issued by VeriSign CA for Adobe CDS.

AUTHENTICATED  
U.S. GOVERNMENT  
INFORMATION  
GPO

*Tuesday, March 4, 2014*


*Daily Digest*

HIGHLIGHTS

See Résumé of Congressional Activity.

Senate

# Overview of FDsys / govinfo



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

*Tu*

*Diges*

**HIGHLIGHTS**

See Résumé of Congressional Activity.

**Signature Validation Status**

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

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

Legal Notice... Signature Properties... Close

# Overview of the CGP

[Search the CGP](#) / **BASIC** / [ADVANCED](#) / [EXPERT](#) / [BROWSE](#) / [NEW TITLES](#) / [HELP](#) / [ABOUT](#)

## CATALOG OF U.S. GOVERNMENT PUBLICATIONS

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

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

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

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



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

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

Example: 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](#)



# End of Session 1. Questions?



Office of Outreach & Support, LSCM

# 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

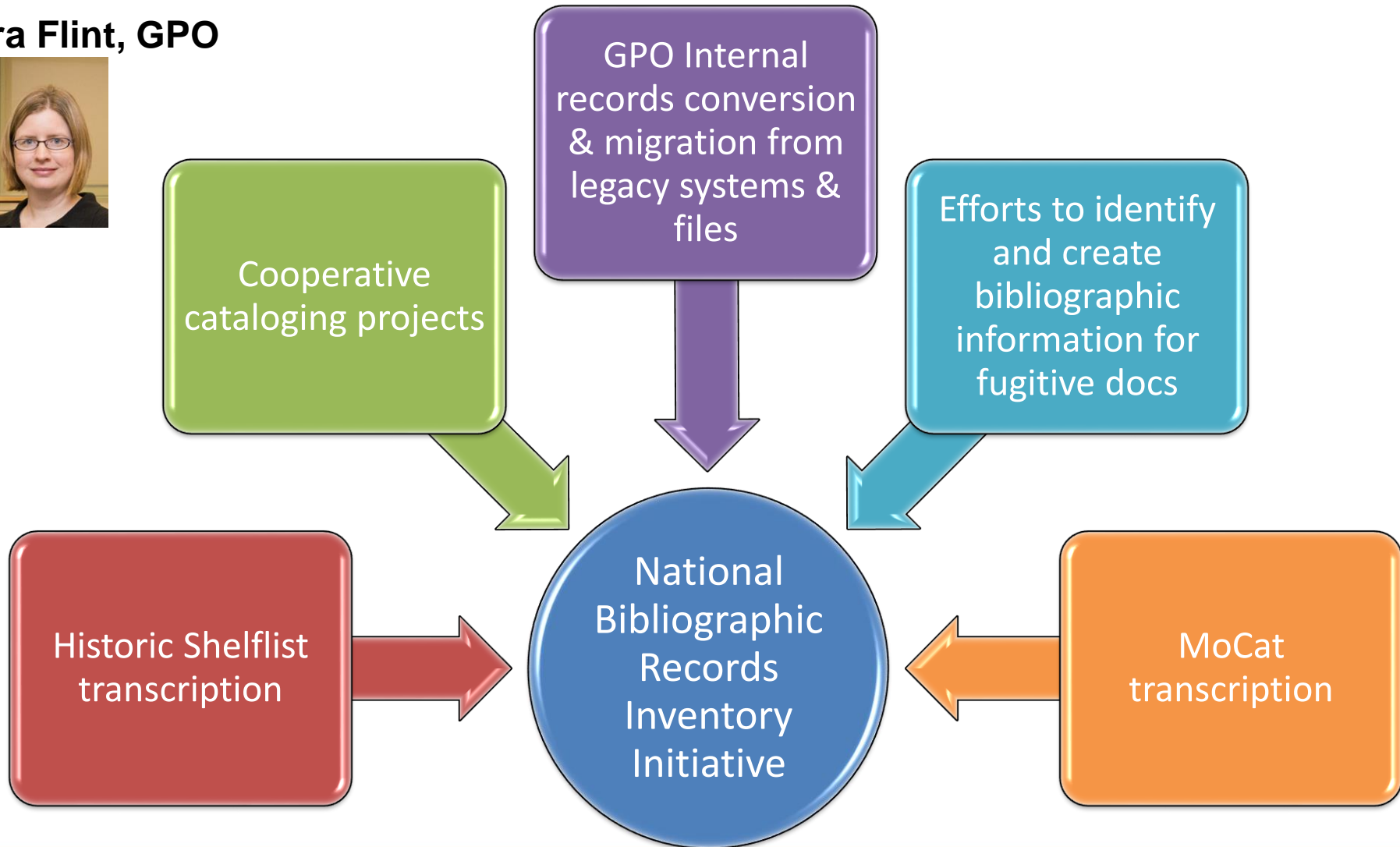
## Preservation

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

# National Bibliographic Records Inventory Initiative

CATALOG OF U.S.  
GOVERNMENT PUBLICATIONS

Lara Flint, GPO





# 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 U.S. Government Publications**

Government publications in this collection are arranged by the Superintendent of Documents classification number. Publications are grouped together by this number. To ensure that you find all of the materials available on a particular subject, be 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 (subject/bureau)	Number designating the title (within the issuing agency)	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 9	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

Your librarian will be happy to provide you with the prefixes for any U.S. Government agency or other information that can help you find the materials you need.

\* Government publications are available online, and some are issued also in other formats listed in your library's catalog.

† Log of U.S. Government Publications at: <http://catalog.gpo.gov/>.

U.S. GOVERNMENT  
GPO Keeping America Informed

## Superintendent of Documents (SuDocs) Classification Scheme

Webinar: [“SuDocs Classification System: An Overview”](#)



# 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

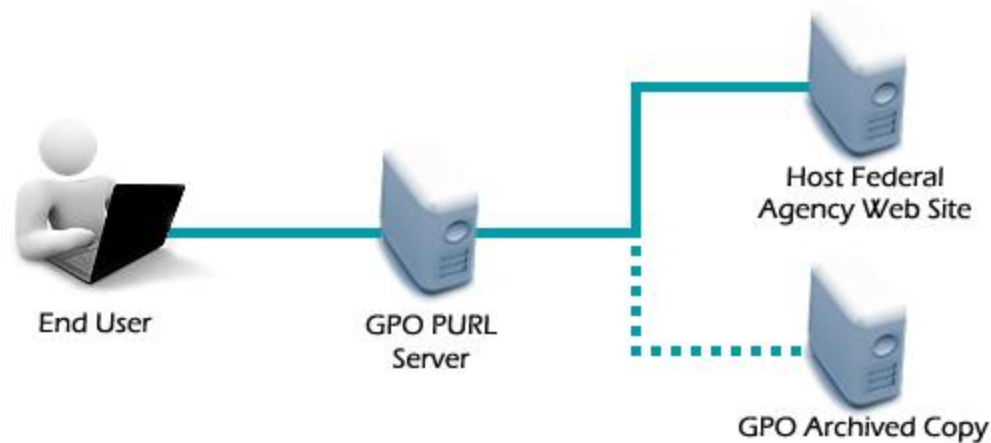
### **Record Customization:**

- 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.

<https://www.fdlp.gov/project-list/cataloging-record-distribution-program>

# PURLS

## Persistent Uniform Resource Locators (PURLs)





# Finding PURLs

## Persistent Uniform Resource Locators (PURLs)

Search the GPO / BASIC / ADVANCED / EXPERT / BROWSE / NEW TITLES / HELP / ABOUT

### CATALOG OF U.S. GOVERNMENT PUBLICATIONS

Catalogs to Search: Congressional Serial Set, Historic Shellset, Serials, Congressional Publications, Internet Publications  
 My Options: Bookshelf, Results list, Preferences, Previous Searches

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

Add to My Bookshelf | E-mail

#### Full View of Record

Choose format: Standard | Std | MARC

Record 1 out of 1 ◀ Previous Record | Next Record ▶

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

<b>Internet Access</b>	<a href="http://purl.access.gpo.gov/GPO/LPS112339">http://purl.access.gpo.gov/GPO/LPS112339</a>
<b>Author</b>	United States. Congress. House. Committee on Oversight and Procurement.
<b>Publisher Info.</b>	Washington : U.S. G.P.O., 2009.

**SuDoc Number:** 1016-C (online)  
**Item Number:** KF27 .O943 2007k  
**LC Number:** iii, 152 p. : digital, PDF file  
**Description:**



# PURL Usage Reports

## Persistent Uniform Resource Locators (PURLs)



Federal Depository Library Program  
FDLP PURL Usage

Home

PURL Usage

Library Report Dashboard

This site provides reports on PURLs usage and is operated by the U.S. Government Publishing Office.

- Technical questions? Ask a question through [askGPO](#)

Webinar: [“Understanding PURL Usage at your Library”](#)



# 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.



# GPO Library Technical Services Webcasts and Webinars





# Collection Development

Public officials designate depository libraries in order to provide local, no-fee, public access to Federal Government information with impartial and expert librarian assistance. As a result, depository libraries serve not only primary patrons but also the general public.

