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New Depository Librarian's Institute

April 29, 9:00 a.m. to 4:00 p.m.




Tuesday, April 29, 2014

Presented by the Office of Outreach & Support, LSCM


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Welcome!



THE FEDERAL DEPOSITORY LIBRARY PROGRAM
 Reaching Across America

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Library Services and Content Management, Outreach & Support



Top row: Davita Vance-Cooks, *Public Printer*, Mary Alice Baish, *Superintendent of Documents*, Jane Sánchez, *Managing Director LSCM*, Robin Haun-Mohamed, *Director, LSCM Outreach and Support*, Bridget Govan, *Outreach & Support*, Jeannine Ballard, *Outreach & Support*

Bottom Row: Outreach & Support Librarians - Kathy Bayer, Ashley Dahlen, Joe Paskoski, Jaime Huaman, Lara Otis, Cathy Wagner and Faith Johnson



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)



Joe Paskoski, GPO



GPO history

What important event happened on March 4, 1861, 153 years ago this past March 4th?



GPO history

Q: What important event happened on March 4, 1861, 153 years ago?

A: GPO was officially launched as an agency.

- One other small event that day, Abraham Lincoln was inaugurated as our 16th President.



GPO History

- Producing and distributing government documents in early America was known as “publick printing.”
- Performed on contract by newspapers and other private printers.
- The mid 19th century witnessed high costs, ineffective service, and repeated scandals of contract printing.
- In response Congress established the Government Printing Office.
- GPO almost immediately provided a reduction in costs, vastly improved service, and eliminated scandal.



GPO History

- GPO’s past is the story of moving through successive changes in printing technology.
- By the early twentieth century GPO was acknowledged as the world’s largest printing organization, aka the “big shop.”
- Well into the 1960s GPO used machine typesetting supported by improving press technology.
- 1967 saw the installation of the Linotron, a computerized typesetting system developed specifically for GPO’s unique needs.



GPO History

- Since 1967, the present and future of GPO is digital technology
- GPO workforce 8,000 (1970s), less than 1,900 today
- GPO now produces:
 - Online databases of congressional and agency documents
 - eBooks
 - Passports and smart identification cards with electronic chips carrying biometric data
 - Print products on recycled substrates using vegetable oil-based inks
 - Public presence not only on the Web but on Twitter, YouTube, and Facebook.



GPO history

Senate Committee on Rules and Administration Advances GPO Name Change Legislation

A Senate bill to change the name of the U.S. Government Printing Office (GPO) to the Government Publishing Office has moved another step forward in the legislative process. S. 1947, the Government Publishing Act of 2014, was introduced on January 16 by Senators Amy Klobuchar and Saxby Chambliss and reported out of the Senate Rules and Administration Committee on April 10. It now moves forward to the full Senate for consideration.

“GPO’s services have evolved over time and are continuing to trend to digital. We need to update our name to accurately reflect our broad range of services,” said Public Printer Davita Vance-Cooks. “I deeply appreciate the support of the Senate Committee on Rules and Administration. The advancement of the legislation validates GPO’s efforts to provide Congress, Federal agencies, and the public with Government information in the forms and formats they want and need in this digital age.”



FDLP history

- Established by Congress to ensure that the American public has access to its Government's information (Title 44, United States Code, Chapter 19)
- The FDLP is based upon these three principles:
 - Federal Government information products within scope of the FDLP shall be made available to Federal depository libraries;
 - Federal depository libraries shall be located in each State and U.S. Congressional District to make Government information products more widely available; and
 - Federal Government information in all media shall be available for the free use by the general public.



FDLP history

Pre GPO:

- 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



FDLP history

Post GPO:

- March 4, 1861: Government Printing Office established as a Federal agency and President Abraham Lincoln inaugurated as 16th President.
- 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



History of the FDLP

- 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
- 1972: GPO's oversight committee, the Joint Committee on Printing (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



History of the FDLP

- 1995: GPO Access free to all users
- 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)
- 2014: FDLP contains 1176 libraries



Public Access Requirements

- Congress established the FDLP to ensure that the public has access to Federal Government information of public interest or educational value.
- The Program provides Federal Government information products at no cost to designated depository libraries.
- Depository libraries, in turn, provide local, no-fee public access in an impartial environment with professional assistance to information produced by the Federal Government.



Public Access Requirements

Not just physical access to your facility and depository resources. It involves:

- Bibliographic identification of depository resources.
- Physical access to depository resources not ONLY by primary users, but by the general public.
- Sufficient computer capabilities to use online Federal depository library materials.
- A commitment to staff training to ensure the provision of reference services in the use of U.S. Government information.



Public Access Requirements

- Federal depository resources - must be available free to all regardless of library affiliation, disability, age, residency, or other patron status.
- Impediments include physical barriers to access or any activities, policies, signage, Web site language, etc. that discourage or dissuade library patrons from using the library's depository resources.



Non Requirements

Libraries are **NOT** required to provide:

- Circulation privileges to non-primary users, although they may choose to do so
- Remote access to FDLP databases
- Free printing or photocopying
- Access to depository resources during all hours that the building is open
- Anonymous patron access to depository resources
- U.S. Government services or resources not in the FDLP, such as E-Government services
- Access to anyone who poses a threat to library persons or collection



Security and Building Access

To protect library staff, facilities and collections, depository libraries may :

- Require patrons to sign a guest register for building access.
- Require identification for building access.
- Conduct a reference interview to screen visitors to ensure there is a need for depository material.
- Escort users to the depository collection.
- Restrict library users to use only the depository collection.
- Limit access to collections to primary patrons during late night hours when the library is short-staffed.



Facilities with Limited Access

Depository libraries with access restrictions—such as military facilities or Federal buildings—must still provide free, public access to the extent feasible.

For facilities with limited access - appropriate measures include requiring visitors to:

- Make arrangements in advance
- Show identification
- Have an escort in order to access depository resources.

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



Security and Computer Access

Depository libraries may:

- Require patrons to present identification
- Require the signing of a computer use register, signup sheet, or log
- Use an authenticated log-in to access computers or public networks
- Use special or generic passwords or visitor cards
- Set time limits for use
- Require patrons to use sign-up sheets.
- Mediate access to electronic formats and online depository information resources (if filtering cannot be disabled or age restrictions cannot be circumvented)
- Reserve specific computers for depository patrons



Computer Resources

Depository libraries may:

- Mediate services if state laws, network security measures, or other factors require filtering of Web sites.

Libraries should:

- Advertise or otherwise communicate available workarounds to the filters.
- Library-wide signage and policies must communicate these workarounds as well.
- Have the ability to install on library computers DVD/CDs or circulate to patrons.
- Printing must be accessible from computers or mediated access must be provided by library staff



Access to Microfiche

- Microfiche readers must be available if the library has depository microfiche in the collection.
- Strongly encouraged - additional capabilities for microfiche readers, such as printing, scanning, and saving or sending digital files generated from microfiche resources.



