

April 29, 2014



2014

NEW DEPOSITORY LIBRARIAN'S INSTITUTE

Contents

Schedule	4
Welcome and Introductions - Get to Know LSCM	7
Mission of the FDLP	9
GPO History	9
FDLP History	9
Public Access Requirements	11
Overview of FDLP Forecasting Initiative	13
Federal Depository Library Program Benefits	14
Depository Library Council (DLC)	14
Current DLC Members	15
FDLP.gov	15
Communication Channels	15
FDLP News & Events Announcements and Alerts Service	15
RSS Feeds	16
Contacting GPO for help	16
askGPO	16
Training Opportunities	16
FDLP Conferences	16
eLearning Platform & Webinar Archive	17
Brief Overview of FDSys & the CGP	17
Collection Development	18
Item Number System	18
Tools Used when Working with Selection Profiles	20
Item Lister	20
List of Classes	21
Depository Selection Information Management System (DSIMS)	21
Collection Lists	22
Basic Collection	23
Suggested Core Collection	23

Essential Titles List	24
Passworded Databases or Agency Subscription Services	24
New Electronic Titles List	24
Processing FDLP Shipments, or, 'Box Processing'	24
Overview of Box Processing at GPO.....	24
Overview of Box Processing at Your Library	25
Opening Depository Boxes.....	25
Shipping List Review.....	25
Claiming Missing or Damaged Material.....	26
Problems with Your Shipment	27
Map Processing.....	28
Cataloging at GPO	28
National Bibliography of U.S. Government Publications	28
Historic Shelflist Transcription	28
Resource Description and Access (RDA)	29
Cataloging Record Distribution Program (CRDP)	29
Superintendent of Documents Call Number System (SuDocs).....	29
Bibliographic Control	30
Piece Level Accounting	30
Cataloging in the Libraries	30
Regional Depository Libraries	31
Regional/Selective System.....	31
Regional Types	32
Regional Services	35
State Plans.....	36
Weeding your Collection / Needs & Offers.....	37
Weeding Mechanisms.....	37
Weeding Mechanism Cheat Sheet.....	39
Withdrawal Processes.....	39
Overview of FDLP Rules	41
Title 44 USC & Program Regulations.....	41
Official files.....	41

Public Access Assessments (PAAs).....	42
Biennial Survey of Depository Libraries	42
Promotion of the FDLP collection and your services	43
Disasters.....	43
Renovation, Remodeling, or Other Service Disruptions	43
Selective Housing Sites	44
Appendix: An Explanation of the Superintendent of Documents Classification System.....	45
Appendix: Glossary of Terms & List of Links	49

Schedule

New Depository Librarian's Institute – April 29, 2014

Session 1: 9-10

Welcome and Introductions - Get to know LSCM

- Introduce LSCM managers, O&S staff, and name/institution of attendees

Mission/Goals of the FDLP – “Free Public Access”

- GPO history
- FDLP history
- Public Access Requirements
- Overview of FDLP Forecasting Initiative
- Benefits of being a Federal Depository Library
- Depository Library Council (DLC)

Beta.FDLP.gov overview

Communication Channels

- FDLP News & Events announcements
- RSS feeds
- FDLP Connection newsletter

Contacting GPO for help

- askGPO

Training Opportunities

- Overview of conferences (DLC, Interagency, virtual)
- eLearning platform & webinar archive
- Overview of FDSys and CGP

Session 2: 10:30-12:00

Collection Development

- Item Number System
- Tools Used when Working with Selection Profiles
 - Item Lister
 - List of Classes
 - Depository Selection Information Management System (DSIMS)
- Overview of Collection Lists: Basic, Essential Titles, Suggested Core, free databases
- Quick see of New Titles/New Electronic Titles (NET)

Processing FDLP Shipments, ‘Box Processing’

- Overview of GPO and acquisitions – example boxes and separates from Laurel
 - Show box notations and labels
 - Shipping list overview

- Typical contents
- Overview of box processing in the libraries
 - Opening depository boxes
 - Shipping list review
 - Claiming missing or damaged material
 - Problems with your shipment
 - No shipping list received?
 - What is the envelop of shipping lists for?
 - What to do with duplicate publications/shipments
 - When to return something to GPO
 - Overview of map processing

Cataloging at GPO

- Overview of projects from the perspective of how FDLs benefit from the products
 - National Bibliography
 - Historic Shelflist Transcription
 - Resource Description and Access (RDA) cataloging = separate records for formats
 - Cataloging Record Distribution Program (CRDP)
 - Superintendent of Documents Call Number System (SuDocs)

Bibliographic Control

- Piece level accounting
- Cataloging in the libraries: varieties of cataloging, copy-cataloging, vendor services for bulk import, done by depository unit or by cataloging unit.

Brown bag lunch/time for questions *onsite only

Session 3: 1-2

Regional Depository Libraries

- Regional / Selective System
- Regional types
- Regional services
- State plans and possible components of it

Weeding your Collection / Needs & Offers

- Weeding mechanisms
 - Supersession
 - Substitution
 - 5-year rule
- Withdrawal processes

Overview of FDLP Rules

- Title 44 & Legal Requirements & Program Regulations
- Guidance articles

Official Files

- Brief description of contents and possible uses in libraries

Public Access Assessments (PAAs)

- Brief overview of old inspections to put PAAs into context
- Overview of process

Biennial Survey of Depository Libraries

- Brief overview of statutory nature

Promotion

- Show www.fdlp.gov content, including ideas found in the Tool Kit and how to order freebies
- List of reading materials

Disasters and Renovation Situations

- When to contact GPO
- Contingency plans

Session 4: 2:30-4:00 *Onsite only

Document Data Miner 2 help and functionality overview

Open question period with specialists

DSIMS help or referral to webinar

Welcome and Introductions - Get to Know LSCM

Three divisions report to the Superintendent of Documents through the Director of Library Services and Content Management (LSCM):

- Projects and Systems
- Outreach and Support
- Library Technical Services

All of these areas work to support Federal depository libraries and to ensure discovery of and permanent public access to Government information dissemination products.

Most of the work of LSCM staff is related to the functions and best practices of information lifecycle management:

- Discovery
- Acquisition
- Classification
- Bibliographic Control
- Dissemination
- Preservation
- Archiving

In addition to activities related to information lifecycle management, LSCM provides direct support services to depository libraries that allow them to better meet their depository obligations, participate in continuing education activities, and to communicate and collaborate with depository colleagues, including:

- FDLP policy guidance
- Public Access Assessments
- Tools for collection management
- Cataloging records
- Education and training
- Conferences
- Marketing and promotional materials
- Partnerships
- FDLP.gov Web site
- FDLP Community site

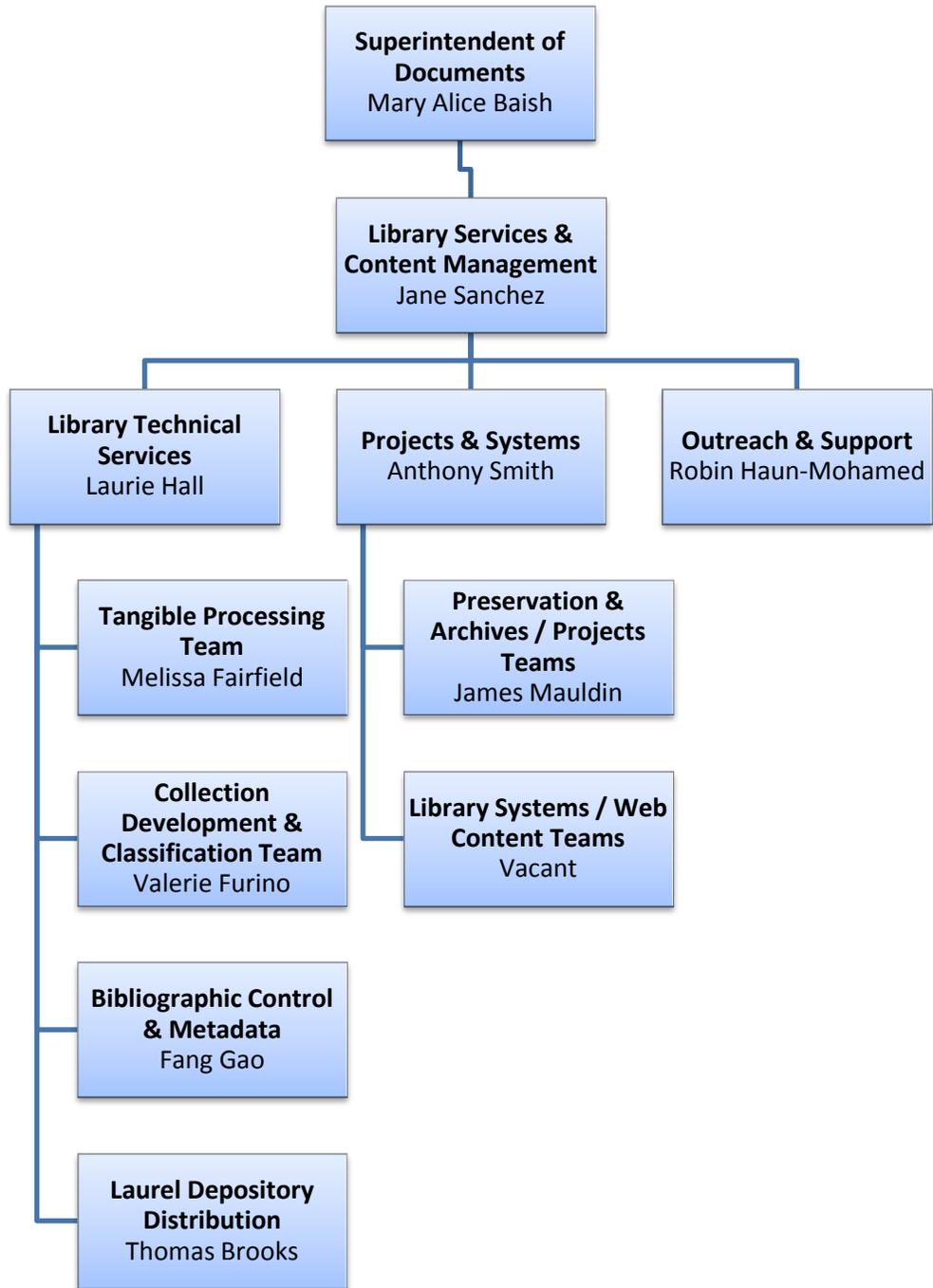


Figure 1: The organization Chart of LSCM.

Mission of the FDLP

GPO History

For a detailed history of GPO, please consult the publication, *Keeping America Informed: The U.S. Government Printing Office, 150 Years of Service to the Nation*. U.S. Government Printing Office, 2011

FDLP History

Act of 1813: Authorized distribution of one copy of House and Senate Journals to select university and state libraries and historical institutions; Secretary of State responsible for distribution

1814: American Antiquarian Society earliest known depository

Printing Act of 1852: Appointed a Superintendent of Public Printing within the Department of the Interior

1857: Shifted responsibility for depository distribution to Secretary of the Interior, who also was authorized to designate depository libraries

1858: Representatives authorized to designate a depository from own district

1859: Authorized each Senator to assign one depository in own state

Printing Act of 1860

- Established Government Printing Office (GPO) in the legislative branch to consolidate Congressional printing
- Authorized Superintendent of Public Printing to administer a Government printing program
- Directed JCP to set standards for paper purchases and to approve major procurement

March 4, 1861: Government Printing Office and President Abraham Lincoln inaugurated on same day

1869: Appropriations Act established a Superintendent of Documents within Department of the Interior

1876: Title of Superintendent of Public Printing changed to Public Printer

Printing Act of 1895 (antecedent of Title 44 of the United States Code): Landmark legislation was a comprehensive and substantive revision of public printing laws

- Centralized printing, sought to eliminate wasteful and disorderly distribution practices of the day
- Transferred Office of Superintendent of Documents to Government Printing Office from Interior
- Added executive department documents to depository distribution
- Libraries from the Executive Branch departments and the military academies added to depository system

1895: First *Monthly Catalog* appeared; 420 libraries in system

1895-1903: SuDocs classification system developed by GPO librarian Adelaide Hasse

1907: Land grant colleges added to system

1947: First biennial survey of depository libraries conducted

Depository Library Act of 1962

- Increased to two the number of depository libraries permitted per congressional district
- Added libraries from independent Federal agencies
- Authorized establishment of regional depositories
- Provided for distribution of non-GPO publications

1972: Highest appellate courts of the states added to system

1977: More than 1,200 libraries in depository library system

JCP authorized GPO to distribute microfiche to depository libraries

1978: Law libraries added to system

1988: First CD-ROM distributed to depository libraries

1993: *Government Printing Office Electronic Information Access Enhancement Act of 1993* enacted (Public Law 103-40) "GPO Access Law"

1994: *GPO Access* service launched; available by subscription, free to depositories

1995: Centennial year of Federal Depository Library Program

GPO Access free to all users

1996: GPO releases *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program*; outlines a transition to a predominantly electronic depository library program in 5 to 7 years

1998: GPO releases *Managing the FDLP Electronic Collection: A Policy and Planning Document*

2000: 1,339 depository libraries in system.