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



Kathy Bayer, GPO



# Collection Development – Big Picture

- The FDLP is comprised of U.S. Government publications having public interest or educational value.
  - Note: The Cataloging and Indexing Program is broader.
- Regular collection development helps ensure users needs are continually being met.
- Collection development policies are recommended.
  - Include a history or record of major collection development decisions
- Naturally, other library resources support and complement the depository collection
- Consider collaborative collection development



# Collection Development In Practice

- Your library “develops” a collection of online publications
- If you’re at a selective depository library, you:
  - Choose whether or not to select online depository publications by item number
    - Your library could have zero item numbers selected
    - If you acquire bibliographic records through the CRDP or a vendor, you probably have item numbers associated with (EL) on your item number selection profile
  - Choose what formats to select
- Regional depositories build comprehensive collections





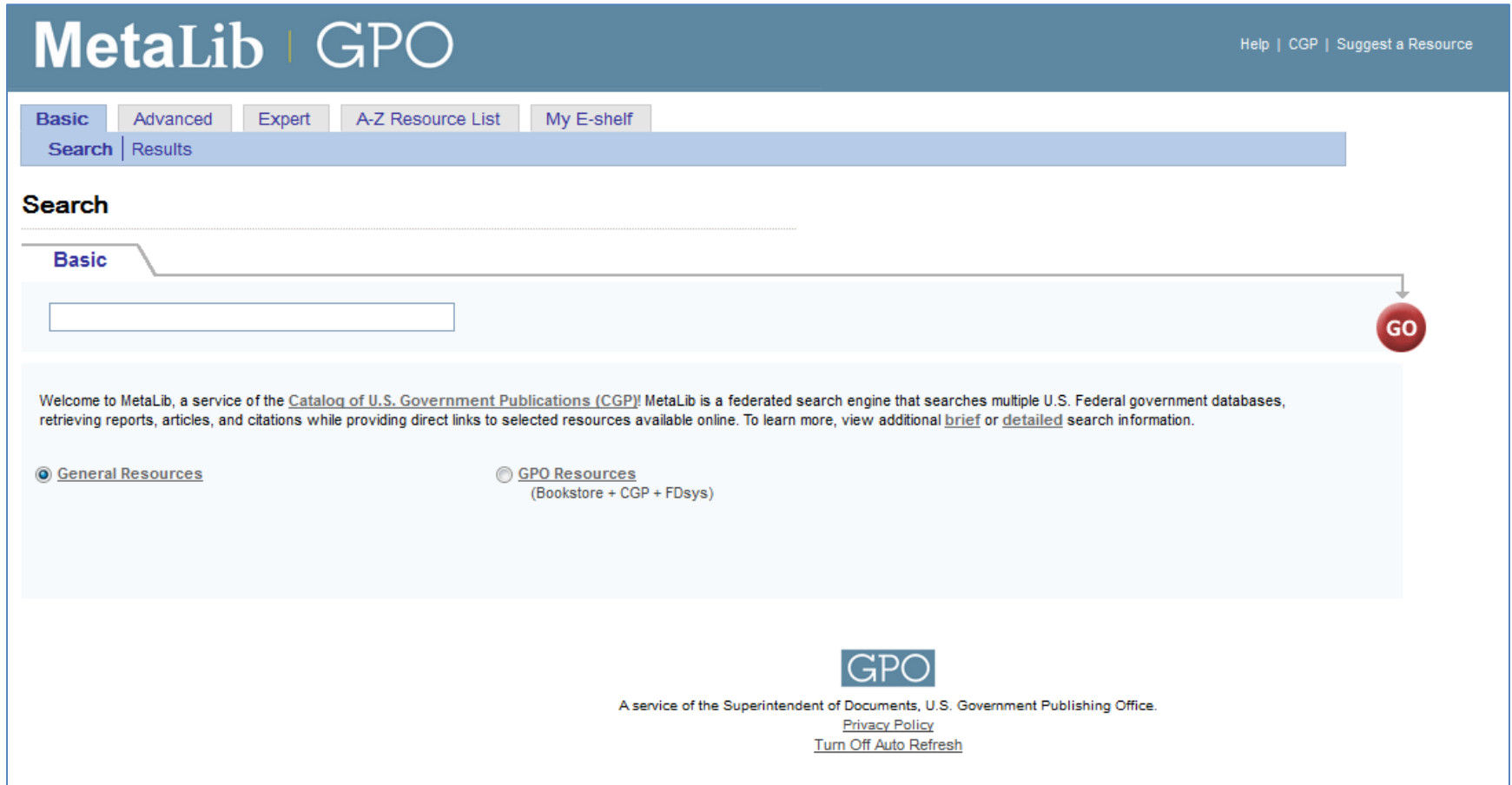
# Depository Library Collections

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

FDLP content consists of:

- Tangible resources (print, fiche, CD-ROMs, etc.)
- Online only publications
- GPO's MetaLib resources via the CGP
- Official content partnership resources
- Agency subscription databases

# GPO's MetaLib via catalog.gpo.gov



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

# Content Partnerships



The screenshot shows the navigation menu for the Federal Depository Library Program (FDLP) website. The 'ABOUT THE FDLP' menu is expanded, showing the following items:

- Superintendent of Documents
- Federal Depository Libraries
- Depository Library Council
- FDLP Academy
- Events and Conferences
- FDLP Events Calendar
- Partnerships
- Projects
- File Repository
- Digitization Projects
- Mission & History
- GPO on the Go

The following is a list of current partnerships:

Copy CSV Excel PDF Print

Show 5 entries Search:

Title	Description	Institution(s)	Category
Preservation of Connecticut & Rhode Island publications	Preserve their tangible collections of Connecticut and Rhode Island publications	Connecticut State Library	Preservation Steward
Preservation of Federal publications	Preserve their tangible collections for which there is a digital copy on govinfo	University of Florida	Preservation Steward
Preservation of the Handbook of North American Indians	Preserve their tangible collection of the Handbook of North American Indians	University of Arkansas at Little Rock	Preservation Steward
Preservation of Government Posters and Congressional hearings	Preserve their tangible collection of government poster and Congressional hearings related to Iran-Contra, Pearl Harbor, and the House Un-American Activities Committee	University of Iowa	Preservation Steward
Preservation of Congressional record	Preserve their tangible collection of the Congressional Record	State Library of Ohio	Preservation Steward

FDLP.gov > About the FDLP > Partnerships

List includes content and other partnerships. Your library provides access to online content.

# 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 online content partnerships
- CGP: [catalog.gpo.gov](http://catalog.gpo.gov)
  - New Titles Lists, including New Electronic Titles
  - GPO's MetaLib

# FDLP Basic Collection

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.

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

## Basic Collection

### Details

Last Updated: October 08 2015  
 Published: March 29 2009

Every Federal depository library is required to have the titles in this list accessible for immediate use.

These titles are vital sources of information that support the public's right to know about the Federal Government, which is subject to change.

Consult the guidance article on [Depository Collection and Development](#) for more information.

Resource	Description			
<a href="#">American FactFinder</a>	American FactFinder is a source for population, economic, housing, and geographic information and data for the United States, Puerto Rico, and the Island areas.			
<a href="#">Ben's Guide to U.S. Government</a>	Ben's Guide is a service of the Government Printing Office (GPO), designed to inform students, parents, and the public about the Federal Government, which issues the publications and information products disseminated by the GPO's Federal Depository Library Program.			
<a href="#">Catalog of Federal Domestic Assistance</a>	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
<a href="#">Catalog of U.S. Government Publications</a>	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
<a href="#">Code of Federal Regulations</a>	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



# 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](https://www.fdlp.gov) > Collection Tools

Instructions and about GPO resources: [FDLP.gov](https://www.fdlp.gov) > Requirements and Guidance > Instructions

# Item Lister

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

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

Library # [REDACTED] has selected 19.51 % of the total items offered.

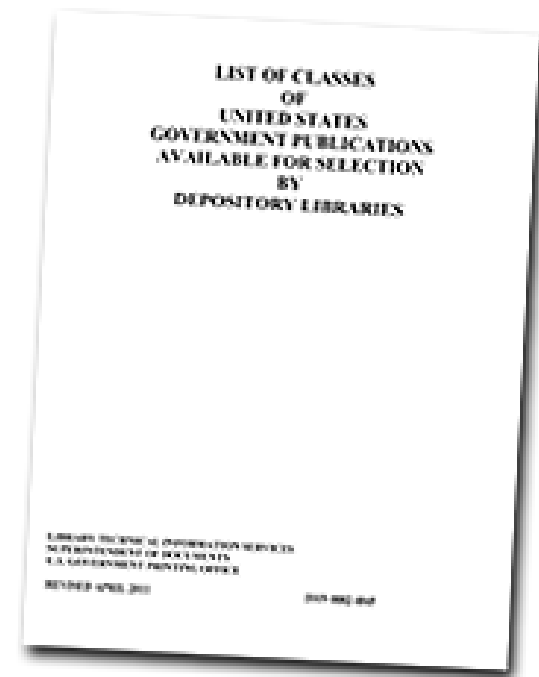
Item Numbers Selected -> 2011

Total Possible Selections -> 10305

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

# List of Classes

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



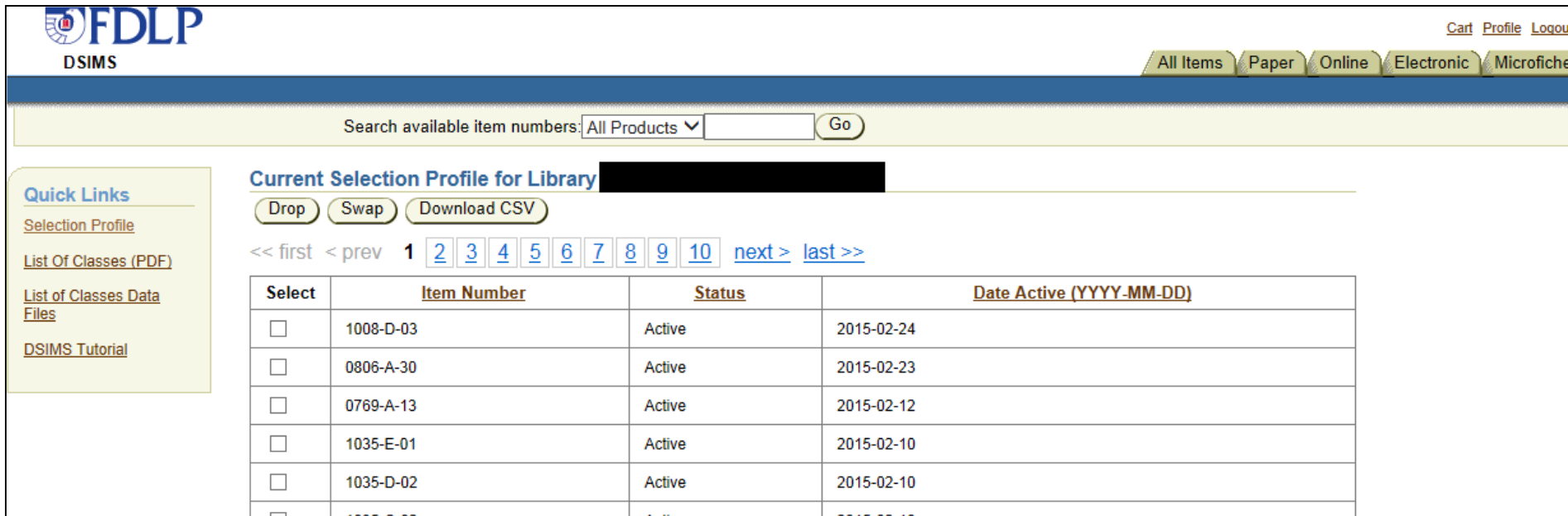


# Depository Selection Information Management System, or DSIMS

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

# DSIMS

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



**FDLP**  
DSIMS

Cart Profile Logout

All Items Paper Online Electronic Microfiche

Search available item numbers: All Products  Go

**Current Selection Profile for Library** [REDACTED]

Drop Swap Download CSV

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


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

**Quick Links**

- Selection Profile
- List Of Classes (PDF)
- List of Classes Data Files
- DSIMS Tutorial