FDLP Forecasting Initiative

Starting in 2012 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 they have.



FDLP Forecasting Initiative

Data was collected through three tools:

- Library Forecast Questionnaires
- State Forecast Questionnaires: A tool that gathered data about conditions depository libraries in a state or region (through consensus)
- State Focused Action Plans (SFAPs): This tool asked FDLP libraries in states or regions to document initiatives and activities they plan to implement in the next five years



FDLP Forecasting Initiative

Data from the questionnaires and plans will:

- Develop ongoing U.S. Government Printing Office (GPO) programs and services for FDLP libraries.
- Inform strategic direction for GPO's Library Services & Content Management (LSCM) business unit.
- Cultivate a National Plan shaping the future FDLP.

Note: It is recommended that DLC participants attend the discussion of the National Plan at the Depository Library Council Meeting, tomorrow from 4-5:30 PM in Harding Hall. Discussion will be led by Supt of Documents, Mary Alice Baish.

Data reports, working papers, action plans, and the National Plan can be found on the www.fdlp.gov site.



Benefits of being a Federal Depository Library

Perhaps most important and valuable - the wealth of experience among the staff of the FDLP libraries and GPO's experienced staff, which form an incredible level of federal government information expertise.



Top Ten Benefits Afforded To All FDLP Libraries

1. Free Federal information products in a variety of formats to supplement existing library material and to provide access to unique material
2. Free cataloging records from the national authority on U.S. Federal publications
3. Free, permanent public access to online content from GPO partners – often fee-based or restricted
4. Educational opportunities – training the next generation of Government information specialists
5. Collection development opportunities – important in an era of declining budgets



Top Ten Benefits Afforded To All FDLP Libraries

6. Consulting and networking opportunities from GPO and with fellow Government information experts
7. Free FDLP marketing and promotional material
8. Opportunity to participate in pilot projects with GPO to test new processes and technologies
9. Ensuring that dedicated Government information professionals remain on staff - critical in this time of hybrid collections where it is necessary to build and maintain collections of local interest and navigate the broad range of information resources
10. Enhancement of the status/prestige of an institution designated as an FDLP member




Depository Library Council (DLC)


- Established in 1972 to advise the Public Printer and the Superintendent of Documents on matters relating to the FDLP.
- Its antecedents go back to 1963 when seven librarians were asked by the Public Printer to serve on an advisory committee on depository libraries. The original advisory committee was formed at the recommendation of the Senate Committee on Rules and Administration during its consideration of revised legislation on depository libraries.



Depository Library Council (DLC)

- DLC consists of **15 members** appointed by the 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.
- At least half of the Council's members work in depository libraries and have experience providing services for Government information.


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FDLP Web Site

www.fdlp.gov
 (no longer beta! formerly Desktop)

Best place for:

- FDLP news feed and announcements
- Legal Requirements and Guidance
- Operational tools
 - DSIMS, Item Lister, WebTech Notes, etc.
- GPO Training/Webinar info
- Promotional materials




 Lara Otis, GPO

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Use the drop-down menus to find useful links

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Sign up for official news

- This is required
- Recalls (required) come through here

Useful for new coordinators

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

To provide feedback or report technical difficulty, please use this form.

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2014 DLC Meeting & FDL Conference

Connecting Communities

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

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

3. Useful historical information

- Shipping lists
- Superseded list
- Old handbooks
- Etc.

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

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Navigating FDLP.gov webinar (April 2014)

Day 3: Partners in Preservation (04/25/2013)		Site Administrator1	39	1	05/06/13 6:33 PM
FDLP Webinars <i>Webinars about topics of interest to Federal depository library staff.</i>					
New Additions: CQP and Related Service Enhancements	Site Administrator1	39	1	04/11/14 10:05 PM	
Name Authority Records in RDA	Site Administrator1	158	13	04/01/14 3:16 PM	
NCDC - The World's Largest Climate Data Archive	Site Administrator1	54	1	02/27/14 7:31 PM	
Using Social Media for Collection Development of eGovernment	Site Administrator1	46	1	02/25/14 3:58 PM	
Congressional Publications: An Overview	Site Administrator1	72	1	02/21/14 5:37 PM	
How ERIC is Increasing Access to Education Research	Site Administrator1	35	1	02/21/14 10:39 AM	
Surveying the Land: An Examination of Self-Reported Reasons	Cindy Etkin	13	1	02/03/14 5:20 PM	
Promoting your Depository and the FDLP (05/16 & 11/26/2013)	Site Administrator1	264	5	11/27/13 12:28 PM	
Focus Group on Mentoring	Cindy Etkin	13	1	01/06/14 11:14 AM	
Energy Saver	Site Administrator1	35	1	11/21/13 6:45 PM	
Discover Your World with NOAA	Site Administrator1	142	1	11/13/13 7:51 PM	
Working with DSIMS	Site Administrator1	49	1	09/23/13 7:33 PM	
Creating SuDoc Classes and Item Numbers	Site Administrator1	108	1	07/02/13 1:01 PM	
An Overview of RDA and Its Implementation at GPO	Site Administrator1	492	1	04/18/13 7:12 PM	

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

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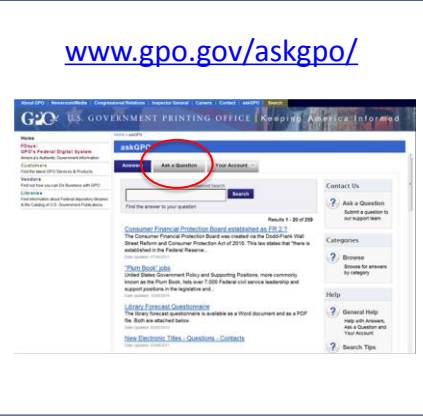
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Getting Help From GPO

Use AskGPO

www.gpo.gov/askgpo/



Contact Outreach & Support

fdlpoutreach@gpo.gov

202-512-1119

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Using askGPO - tips

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



Using askGPO – more tips

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


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FDLP Conferences

- DLC Meeting and FDL Conference
- Interagency Depository Seminar
- Virtual Conferences




Cathy Wagner, GPO

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- See calendar of upcoming sessions
- Register to attend live webinar sessions
- View the archive of webinar sessions
- Watch recorded webcast sessions



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Webinars

FDLP webinars have been recorded and are freely available for viewing and sharing. View past webinars.




Training Videos

GPO staff members are developing a suite of FDsys and other educational videos. View the training videos.