2006: *Catalog of U.S. Government Publications*, an online public access catalog, launched.

2009: *Federal Digital System (FDsys)* launched.

2012: *GPO Access* retired

LSCM begins 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*.

2012: *FDLP Forecast Study* launched. Goal is to engage the FDLP community in reshaping the FDLP.

2013: LSCM catalogers catalog in new bibliographic standard, Resource Description, and Access (RDA)

Mission of the FDLP

The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to its Government's information (Title 44, United States Code, Chapter 19). For more than 150 years, depository libraries have supported the public's right to Government information by collecting, organizing, and preserving it, and by providing assistance to users.

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; and
- Federal Government information in all media shall be available for the free use by the general public.

Congress established the FDLP to help fulfill its responsibility to inform the public on the policies and programs of the Federal Government. All depositories share in this responsibility.

Providing no-fee public access to Federal Government information is the guiding principle under which depository libraries operate.

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. Libraries that receive depository status make a legal commitment to provide Federal Government information to all library patrons.

Access Concepts

The concept of access involves more than physical access to your facility and depository resources. It involves:

- Bibliographic identification of depository resources.
- Physical access to depository resources by primary users and 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.

Access Provisions

Federal depository resources must be available and usable for all library patrons regardless of library affiliation, disability, age, residency, or other patron status. Any member of the general public may use depository resources in all formats at a Federal depository library free of charge and without impediments. Impediments include physical barriers to access or any activities that discourage or dissuade library patrons from using the library's depository resources.

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 E-Government services

Hours of Service

The general public must be able to access your depository's collections and services outside standard business hours (i.e., Monday-Friday, 8:00 am - 5:00 pm) if the library's primary user group is able to do so.

- If your depository library offers night and weekend service hours to its primary users, your library must provide comparable service hours—for example, at least some weekday evening or weekend hours—to all users of depository materials. Access may be limited for the general public during late evening or overnight hours.
- If your selective housing site is only open during standard business hours, it does not have to create evening or weekend hours for depository patrons. Rather, your library may establish a process for patrons to access depository resources at the main depository when the selective housing site is closed.
- If you have a depository service desk, it does not need to be staffed the same hours as a main public service desk, provided that general reference staff give assistance in the use of the depository collection at the main service point when the depository desk is closed.

Accessibility

All facilities housing depository materials must meet the standards set forth in the Americans with Disabilities Act (ADA). Libraries that are unable to meet ADA requirements must have advertised workarounds so all researchers may acquire needed services or material.

Security and Building Access

GPO recognizes that libraries need to secure library collections, staff, and library users. Appropriate security measures can vary from library to library but may include:

- Requiring patrons to sign a guest register for building access.
- Requiring identification for building access.
- Conducting a reference interview to screen visitors to ensure there is a need for depository material.
- Escorting users to the depository collection.
- Restricting library users to using only the depository collection.
- Limiting access to collections to primary patrons during late night hours when the library is short-staffed.

Facilities with Limited Access

Depository libraries with access restrictions—such as military facilities or Federal buildings—must still provide free, public access to the extent feasible. These libraries may request that visitors make arrangements in advance, show identification, or have an escort in order to access depository resources.

If this poses too many challenges for the library user, the library staff must still assist the patron by phone, email, or other form of communication.

Security and Computer Access

GPO recognizes that computers and access to public networks are high demand services and that libraries are obliged to take steps to manage this demand. Appropriate security measures and resource management practices your library may put in place are not limited to but may include the following conditions:

- Requiring patrons to present identification
- Requiring the signing of a computer use register or log
- Using an authenticated log-in to access computers or public networks
- Using special or generic passwords or visitor cards
- Setting time limits for use
- Requiring patrons to use sign-up sheets.
- Mediating access to electronic formats and online depository information resources (if filtering cannot be disabled or age restrictions cannot be circumvented)
- Reserving depository specific computers for depository patrons

Web Page Filtering

Mediated services must be available to ensure access to official FDLP information if state laws, network security measures or other factors require filtering of Web sites. Depository libraries should advertise or otherwise communicate available workarounds to the filters. Library-wide signage and policies must communicate these workarounds as well.

Access to DVDs and CDs

The library must provide a way for patrons to access the content in CD, DVD, or other media formats if the media cannot be used, installed, or run in the library. If your library does not have the equipment to install and run CDs and DVDs, you must circulate the resources or provide alternate means of access to the content.

Access to Microfiche

Microfiche readers must be available in libraries with depository issued microfiche. Providing additional capabilities for microfiche readers, such as printing, scanning, and saving or sending digital files generated from microfiche resources are strongly encouraged.

Overview of FDLP Forecasting Initiative

The Federal Depository Library Program (FDLP) Forecast Study queried Federal depository libraries about their pressing issues, goals, and viewpoints, and asked them to identify any initiatives and needs.

Data was collected through three tools:

- **Library Forecast Questionnaires:** A survey that gathered data about conditions in each individual depository library, issues each library faces now and anticipates in the future, and asked each library what GPO can do to assist them in providing free public access to U.S. Government information.
- **State Forecast Questionnaires:** A survey gathered data about conditions depository libraries in a state or region (through consensus) face now and anticipate in the future, and asked what GPO can do to assist them in providing free public access to U.S. Government information.

- State Focused Action Plans (SFAPs): This tool asked FDLP libraries in states or regions to document initiatives and activities they planned to implement in the next five years.
- Data from the questionnaires and plans will:
 1. Develop ongoing GPO programs and services for FDLP libraries.
 2. Inform strategic direction for GPO's LSCM business unit.
 3. Cultivate a National Plan shaping the future FDLP.

The FDLP Forecast Study ensures the future FDLP is based on a shared vision between GPO and Federal depository libraries. Data reports, working papers, action plans, and the National Plan can be found on the project page at <http://www.fdlp.gov/377-projects-active/1686-fdlp-forecast-study>.

Federal Depository Library Program Benefits

There are many benefits afforded a depository library. Perhaps most important and valuable is the wealth of experience among the staff of the FDLP libraries and GPO's experienced staff, which form an incredible level of federal government information expertise.

Here are some of the top ten key benefits:

- Free Federal information products in a variety of formats to supplement existing library material and to provide access to unique material
- Free cataloging records from the national authority on U.S. Federal publications
- Free, permanent public access to online content from GPO partners – often fee-based or restricted sites
- Educational opportunities – training the next generation of Government information specialists
- Collection development opportunities – important in an era of declining budgets
- Consulting and networking opportunities from GPO and with fellow Government information experts
- Free FDLP marketing and promotional material
- Opportunity to participate in pilot projects with GPO to test new processes and technologies
- 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
- Enhancement of the status/prestige of an institution designated as an FDLP member

Depository Library Council (DLC)

The Depository Library Council (Council) to the Public Printer serves as an advisory committee to the Public Printer of the United States and the Superintendent of Documents.

Over the years, Council has offered advice and recommendations on matters relating to the indexing, classification, cataloging, distribution, format, storage, utilization, and administration of depository material. Council also has advised the Public Printer on information policy issues affecting depository libraries and the FDLP.

The Depository Library Council consists of 15 members appointed by the Public Printer. 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 Council are made by the Public Printer after consideration of recommendations from Council, library associations, and others as deemed appropriate by the Public Printer. Members represent a cross section of the various types of libraries in the Federal Depository Library Program. In order to meet this goal, at least half of the Council's members work in depository libraries and have experience providing services for Government information.

Current DLC Members

June 1, 2011-May 31, 2014	June 1, 2012-May 31, 2015	June 1, 2013-May 31, 2016
Arlene Weible (Chair) <i>Oregon State University</i>	Christopher C. Brown <i>University of Denver</i>	Greta Bever <i>Chicago Public Library</i>
Blane K. Dessy <i>Library of Congress</i>	Steve Beleu <i>Oklahoma Dept. of Libraries</i>	Janet Fisher <i>State Library of Arizona</i>
Stephanie Braunstein <i>Louisiana State University</i>	Marie Concannon <i>University of Missouri</i>	Hallie Pritchett <i>University of Georgia</i>
Sue Lyons <i>University of Rutgers</i>	Rosemary LaSala <i>St. John's University</i>	Kate Irwin-Smiler <i>Wake Forest University</i>
Mark Phillips <i>University of North Texas</i>	Larry Romans <i>Vanderbilt University</i>	Elizabeth Cowell <i>University of California, Santa Cruz</i>

FDLP.gov

www.FDLP.gov is the primary communication vehicle for the Federal Depository Library Program. It is the best place to find information about:

- Requirements of the FDLP program
- Guidance for how to meet the Program requirements
- Operational tools to check and modify your library's item selection profile
- Shipping lists and List of Classes
- Information about training, events, conferences, and webinars put on by GPO
- How to promote and advertise your depository to patrons and your community
- File repository with historical information and documents about the FDLP
- News pertaining to GPO and the FDLP

Communication Channels

FDLP News & Events Announcements and Alerts Service

At least one person at each depository library must be subscribed to the FDLP Announcement and News Service. This is the official communication channel for GPO to notify depository library staff of FDLP news, conferences, and share other depository related information.

Some announcements that are sent are more than just informational and may call for a response, such as required submissions of the Biennial Survey or other actions.

The depository coordinator is typically the individual signed up for this service, but more than one person can sign up to receive these announcements. Sign up at: <http://www.fdlp.gov/news-and-events>

RSS Feeds

Some coordinators may prefer to sign up for the FDLP News & Events announcements via RSS feed instead of or in addition to via e-mail. Sign up at: <http://www.fdlp.gov/rss>.

FDLP Connection newsletter

The FDLP Connection is a bimonthly newsletter that features insights into the Federal Depository Library Program. Issues may feature articles from U.S. Government Printing Office staff as well as Federal depository librarians. Signing up to receive the newsletter is not required, but is highly recommended. Sign up at: <http://www.fdlp.gov/fdlp-connection>.

Contacting GPO for help

There are several ways to contact LSCM staff for help or assistance. You can use askGPO or you can contact Outreach & Support staff directly at 202-512-1119 or fdlpoutreach@gpo.gov.

askGPO

The main tool for asking GPO questions. Create an account at: <http://www.gpo.gov/askgpo/> and log in to ask a question. Use the drop down boxes to help route your questions within LSCM and expedite getting an answer. Typical categories selected under Federal Depository Libraries include: Cataloging, Claims, Classification & Item Numbers, Legal Requirements & Program Regulations, Passwords, Policies & Practices, PURL/URL issue, etc.

You can also search for answers to common questions under the 'Answers' tab.

Training Opportunities

GPO provides several training opportunities for U.S. Government information experts. Training events can be onsite, virtual, or both.

FDLP Conferences

The goal of FDLP Conferences is to promote Federal products and services to the FDL community, address issues related to the FDLP, share ideas, discover better ways of doing things, clarify issues, and re-enforce our community.

Depository Library Council Meeting & Federal Depository Library Conference

The Depository Library Council Meeting & Federal Depository Library Conference is traditionally held in the Washington DC metro area. These 3-day meetings, attended by Federal depository library staff and other information professionals, are the largest gatherings devoted to U.S. Government information in the country. Discussions of FDLP issues and multiple educational sessions run on four tracks, geared for a wide range of experience and interests. The October 2013 conference was canceled due to the government shutdown and subsequently a virtual conference was held in December.

Interagency Depository Seminar

The Interagency Depository Seminar was traditionally held annually in the late summer in the Washington DC metro area. The week-long seminar provides an opportunity to see how Federal agencies work in conjunction with Federal depository libraries. The seminar is targeted for new and experienced documents staff. Presentations on training and updates on the latest information products

and activities as they relate to Federal depository libraries are given by representatives from various Federal agency representatives. This is a great networking opportunity as well as an opportunity to gather ideas to implement for the improvement of your library.

eLearning Platform & Webinar Archive

GPO has an eLearning platform dedicated to providing the FDLP community training opportunities. Webinars and webcasts are organized by GPO staff, and are presented by GPO staff and members of the FDLP community. The tool is used for live webinars, recorded webcasts, state and local meetings, virtual conferences, and more. GPO encourages members of the community to participate in these sessions, and to contact GPO if you have suggestions for sessions.