# WEBTech Notes

[Home](#) / WEBTech Notes

WEBTech Notes Record 

Search:  [Search](#) [Advanced Search](#) | [Help](#)

Primary Sort   Secondary Sort   [GO](#)

Select All

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

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

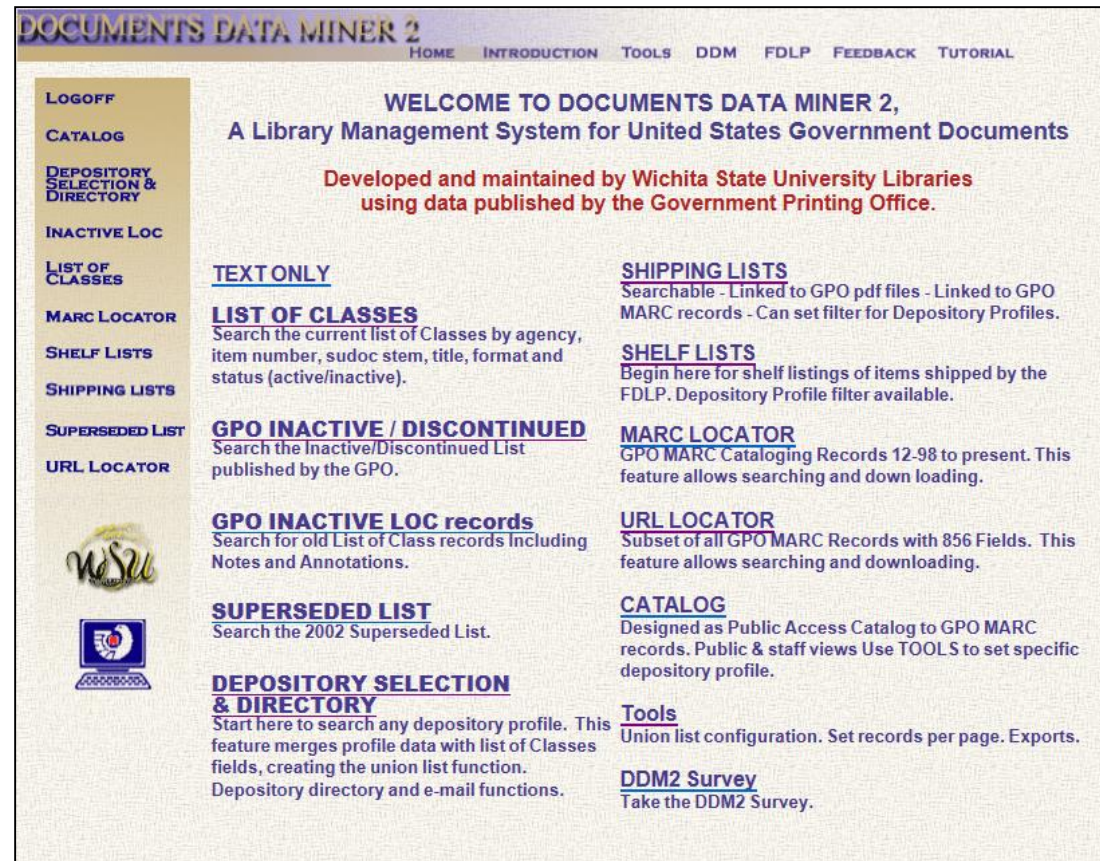
Also via [FDLP.gov](#) >  
[Requirements and Guidance](#) >  
[Instructions](#)

# 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



The screenshot shows the homepage of the Documents Data Miner 2 website. The header includes navigation links: HOME, INTRODUCTION, TOOLS, DDM, FDLP, FEEDBACK, and TUTORIAL. A central welcome message reads: "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." A left sidebar lists menu items: LOGOFF, CATALOG, DEPOSITORY SELECTION & DIRECTORY, INACTIVE LOC, LIST OF CLASSES, MARC LOCATOR, SHELF LISTS, SHIPPING LISTS, SUPERSEDED LIST, and URL LOCATOR. The main content area features several sections with underlined titles and brief descriptions: TEXT ONLY, 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 (Searchable - Linked to GPO pdf files - Linked to GPO MARC records - Can set filter for Depository Profiles.), SHELF LISTS (Begin here for shelf listings of items shipped by the FDLP. 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.), and DDM2 Survey (Take the DDM2 Survey.).

<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:

- “Use of various collection tools is easier
- Sometimes agencies decide to switch formats, if you’re interested in any format
- 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 (tune in tomorrow for info about supersession, official substitution, and the "5-year rule")

# Suggested FDLP.gov Guidance Articles

At [FDLP.gov](https://www.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



## End of Session 2. Questions?



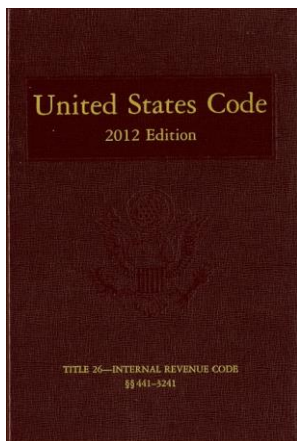
Office of Outreach & Support, LSCM



# FDLP Rules - Title 44 USC



Ashley Dahlen, GPO

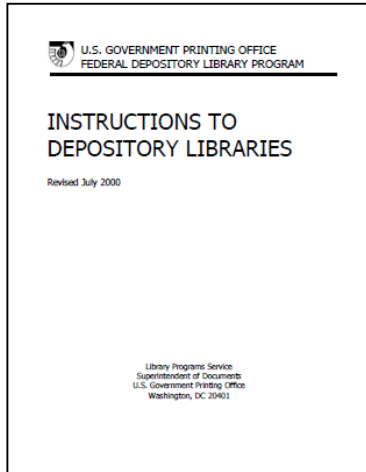


The laws applicable to the U.S. Depository Library Program are found in Chapter 19 of Title 44 of the United States Code.

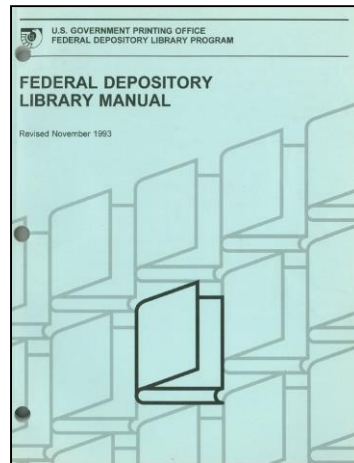
Under Title 44 U.S.C. § 1909, the Superintendent of Documents is charged to uphold U.S. Depository Library Program laws. These duties include, but are not limited to:

- Investigate depository library conditions
- Ascertain whether a library is compliant
- Make recommendations
- If necessary, to remove noncompliant libraries from the Depository Library Program

# FDLP Rules and Regulations - Historic



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

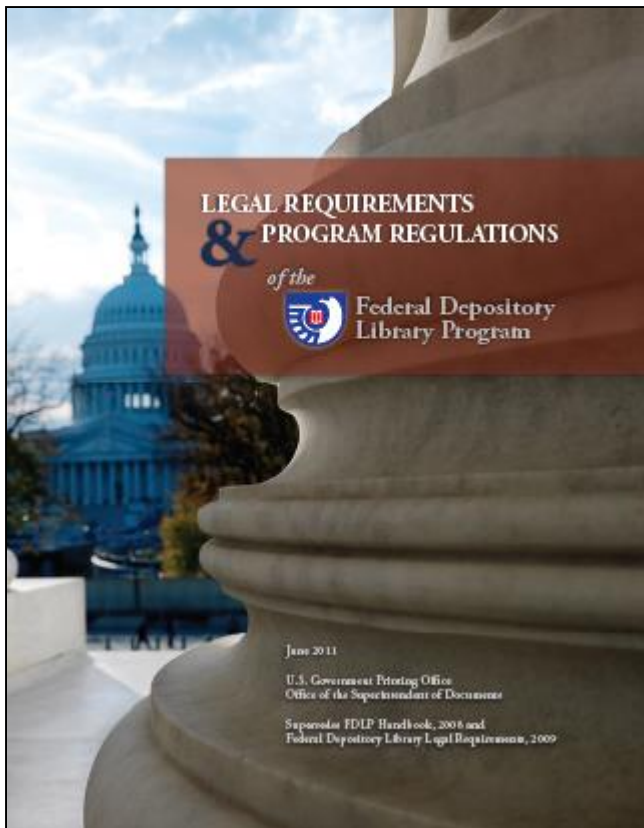


**FDL Manual** (1985) – guide for carrying out FDLP operations



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

# Legal Requirements & Program Regulations (LRPR)



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



# 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 Hays, GPO





# Regular Box Shipments

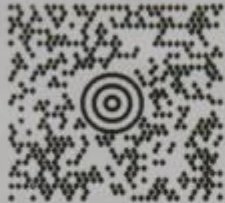
LAUREL LSCM CENTER  
(202) 423-3014  
GPO  
3660 CHERRY LANE  
LAUREL MD 20707