Request Training


Want to use GPO's virtual training tool for your FDLP-related event? Want to request training? In-person training is available for those in the DC metro area. Request training form.


 U.S. Government Printing Office
 Public Discussion Board

<http://www.gpo.gov>
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Topics	Started By	Views	Posts	Latest
 2013 Interagency Depository Seminar Annual educational event for depository library staff. It offers a unique opportunity to learn about multiple Federal resources while exchanging ideas with colleagues, agency representatives, and GPO staff. Virtual sessions were July 29 - August 1, 2013.				
Basic Copyright: What is Copyright and What's Not (08/01)	Site Administrator1	117	1	08/05/13 4:50 PM
Building a 21st Century Digital Data Dissemination (07/30)	Site Administrator1	28	1	08/05/13 3:49 PM
Congress.gov: New LOCL Legislative Information System (08/01)	Site Administrator1	43	1	08/06/13 1:31 PM
Copyright Law Exceptions for Librarians (08/01)	Site Administrator1	48	1	08/05/13 4:43 PM
Current Issues in Digital Stewardship (07/31)	Site Administrator1	32	1	08/05/13 4:15 PM
Government Documents at the Library of Congress (07/31)	Site Administrator1	26	1	08/05/13 4:18 PM
Government Statistics: 2012 Census of Governments (07/30)	Site Administrator1	23	1	08/05/13 3:43 PM
National Library of Medicine Resources (07/29)	Site Administrator1	22	1	08/05/13 2:59 PM
USA.gov: Government Made Easy (07/29)	Site Administrator1	44	1	08/05/13 2:59 PM
 Partners in Preservation: Government Information for Future Generations This is a virtual meeting for the FDLP to celebrate Preservation Week 2013. The programs convey how GPO and Federal depository libraries are "keeping America informed" by preserving our nation's documents of democracy for permanent public access.				
Day 1: Partners in Preservation (04/23/2013)	Site Administrator1	148	1	05/03/13 12:13 PM
Day 2: Partners in Preservation (04/24/2013)	Site Administrator1	84	1	05/03/13 5:27 PM
Day 3: Partners in Preservation (04/25/2013)	Site Administrator1	37	1	05/06/13 5:33 PM
 FDLP Webinars Webinars about topics of interest to Federal depository library staff.				


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 U.S. Government Printing Office


http://www.gpo.gov/fdsysinfo/instructional_video.htm

FDsys Tutorials


Video tutorials are available to assist users in learning to navigate GPO's Federal Digital System (FDsys).



Basic Searching in FDsys:
The module focuses on basic search techniques and working with FDsys search results.



Advanced Searching in FDsys:
Learn about advanced search techniques in FDsys.



FDsys Help:
Learn about "Help" features in FDsys for using collections and publications, searching, working with search results, and much more.






Retrieve by Citation:
Find publications by citation, using the FDsys "Retrieve by Citation" feature.

Closed captioning is available by clicking on the "cc" in the lower right-hand corner of the video. Also from this menu, the video can be enlarged and the volume controlled.

All are encouraged to view and share FDsys tutorials. Additional video tutorials will be added as they are produced.


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

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Beta development of this site is complete. To provide feedback or report technical difficulty, please use this form.

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

Requests for training should be focused on a specific aspect of U.S. Government information, Federal Depository Library Program issues, or depository library operations and management. We will try and accommodate all requests.

In-person FDsys training sessions are available by request for any library or Federal agency located in or near the Washington, DC area.

GPO produced educational webinars are available for standard FDsys curriculum or as a class of your own customization. Other webinars are also offered on a regular basis and announced through FDLP email alerts.

Name (*)


Phone



Email (*)

Institution Information

Depository Library Number

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Overview of FDsys and the CGP

- **FDsys – Federal Digital System**
<http://www.gpo.gov/fdsys/search/home.action>
 - Digital Repository for Official versions of certain collections of electronic government documents

- **CGP –Catalog of U.S. Government Publications**
<http://catalog.gpo.gov/F/>
 - Catalog for Federal publications
 - Developed from the Monthly Catalog of U.S Government Publications

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Overview of FDsys

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

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

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

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Mobile App >
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**Health Care Law
Patient Protection and Affordable Care Act**
Public Law 111-148

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- Congressional Documents
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Tuesday, March 4, 2014

Daily Digest

HIGHLIGHTS
See Résumé of Congressional Activity.

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

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

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Item Number System

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



Melissa Fairfield, GPO



User Needs

- Item selection profiles should be updated regularly to ensure that user needs are being met
- The needs of both primary and non-primary users must be considered
- Collection Development policies and plans are recommended
- New item numbers might be added to profiles based on current selections



Online Only (EL) Item Numbers

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

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



Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Available on fdlp.gov

0024-B-37	0024-B-38
0024-C-10	0024-C-11
0024-C-15	0024-C-26
0024-C-30	0024-C-31
0024-F-03	0024-G-02
0024-V	0024-V-01
0025-B-01	0025-D
0026-A-09	0026-A-10
0026-A-26	0026-A-27
0026-A-31	0026-A-32
0026-A-36	0026-A-37




List of Classes

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




DSIMS

- Depository Selection Information Management System
- Used to view and manage selection profile
- Log in with library number and FDLP password
- Dropped item numbers take effect immediately
- Added item numbers for online materials take effect immediately
- Added item numbers for tangible materials take effect at the beginning of the Federal fiscal year (October 1)


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WebTech Notes

- Used to announce Classification changes, Item Number changes, New Item Numbers, and other changes
- Available from fdlp.gov

Home WEBTech Notes

WEBTech Notes Record


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

Primary Sort: Last Modified Dis Secondary Sort: Asc


Select All

Title	SubDoc No.	New No.	Category	Last Modified	Status
<input type="checkbox"/> Pediatric Surgery and Medicine for Hostile Environments, 2010 (EL)	D 104 2:P 94	0351-A	CC	2014-04-22	New
<input type="checkbox"/> Legislative Calendar (completely irregular) (P)	Y 4 F 49/20-2	1013-C-01	UM	2014-04-21	Edited
<input type="checkbox"/> Legislative Calendar (completely irregular) (MF)	Y 4 F 49/20-2	1013-D-01	UM	2014-04-21	Edited
<input type="checkbox"/> Legislative Calendar (completely irregular) (EL)	Y 4 F 49/20-2	1013-E-01	UM	2014-04-21	Edited
<input type="checkbox"/> Virginia Kendall Unit / Ledges Area Trails, 2012? (map)	1 29 8:C 59/5	0651-A	CC	2014-04-17	New
<input type="checkbox"/> Code of Federal Regulations, Title 14, Aeronautics and Space, Parts 69 to 109, Revised as of January 1, 2014	AE 2 106/3 14:60-109/2014	9572-B	CC	2014-04-17	Edited