Check out the following on the **Training and Events** page:

- **Upcoming events** – look for upcoming webinars of interest and register to attend them virtually if you want to participate in the discussion.
- **Webinar archive** - An archive of dozens of webinars and virtual events. Watch archived recordings at your leisure.
- **Request training** - Request use of the platform for specific training or for your own FDLP-related need.

Brief Overview of FDsys & the CGP

There is confusion about two major resources GPO produces. Here is a brief explanation of the two:

About GPO's Federal Digital System (FDsys)

FDsys provides free online access to full text official publications from all three branches of the Federal Government. Through FDsys, you are able to:



- **Search** for documents and publications — including advanced search capabilities and the ability to refine and narrow your search for quick access to the information you need.
- **Browse** for documents and publications — including browsing by collection, Congressional committee, date, and Government author.
- **Access metadata** about documents and publications — including information about Government publications in standard XML formats.
- **Download documents** and publications in multiple renditions or file formats — for example, users can download a single file or download content and metadata packaged together in a compressed file.

More specifically, FDsys is:

- A **Content Management System** - Provides free online access to official Federal Government publications and securely controls digital content throughout its lifecycle to ensure content integrity and authenticity.
- A **Preservation Repository** following archival system standards - guaranteeing long-term preservation and access to digital Government content.
- An **Advanced Search Engine** - combining modern search technology with extensive metadata creation to ensure the most relevant search results.

About the Catalog of U.S. Government Publications (CGP)

The CGP is the catalog 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.

Catalog records typically date back to 1976; however, as GPO's historic shelflist is digitized and converted, brief bibliographic records can also be found in the CGP dating back to the 1870s.

The CGP also offers:

- **Locate in a Library** feature: When in a catalog record, researchers can click on Locate in a Library to identify which depository libraries select the item number associated with that publication. It can also serve as an indication of where to find expert assistance in using online U.S. government information.
- **MetaLib**: A federated search engine to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.
- **New Title List**: You can check the lists for new titles added. Lists are available by format, in increments of seven days, two weeks, current month, last month, and last three months.

Collection Development

Item Number System

Depository libraries in the FDLP choose from thousands of item numbers that represent U.S. Government publications by agency. The selection profile is the list of all item numbers selected by an individual library.

Item numbers

Item numbers are used to group materials together that emanate from a government agency or entity. An item number may be associated with a specific title and SuDocs classification number or may encompass more than one publication title and class number, such as an entire commission. The item number assigned to a series generally remains the controlling number for that series regardless of any title change, change in the name of the issuing agency, or transfer of the series or its publishing agency within the Federal Government.

Some titles of U.S. Government publications have a different item number for each format of the title. In those cases, selective libraries can choose only one tangible (P or MF) format. If GPO has confirmed the format in which an agency will distribute a publication, GPO will record the format next to the item number. The authoring agency has not assigned a format for that publication if GPO did not specify a format in DSIMs and the List of Classes. If you select an item number with no specified format—or with multiple formats—you must be prepared to accept the publication in any format issued.

Item selection profile

Your selection profile is the list of all item numbers that your library has selected. This determines which Federal government publications your library has profiled to receive through the FDLP. Note that your selection profile does not outline what you will receive through the FDLP; just what you are

profiled to receive. As a result, there is often a difference between what libraries are profiled for and what they actually receive in their shipments. Remember, the Federal government does not regularly publish all material that is available for selection by libraries.

Making Changes to Your Selection Profile

For information on changing your selection profile, see **Amending Your Library's Selection Profile**.

Implications for Collection Development

Depository libraries should manage their selection profiles in ways that best meet the information needs of their users. Libraries should document collection development selection decisions and access points to U.S. Government information.

For example, a library aiming to develop a more electronic collection to reduce the amount of tangible resources received should revise their collection development policy to reflect this decision. If you want more detailed information on this topic, see **Depository Collection and Development**.

Online Only (EL) Item Numbers

Item numbers provide the foundation for most distribution and bibliographic control processes; GPO has traditionally applied them to print, microfiche, and tangible electronic media. Based on requests from the depository community, GPO applied item numbers and SuDocs classification numbers to online only information products, even though GPO does not physically distribute these publications to the libraries like their tangible counterparts.

While there is no distribution of online materials, there are several reasons why selecting online only (EL) item numbers can be useful, as discussed below.

- When GPO creates new item numbers, GPO may add those item numbers that are relevant to depository library profiles based on current selection profiles. The assumption is that libraries will want to receive new publications similar to those they already select. If GPO adds a newly created item number for a tangible publication to a selection profile, libraries will receive the publication at its inception. Libraries that do not want to receive the new publications as a result of the GPO-added new item numbers should drop the added item numbers immediately; library must retain the material for the normal retention period. Also, if your library selects EL item numbers, GPO may 'map' new, related item numbers to your selection profile.
- If you subscribe to cataloging records from a third party vendor, you can ease the process of setting up and tailoring the vendor's bibliographic record load if you add EL item numbers in your selection profile.
- GPO bases its 'Locate in a Library' feature in the CGP on selection profiles. Online information seekers looking at a CGP record may use the feature to identify a library that has staff knowledgeable of an online resource and to identify a library's collection strengths.
- Users of the CGP will be able to locate libraries that provide access to passworded databases that are free but require onsite library usage.
- Members of the FDL community have developed various databases and applications to monitor a region's representative item numbers and subject areas. GPO has created the Union

List of Item Selections (UNION-L) to facilitate these applications. Non-GPO tools like Documents Data Miner 2 (DDM2) provide similar information also. Data about item selections will help depository staff efficiently develop their collections.

- Libraries may use their selection profile to identify new online publications and their associated catalog records through **New Electronic Titles List (NET)** in the CGP.
- Some publications currently designated as an EL publication may revert to a tangible publication designation at the request of the issuing agency. In other cases, if the agency discontinues posting the complete publication online, GPO may distribute the publication (or the issues or parts not available online) in a tangible format. When this happens, libraries that select the EL item number would receive the tangible version without missing any new publications or issues.

Tools Used when Working with Selection Profiles

- **Item Lister** lists selected and/or non-selected item numbers for one library at a time.
- **List of Classes** lists all item numbers available for selection; includes SuDocs stem, title, and format. Associated files provide historical information such as inactive item numbers, inactive SuDocs class stems, and so on.
- **Catalog of U.S. Government Publications (CGP)** allows for search by item number in the advanced search to identify the distribution frequency of a given item number.
- **Depository Selection Information Management System (DSIMS)** allows Federal depository libraries to view and manage their selection profiles. Libraries may drop tangible publications and add online (EL) publications at any time. Libraries can also queue additions for tangible items into a cart at any time. At the start of each new fiscal year (October 1), GPO processes the changes in the cart.
- **Union List of Item Selections (UNION-L)** lists current selections of all depository libraries (available in one large file).
- **WEBTech Notes** documents SuDocs class changes, format changes, discontinuance of titles, and so on.
- **Documents Data Miner 2 (DDM2)** is a non-GPO resource that identifies selections and non-selections; search by item number in Shipping Lists or the Shelflist sections to identify the distribution frequency of a given item number. Some bulk exporting is available.

Item Lister

Item Lister provides users with the ability to see which item numbers are and are not being selected by any given Federal depository library.

To search, select the type of report and enter the library number. There are 4 types of lists available through Item Lister:

- 1) What the library selects in rows and columns.
- 2) What the library does not select in rows and columns.
- 3) What the library selects (Y for Yes) and does not select (N for No) in rows and columns.
- 4) What the library selects (Y for Yes) and does not select (N for No) in a single column.

Results are arranged by item number and can be exported into a spreadsheet.

Update Frequency

The data within Item Lister is updated daily. When dropping and/or adding items:

- Dropped and online only item numbers are reflected in Item Lister after a day.

- Adds for tangible item numbers are not updated until the start of the new fiscal year (Oct. 1).

List of Classes

The **List of Classes** is the official listing of publications available for selection by depository libraries participating in the Federal Depository Library Program (FDLP).

The list is arranged by the Superintendent of Documents classification numbering system and is designed to group together publications by the same Government author. Use the List of Classes to work with and identify item numbers that your depository may want to select or deselect from your item selection profile. The List of Classes is usually published semi-annually in paper and a copy is sent to each depository library.

Format Designations

Letter(s) enclosed in parentheses indicates format designations for Government information products. The formats are:

- (P) for paper
- (MF) for microfiche
- (E) for electronic products (miscellaneous/format unknown)
- (EL) for online electronic format
- (CD) for (CD-ROM), DVD for optical/recordable discs
- (FL) for floppy diskettes

Format decisions have not been made for all classes, and all decisions are subject to change. Those titles identified as "Essential Titles for Public Use in Tangible or Other Format" are marked as such. In addition, the few item numbers that are only available for selection by certain types of libraries according to their depository designation (e.g., regional depository or regionals and law libraries) are identified with a note in parentheses after the title.

Data Files

The data files of the List of Classes are updated monthly and are available in the **File Repository**. These files include not only the ASCII text version of the List of Classes, but also related files.

- **Inactive Item Numbers:** Cumulative list of inactive item numbers no longer available for selection by libraries.
- **List of Active Items and Class Stems:** List of active item numbers and SuDocs class stems.
- **List of Classes:** ASCII text version of the List of Classes, updated monthly.
- **Inactive SuDocs Class Stems:** Cumulative list of inactive SuDocs class stems. An item number associated with an inactive SuDocs class stem may still be available for selection if the item number is active and has alternative active SuDocs class stem(s) associated with it.
- **Alphabetic Listing of Government Authors**

Depository Selection Information Management System (DSIMS)

Use the **Depository Selection Information Management System (DSIMS)** to view and manage your library's item selection profile. Use DSIMS to add/drop publications at any time. Tangible publications are processed on October 1.

Dropping Publications

Depositories may stop receiving publications at any time by dropping the item number from their library's item selection profile. Libraries will stop receiving the dropped publications within one week. Claims cannot be made for publications where the item number has been deselected.

Adding Publications

Depositories can add publications at any time; however, receipt of the newly-added publication is based on format.

- Online (EL) publications are added immediately.
- Tangible publications are processed on October 1 of each year. Libraries will receive the publications on shipping lists for the new fiscal year.

Required Item Numbers - There are currently two required item numbers—0556-C and 1004-E—used to distribute publications of such significance that all depository libraries must receive them.

Selective Depository Libraries

Selective depository libraries may only select one tangible format of a publication, in addition to an online equivalent (EL) when available. For example, a selective may choose to select both the print and (EL) or both the microfiche and (EL). The library may not select both the print and microfiche format.

Regional Depository Libraries

Only regional depository libraries may select the following (including one designated library in a state or jurisdiction without a regional library):

- Item number **0993-A-01**, Congressional Record (bound) 1985 and forward, SuDocs class X 1.1.1:
- Item number **1008-F**, Serial Set (bound) 105th Congress and forward, SuDocs class Y 1.1/2:

Regional and Law Depository Libraries

Only regional and law depository libraries may select the following:

- Item number **0740-A-02**, Supreme Court Decisions (decisions in individual cases) (slip opinions), SuDocs class JU 6.8/B:

Prevent Gaps in Your Collection due to Changing Formats

In order to change the format of a publication and prevent a gap in holdings, such as when switching from paper to microfiche, do the following:

- 1) Add the microfiche item in DSIMS at any time. The change will take effect on October 1.
- 2) Once your library receives the first shipment of the title in microfiche after the fiscal year shipping lists begin, drop the paper selection.

Collection Lists

An FDLP collection consists of:

Tangible Resources - Depository resources that you have selected in paper, microfiche, CD or DVD-ROM, other tangible format housed in your library, or at selective housing sites

Online only (EL) Publications - Depository libraries must provide for the public use of online only depository resources. These online resources are available through the CGP and partnership

resources. Your library will assist any patron in locating needed online U.S. Government publications in the FDLP.

Official Content Partner Resources - GPO has several types of partnerships providing depository content. It is important that your depository point users to these resources, as the CGP does not describe many of the individual titles located within these resources.

Official Content Partnerships - GPO's content partners assist with providing permanent public access to electronic U.S. Government information. Partners agree to provide storage capacity and user access without restrictions on dissemination. There are a few hybrid partnerships that provide services and content.

Passworded Databases, or “agency subscriptions services” - One of the advantages of being a participant of the FDLP is no-fee access to databases that are otherwise subscription-based. These databases may be password protected and/or limited to a certain number of IP addresses in an institution. You must apply to gain access to these resources, with some exceptions.