10 LBS

1 OF 1

**SHIP TO:**

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

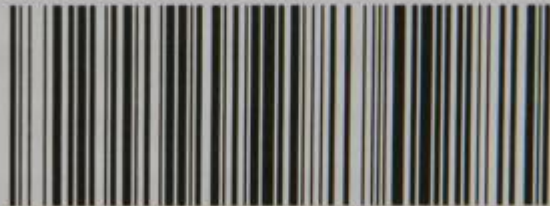


NJ 071 0-02



**UPS GROUND**

TRACKING #: 1Z 6RV 822 03 7580 9001



BILLING: P/P

REF 1:0378A  
REF 2:0779



Library Number

MS 16.0.31

48.0A 01/201

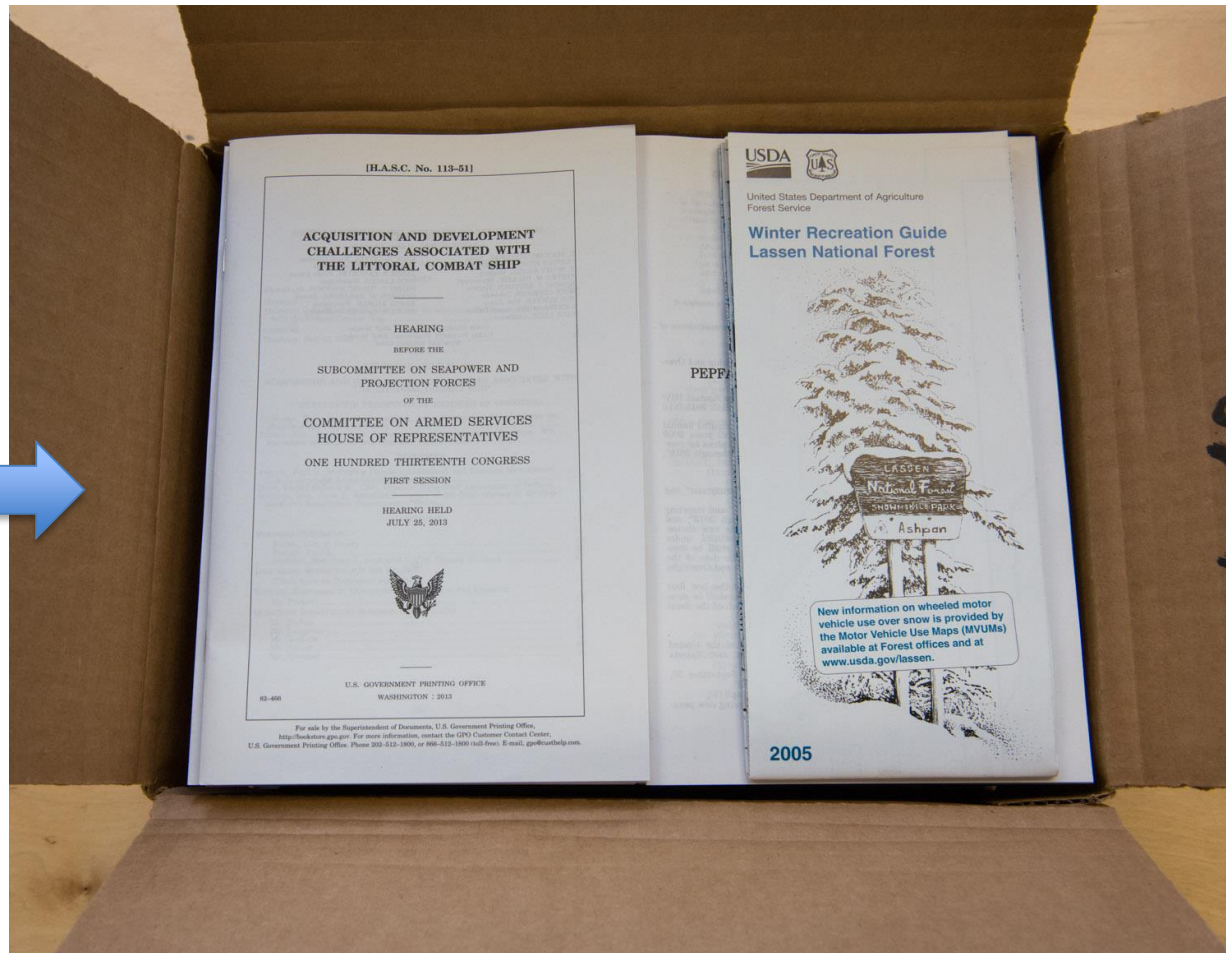


SEE NOTICE ON REVERSE regarding UPS terms, and notice of limitation of liability. Where allowed by law, shippers authorize UPS to act as forwarding agent for export control and customs purposes. If imported from the US, shippers certify that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. The above markings are law in published.



# 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

Indicates shipping list number.

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, <i>Heimeshoff v. Hartford Life &amp; Accident Insurance Co. Et Al.</i> ; *
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, *

P = paper  
S = separates  
E = electronic

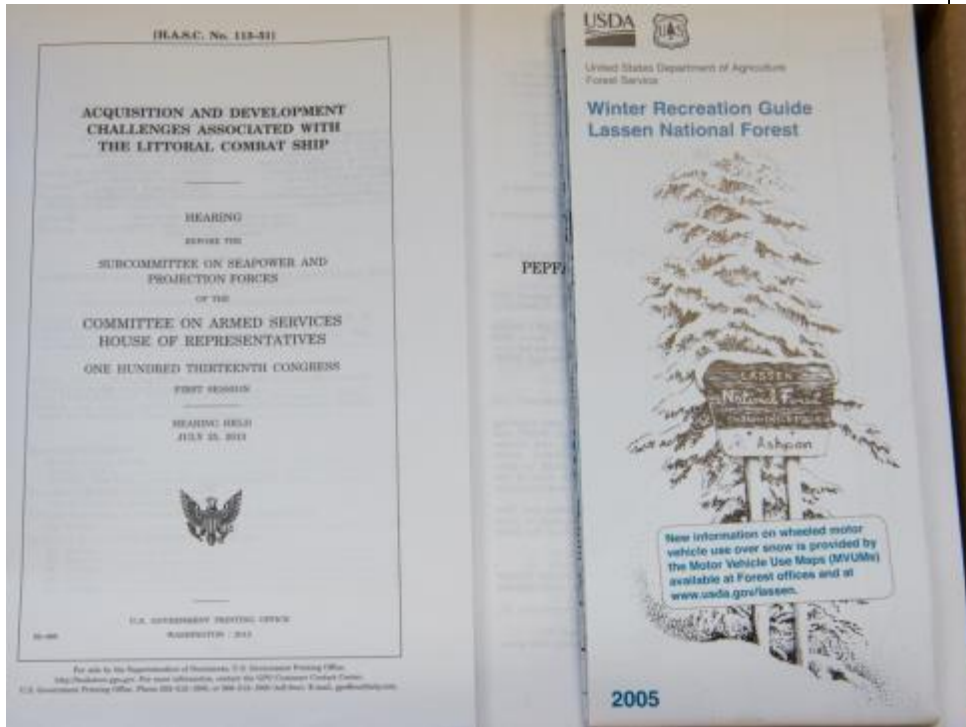
**TIP**  
EL = online format item number, so it cannot be 'distributed' on a shipping list

Place claim at <http://www.fdlp.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 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)
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 1.1/6:113-289	H.Rept. No. 113-289, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1.1/6:113-296	H.Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property,... Dec. 16, 2013
1011	Y 4.AP 6/1:ST 2/4/2014/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 73/6:113-44	Health Insurance Premiums Under the Patent Protection,... Serial No. 113-44, May 20, 2013, *
1033	Y 4.AP 6/2:8.HRG.112-839	S.Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4.EN 2:8.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

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
1040-A	Y 4.EN 2:S.HRG.113-123	The following list is for: <a href="#">Download CSV</a> <b>NOTE:</b> In CSV file, certain item numbers are contained in single quotes to prevent spreadsheet software from removing leading zeros in those items.

Number of Titles: 15

Library # 

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-C	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