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Documents Data Miner 2

- Non-GPO Tool
- <http://govdoc.wichita.edu/ddm2/gdocframes.asp>
- Information comes from GPO sources
- Check Item Selection Profiles
- Look at Shipping Lists
- List of Classes

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Requirements

- Must select 0556-C and 1004-E
- Selectives may select only one tangible format for a title
- Some item numbers available only to regionals and/or law libraries



Collections

LRPR #8: Depository libraries must provide access to FDLP content

FDLP collections consist of:

- Tangible Resources
- Online Only Publications
- MetaLib Resources from GPO
- Agency Subscription Services
- Official Content Partnership Resources



Partnerships

The following is a list of current partnerships:

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Show entries Search:

Title	Description	Institution(s)	Category
Historic Government Publications from World War II	Provides permanent public access to digitized copies of U.S. Government publications distributed by GPO during World War II.	Central University Libraries of Southern Methodist University	Content
Historic Publications of the United States Commission on Civil Rights	Provides permanent public access to historical and current publications of the U.S. Commission on Civil Rights.	Thurgood Marshall Law Library, University of Maryland School of Law, U.S. Commission on Civil Rights	Content
Census 2000	Provides depository library access to Census 2000 data issued by the Census Bureau in comma-delimited ASCII format.	University Library of Case Western Reserve University, Census Bureau	Content
CIC Floppy Disk Project	Making publications that were distributed to federal depository libraries on floppy disk available over the Internet.	Indiana University-Bloomington Libraries	Content
Cybercemetery	Provides permanent public access to the Web sites and publications of defunct U.S. Government agencies	University of North Texas Libraries	Content



Collection Lists

- Basic Collection
- Suggested Core Collections
- New Titles List
- Essential Titles for Public Use in Paper or Other Tangible Format List



Tangible Processing: Paper and Electronic

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



Tangible Processing: Microfiche

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





Box Processing



- Sent by GPO



- Sent by vendor

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



Jaime Huaman, GPO



Paper Boxes



Library Number

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Shipping List Number: 2014-0090-P

Box Number: 2014-0090 Date: February 7, 2014 Page: 1 of 1

Claims for replacement of publications, or this as indicated by your library must be made within 90 calendar days of receipt of this shipment. Use the claim form to claim. Please do not return materials from GPO-issued shipping lists. These lists will have GPO as the claim address. <http://www.fdp.gov/webclaimform>.

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
0080-G	A 13.281.33/1	Winter Recreation Guide, Lassen National Forest, 2005
0575	AE 2.110/113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6.896/12-729	(Slip Opinion), No. 12-729, <i>Hemeshoff v. Hartford Life & Accident Insurance Co.</i> , et al., *
0996-A	Y 1.1/3.112-111	Daniel K. Inouye, Late A Senator From Hawaii
	Y 1.1/3.113-10	Frank R. Lautenberg, Late A Senator From New Jersey
0998-A	Y 1.2/2.2013/158	Calendars, Monday December 23, 2013
1008-C	Y 1.1/5.113-128	S.Rept. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1.1/8.113-289	H.Rept. No. 113-289, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1.1/8.113-296	H.Rept. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property..., Dec. 16, 2013
1011	Y 4.AP 61/ST 2/4/2014/PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014: Part 3
1012-C-01	Y 4.AR 52 A.2013-2014/51	(H.A.S.C. No. 113-51) Acquisition and Development Challenges, July 25, 2013, *
1017-A-07	Y 4.F 761/113-52	After the Withdrawal: The Way Forward in Afghanistan and Pakistan (Part II), Serial No. 113-52, Oct. 29, 2013, *
1019-A-01	Y 4.C 738/113-44	Health Insurance Premiums Under the Patent Protection..., Serial No. 113-44, May 20, 2013, *
1033	Y 4.AP 62/S.HRG.112-839	S.Hrg. 112-839, Energy and Water Development Appropriations, FY 2013, *
1040-A	Y 4.EN 2/S.HRG.113-123	S.Hrg. 113-123, Nuclear Waste, July 30, 2013, *

Number of Titles: 15

Indicates shipping list number.

P=paper
S=separates
E=electronic
EL Online only

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

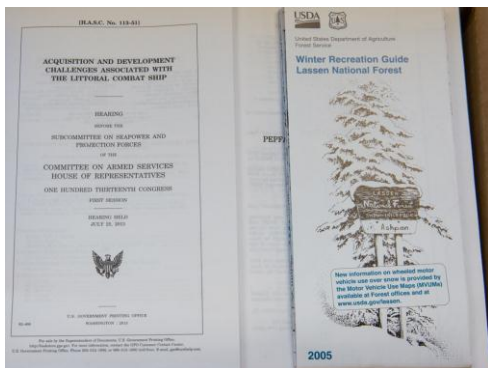
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0090-G	A 13 28L 33/1	Winter Recreation Guide, Lassen National Forest, 2005
0575	AE 2 110 113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6 86 12-729	(Sip Option), No. 12-729, Harneschoff v. Hartford Life & Accident Insurance Co. (S.A.) *
0996-A	Y 1 103-112-11	Daniel K. Inouye, Late A Senator From Hawaii
0996-A	Y 1 103-113-16	Frank R. Lautenberg, Late A Senator From New Jersey
0996-A	Y 1 22-2013156	Caucus: Monday, December 23, 2013
1008-C	Y 1 105-113-128	S. Rep. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1 108-113-289	H. Rep. No. 113-295, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1 108-113-296	H. Rep. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4 AP 61 5T 2402014PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 52 A 2013-201451	H. A. S. C. No. 113-51, Acquisition and Development Challenges... July 25, 2013 *
1017-A-07	Y 4 F 761 113-32	After the Withdrawal: The Way Forward in Afghanistan and Pakistan (Part II), Serial No. 113-32, Oct. 29, 2013 *
1019-A-01	Y 4 C 738 113-44	Health Insurance Premiums Under the Patient Protection... Serial No. 113-44, May 20, 2013 *
1033	Y 4 AP 62 3 HRG 112-839	S. Hrg. 112-839, Energy and Water Development Appropriations, FY 2013 *
1040-A	Y 4 EN 2 8 HRG 113-123	S. Hrg. 113-123, Nuclear Waste, July 30, 2013 *