MetaLib Resources from GPO - A federated search feature of the CGP, MetaLib provides access to reports, articles, and citations across multiple U.S. Government databases. Your library already provides access to the CGP since it is in the Basic Collection, but you are encouraged to augment the description of the CGP or also point to MetaLib.

Many libraries find it helpful to review the following collection lists when evaluating what basic or foundation U.S. Government information resources are critical for them to select.

Basic Collection

Every depository library is required to have the titles in the Basic Collection accessible for immediate use because these titles are vital sources of information that support the public's right to know about the workings and essential activities of their Federal Government. How this is accomplished is a local decision; however, merely linking to the Federal Digital System or the CGP does not provide sufficient access.

Provide access to the Basic Collection by one or a combination of the following:

- Catalog each title and include active hyperlinks in the bibliographic record.
- Catalog the Basic Collection using a collection level record and include an active hyperlink.
- Catalog the Basic Collection in a shared or consortial catalog where the default option is to search records of all libraries.
- Link to all the titles in the Basic Collection from your library's Web site.
- Purchase and make available commercial equivalents (tangible or electronic) of the Basic Collection titles.
- Incorporate Basic Collection titles into topical bibliographies or guides.

Suggested Core Collection

Academic, public, and law depository libraries suggest these titles for selection. The size of library is the selection factor for the lists. These lists are somewhat dated.

Essential Titles List

These titles contain critical information about the U.S. Government or serve as important reference publications. The list serves to alert GPO that GPO should strive to make these publications available for selection in a tangible format as long as the issuing agencies continue to publish the titles. Libraries may choose review the list with this in mind, as the community has determined the tangible copies to be of longstanding importance.

Passworded Databases or Agency Subscription Services

Through participation in the Federal Depository Library Program, Federal depository libraries have no-fee access to a variety of agency subscription services.

Federal depository libraries can request access to the following services:

- Homeland Security Digital Library (HSDL)
- Public Health Reports
- USA Trade® Online

Access methods and terms of service vary from service to service.

New Electronic Titles List

Many libraries struggle to provide title level access to online depository resources. As access is typically through a library catalog, catalog records must be identified and made a part of a cataloging workflow. Libraries that do not have a vendor to provide them with a batch load of records that match their item selection profile typically review the New Electronic Titles (NET) List. NET is a feature of the CGP that returns a list of new electronic titles, which have been cataloged during the specified period of time. These predefined searches only contain new, not updated, titles. As dynamic results, they have the same sort and view options and features as the CGP. Search results will change based on GPO's cataloging activity. NET can be found on the CGP page, under "New Titles".

Monthly files can be exported in CSV format to enable a quicker review of resources. OCLC and CGP numbers are provided to speed up the copy cataloging process.

Processing FDLP Shipments, or, 'Box Processing'

Overview of Box Processing at GPO

There are four major types of depository shipments.

- 1) Paper and Electronic (CDs/DVDs) - GPO ships paper and tangible electronic publications in boxes with the library's depository number indicated on the mailing label, and handwritten on the inside box flap, bottom of the box, and side of the box under the shipping label.
- 2) Separate Shipments - GPO mails individual items (often referred to simply as 'separates')—in containers or envelopes. Separates are usually large bound or unbound volumes, maps or posters in tubes, and oversized publications. The mailing label includes the shipping list number for identification. Separates shipping lists group together the separate shipments, although occasionally a regular shipping list includes a package. Shipping lists for separates shipments are included in the boxes with regular shipments.
- 3) Microfiche - Generally, the contractor ships microfiche shipments directly to the library.

- 4) Maps - The U.S. Geological Survey (U.S.G.S.) are sent in shipments separate from the regular depository boxes. Shipping lists or packing slips listing only the maps are enclosed.

Overview of Box Processing at Your Library

Opening Depository Boxes

GPO sends at least one depository shipment to every library each week. Notify GPO using askGPO if you fail to receive a weekly shipment or if you fail to receive a separates publication within 4 weeks after receiving the separates shipping list.

Shipping List Review

Shipping lists are an itemized list of all publications mailed out. Libraries receive these lists in their depository distribution boxes. The first step in processing a depository shipment is to review shipping lists found in a depository box. GPO staff members arrange the lists by item number. They include the Superintendent of Documents (SuDocs) call numbers and titles for each entry on the list.

Use shipping lists to:

- Determine if you received everything that you should have received per your library's item selection profile
- Identify any publications that you received in error
- Review any new item numbers on the shipping list and investigate if it is of value for your depository collection

Note: GPO cannot tailor the lists to individual libraries' selection profiles. As a result, you may receive shipping lists include titles of publications not shipped to your library. Every depository library receives a copy of each depository shipping list whether or not it selects any of the items listed.

Depending on the number of items selected by a library, one depository shipment box may include several shipping lists. Microfiche contractors provide only one copy of each microfiche shipping list to libraries.

Retention of Shipping Lists

Many depository libraries find it useful to retain shipping lists for approximately six months to ensure proper accounting of receipts. However, your library need not retain or maintain shipping lists after you have processed them and you have compared the contents of the shipment to the library's selection profile.

GPO does not necessarily send shipping lists in exact order. As a result, many libraries maintain a shipping list log to ensure they have received all shipping lists.

WEBTech Notes

Libraries use **WEBTech Notes** to identify changes in call numbers, item numbers, new item numbers, and more. If you receive an unfamiliar publication in a box, you should check WEBTech Notes to determine if the publication is for a new item number. If so, you should decide whether or not to drop the item number from your selection profile. Familiarize yourself with WEBTech Notes to find answers to cataloging questions.

Technical Services Processing or Procedures Manual

You are strongly encouraged to have a technical services processing or procedures manual. This information is invaluable when cross-training library staff or when normal staff are absent from work for an extended period of time.

SuDocs Classification and Labeling

You are encouraged to put the SuDocs classification number on all documents even if other classification systems are used in your library. Use of the SuDocs classification number:

- Helps to identify materials from SuDocs citations.
- Simplifies the process of compiling withdrawal lists at a later date.
- Simplifies reviewing withdrawal lists.
- Simplifies interlibrary loan.

Depository Property and Date Information

Federal depository libraries must uniquely mark their depository receipts as Federal depository property. This property stamp typically includes the name of the institution, the date of receipt or accession, and may also include the depository library number.

Receipt of Corrected Copies

Corrected copies of publications typically replace a publication previously distributed through the FDLP. You should remove any previous versions from your collection and dispose of them accordingly. Libraries need to perform this collection weeding in order to prevent the public from retrieving misinformation. These copies are identifiable by the /CORR at the end of the SuDocs classification number.

Star prints are corrected editions of Congressional publications. They are identifiable by stars printed at the lower left-hand corner of their title pages or covers. Sometimes the words 'star print' also appears adjacent to the star. GPO treats star prints as new editions, not as reprints, and GPO catalogers create a new cataloging record for each star print. The SuDocs number for a star print will include /CORR after the number assigned to the original edition.

Claiming Missing or Damaged Material

Claim any missing material. Material may be claimed within 60 days of the day on the shipping list.

You may claim:

1. Publications selected but not received.
2. Publications damaged during shipment.
3. Defective publications.
4. Individual publications or entire shipments.

You may not claim:

- Publications that are lost, stolen, or mutilated after receipt by the library.
- Publications not on the library's item selection profile.
- Newly selected publications whose selection is not yet in effect. All new tangible publication selections become effective on October 1.
- Material listed on the **Claims Copies Exhausted** Web page.

- Material found on expired shipping lists.
- Material listed as 'shipped short' on their shipping list.

Claim Process

- For material on paper, separates, and electronic shipping lists - Submit the **Claim Form**
- For microfiche, follow the process outlined on **Direct Mail Titles** page

To claim missing materials listed on paper, electronic and separates shipping lists:

1. Check the **Shipping Lists** page to verify that GPO did process and distribute the shipping list if your shipping list is missing. A missing shipping list may indicate that the shipment is forthcoming.
 - a. Add 7-10 business days for the vendor to ship the boxes from Laurel, MD (12-15 days for Alaska and Hawaii).
 - b. Add extra time if your library uses a receiving facility that routes packages to your library or unit.
2. Verify that the item number of a missing publication is on your item selection profile by checking the **Item Lister** or **DSIMS**.
3. Check that the shipping list is still within the 60 day claim period. For microfiche, see **Direct Mail Titles** page.
4. Ensure that the claims copy supply is not exhausted.
5. Make the claim.

Honoring Claims

GPO honors claims as long as a supply of claims copies remains available. However, GPO is only able to retain a few claims copies and can quickly exhaust its supply. If GPO cannot honor the claim, GPO will return a claim form to the depository library stamped 'claims copies exhausted'.

Problems with Your Shipment

Questions About Receipts

If you have a question regarding a SuDocs classification number, check the **WEBTech Notes** application or the **Catalog of U.S. Government Publications (CGP)**. If a call number is changed, GPO catalogers record the former call number in the MARC 086 subfield "z" and update the new call number in the MARC 086 subfield "a." Be sure to review the full bibliographic record for call number information.

Receipt of Duplicate Publications

You are encouraged to offer duplicate copies on the **National Needs and Offers List**. You are free to offer these depository materials to any public library or educational institution after you have offered them on the National Needs and Offers List. Failing to find such a recipient after reasonable effort, you may dispose of the publication through normal depository withdrawal procedures.

If a duplicate is substantial in size, bound, or a popular publication, please contact GPO immediately to obtain a mailing label to return the publication. It is important to remember that when one library receives a duplicate shipment or publication, another library may not have received that publication or shipment.

Duplicate or Misdirected Shipments and Boxes Received in Error

If you receive a box in error or if you receive a duplicate shipment, it is likely another library has not received their box. Consult article on **Forwarding or Returning Misdirected Shipment Boxes**.

Map Processing

Depository maps may come in a separate shipment or may come within the regular shipment box. Nautical charts should be stamped indicating they are not for navigational purposes. Maps should be stamped "Withdrawn" when appropriate.

Maps should be stored in cabinets. Large, flat maps are ideally stored in folders within map cases. Smaller maps and folded maps can be vertically stored in file cabinets or pamphlet boxes.

Bar codes, call numbers, and stamps should not be obstructing any information contained on the map. Call numbers ideally should be located in the same place on all maps in a series and in a place that can be seen without having to take the entire map out of a drawer.

You do need to keep a piece level inventory of your maps. For large map series, it is common to keep an index of which maps in the series you have and catalog the series.

Cataloging at GPO

GPO is the cataloging authority for U.S. Government publications and online resources. In addition to the CGP (described above), here are some of the many projects being worked by LSCM that may benefit your library.

National Bibliography of U.S. Government Publications

Goal is to create and make available online, a complete National Bibliographic Records Inventory for FDLP and Cataloging and Indexing (C&I) materials. This project includes converting bibliographic publication information currently available only in local historical paper record files. In addition, GPO is identifying and adding materials for which LSCM has no record, with the help of FDLP partner libraries.

The National Bibliography will reside in the CGP. The CGP will utilize a format and platform that allows for easy data and record exchange. With a comprehensive inventory available in the CGP, new reference tools, research tools, and helper applications can be developed later to enhance the use of this information.

Historic Shelflist Transcription

The GPO Historic Shelflist is the historic card catalog covering U.S. Government documents from the 1870s to October 1992. It contains:

- Over one million 3x5 cards arranged in Superintendent of Documents (SuDocs) order;
- Bibliographic information for U.S. Government documents from all three branches of the Government in a variety of formats including monographs, maps, serials, microfiche, and posters;
- Cards representing documents that were distributed to libraries in the FDLP and documents that were not distributed but required by the C&I Program, as required by U.S.C. Title 44;
- An estimated 455,000 OCLC cards that were produced by GPO through OCLC beginning in July 1976; and
- An extensive collection of bibliographic information, but not a complete inventory of publications distributed through the FDLP.

GPO is currently involved in several projects concerning the Historic Shelflist: transcribing the cards, digitizing the cards, cleaning up the records when they are loaded to the CGP, and enhancing the records that go into the CGP. Digitizing of the cards has been completed.

Resource Description and Access (RDA)

RDA is a cataloging/metadata standard developed by the international library community to better describe and enhance access to resources in all media. RDA is based on FRBR, or Functional Requirements for Bibliographic Records, and was released in 2010. It has undergone testing at LC, the National Library of Medicine, the National Agricultural Library, and at RDA National Test Partner Libraries. GPO began cataloging in RDA on April 1, 2013.

Most significant for libraries is that every format of a publication receives a separate catalog record for each format. Records for tangible formats do NOT get a PURL/URL added to it. Libraries wanting multiple formats in their catalog will need to add multiple records or add a PURL/URL to a tangible format record or vice versa.