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

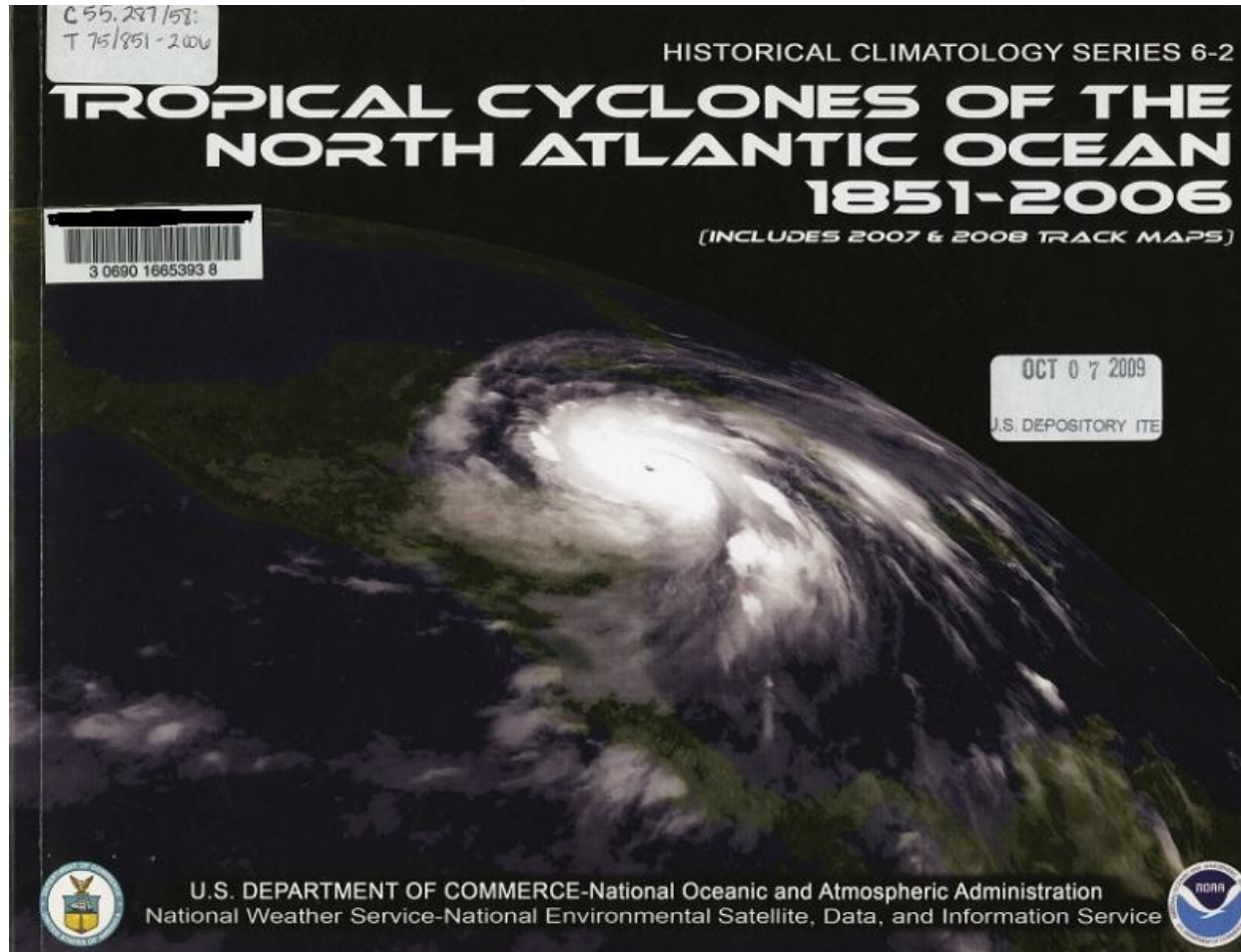
Library

# What's in the Box?

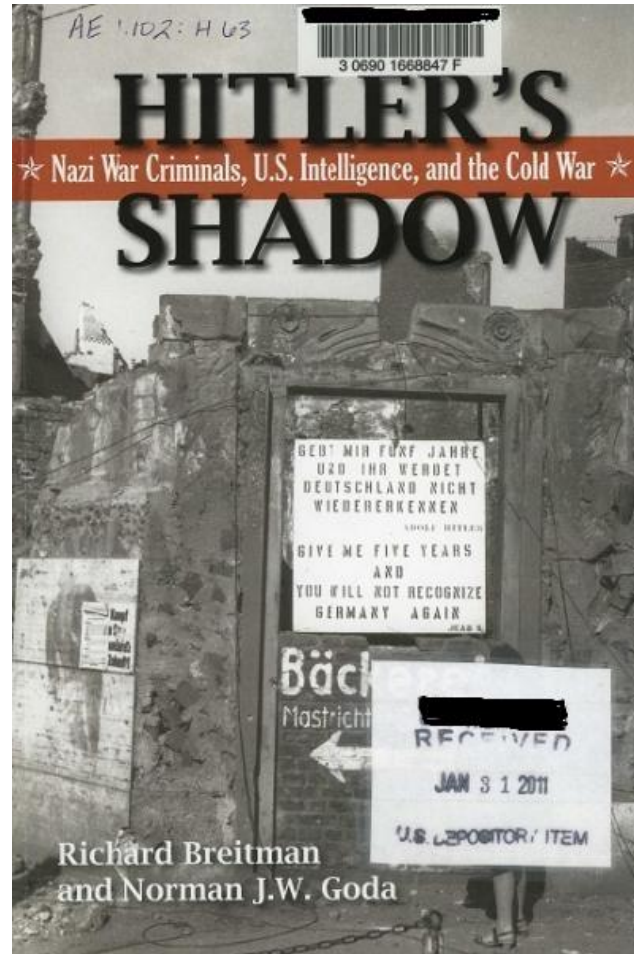
LRPR 17: "Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods."

## Item Lister





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

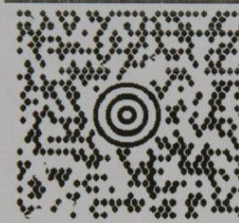
LAUREL LSCM COTR  
(202) 423-3014  
GPO  
8660 CHERRY LN  
LAUREL MD 20707-4951

3 LBS

1 OF

**SHIP TO:**

100 N. OSCEOLA AVE  
(727) 46-2680  
CLEARWATER PUBLIC LIBRARY -  
GOVT DOCS  
**CLEARWATER FL 33755-4083**



**FL 337 9-06**



**UPS GROUND**

TRACKING #: 1Z 6RV 822 03 5385 8553



BILLING: P/P

REF 1:0102B  
REF 2:0991A \*\*\* 2014-0016-S

WS 16.0.31

48 DA 01/2014



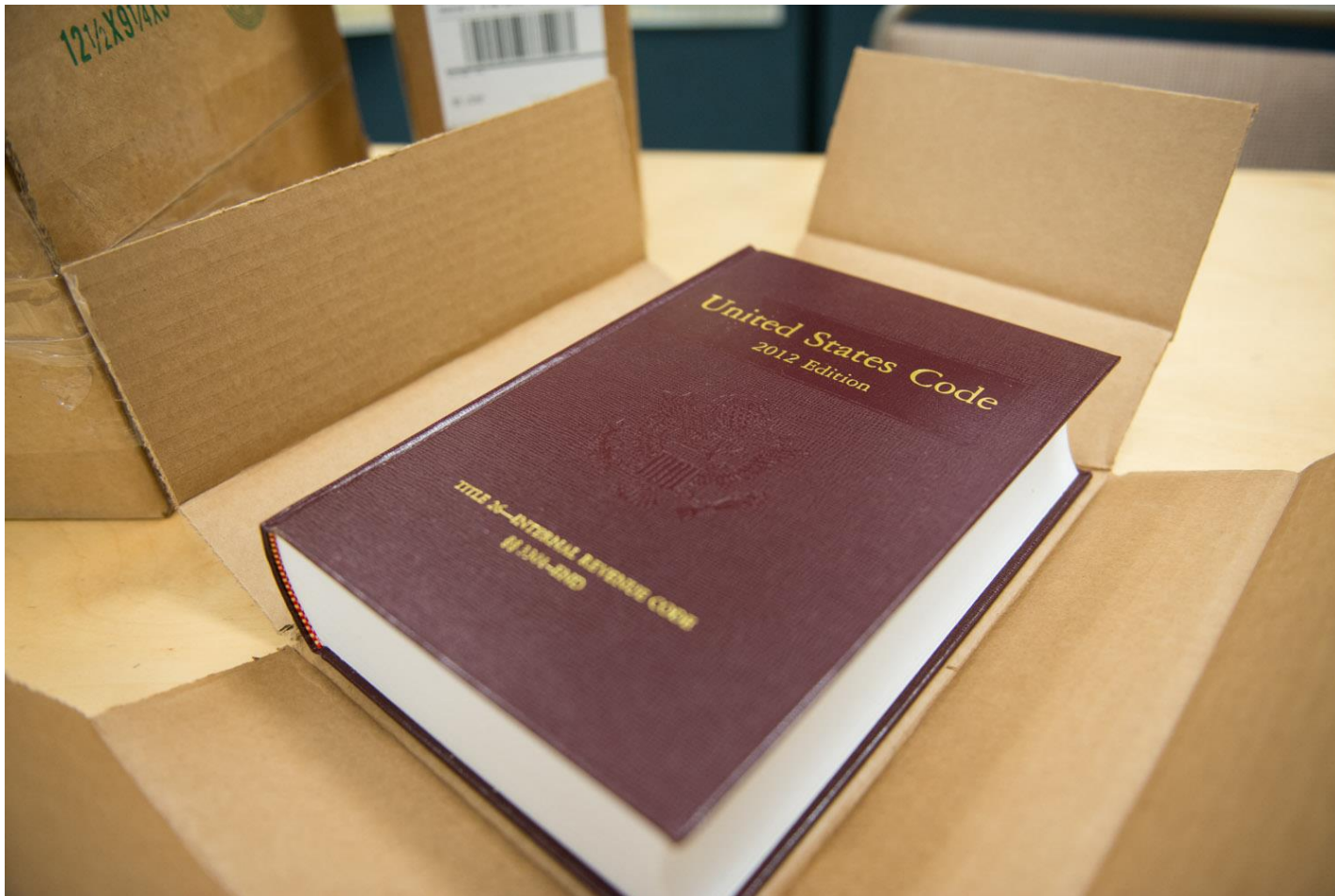
SEE NOTICE ON REVERSE regarding UPS Terms, and notice of limitation of liability. Where allowed by law, shipper authorizes UPS to act as forwarding agent for export control and customs purposes. If exported from the US, shipper certifies that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited.

Library Number

Shipping List Number



# Separates




# Separates

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

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

Claims for 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



The screenshot shows the top navigation bar with the GPO logo, "OFFICIAL DIGITAL SECURE", and a "Login" button. Below this is the FDLP logo and "Federal Depository Library Program". Navigation links for "HOME" and "CONTACT US" are present, along with a search bar. The main menu includes "COLLECTION TOOLS", "REQUIREMENTS & GUIDANCE", "ABOUT THE FDLP", and "CATALOGING & CLASSIFICATION". The "COLLECTION TOOLS" dropdown menu is open, with "SHIPPING LISTS" highlighted in red. A tooltip for "SHIPPING LISTS" reads: "View shipping lists included in depository distribution boxes." Other menu items include CLAIMS, DSIMS, ITEM LISTER, LIST OF CLASSES, LOSTDOCS, NEEDS & OFFERS, FULL REFERRALS, SHIPPING LIST THIS WEEK, UNION-L, and WEBTECH NOTES. A banner for the "2014 DLC Meeting and FDL Conference" is visible. On the right, there are three call-to-action boxes: "FDLP Basics LEARN ABOUT THE PROGRAM", "New to GovDocs? VIEW OUR QUICKSTART GUIDE", and "Join the FDLP LEARN ABOUT THE BENEFITS".