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ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. released by July 31, 2013).
0090-G	A 13 28L 33/1	Winter Recreation Guide, Lassen National Forest, 2005
0575	AE 2 110 113-56	Public Law 113-56-Dec. 2, 2013
0740-A-02	JU 6 86 12-729	(Sip Option), No. 12-729, Harneschoff v. Hartford Life & Accident Insurance Co. (S.A.) *
0996-A	Y 1 103-112-11	Daniel K. Inouye, Late A Senator From Hawaii
0996-A	Y 1 103-113-16	Frank R. Lautenberg, Late A Senator From New Jersey
0996-A	Y 1 22-2013156	Caucus: Monday, December 23, 2013
1008-C	Y 1 105-113-128	S. Rep. No. 113-128, Calendar No. 264, Government Accountability Office Improvement Act, Dec. 17, 2013
1008-C-02	Y 1 108-113-289	H. Rep. No. 113-289, Union Calendar No. 209, The 2013 Joint Economic Report, Dec. 11, 2013
	Y 1 108-113-296	H. Rep. No. 113-296, To Authorize Escambia County, Florida, To Convey Certain Property... Dec. 16, 2013
1011	Y 4 AP 61 5T 2402014PT.3	State, Foreign Operations, and Related Programs Appropriations for 2014, Part 3
1012-C-01	Y 4 AR 52 A 2013-201451	H. A. S. C. No. 113-51, Acquisition and Development Challenges... July 25, 2013 *
1017-A-07	Y 4 F 761 113-32	After the Withdrawal: The Way Forward in Afghanistan and Pakistan (Part II), Serial No. 113-32, Oct. 29, 2013 *
1019-A-01	Y 4 C 738 113-44	Health Insurance Premiums Under the Patient Protection... Serial No. 113-44, May 20, 2013 *
1033	Y 4 AP 62 3 HRG 112-839	S. Hrg. 112-839, Energy and Water Development Appropriations, FY 2013 *
1040-A	Y 4 EN 2 8 HRG 113-123	S. Hrg. 113-123, Nuclear Waste, July 30, 2013 *

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C 55-237 197
 T 74/951-200

HISTORICAL CLIMATOLOGY SERIES 6-2
TROPICAL CYCLONES OF THE NORTH ATLANTIC OCEAN 1851-2006
 (INCLUDES 2007 & 2008 TRACK MAPS)

3 0980 1665303 8

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AE 1102-H 63

3 0980 100941 2

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Richard Breitman and Norman J.W. Goda

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Bäckerei
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Separate Boxes

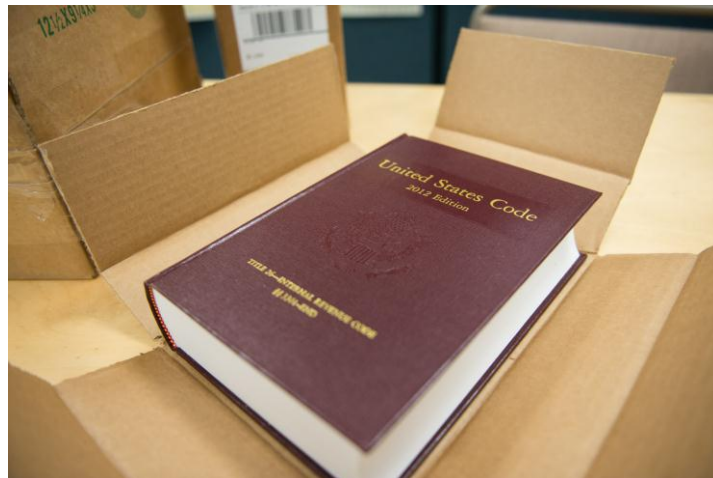


Library Number

Shipping List Number



Separates



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Separates

Shipping List Number: 2014-0016-S ← S=Separates

Box Number: 2014-0016 Date: February 7, 2014 Page: 1 of 1
Claims for reimbursement of publications not to be submitted to this Office until the claimant has received a copy of the shipping list. These lists will have GPO as the claim address. See www.gpo.gov for more information.

ITEM NO.	CLASSIFICATION NO.	TITLE
		DISTRIBUTION IS BEING MADE ACCORDING TO THE 2014 ANNUAL UPDATE (i.e. returned by July 31, 2013)
		THIS SHIPMENT IS BEING MAILED IN THREE (3) SEPARATE PACKAGES FROM CONTRACTORS
0000-C0	A 13.2870 455 A 13.287 854	Silver Ranger District, Mosquito National Forest Silver Lake Ranger District, Fremont National Forest 1984
0000-B-09	H0 4.1062 2013	Regulations of U.S. Customs and Border Protection, 2013 Edition, Revised September 30, 2013
0991-A	Y 1.25:2012/V.20	United States Code, 2012 Edition, Volume 20, January 2, 2013, to January 15, 2013.

Number of Titles: 4

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

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

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View shipping lists included in depository distribution boxes.

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

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

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

- dbf
- doc
- pdf

- 2013
- 2014

- electronic
- microfiche
- paper
- separates

Shipping List Type

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

Number on Box →

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Claims

Claim	Do Not Claim
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Selected but not received	<input type="checkbox"/> Publications not on the library's item selection profile
<input type="checkbox"/> Publications damaged during shipment	<input type="checkbox"/> Newly selected publications whose selection is not yet in effect (Oct 1)
<input type="checkbox"/> Defective publications	<input type="checkbox"/> Material on the Claims Copies Exhausted Web page or Expired Shipping Lists
<input type="checkbox"/> Individual Publications or entire shipment	<input type="checkbox"/> Material listed as 'shipped short'

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

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LEARN ABOUT THE BENEFITS [➔]

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

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[GPO](#) | [Why specialized services?](#) | [contact GPO today.](#) | **GOVERNMENT INFORMATION AT YOUR FINGERTIPS** | **FEDERAL DEPOSITORY LIBRARIES**

Claims

GPO OFFICIAL DIGITAL SECURE | Login | [Email] [RSS] [Calendar] [User] [AA]

COLLECTION TOOLS | REQUIREMENTS & GUIDANCE | ABOUT THE FDLP | CATALOGING & CLASSIFICATION

CLAIMS

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

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

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

Claims Cut-Off Date
 Claims may not be made for shipping lists dated on/before:

Contact Information

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Claims- Microfiche

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

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



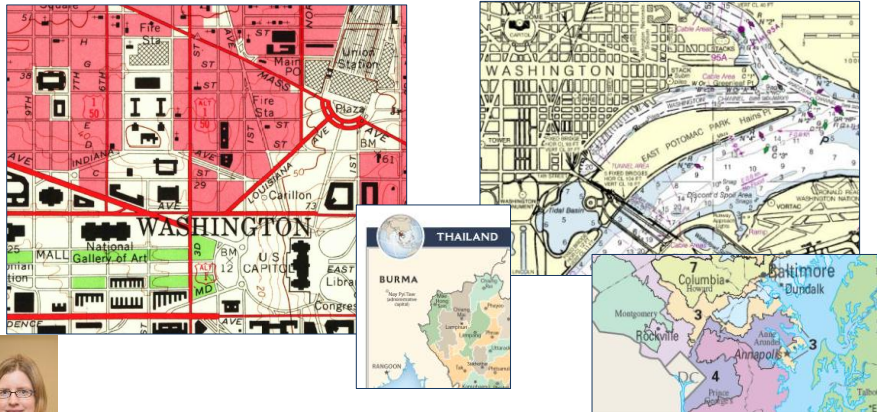
Misc.