Cataloging Record Distribution Program (CRDP)

Partnership between GPO and MARCIVE, Inc. to use MARCIVE's existing MARC record distribution infrastructure to deliver monthly, in bulk, cataloging records to participating depository libraries. Highlights include customizable output profiles, automatic updates to project selection profiles, a straightforward process to retrieve records, and hands-on customer service provided by MARCIVE staff. Ultimately, the CRDP reduces the amount of time participating libraries must spend cataloging and provides even-greater access to Federal Government information.

Currently, 80 libraries are participating in the receipt of MARCIVE records. Through this program, GPO is better able to assess long-term solutions for bibliographic record distribution.

Superintendent of Documents Call Number System (SuDocs)

In a nutshell, GPO creates a call number system commonly called 'SuDocs'. It organizes government documents by the agency and department within that agency that created the content. Then it further subdivides the material by the type of material it is (annual report, bulletin, series, etc.). See **Appendix - An Explanation of the Superintendent of Documents Classification System** for a full explanation.

Your library is not required to use SuDocs, but familiarity will help you in processing your boxes, managing your selection profile, and reviewing your collection.

There are advantages and disadvantages to using the call number system:

- It is a common system that makes it easier to offer withdrawn material later on (SuDocs numbers may be required in your state or region when offering publications for discard)
- It organizes material by agency, but not necessarily by subject
- Use of it necessitates that any SuDocs material be separate from your main collection; some prefer to integrate their government documents in with the general collection
- GPO catalogs everything in SuDocs, so catalog records are readily available for it

Bibliographic Control

Piece Level Accounting

Libraries must have a piece level accounting of their entire FDLP collection. Piece level accounting means that each publication is accounted for and is individually identifiable. Librarians can accomplish this accounting through full cataloging, creation of a shelflist in paper or electronic format, or a combination of the two. A shelflist—a file of bibliographic records arranged in the same order as the corresponding materials on the shelves—may be a separate entity or integrated with other library shelflists. Determine which process works best to meet the needs of your community of users.

If you identify missing information about the holdings, using ranges to account for serials is permissible (for example, "volume 1, numbers 3-7, 9-12"). Maintain serials to the piece level until you are ready to bind the items or replace them with another format; at that point a holdings statement may be substituted.

A map series could be comprised of a basic shelflist record and marking the appropriate quadrangles of maps received on the index map.

Marked shipping lists do not constitute a record of the library's depository holdings. GPO recommends that you do not use them for that purpose.

Cataloging in the Libraries

Libraries have a variety of options for getting FDLP materials in their catalog.

- Copy cataloging of material
- Vendor services
- CRDP
- Mix

All depository materials that you select are deemed to be a valuable part of your library collection and worthy of cataloging. How you catalog the FDLP tangible materials (i.e., physical receipts) is an individual decision. However, the conventional option is to add MARC records to your library's online catalog. This method of bibliographic access is one of the best ways for your community to find the information that you have specifically selected to meet their needs.

Choose the level of cataloging that best suits your user needs and your catalog. Full cataloging with item information of all individual receipts is the best choice to meet the piece level accounting requirement. You may use brief cataloging to record the series provided you maintain a detailed shelflist. Including your library's depository holdings in OCLC enhances access and facilitates resource sharing. If you use vendor-supplied cataloging records, tailor the record load to your library's item selection profile and check it against actual receipts.

The cataloging regulation has flexibility built into it for libraries to adapt to their local circumstances. GPO's goal for this regulation is to create an opportunity for your library to make depository material more visible and accessible to the public. Please contact GPO if your library is considering a publicly accessible alternative to standard MARC records in an online catalog (for example, a database of your FDLP publications or an electronic version of your shelflist that is posted online).

You are not required to retrospectively catalog older depository receipts, however if you do not have the required piece level records for depository receipts, cataloging is an excellent way to meet that requirement. You are not required to catalog online only or (EL) material but are strongly encouraged to do so.

Sources of Catalog Records

There are several ways to acquire catalog records; most of these options are available at no cost to the library.

- The **CGP** can email up to 20 catalog records per email at no cost to the library. Libraries may select from various email formats, including MARC format. Another option is to use Z39.50 through the CGP if your library catalog is Z39.50 compliant. Users can import up to 10,000 catalog records per session at no cost to the library. See the Z39.50 FAQ article.
- **Documents Data Miner 2** and other sources such as OCLC (for a charge) make copy cataloging available.
- **Cataloging Record Distribution Program** - You can acquire bibliographic records that match a profile in a batch load; this project is a partnership between GPO and MARCIVE, Inc. This streamlined method of getting records in a monthly record load requires registering during the annual open period, typically in August/September.
- Libraries may also purchase bibliographic records from commercial bibliographic record vendors.

Regional Depository Libraries

Regional/Selective System

There are two types of depository libraries that serve various roles.

Regional depository libraries

- Agree to receive at least one tangible format of all publications made available to depositories and to retain those items in perpetuity (with some exceptions).
- Designated by U.S. Senators in 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.
- Serve as liaisons between the selective libraries in the state (or region) and LSCM.
- Provide consultation, coordinate planning, review publication disposal lists, and offer other services to selective depositories in their regions. Other regional services noted below.
- The statutory authorization for regional depositories is found in United States Code, Title 44, chapter 19, §1912.

Selective depository libraries

- Tailor their depository collection to fit the needs of their community (library's primary users AND the general public). This is achieved by:
 - Selecting suitable materials for their users
 - Retaining materials for at least 5 years
 - Substituting tangible material with online equivalents
 - Retaining materials beyond the required 5 years as appropriate
- 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 four Senatorial designations per state, two per Senator’s class
- By-law libraries
 - Unlimited number of by-law libraries are allowed per special provisions in Title 44. These library types are known as ‘by-laws’, since they are designated by law. They include: state libraries, land-grant institutions, Federal agencies, law libraries accredited by the American Bar Association, service academies, etc.

Regional Types

- One in state
- Two in state
- Shared regionals
- Multi-state regionals

List of regionals (as of September 25, 2013)

Table key

1 regional serving 1 state	2 regionals serving 1 state	1 regional serving multiple states or areas	Shared regional within 1 state	State not served by a regional
----------------------------	-----------------------------	---	--------------------------------	--------------------------------

State	# Regionals	Regionals	# Selectives Served	Area(s) Served	Model
AL	2	Auburn University, Montgomery University of Alabama, Tuscaloosa	20	Alabama	Full regionals
AZ	1	Arizona State Library, Archives & Public Records	12	Arizona	Full regional
AR	1	Arkansas State Library	12	Arkansas	Full regional
CA	1	California State Library	78	California	Full regional
CO	1	University of Colorado, Boulder	19	Colorado	Full regional
CT	1	Connecticut State Library	26	CT, RI	Multi-state
FL	1	University of Florida, Gainesville	40	FL, PR, VI	Multi-state
GA	1	University of Georgia, Athens	22	Georgia	Full regional
HI	1	University of Hawaii, Honolulu	10	HI, AS, Guam, Micronesia	Multi-state
ID	1	University of Idaho, Moscow	8	Idaho	Full regional
IL	1	Illinois State Library	49	Illinois	Full regional
IN	1	Indiana State Library	30	Indiana	Full regional
IA	1	University of Iowa, Iowa City	13	Iowa	Full regional
KS	1	University of Kansas, Lawrence	17	Kansas	Full regional
KY	1	University of Kentucky, Lexington	19	Kentucky	Full regional
LA	2	Louisiana State University, Baton Rouge Louisiana Tech University, Ruston	25	Louisiana	Full regionals

State	# Regionals	Regionals	# Selectives Served	Area(s) Served	Model
ME	1	University of Maine, Orono	23	ME, NH, VT	Multi-state
MD	1	University of Maryland, College Park	61	MD, DE, DC	Multi-state
MA	1	Boston Public Library	27	Massachusetts	Full regional
MN	1	University of Minnesota, Minneapolis	72	MN, SD, MI	Multi-state
MS	1	University of Mississippi, University	10	Mississippi	Full regional
MO	1	University of Missouri, Columbia	29	Missouri	Full regional
MT	1	University of Montana, Missoula	11	Montana	Full regional
NE	1	University of Nebraska, Lincoln	12	Nebraska	Full regional
NV	0				No regional
NJ	1	Newark Public Library	25	New Jersey	Full regional
NM	1	University of New Mexico, Albuquerque	10	New Mexico	Full regional
NY	1	New York State Library	73	New York	Full regional
NC	1	University of North Carolina, Chapel Hill	32	North Carolina	Full regional
ND	2	North Dakota State University, Fargo University of North Dakota, Grand Forks	5	North Dakota	Shared Regional
OH	1	State Library of Ohio	55	Ohio	Full regional
OK	2	Oklahoma Department of Libraries Oklahoma State University	19	Oklahoma	Full regionals
OR	1	State Library of Oregon	19	Oregon	Distributed Collection
PA	1	State Library of Pennsylvania	49	Pennsylvania	Full regional
SC	1	University of South Carolina, Columbia	19	South Carolina	Full regional
TN	1	University of Memphis	21	Tennessee	Full regional
TX	2	Texas State Library & Archives Texas Tech University, Lubbock	54	Texas	Full regionals
UT	1	Utah State University, Ogden	8	Utah	Full regional
VA	1	University of Virginia, Charlottesville	33	Virginia	Full regional
WA	1	Washington State Library	25	WA, AK	Multi-state
WV	1	West Virginia University, Morgantown	13	West Virginia	Full regional
WI	2	University of Wisconsin, Madison Milwaukee Public Library	19	Wisconsin	Full regionals
WY	0				No regional
Total	47				

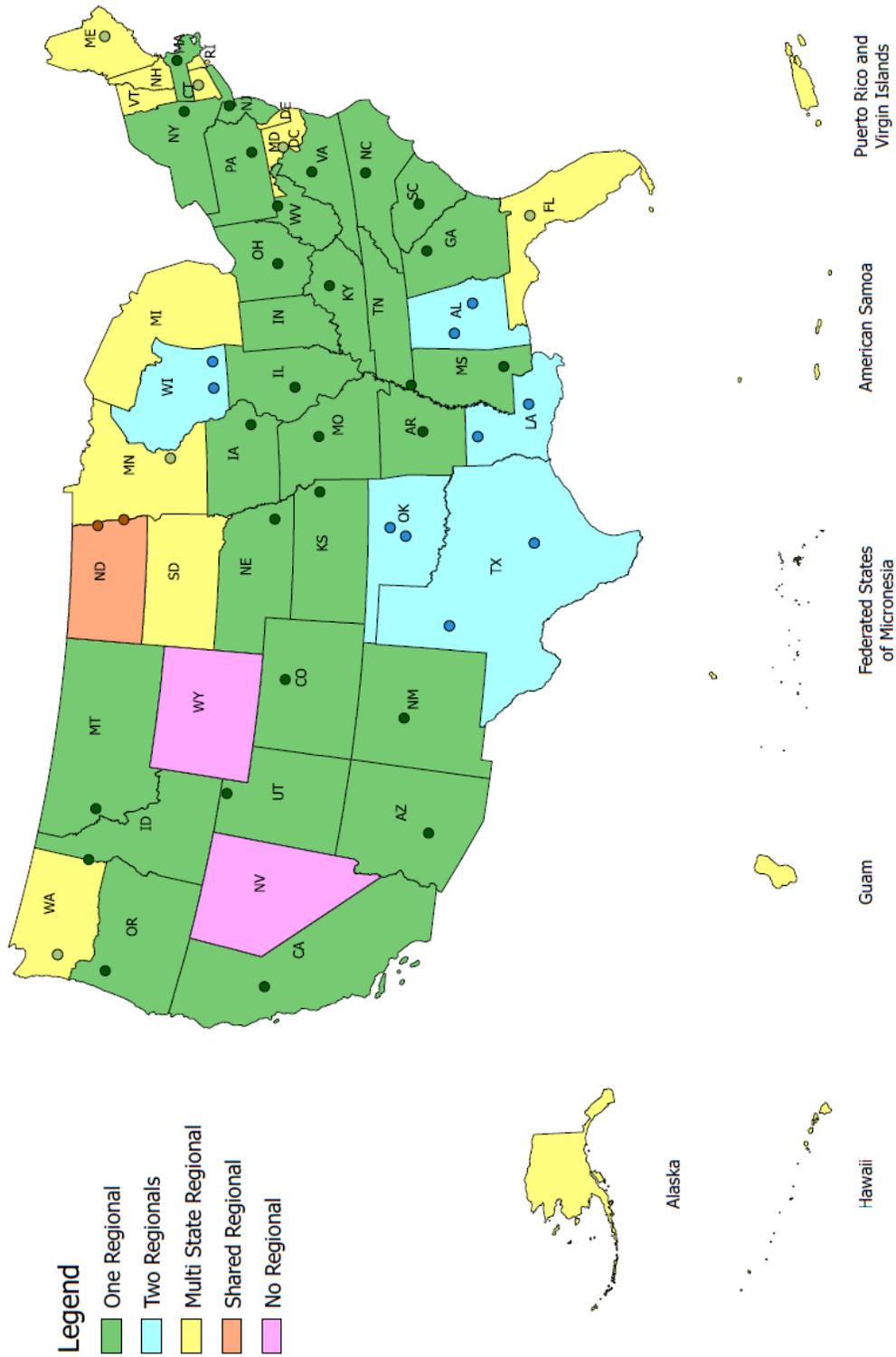


Figure 2: Regional Libraries in the Federal Depository Library Program

Regional Services

Designated regional depository libraries must:

- Ensure the comprehensiveness and integrity of a tangible FDLP collection in their state or region
- Provide interlibrary loan
- Manage the publication withdrawal process in their state or region they serve
- Manage the substitution process in their state or region they serve
- Provide reference services to depository libraries within the region they serve
- Oversee the withdrawal of depository libraries from within their state or region.