# Shipping Lists



**GPO OFFICIAL DIGITAL SECURE** Login

COLLECTION TOOLS REQUIREMENTS & GUIDANCE ABC

## 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 available.

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

- dbf
- doc
- pdf
- 2013
- 2014
  - electronic
  - microfiche
  - paper
  - separates

2014-0001-s

2014-0002-s

2014-0003-s

**Number on Box** →

**Shipping List Type**



# Claims

## Claim

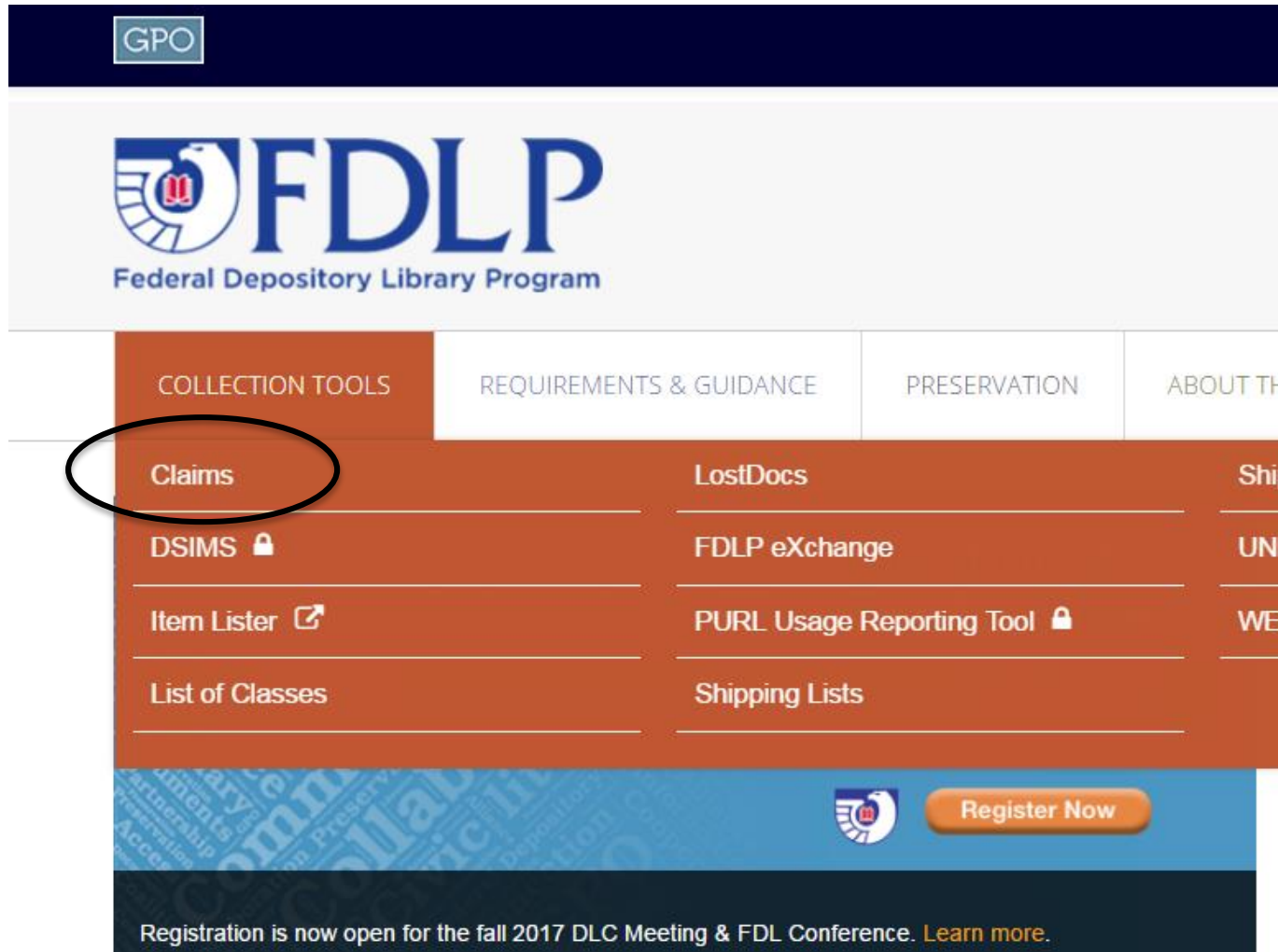
- Selected but not received
- Publications damaged during shipment
- Defective publications
- Individual Publications or entire shipment

## 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



The screenshot shows the top navigation bar of the Federal Depository Library Program (FDLP) website. The GPO logo is in the top left. The main header features the FDLP logo and the text "Federal Depository Library Program". Below this is a navigation menu with four main categories: "COLLECTION TOOLS", "REQUIREMENTS & GUIDANCE", "PRESERVATION", and "ABOUT THE PROGRAM". The "COLLECTION TOOLS" category is expanded, showing a list of sub-links: "Claims", "DSIMS", "Item Lister", "List of Classes", "LostDocs", "FDLP eXchange", "PURL Usage Reporting Tool", and "Shipping Lists". The "Claims" link is circled in red. At the bottom of the navigation area, there is a "Register Now" button and a footer message: "Registration is now open for the fall 2017 DLC Meeting & FDL Conference. [Learn more.](#)"

# Claims

## CLAIMS

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

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

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

### Claims Cut-Off Date

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

### Contact Information



## Claims- Microfiche

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

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



# Miscellaneous...

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

# 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	Unclear 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

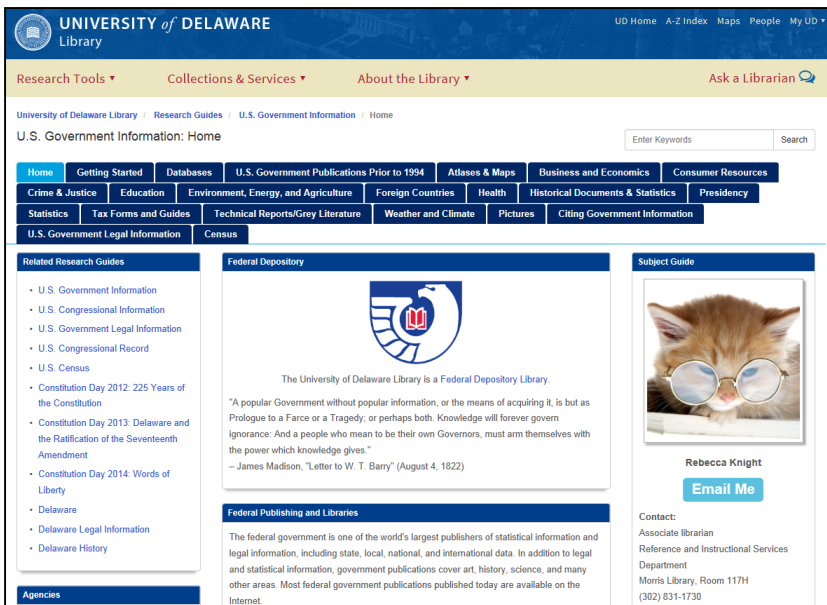
Sources of records:

- 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*
- 3<sup>rd</sup> Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)



# Online Resources

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



The screenshot shows the University of Delaware Library website. The header includes the library logo and navigation links like 'UD Home', 'A-Z Index', 'Maps', 'People', and 'My UD'. Below the header are tabs for 'Research Tools', 'Collections & Services', and 'About the Library'. The main content area is titled 'U.S. Government Information: Home' and features a search bar. A navigation menu lists various categories such as 'U.S. Government Publications Prior to 1994', 'Atlases & Maps', 'Business and Economics', and 'Consumer Resources'. The page is divided into three columns: 'Related Research Guides' with a list of links, 'Federal Depository' with a logo and text about the library's role, and 'Subject Guide' featuring a photo of a kitten wearing glasses and an 'Email Me' button.

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



The screenshot shows the Portland State University Library website. The header includes the library logo and navigation links like 'Library Home', 'My Accounts', and 'Ask a Librarian'. Below the header are tabs for 'Research Tools & Collections', 'Help & Services', 'Study Spaces & Computers', and 'About the Library'. The main content area is titled 'Government Information & Maps' and features a welcome message, a list of 'Related Guides', and a 'Contact' section for Claudia Weston, the Government Information Librarian. The page also includes a 'See Also' section with links to 'Government Information', 'U.S. Government Information', 'Census Information', 'Legal Resources', and 'Public Comment Documents'.

<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.

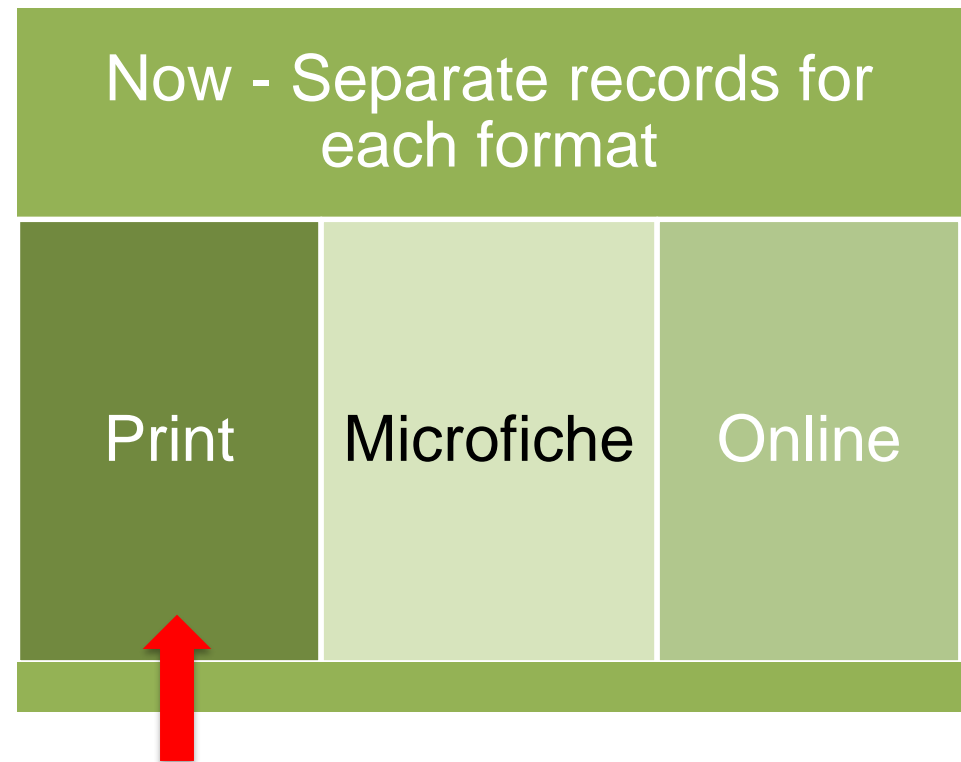
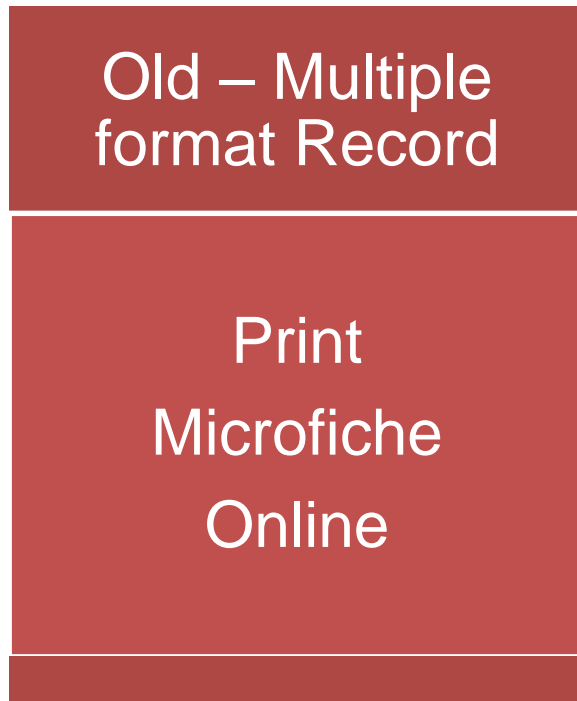
**DO NOT throw away your shelvest or piece-level accounting prior to the completion of your cataloging project!**