- **Duplicate or misdirected shipments and boxes received in error-** return to GPO or forward to appropriate library
- **Defective copies-** Claim then discard the defective copy once you receive the new copy (do not offer to regional)



Brief overview of map processing

Don't be scared of your maps!



Lara Otis, GPO



General map processing tips

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



Specific map processing tips

- Stamp nautical charts “Not for navigational use”
- Stamp maps “Withdrawn” when you withdraw them
- To flatten rolled maps: roll them the other way around a map tube, leave for a couple of days, then undo
- Questions? Issues? **Join maps-l**



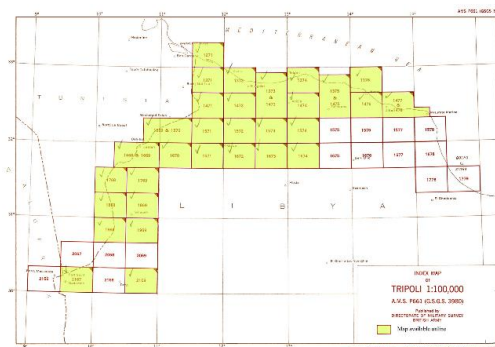
Piece level inventories for maps

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

Common method:

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

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



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GOVERNMENT INFORMATION AT YOUR FINGERTIPS FEDERAL DEPOSITORY LIBRARIES

Technical Services Projects at GPO

National Bibliographic Records Inventory Initiative

CATALOG OF U.S. GOVERNMENT PUBLICATIONS

Jaime Huaman, GPO

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Historic Shelflist Transcription


Over 1 million cards



Bibliographic information on documents distributed through the FDLP

Transcribing, digitizing, and cleaning up records

Historic Shelflist Transcription

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 Why specialized services? Contact GPO today.

Resource Description and Access (RDA) Cataloging

- GPO began cataloging in RDA on April 1, 2013.
- Most abbreviations are to be eliminated, particularly Latin abbreviations.
- The general material designation (GMD) will be replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
- The impact of RDA on authorities.
- GPO catalogs U.S. Government publications in high quality original cataloging of streaming, videos, posters, in all languages and all formats to national standards.

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Technical Services Projects at GPO


U.S. Government Printing Office
 Public Discussion Board

An Overview of RDA and Its Implementation at GPO

Show All go

Please note: This is a publicly-accessible topic. [Top](#) [Previous](#) [Next](#) [Bottom](#)

Site Administrator

Fang Gao, Supervisory Librarian (Cataloging); **Liselle Drake**, Librarian (Cataloger); and **Rachel Mattingly**, Librarian (Cataloger) of GPO's RDA Implementation Team present this RDA overview webinar.

This webinar introduces Federal depository libraries' staff to RDA (Resource Description & Access), the new international cataloging standard that recently has been implemented. If you have noticed new features in GPO's Catalog of U.S. Government Publications (CGP) and are wondering what they are or why they are used, then this Webinar will answer your questions.

Re-recorded 04/18/2013
 Duration: 52 minutes

VIEWING TIP: To enlarge the viewing screen click on "Maximize" in the upper right corner of your browser window. Click on "Actual Size" to make it even larger.

An Overview of RDA Presentation Slides



Presented by: GPO, Library Services & Content Management, RDA Implementation Team

[Begin the recording](#)

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Cataloging Record Distribution Program

Cataloging Record Distribution Program (CRDP)

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

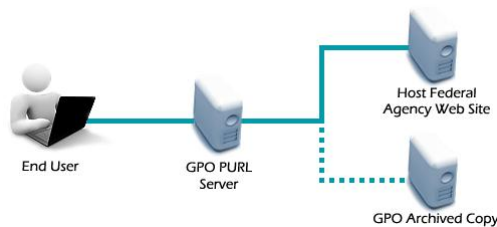
Record Customization:


- Changed or updated full GPO cataloging records;
- Historic Shelf List cataloging records (brief records);
- Libraries may choose how the record sets are organized. For example, they can be separated by format (e.g. serials only, microfiche only, EL only, etc.), or they may be one file;
- Creation of item record holding fields (if desired);
- Creation of holding codes based on format (if desired);
- Placement of OCLC and SuDocs numbers and designated MARC fields according to local practice; and
- Record sets in MARC 8 or UTF-8.





PURLS

Persistent Uniform Resource Locators (PURLs)




 Why specialized services? Contact GPO today.

Finding PURLS

Persistent Uniform Resource Locators (PURLs)

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

CATALOG OF U.S. GOVERNMENT PUBLICATIONS

[Catalogs to Search:](#) Congressional Serial Set | Congressional Publications | Historic Chartlet | Serials | Internet Publications | My Options: Bookshelf | Preferences | Results list | Previous Searches

[Catalog of U.S. Government Publications Home Page](#) | [National Bibliography of U.S. Government Publications](#)

Add to My Bookshelf | E-mail

Full View of Record

Choose Format: Standard | Study | MARC

Record 1 out of 1

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

Internet Access <http://purl.access.gpo.gov/GPO/LPS112339>

Author [United States. Congress. House. Committee on Oversight and Procurement.](#)

Publisher Info. [Washington : U.S. G.P.O., 2009.](#)


SuDoc Number



Item Number [I076-G \(online\)](#)

LC Number KF27 .O943 2007k

Description iii, 152 p. : digital, PDF file


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PURL Referral Reports

Persistent Uniform Resource Locators (PURLs)

 **FDLP PURL Referrals**

View PURL referral statistics for your institution using the form below. Data is compiled through the previous day for the current month. Historical data is available for a maximum of 12 months. Historical and monthly cumulative reports are available in the [file repository](#) of the FDLP Desktop.

Detailed information about PURL referral logic and computation can be found on the [FDLP Desktop](#).

1. Select Timeframe

November 2010

2. Enter Your Hostname(s) and/or IP Address(es)

Enter up to 10 combinations of full or partial hostnames and/or IP addresses (separated by a comma) in the box provided below. Use an asterisk (*) as a wildcard. Search examples: www.lib.purdue.edu, *.udel.edu, 141.217.41.27, 203.117.*.*

(Enter a maximum of 10 entries)

www.lib.purdue.edu, *.udel.edu,
141.217.41.27, 203.117.*.*

Generate Report

Powered by the [Federal Depository Library Program](#)
 A service of the [U.S. Government Printing Office](#)

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Web Publication Harvesting

- Began harvesting and archiving Web publications in 1996
- GPO uses Internet Archive's Heritrix-based *Archive-It*, which is a subscription-based Web harvesting and archiving service.