Other services offered:

- Provide microfiche copies, or otherwise have the means to provide the microfiche content, to selectives upon request.
- Development of their tangible and virtual collection not only to meet the needs of their primary users but also to meet the needs of selective depositories and residents of their respective state or region.
- Maintenance of Selective Depository Files – a file for each of the selective depository libraries they serve. Each file should include copies of Public Access Assessment (PAA) reports, Selective Housing Agreements (SHAs), Self-Study Evaluations, Inspection Reports, correspondence, and other relevant information.
- Take an active role in the coordination of training opportunities in their state or region. Workshops, conferences, onsite and virtual training are all options. Activities may be coordinated in conjunction with existing statewide or regional networks, consortia, and associations
- Site visits - coordinators benefit from learning about the disposal procedures in the state or region, services offered by the regional library, helpful tools for managing a depository collection, and troubleshooting local problems. Site visits also help the regional library staff gain familiarity with the local collections and any unique issues throughout the state or region.
- Creation and maintenance of communication channels for the selectives in their state or region. This is typically accomplished through a listserv, but other options such as social networking tools may be used provided all library staff in the state or region can utilize the social media at their respective institutions.
- State Plan - Development of a comprehensive government documents collection, efficient disposal procedures, strategic cooperative initiatives, or reference services for government information can be greatly aided by developing a state plan for depository libraries. State plans can also include descriptions of shared reference services, site visits, transfer of materials, and disposal procedures.

Responsibilities of Regionals

Comprehensive Collection Development in a State or Region - Regional depository libraries must receive and retain at least one copy of all Federal government publications made available under the FDLP in printed form, microfiche, or tangible electronic (e.g. DVD) format. Regional libraries may discard depository materials that have been authorized for regional discard by the Superintendent of Documents, such as superseded items, or those later issued in bound form. A Selective Housing Agreement between the regional library and another depository library is a mechanism to ensure that a tangible copy is available if a regional library is not able to maintain the tangible collection in a library facility under their library administration.

Comprehensive FDLP Collection Development

Ensuring a comprehensive collection involves the development of a comprehensive collection housed in regional library facilities and may involve housing parts of the collection within other libraries in the state or region through a selective housing arrangement.

Housing a Regional Depository Collection & Selective Housing Agreements (SHA)

The complete regional depository library collection need not be housed in the regional library building itself. Regional libraries may house depository material in other libraries under the purview of the same library director, in onsite or offsite storage facilities.

A distributed regional collection is an option provided that selective housing agreements are in place. Any time depository material is housed in a facility that is not managed by the same library director, a SHA is required. Non-depository libraries participating in a SHA agree to house the material and provide access to the general public as any depository library would. Careful record keeping must be maintained to ensure that all library parties are aware of what material is kept and where it may be accessed.

Selection and Retention of Depository Material

Regional depository libraries must receive and retain at least one tangible copy of all government publications made available under the FDLP in print, microfiche, or tangible electronic copy. Some regional library staff choose to receive and retain documents in multiple formats to satisfy the specialized needs within their region. When choosing one tangible format over another, the regional library staff should consider the current needs of researchers as well as any long term access needs of the region.

Regional libraries may discard depository materials that have been authorized for regional discard by the Superintendent of Documents such as superseded items and those later issued in bound form.

Substitution in a Regional Depository Collection

Regulation #57 (LRPR): Regional depository libraries are permitted to substitute tangible versions of depository material with another tangible format; they are not permitted to substitute tangible versions of depository material with electronic versions. When choosing to substitute depository material with an alternate tangible format, the needs of the state or region and the comprehensiveness of the FDLP collection should be kept in mind.

Acquiring Material that Predates Regional Designation

Regional depository libraries are not required to acquire FDLP material that predates their regional designation; however, as the regional library, other depositories in the state or region often rely on the leadership of the regional library to ensure the comprehensiveness of depository materials. As such, regional libraries are encouraged to acquire material predating their regional designation. As no one library facility can house all FDLP material, alternate housing options are available to help in the acquisition and retention of depository material.

State Plans

Documentation of the collaborative efforts among depositories in a state or region is strongly encouraged. Efforts have traditionally been described in a State Plan. In particular, development of a

comprehensive government documents collection can be greatly aided by developing a state plan for federal documents. Contact the regional depository to see if a particular state has a State Plan.

Possible Elements of State Plans

- List of depository libraries
- Collections and Collection Development
 - Creating a comprehensive collection in the state or region
 - Current item selection strategies
 - Collection development strategies for meeting local needs
 - Retrospective collection development
 - Disposal method for material approved for withdrawal
 - Transfer of material between libraries
- Services
 - On-site and online services related to depository collections
 - Interlibrary loan
 - Other inter-library and inter-agency partnerships
 - Selective housing of material
 - Assistance with online resources and computers
- Bibliographic access methods through online catalogs and other methods
- Communication among state plan participants
- Financial responsibility
- Goals of the region
- Site visits
- Training coordination
- Preservation strategies
- Creation of local or statewide advisory bodies or groups
- Publicity initiatives
- Review and evaluation mechanism for the State Plan
- Signed agreement among the participants
- Approval by state library agency or other designated body

Weeding your Collection / Needs & Offers

Federal Depository Library material remains Federal property and must be withdrawn appropriately from your collection.

Weeding Mechanisms

There are 3 ways for selective libraries to remove Federal property from their collections.

- 1) **Supersession** – Material may be withdrawn at any time without regional library approval if it meets the following criteria:
 - Dated material - discard when expired
 - After the expiration of the advertised event, libraries may discard the dated publication. Publications of a current awareness nature and likely to have a limited lifespan should be checked by your library staff for an expiration or effective date.

- After a publication's effective expiration date has passed, your library may discard after expiration of the event. You may discard items that do not have a specific date on them 90 days after receipt.
 - Revised by a later edition/issue
 - Many publications contain statements on the cover(s) or in the prefatory material indicating that the publication revises or supersedes one or more previous editions.
 - Loose-leaf pages replaced by new pages are considered superseded and may be discarded.
 - A final environmental impact statement (EIS) does not supersede the draft version.
 - A reprint and the depository received the original edition
 - If a later edition is distributed through the FDLP, the superseded edition may be discarded by the depository, even if that depository has deselected the item number and does not possess the new edition.
 - Replaced by a cumulative edition
 - These may be superseded and discarded only upon receipt of the bound volumes or cumulated issues or products.
 - Replaced by a corrected copy
 - A corrected copy replaces a publication previously distributed through the FDLP. The publication that was initially distributed should be removed from the collection and disposed of accordingly.
 - A publication that only requires the current year be retained
- 2) **Substitution of Depository Material** – Material may be substituted with another format provided the regional library has given permission. Material being substituted with an online format must be held for at least one year. The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- **Tangible for Tangible substitution:**
 - Tangible depository holdings replaced by tangible products must be offered to the regional depository library. Regional depositories engaging in tangible substitution should keep the interests of the state or region they serve in mind.
 - 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.
 - **Tangible for Online Substitution:**
 - Selective depository libraries are permitted to replace tangible versions of depository material with online equivalents provided the publication has been held for at least one year, the regional depository has approved the disposal of the tangibles, and the online version is:
 - Official
 - Complete
 - Free of charge to the user

- 3) **5-year rule** – selectives libraries have the option of weeding material after having held the material for 5 years. Material must be offered to the regional per their local instructions. The regional may not allow the material to be weeded if it is needed for the state or area collection.

Discards by Libraries without a Regional

Selective depository libraries not served by a designated regional depository library must permanently retain one copy of all Federal government publications selected and received. Exceptions are made for superseded publications and those issued later in another format (bound, microfiche, or electronic media).

Discards by Federal Libraries

Federal libraries wishing to dispose of depository materials should contact the Exchange and Gift Division of the Library of Congress for directions on discarding.

Specific instructions must be obtained from the following address:

Receiving and Routing Section
 Exchange and Gift Division
 Library of Congress
 Washington, DC 20540-4280
 P: (202) 707-9514

Discards by Highest State Appellate Court Libraries

Highest State Appellate Court libraries do not need to retain publications for five years before discarding nor do they have to discard depository materials through the regional depository library. However, all depository materials remain the property of the United States Government.

Weeding Mechanism Cheat Sheet

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

Withdrawal Processes

After you have identified material for withdrawal from your collection, you must work with your regional library, per their local processes, to seek permission to remove the material. The regional coordinator has the authority to direct the library to keep the material in the collection. Contact the regional in your state or area for instructions as each regional library has different circumstances.

Withdrawal Procedures

There are four approval options that Regional depository libraries may use to manage the withdrawal of depository material from selective depository libraries.

- 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),
- Conduct an in-person review of the publications to be discarded,
- Require selective libraries to check discards against the regional's or a union "needs" list
- Use a Do NOT need list

'Needs and Offers List'

For unwanted material held more than five years, the regional depository library may ask the selective depository library to prepare a withdrawal or disposal list. If a list is required, the regional library must check the list for any publications that may be missing from the regional depository collection.

A withdrawal list may contain information such as the current item number, series title, SuDocs classification number, extent of the holdings to be disposed of, and any other relevant information needed by the regional library staff. The regional library staff may exempt certain formats such as microfiche from the listing requirement.

As part of the procedure, publications should be offered to other depository libraries in the state or region. GPO encourages selective libraries to post the materials on the National Needs and Offers list or offer discards to a non-depository library or institution that could make the publications available to the public.

In reviewing discarded materials, the intent of the law is not simply to ensure that the regional depository library should have a comprehensive collection, but that discarding does not significantly erode the effectiveness of the state's Federal depository library resources. A regional library may refuse a selective library's request to discard materials if the publications offered for discard should be made available in that part of the state, or that the state as a whole should have more than one (regional) copy of that particular publication, or for any other justifiable reason.

Materials that have been severely damaged through a natural or man-made disaster may no longer be in a usable condition and need not be offered.

In-Person Review

The regional library may conduct an in-person review of the publications to be discarded. 'Eyeballing' the material to be withdrawn can be beneficial if the regional library is confident that the material being withdrawn is located elsewhere in the state or region.

Union 'Needs' List

In lieu of listing withdrawn material, a regional depository library may compile a union needs list of material that is known to be needed for the state or region. Selective libraries wanting to withdraw material should hold the material until a housing library can be identified.

A union needs list is usually compiled as part of another depository management activity such as a shelflist project. This may be later reconfigured to serve as a needs list and save libraries from having to list material that is not in the regional collection. Any such list would have to be updated over time to keep it accurate and current.

Note that the National Needs and Offers List allows libraries that have suffered disasters to highlight their needs, thus lending aid to collection rebuilding in the affected area.

Do NOT Need List

Regional libraries that require submission of an electronic spreadsheet withdrawal list may benefit from compiling lists that have been already been reviewed by the regional library. By compiling withdrawal lists that have been reviewed, regional libraries are creating a list of material that has been confirmed to be in the regional collection and hence does not need to be reviewed again. Any such list would have to be updated over time to keep it accurate and current.

Disposal of Withdrawn Depository Material

After making a reasonable effort to find a recipient, publications may be disposed of in any appropriate manner. If such disposition takes the form of a sale, either as second-hand books or waste paper, the proceeds, along with a letter of explanation, must be sent to the Superintendent of Documents, since all depository publications remain the property of the United States Government. Libraries may not profit from the sale of discarded government publications.