# Resource Description and Access (RDA) Cataloging

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

# Multiple Formats



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

## End of Session 3. Questions?



Office of Outreach & Support, LSCM

# 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.

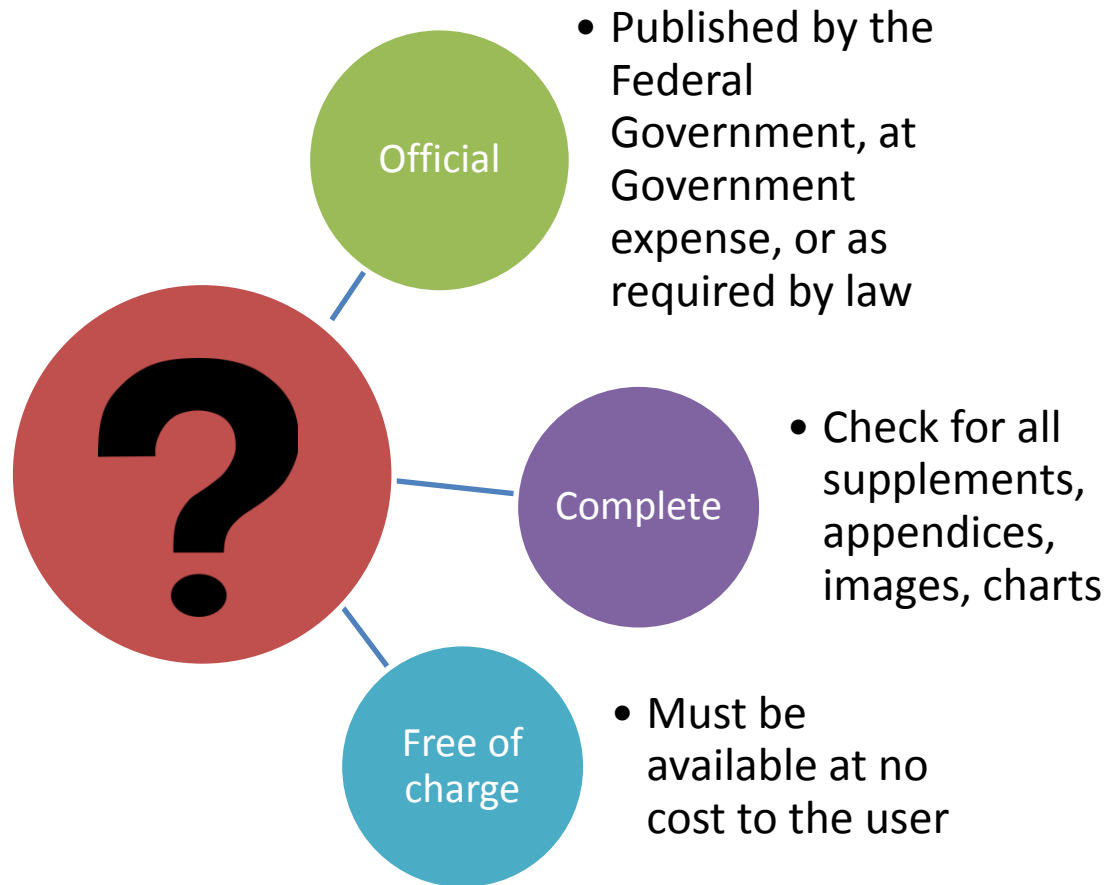


# Substitution

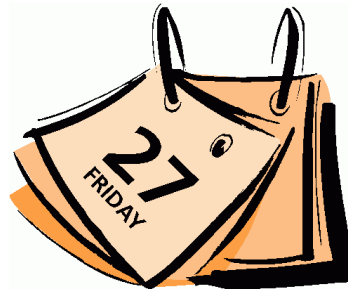
## Tangible with a Online Substitution (Tangible depository holdings replaced by an online equivalent):

- 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



# 5-Year Rule



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

# Weeding Cheat Sheet

## (You're welcome)

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



# Withdrawal Processes


Regionals have 4 mechanisms for authorizing withdrawals:

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

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



# Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number.
- Check with your regional to see if any formats have been exempted in your region.
- Regional has first dibs. Selectives in your state or region have second dibs.
-  FDLP eXchange “Offer Nationally” 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?)







# Weeding Rule Exceptions (because of course)

- **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 FDLP eXchange to “Offer Nationally”
- 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.



# Recent development

## Regional Discard Policy

- Permits 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.



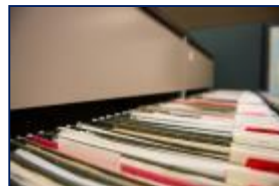
# Keep an eye out for...

- [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

# 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



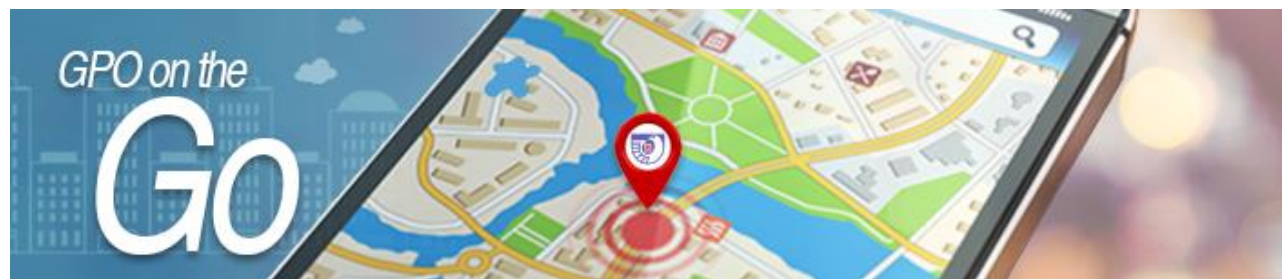
## What's the use?

- Institutional knowledge, past issues and patterns, dates
- GPO can send you copies of the contents

[fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)



# Library Visits / GPO on the Go



Lara Flint, GPO



## 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

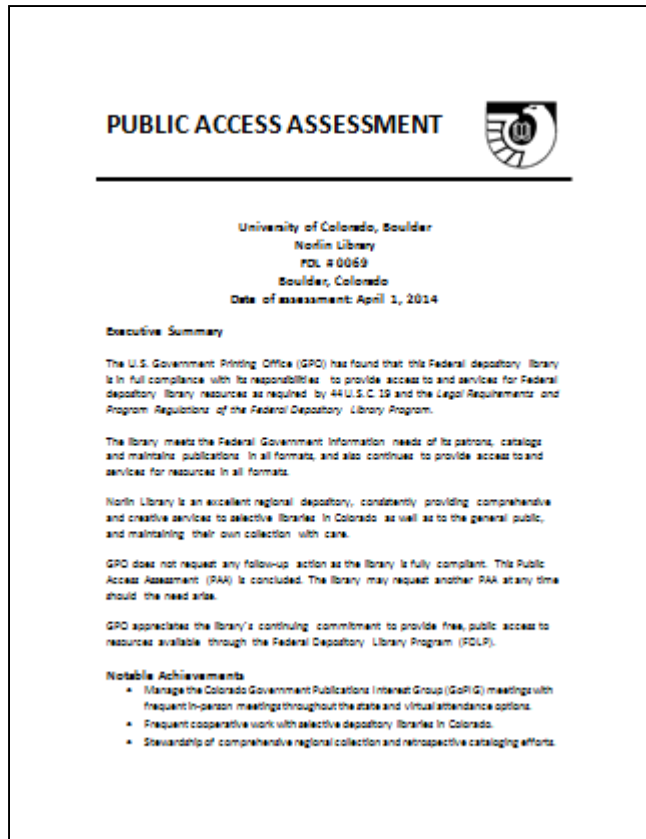


## Assessments

- 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



- 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



# Library Visits

- GPO on the Go (c. 2015 to present)
  - Website: <https://www.fdlp.gov/about-the-fdlp/gpo-on-the-go>
  - Staff at all levels of GPO have been traveling and making in-person visits to libraries
  - These visits are not assessments
  - How is the FDLP working, how can we improve services to libraries?

# 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.”

[2017 Biennial Survey Preview Questions](#)



# 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, report 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

Questions or need to notify GPO?

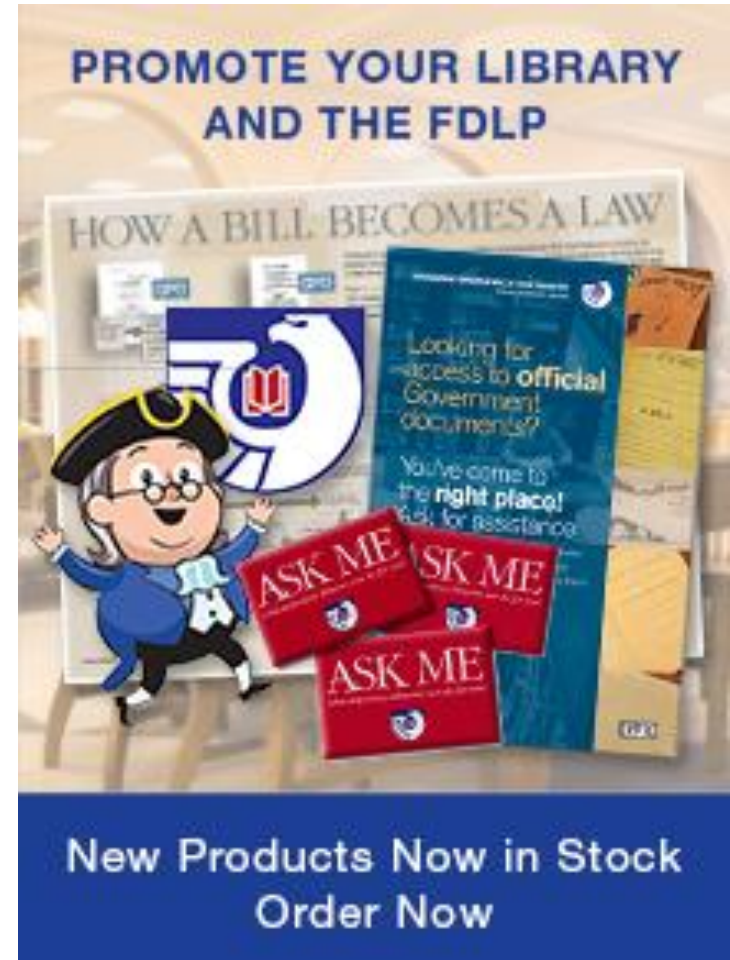
Contact Outreach and Support at 202-512-1187 or  
[FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov)