Ebooks



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



SuDocs



Superintendent of Documents (SuDocs) Classification Scheme



GPO Library Technical Services Webcasts and Webinars





Bibliographic Control

Piece level accounting = identifying every tangible depository publication in your collection down to the 'item' or 'piece' level.

- Can be achieved the following ways:
 - Full cataloging (down to the item level)
 - Shelflist
- What is a shelflist?
 - Itemized list of depository publications.
 - Preferably in electronic format (e.g. a spreadsheet).
 - Preferably publicly accessible.

Cataloging (full or partial level) is required for material received after January, 2012.

- Full cataloging to the item or piece level
- Partial cataloging (with additional piece level shelflist)
- Where you catalog is up to you



Ashley Dahlen, GPO






Ways of Cataloging

Different ways to catalog based on how your library's workflow is set up:

- Copy catalog
- Purchase vendor records for bulk upload
- Original cataloging
- Mix

Sources of records:

- Catalog of U.S. Government Publications (CGP) 
 - Email up to 20 per email
 - \$39.50 for up to 10,000 records
- Documents Data Miner 2 (DDM2) – non GPO tool 
- CRDP 
- 3rd Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)



Regional Depository Libraries

- Receive at least one tangible format of all publications made available to depositories and they are required to retain those items in perpetuity (with some exceptions)
- Serve as liaisons between the selective libraries in the state (or region) and LSCM
- Agree to ensure the comprehensiveness of the FDLP collection in the region they serve, manage the publication withdrawal and substitution process, provide ILL, provide reference services
- Also provide consultation, coordinate planning, and offer other services to selective depositories in their regions
- 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

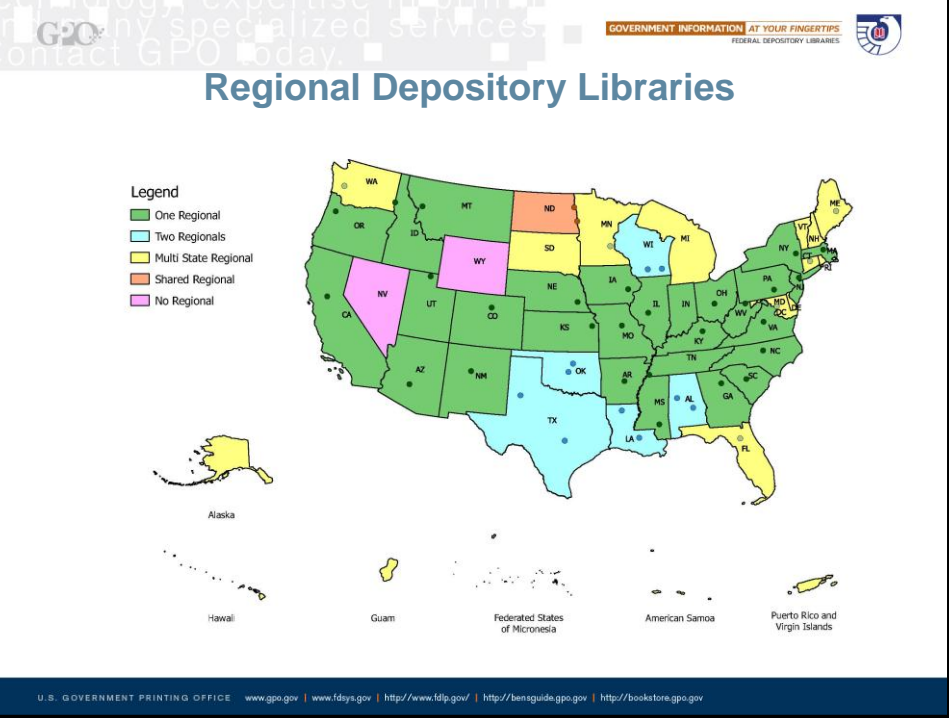


Ashley Dahlen, GPO



Selective Depository Libraries

- Tailor their depository collection. This is achieved by:
 - Selecting suitable materials for their users
 - Retaining materials for at least 5 years
 - Substituting tangible material with online equivalents (if desired)
 - Retaining materials beyond the required 5 years as appropriate
- Designated in one of three ways:
 - By U.S. House Representatives in their Congressional District
 - Limit of 2 per Congressional District, although at any given time there may be more than two in some districts because of redistricting
 - By U.S. Senator in their state
 - Limit of two per Senator's class
 - By-law libraries
 - Designated 'by-law'. Unlimited number of by-law libraries are allowed per special provisions in Title 44. They include: state libraries, land-grant institutions, Federal agencies, law libraries accredited by the American Bar Association, service academies, etc.



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State Plans

Optional plan of how a state or region engages in collaborative efforts, e.g.:

- Collection development
- Training
- Housing
- Public and technical services
- Marketing
- Shared reference services
- Visits
- Transfer of material
- Disposal

Especially good in outlining the development of a comprehensive government documents collection

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Weeding your Collection / Needs & Offers

3 weeding mechanisms:

- 1) Supersession
- 2) Substitution
- 3) 5-Year rule



Supersession

- Material may be withdrawn at any time
- Does not need to be offered to the regional library (unless they request it)
- Must meet the following criteria:
 - Dated material - discard when expired
 - Revised by a later edition/issue
 - A reprint and the depository received the original edition
 - Replaced by a cumulative edition
 - Replaced by a corrected copy
- 2002 Superseded List



Substitution Mechanisms

- Material may be substituted with another format.
- The regional must approve of the swap.
- The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- Two types of substitution:
 - Tangible
 - Online

Tip – if you find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.



Substitution

Tangible with a Tangible Substitution (Tangible depository holdings replaced by tangible products):

- Regional depositories should keep the interests of the state or region they serve in mind.
- Regionals must approve of any substitution.
- Substituted material must have proper reading equipment available, be properly referenced, and easily accessible to all users.
- Any material retained in lieu of the depository copy will then be treated as depository materials for the period of time that the library would have retained the original publications and they will be subject to the same requirements that govern the care, treatment, and public access requirements during that time period.



Substitution

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

- Regional depositories are not eligible for this option.
- The publication must have been held for at least one year.
- The regional depository must approve of the swap.
- The online version must be:
 - Official
 - Complete
 - Free of charge to the user



5-Year Rule

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



Weeding Cheat Sheet (You're welcome).