Overview of FDLP Rules

Title 44 USC & Program Regulations

The FDLP is largely governed by Title 44, United States Code, Chapter 19. Additional regulations are used to administer the law.

The ***Legal Requirements & Program Regulations of the Federal Depository Library Program*** provides member libraries with a single, concise resource to consult for the current legal and Program obligations of libraries in the Federal Depository Library Program. The document is divided into three parts:

- Part I: An Authority Statement prefaces the document and explains the basis for the content.
- Part II: The Legal Requirements provides a concise summary of the legal requirements found in Title 44 U.S.C. 1901-1916 (2010).
- Part III: The FDLP Program Regulations lists the Superintendent of Documents' most current FDLP regulations that govern the FDLP member libraries.

For more in-depth information about how to implement the law and regulations, consult the FDLP.gov Web site for guidance.

Official files

GPO maintains official files on all libraries in the FDLP. These files contain paperwork from when libraries were designated and/or dropped from the program. They also contain past Biennial Surveys, inspection reports, self-studies, and Public Access Assessments. They may also contain significant correspondence and copies of any agreements such as Selective Housing Agreements or other Memorandums of Understanding. However, even the official files for some libraries are not complete and may be lacking exact dates of designation or comprehensive information.

You may contact GPO and request a copy of the contents of the official file for your library. It can be helpful to read about the history of the FDLP program at your library and the evolution of your

collection. Regional depository libraries also maintain similar files on each of the libraries within their region.

Public Access Assessments (PAAs)

You may be contacted by LSCM staff to undergo a “PAA”. GPO has the legal responsibility to ensure that the resources it distributes to Federal depository libraries are made accessible to the general public.

A PAA is a review by GPO staff of an individual library’s Federal depository operations and services. GPO intends for the review to be supportive, collaborative, and helpful. PAAs have replaced the on-site inspections that GPO performed in the past. A depository library may also request a PAA at any time.

GPO reviews depository operations based on how each library fulfills 44 U.S.C. sections 1901-1916 and the *Legal Requirements and Program Regulations of the Federal Depository Library Program*. During the course of a PAA, the outreach librarian examines the library's depository operation in these seven areas:

- Basics (overarching responsibilities)
- Collection Development
- Bibliographic Control
- Physical Facilities and Maintenance of the Collection
- Staffing
- Public Service
- Cooperative Efforts
- GPO also reviews regional depositories for their regional services.

GPO conducts PAAs on a state by state basis, so you will likely hear from your regional depository librarian that PAAs have begun in the state before you are contacted by GPO. The review takes place during a phone call and generally lasts 1 ½ hours. It is useful to have all the people who work closely with processing and overseeing the depository collection in your library in on the phone call. The library will generally know if they are in compliance with the law or if there are any non-compliance issues. After the call, GPO staff identify any noncompliance issues, write a report which is sent to the depository coordinator, library director, and regional depository librarian, and ask for follow-up or a plan to address any noncompliance within a designated time frame.

As every library and community is different, GPO understands that you must design your library’s depository operations and services differently to meet the U.S. Government information needs of your library users and general public.

Biennial Survey of Depository Libraries

The Biennial Survey of Depository Libraries is the means by which depository libraries report their conditions to GPO. It is administered in odd numbered years and response is required by law, 44 U.S.C. §1909. The next Biennial Survey will be conducted in 2015. Libraries are notified of the upcoming survey through the main communication channel (currently FDLP News and Events announcements).

Data from the Biennial Survey is used to:

- Provide information about conditions in individual depository libraries
- Identify new trends
- Assist with planning for the FDLP

Typically a PDF version of the survey questions is available and library staff can review it to prepare answers in advance of completing the survey in its online format.

Individual library responses from the Biennial Survey are kept with the official records of each depository. Responses should also be kept by each depository and passed on to successive depository staff members. Likewise, each regional library can use Biennial Survey information for the depositories under their purview. See www.fdlp.gov for more information and to see examples of past questions.

Promotion of the FDLP collection and your services

Promotion can be kept simple, low cost and take little time.

- Word of Mouth Marketing (WOMM) is an easy way of getting the word out. Think of small ways to bring up your depository and all it features in conversations.
- Bookmarks left at the local library and/or schools.
- Partner with the local library or civic groups within your community, have a presentation to take on the road.
- Getting depository reference questions? Use those questions to create an answer blog. Essentially the work is already done answering the reference question; use it to quickly post a blog about the topic.
- Think outside the box but don't feel the need to come up with "the perfect promotion". Look around and see what other people do and use those ideas to create something that will work for your depository.

More information on promoting your collection and services can be found on www.fdlp.gov.

Disasters

Disaster can strike at any time. It is good to be proactive. The first recommendation is to have a disaster policy. If you do not have one already, check with your regional or look at disaster plans from other depositories to guide you.

Keep in mind, in the event of a natural or man-made disaster, depository library staff must immediately inform Outreach & Support through email at FDLPOutreach@gpo.gov, or by phone at (202) 512-1119. In notifying GPO staff of the situation, staff can identify any needed assistance, such as the temporary stoppage of depository shipments.

Library staff must make every reasonable effort to replace or substitute, as appropriate, any depository receipts that have been lost or damaged.

Renovation, Remodeling, or Other Service Disruptions

When depository libraries undergo planned remodeling, undertake a move, or otherwise find their operations disrupted, library staff are required to submit a contingency plan to the Office of Outreach and Support outlining how the library staff will provide access to depository services and collections to the general public during the period of disruption.

A contingency plan should include the:

- Name of your institution.

- Expected beginning and ending dates of the closure.
- Name of a contact person at your institution for depository questions.
- Plan of how you will continue to check-in new materials.
- Extent of the curtailment of service
- Alternative strategies to be employed to fulfill Government information requests including where the next closest Federal Depository Library is located
- Specific techniques for notifying primary clientele, other libraries (both depository and non-depository), and the public of changes in service, including but not limited to:
 - A web page notice.
 - Recording a new telephone message.
 - Posting signage in the library.
 - Changing a standard email response.
- List of how your renovation will impact interlibrary loan (ILL).
 - Will you be able to send, receive, or contribute to any ILL?
 - Will your ILL operational status need to be temporarily changed?
- Description of any backlog of work that you anticipate will accumulate throughout the renovation project and strategies for addressing the backlog upon completion of the project.

After the contingency plan is drafted, please submit copies of the plan to the Office of Outreach and Support and to your regional library.

Selective Housing Sites

When a depository library enters into a selective housing arrangement with other libraries, there must be a formal written agreement with each selective housing site. Each selective housing agreement must specify that the receiving library agrees to adhere to the policies of the Federal Depository Library Program set forth in Title 44, United States Code and the Legal Requirements and Program Regulations of the FDLP. The agreements should also specify:

- 1) The justification for the transfer;
- 2) The duration of the agreement;
- 3) Conditions for the termination of the agreement;
- 4) The manner in which the collection will be maintained and organized according to the;
- 5) Guarantees of free access by the general public;
- 6) Arrangements for interlibrary loan cooperation; and
- 7) The procedure to be followed in the event the agreement is dissolved.

Selective housing agreements must be signed by directors of both libraries involved, with copies sent to the regional depository library and to the Office of Outreach and Support and to your regional library.

Appendix: An Explanation of the Superintendent of Documents Classification System



Superintendent of Documents Classification is a system of library classification developed in the office of the Superintendent of Documents of the United States Government Printing Office (GPO) at the turn of the 20th century. It is based on a scheme conceived by **Adelaide R. Hasse** for organizing U.S. Government publications at the Los Angeles Public Library in the 1890s, and brought to GPO by Hasse during her relatively brief tenure as librarian in the Public Documents Library, 1895-1897. Credit for the development and implementation of the scheme as in use to the present probably goes to William Leander Post, Superintendent of Documents from 1906 to 1909, and a librarian in the Office before and after. Post describes the scheme in 1902, as

preface to the publication of the first completed part, the List of Publications of the Agriculture Department 1862-1902.

The classification grew directly from GPO's need to organize a large and rapidly growing mass of Government publications. From its application in GPO's Public Documents Library (now no longer in existence), the scheme was later adopted by the majority of significant collections of publications in Federal depository libraries, although its use has always remained optional.

The attribute that distinguishes the scheme from other systems of library classification (the most common of which, Decimal Classification and Library of Congress Classification, were developed only a short time before SuDocs) is its reliance on the origin of the document (its provenance) as the major organizing feature, rather than an arbitrarily determined subject. This principle more closely resembles archival principles (the respect pour les fonds) than the impulse of late 19th century librarians to classify the world's knowledge by topic. Since Government information viewed through the lens of subject classification is condensed into narrow, and thereby less specific, categories, treatment by provenance has proved more flexible, expansive, and descriptive for collections of all but the smallest size or scope.

Hasse and Post determined that the most readily determined descriptor for Government publications was their origin or authorship, generally expressed not as a personal author but as agency, bureau, or office. In the scheme, each department in the Executive, Judicial, and Legislative Branches, and each independent agency, is assigned an alphabetic symbol, generally although not strictly, mnemonic; thus, A is Agriculture Department, C is Commerce, S is State Department. In later practice two- and three letter symbols have been used as necessary, so FS for Federal Security Agency (in the 1930s), HE for Health, Education, and Welfare, later transferred to Health and Human Services, NAS for NASA, and HS for Homeland Security. Congress and its committees and commissions are designated X and Y.

Basing the classification on the current federal government organization causes a problem when agencies and bureaus are created or relocated. For example, the Department of Homeland Security was established in 2002, and took bureaus/subordinate offices from Treasury, Defense, Justice, and several others, as well as incorporated the formerly independent agency FEMA (Federal Emergency Management Administration).

Current Lettering for SuDocs Class Stems

As of November 2010, the current lettering used for SuDocs class stems are:

A	Agriculture	JU	Judiciary
AE	National Archives and Records Administration	L	Labor Department
B	Broadcasting Board of Governors	LC	Library of Congress
C	Commerce Department	LR	National Labor Relations Board
CC	Federal Communications Commission	MS	Merit Systems Protection Board
CR	Civil Rights Commission	NAS	National Aeronautics & Space Administration
D	Defense Department	NC	National Capital Planning Commission
E	Energy Department	NCU	National Credit Union Administration
ED	Education Department	NF	National Foundation on the Arts & the Humanities
EP	Environmental Protection Agency	NMB	National Mediation Board
FA	Fine Arts Commission	NS	National Science Foundation
FCA	Farm Credit Administration	OP	Overseas Private Investment Corporation
FHF	Federal Housing Financing Board	P	United States Postal Service
FM	Federal Mediation and Conciliation Service	PE	Peace Corps
FMC	Federal Maritime Commission	PM	Personnel Management Office
FR	Federal Reserve System Board of Governors	PR	President of the United States
FT	Federal Trade Commission	PREX	Executive Office of the President
FTZ	Foreign-Trade Zones Board	PRVP	Vice President of the United States
GA	Government Accountability Office	RR	Railroad Retirement Board
GP	Government Printing Office	S	State Department
GS	General Services Administration	SBA	Small Business Administration
HE	Health and Human Services Department	SE	Securities and Exchange Commission
HH	Housing & Urban Development Department	SI	Smithsonian Institution
HS	Homeland Security	SSA	Social Security Administration
I	Interior Department	T	Treasury Department
IC	Interstate Commerce Commission	TD	Transportation Department
ID	US Agency for International Development	TDA	US Trade and Development Agency
ITC	International Trade Commission	VA	Veterans Affairs Department
J	Justice Department	X and Y	Congress

Subordinate Structure

To describe subordinate structure, the alphabetic symbol is followed by an integer denoting the agency, bureau, office, or other subordinate unit. 1 always represents the parent agency. The integer is followed by a full stop (period) which is not a decimal point.

An integer denoting series, general type, or form follows the period. Originally four series designations were defined:

- .1 Annual Reports
- .2 General Publications
- .3 Bulletins
- .4 Circulars

These four have remained in common usage. Other form designators have been defined but their application has been inconsistent over time. These designators include:

- .5 Laws
- .6 Regulations, rules, and instructions
- .7 Press releases
- .8 Handbooks, manuals, and guides
- .9 Bibliographies and lists of publications
- .10 Directories
- .11 Maps and charts
- .12 Posters
- .13 Forms
- .14 Addresses

Other series designators that were established, but were not assigned specific numbers, include Electronic Products (which includes CD-ROMs, VHS, and DVD-ROMs) and Ephemera (which includes items issued for a specific, limited use, and are usually intended to be discarded thereafter – it includes bookmarks that are not part of a kit, event programs, and calendars; this class is no longer active).