# Promotion

## Increasing your library's visibility

Kelly Seifert





# GPO's Role

- Create promotional tools and resources
- Provide guidance to libraries
- Utilize social media
- Share good ideas of other libraries

# New in 2016

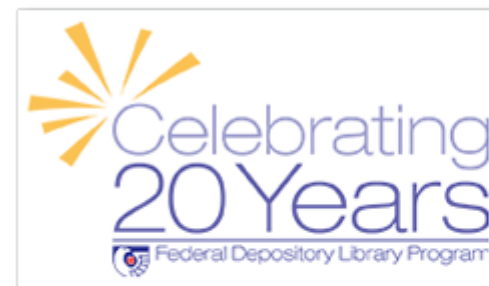


# Oldies but Goodies



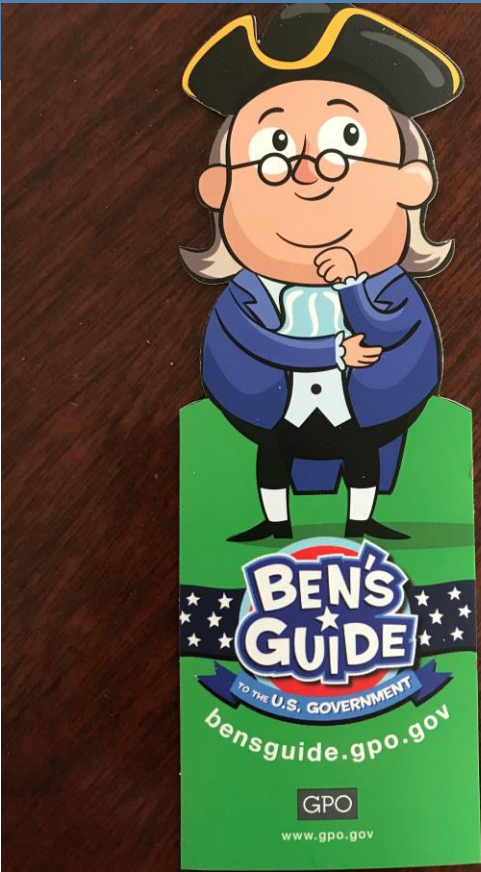
# New in 2017

- Celebrating December Holidays
  - Ideas for how to promote GovDocs during the holidays
- Obsolete Promo Items
  - Guidance on out-of-date promo items that should be discarded; accompanying images
- New resources for promoting FDLP anniversaries
  - Downloadable anniversary logos
  - Press Release template



Available at: <https://www.fdlp.gov/promotion>

# New in 2017



[COLLECTION TOOLS](#)

[REQUIREMENTS & GUIDANCE](#)

[ABOUT THE FDLP](#)

[CATALOGING & CLASSIFICATION](#)

## Promotion



### Details

Last Updated: May 23 2017

Published: April 14 2016

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

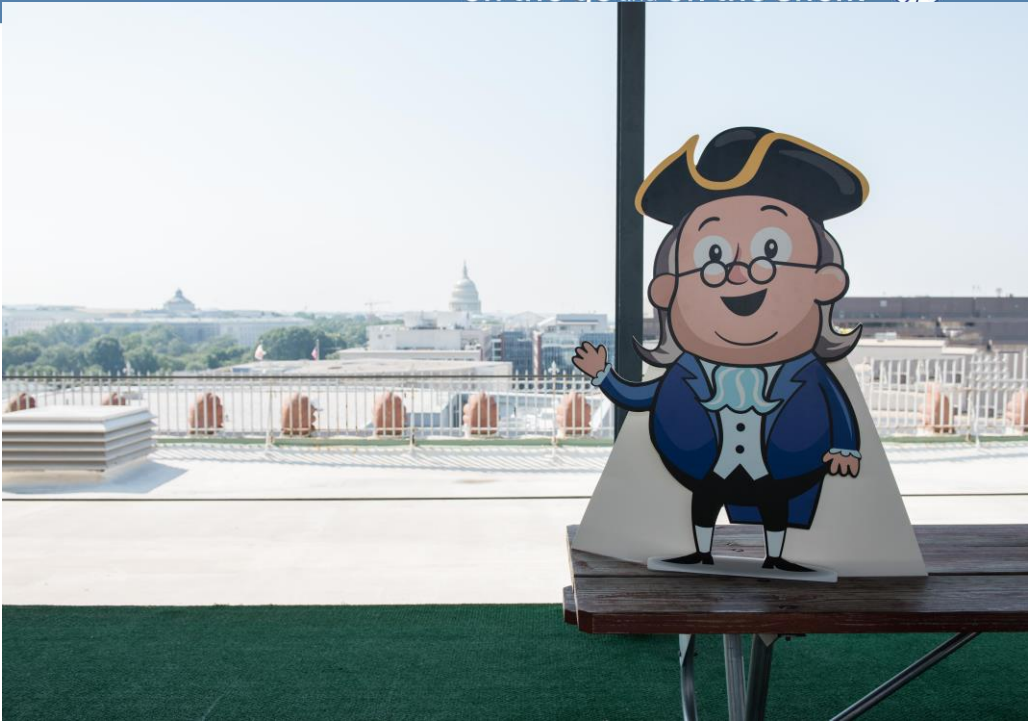
<a href="#">FDLP Guide to Social Media</a>
<a href="#">Order FDLP Promotional Materials</a>
<a href="#">Promotional Tips and Ideas</a>
<a href="#">FDLP Digital Marketing Toolkit (for download)</a>
<a href="#">Celebrating Depository Anniversaries</a>
<a href="#">Celebrating Constitution Day</a>
<a href="#">Celebrating December Holidays</a>
<a href="#">Obsolete Promotional Items: What to Replace!</a>



**PROMOTE YOUR LIBRARY AND THE FDLP**

**New Products Now in Stock**  
**Order Now**

# #BensAdventures







# GPO Social Media – Promoting the FDLP

- New services or displays
- Anniversaries and celebrations
- Special events (Constitution Day)
- Outreach events (conferences, speeches)
- New and noteworthy documents in the CGP and FDsys
- Historic or interesting resources

# Idea Exchange



Oh say can you ...?

## Enter our Star-Spangled Video Contest

Enter between September 8-19, 2014:

- ★ Create a video of your version of the national anthem and upload it to our Facebook page (<https://www.facebook.com/hcclib>)
- ★ You can sing it, dance it, play it on the kazoo. You can employ the spoken word or American Sign Language.
- ★ Just be sure to include the music and/or the words to the first verse of the "Star-Spangled Banner" in your video.
- ★ The person with the most FB likes as of 12 am September 20th takes home a nifty flag backpack. Second place winner receives a flag-adorned tumbler and third place gets a banner-themed spiral-bound journal.

Celebrate the Star-Spangled Banner's 200th Birthday

@HCC Library

September 15-19, 2014

Displays



There will be cake!

Wednesday, Sept. 17, 1 p.m.

Library 2nd floor

Giveaways

# Where to Go for Help



[Kseifert@gpo.gov](mailto:Kseifert@gpo.gov)

askGPO > Ask A  
Question > Federal  
Depository Libraries  
> Marketing  
Strategies / Radio  
Spots

Lara Flint

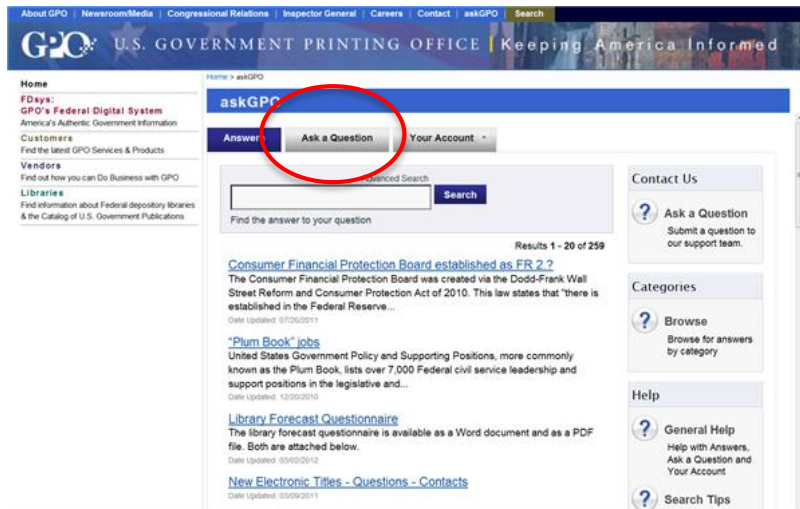


# Getting Help From GPO

Use askGPO

Contact Outreach & Support

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



[fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)

202-512-1119



## Using askGPO - tips

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



## Using askGPO – more tips

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



# FDLP Networking

- Recommended Listservs

GOVDOC-L <http://govdoc-l.org/>

DOCTECH-L <https://lists.usu.edu/wws/info/doctech-l>

MAPS-L <https://listserv.uga.edu/archives/maps-l.html>

Regional-L closed list - regionals only

FEDLIB <http://www.loc.gov/flicc/listsrvs.html>

- FDLP Events & Conferences

<https://www.fdlp.gov/about-the-fdlp/events-and-conferences>

- Your regional coordinator and local groups

Local state/region Listservs

[http://wikis.ala.org/godort/index.php/GODORT\\_Listservs#General\\_Government\\_Documents\\_Listservs](http://wikis.ala.org/godort/index.php/GODORT_Listservs#General_Government_Documents_Listservs)



## End of Session 4. Questions?



Office of Outreach & Support, LSCM