The second integer is followed by a colon. All the characters up to and including the colon are referred to as the "class stem" or "first figure" and refer to all items of a particular class, not a specific volume, issue, or manifestation.

To the right of the colon, a second figure describes the particular volume or issue at hand. Serial items receive a series designation: volume and number, year and month, or sequential number within series. Monographic items receive a two figure Cutter symbol, derived from the first significant word in the title and based off of C.A. Cutter's Two-Figure Author Table. In its usual application, Cutter classification is applied to personal author names to arrive at a shelf arrangement within subjects. Because SuDocs classification depends solely on corporate authorship, and the stem describes that authorship hierarchically, Cutter is adapted to arrive at a shelf arrangement within provenance from the title.

Examples of SuDocs Classification

All the information necessary to assign authoritative SuDocs classification is available on the face of the document itself. The scheme provides a logical, abstract structure which has been useful for collocation of physical publications in library collections, and is proving adaptable to the "virtual collocation" or characterization of online collections of Government information.

Guidelines for Sorting in SuDocs Order

SuDocs classes are arranged alphabetically based on the leading letter(s). The number between the period and colon is a whole number (ex. HS 1.2: comes before HS 1.15:). The colon is the break between the SuDocs stem and its suffix. After the colon, the hierarchy of sorting is as follows:

- Date
- Letters
- Numbers
- Word

Both before and after the colon, an empty space will file before a space that has a letter or number (i.e. "nothing" before "something").

Example of a SuDocs Sort

A 13.2:T 73/4
A 93.2:N 95/3
A 93.73:76
A 93.73:89
A 93.73/2:62
C 13.58:7564
C 13.58:7611
HE 20.4002:AD 9/2
HE 20.4002:AD9/5
HE 20.4002:F 94
L 36.202:F 15/2
L 36.202:F 15/2/980
L 36.202:F 15/3
Y 1.1/7:109-118
Y 1.1/7:109-131
Y 1.1/7:110-6
Y 1.1/7:110-20
Y 4.EC 7:C 73/7
Y 4.EC 7:C 73/10
Y 4.EC 7:S.HRG.110-646
Y 4.EC 7:SA 9/2
Y 4.EC 7:SCH 6
Y 4.EC 7:SE 2

Appendix: Glossary of Terms & List of Links

Amending Your Library's Selection Profile: <http://www.fdlp.gov/requirements-guidance-2/guidance/10-amending-your-library-s-selection-profile>

askGPO: Create an account at: <http://www.gpo.gov/askgpo/>

Biennial Survey- survey of conditions in depository libraries conducted every two years. Information available at: <http://www.fdlp.gov/requirements-guidance-2/guidance/12-biennial-survey-of-depository-libraries>

Catalog of U.S. Government Publications (CGP): finding tool for Federal publications that includes descriptive records for historic and current publications and provides direct links to those that are available online; continues the Monthly Catalog of U.S. Government Publications. Available at <http://catalog.gpo.gov/F/>

Cataloging and Indexing Program (C&I): Program, mandated by 44 USC§1710-1711, to develop a comprehensive and authoritative national bibliography of U.S. Government Publications to increase the visibility and use of Government information products, and to develop a premier destination for information searchers. Information available at: <http://www.fdlp.gov/catalogingandclassification/cataloging-articles>

Claim: depository library's request for an item rightfully due if selected under the FDLP but either not initially received or damaged in shipment. See also **Claim Form**.

Claim Form: Web management tool used by depositories to make claims for missing or damaged materials. Available at: <http://fdlp.gov/component/rsform/form/15-claims?Itemid=262>

Claims Copies Exhausted: Available at: <http://www.fdlp.gov/requirements-guidance/instructions/32-claims-copies-exhausted>

Classification: a system devised to categorize publications. In the case of the Superintendent of Documents (SuDocs) classification system, the publishing agency is used as a way to organize Federal documents.

Council: Short form of Depository Library Council.

Cataloging Record Distribution Program (CRDP): Program to determine the most efficient way to distribute cataloging records. Distribution of the records is provided at no cost to depository libraries. Depository libraries can use these records to populate their online catalogs, which will create greater access to tangible documents in depository collections and electronic documents available from U.S. Government Web sites. Information available at: http://www.fdlp.gov/about-the-fdlp/projects?option=com_content&view=article&id=125&catid=23&Itemid=101

Depository Collection and Development: Guidance article: <http://www.fdlp.gov/requirements-guidance-2/guidance/14-depository-collection-and-development>

Depository Library Council (DLC): Serves as an advisory committee to the Public Printer of the United States and the Superintendent of Documents. Group of information professionals selected to assist the

Government Printing Office in identifying and evaluating alternatives for improving public access to government information through the FDLP and for optimizing resources available for operating the Program. Information available at: <http://www.fdlp.gov/about-the-fdlp/depository-library-council>

Depository Selection Information Management System (DSIMS): Tool used to manage item selection profile. Libraries log in as their depository library number and password. Available at: <https://selections.fdlp.gov/>

Direct Mail Titles: Guidance article available at: <http://fdlp.gov/requirements-guidance-2/instructions/464-direct-mail-titles>

Documents Data Miner 2 (DDM2): Non-GPO tool used to manage item selection profile and receipts. Available at: <http://govdoc.wichita.edu/ddm2/gdocframes.asp>

FDL- A Federal Depository Library.

FDLP- Federal Depository Library Program: program established by Congress to ensure that the American people have access to its government's information.

FDLP Connection newsletter: Bimonthly newsletter of the FDLP. Sign up at: <http://www.fdlp.gov/fdlp-connection>

FDLP News & Events Announcements and Alerts Service: Subscribe at: <http://www.fdlp.gov/news-and-events>

Federal Digital System (FDsys): System to allow Federal content creators to easily create and submit content that can then be preserved, authenticated, managed and delivered upon request. FDsys will form the core of GPO's future operations. Available at www.fdsys.gov

File Repository: Repository of documents and files on the FDLP.gov Web site. Available at: <http://www.fdlp.gov/file-repository>

Forwarding or Returning Misdirected Shipment Boxes: Instruction article available at: <http://www.fdlp.gov/requirements-guidance-2/instructions/280-forwarding-or-returning-misdirected-shipment-boxes>

Fugitive documents (LostDocs): those documents of public interest or educational value, and not classified for reasons of national security, which have not been acquired for distribution to Federal depository libraries or disseminated through the CGP. Report fugitive or 'lost docs' using the form at: <http://www.fdlp.gov/collection-tools/lostdocs>

GPO: Government Printing Office

GPO Access: A now-defunct service of the U.S. Government Printing Office, required by 44 U.S.C Chapter 41, to provide free electronic access to a wealth of important information products produced by the Federal Government. Succeeded by FDsys.

Historic Shelflist: Project information available at: <http://www.fdlp.gov/about-the-fdlp/projects/23-about/projects/138-gpo-historic-shelflist>

Item Lister: Web collection management tool that lists an individual library's selected (or non-selected) item numbers. Available at: https://selections.fdlp.gov/OA_HTML/gpolibItemLister.jsp

Item Number: Control number assigned by GPO to titles or groups of titles (by agency) that are available for selection in the FDLP.

Joint Committee on Printing (JCP): the Congressional committee that oversees the activities of the Government Printing Office and the Federal Depository Library Program (FDLP).

Keeping America Informed: The U.S. Government Printing Office, 150 Years of Service to the Nation. U.S. Government Printing Office, 2011 <http://www.gpo.gov/fdsys/pkg/GPO-KEEPINGAMERICAINFORMED/pdf/GPO-KEEPINGAMERICAINFORMED.pdf>

Legal Requirements & Program Regulations of the Federal Depository Library Program: Concise resource to consult for the current legal and Program obligations of libraries in the FDLP. Available at: <http://www.fdlp.gov/requirements-guidance/legal-requirements>

List of Classes: List of current titles and/or categories arranged by SuDocs number including item number and format that are available for selection by depository libraries (GP 3.24:). PDF available at: <http://www.fdlp.gov/file-repository/collection-management/list-of-classes>. ASCII text files available at: <http://www.fdlp.gov/file-repository/collection-management/list-of-classes/list-of-classes-data-files>

Library Services and Content Management (LSCM): one of GPO's major business units and has the legislative mandate and Congressional appropriations for administering the following programs: Federal Depository Library Program, Cataloging and Indexing, International Exchange Service, and By-Law Distribution.

Machine Readable Cataloging (MARC): Machine-Readable Cataloging. MARC provides the mechanism by which computers exchange, use, & interpret bibliographic information; its data elements make up the foundation of most library catalogs used today.

National Needs and Offers List: A process used by depository librarians for collection development purposes; a regional or national list for libraries seeking to dispose of publications withdrawn from their collections, place publications with other depositories, or replace missing publications with publications from other depository collections. Tool available at: http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html

New Electronic Titles (NET): Lists of catalog records produced by the CGP for new titles, both electronic and tangible. Available at: http://catalog.gpo.gov/F/FH2IGFRT7MRFRMV55842NK29ENHMUKLCD384M73UQ2CPELTEV5-73340?func=file&file_name=find-net&local_base=NEWTITLE

Office of Outreach & Support (LSCM): Contact through fdlpoutreach@gpo.gov or 202-512-1119.

Persistent Uniform Resource Locator (PURL): a URL that instead of pointing directly to the location of an Internet resource, points to an intermediate resolution service. The PURL resolution service associates the PURL with the actual URL and returns that URL to the client. The client can then complete

the URL transaction in the normal fashion. In Web parlance, this is a standard HTTP redirect.
<http://purl.oclc.org/>

Public Access Assessment (PAA): Review by GPO of individual Federal depository conditions focusing on public access to Federal Government information products. Information available at:
<http://www.fdlp.gov/requirements-guidance-2/guidance/24-public-access-assessments-paa>

Regional Depository Library: depository library designated by a U.S. Senator to maintain responsibility for the integrity and comprehensiveness of a state or region's depository collection of U.S. Government information.

Resource Description and Access (RDA): Cataloging initiative. Project information available at:
<http://www.fdlp.gov/about-the-fdlp/projects/23-about/projects/143-rda>

Retention, 5-Year: statutory minimum period of time depositories must keep materials received under the FDLP unless superseded or replaced by another format.

RSS Feeds: FDLP News & Events announcements via RSS feed. Sign up at: <http://www.fdlp.gov/rss>

Selective Depository Library: Federal depository library that can select only those item numbers that fulfill government information needs of primary clientele and the public within a geographic area.

Selective Housing Agreement (SHA): agreement accompanying the extended loan of depository materials from a designated library to one that is not a depository, formalized through a signed Memorandum of Agreement.

Selection Profile: An individual depository's composite profile of its selected item numbers.

Shipping List: Itemized list that accompanies all material sent to a regional or selective depository in one regular shipment; a list of material sent to a depository library as a separate shipment where those pieces arrived separately from the list. Shipping lists available at: <http://www.fdlp.gov/34-collection-tools/121-shipping-lists>

State Plan: Statewide guidelines agreed upon by the regional depository library's administration and the selective depository libraries in the state for cooperative collection development, resource sharing, disposition, promotion, and other services for depository libraries.

Substitution: Replacing tangible depository material with either another tangible format or an online edition. Material substituted must be offered to the regional depository and fall within certain criteria. Instruction article at: <http://www.fdlp.gov/requirements-guidance-2/instructions/273-substitution-guidelines>

Superintendent of Documents (Supt. of Documents): Government official appointed by the Public Printer to oversee GPO's FDLP and Sales programs.

Superintendent of Documents (SuDocs) Classification: a system of classification by publishing agency of Government publications for their management and control by libraries, authorized by the Superintendent of Documents. Information available at:

<http://www.fdlp.gov/catalogingandclassification/cataloging-articles/1791-superintendent-of-documents-sudocs-classification-scheme>

Superseded List: list of document titles or series that are replaced by new editions (GP 3.2:Su 7/).

Available at: <http://www.fdlp.gov/file-repository/historical-publications/superseded-list-and-guidelines>

Superseded Materials: Depository titles updated whose old editions may be discarded without prior approval and before 5 years have elapsed.

Training & Events: Web page with past and upcoming FDLP training events. Available at

<http://www.fdlp.gov/about-the-fdlp/training-and-events>

Union List of Item Selections (UNION-L): List of all depository libraries item selections. Available at:

<http://www.fdlp.gov/file-repository/collection-management/union-list-of-item-selections>

WebTech Notes: Interactive online resource to search, browse, and view updates to SuDocs classification numbers and List of Classes information. Tool available at:

<http://www.fdlp.gov/?Itemid=633>

Weeding: regular maintenance program whereby a depository's unwanted publications are identified, listed, and approval is sought for their disposal.