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



Withdrawal Processes

Regionals have 4 mechanisms for authorizing withdrawals:

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

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



Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number
- Check with your regional to see if any formats have been exempted in your region.
- Regional has first dibs, selectives in your state or region have second dibs.
- National Needs & Offers list may be used after that (optional)
- Complicating factors:
 - Timeliness of reviewing lists
 - How the list is created (OPAC report versus Excel spreadsheet...)
 - Multiple regionals in your state?
 - ASERL tool in use?
 - Had a disaster in your region?
 - Lack of SuDocs numbers?



Other Approval Options

In-Person Review (AKA 'eyeballing')

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

Union 'Needs' List

- Selectives search a compiled 'needs list' of material that is known to be needed for the state or region.
- Saves libraries from having to list material that is already known to be needed.

Do NOT Need List

- Regional libraries can convert electronic disposal lists that they have already reviewed and compile them into a list of "do NOT need".
- Prevents the regional from searching their collection for the same publication twice.
- Works well in a region where the libraries have identified what their comprehensive collection requires (One copy? Multiple backup copies? Copies in various locations in the state?)



Exceptions

- **No regional:** selectives not served by a regional may not withdraw material, except that which is superseded
- **Federal agencies:** do not have to retain material for 5 years and must offer withdrawals to the Library of Congress
- **Highest State Appellate Court libraries:** not bound by these rules



So you have permission to weed...Now what?

You can withdraw the material

- Recycle it
- Toss it
- Put it on the National Needs & Offers List
- Give it away to other institutions (you cannot make money on the transfer though)



FDLP Rules - Title 44 USC

- The laws applicable to the U.S. Depository Library Program are found in Chapter 19 of Title 44 of the United States Code. Sections 1901-1916 set forth the parameters of the program.
- Under Title 44 U.S.C. § 1909, the Superintendent of Documents is charged to uphold U.S. Depository Library Program laws. These duties include, but are not limited to, the requirements to investigate depository library conditions, ascertain whether a library is compliant, make recommendations and, if necessary, to remove noncompliant libraries from the Depository Library Program.

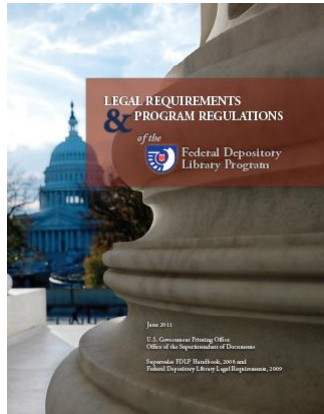


FDLP Rules

- Title 44 USC 19
- Older documents:
 - Instructions for Depository Libraries (ca. mid-20th C) – Rules and regulations of the FDLP.
 - FDL Manual (1985) – guide for carrying out FDLP operations.
 - FDL Handbook (2007) – combination of rules and guidance.
- Legal Requirements & Program Regulations (LRPR) (2011) – Law and regulations of the FDLP.
- Guidance articles - online



Legal Requirements & Program Regulations (LRPR)



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



Official Files (print and electronic)

What's in them?

- Designation and/or drop paperwork
- Biennial surveys
- Significant correspondence
- Selective housing agreements
- Memorandums of Understanding
- Assessments
 - Inspection reports
 - Self-studies
 - Public Access Assessments

What's the use?

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

fdlpoutreach@gpo.gov



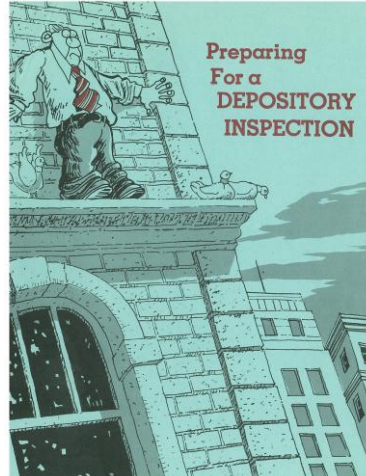
Lara Otis, GPO





Public Access Assessments (PAAs)

- Investigations of the conditions in depository libraries required by Title 44 U.S.C. § 1909
- Former ways of doing this:
 - Inspections (on site at the library)
 - Self-studies leading to inspections as needed
- Current way of doing this:
 - Public Access Assessments (phone call & remote review)



Public Access Assessments

- They don't have to be intimidating or scary – they are an opportunity for communication
- Benefit - a PAA can help you make your case internally for improvements or addressing issues
- PAA report reflects Legal Requirements and Program Regulations
 - Also includes notable achievements and recommendations



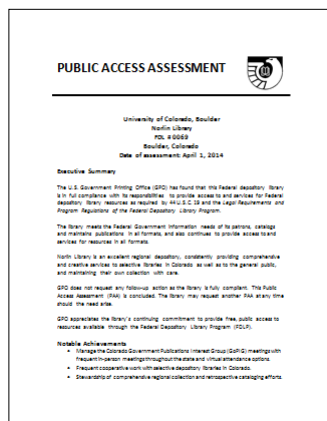
PAAs – What is GPO Looking For?

(how you select, tailor, process, organize, catalog, provide access to, and promote your collection)

- **The two best readings in preparation for a PAA**
 - Legal Requirements and Program Regulations:
<http://www.fdlp.gov/requirements-guidance/legal-requirements> (PAA report format follows this)
 - Guidance article on PAAs:
<http://www.fdlp.gov/requirements-guidance-2/guidance/24-public-access-assesments-paa>
 - **Areas:**
 1. Basics
 2. Collection Development
 3. Bibliographic Control
 4. Physical Facilities and Maintenance of the Collection
 5. Staffing
 6. Public Service
 7. Cooperative Efforts
 8. (Regional Depository Libraries)



PAA Reports



- Structure reflects LRPR
- Noncompliance = within a set time frame, address the issue or make a plan to address it
- Final report sent to: coordinator, library director, and regional



Biennial Survey of Depository Libraries

Required by law (44 U.S.C. Section 1909)

“The designated depository libraries shall report to the Superintendent of Documents at least every two years concerning their condition.”



Cathy Wagner, GPO



Biennial Survey of Depository Libraries

- GPO will use its communication channels to announce the survey:
 - FDLP.gov
 - FDLP News and Events Announcements
 - Will contact non-responders via email, phone, and letters to directors



Biennial Survey of Depository Libraries

- Biennial Survey 2013
 - Distributed in June 2013
 - 36 Questions
 - All Electronic Submission
- See [FDLP.gov](http://fdlp.gov) to view questions from prior Biennial Surveys

<http://fdlp.gov/file-repository/biennial-survey>

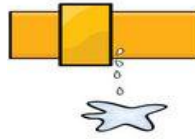


Biennial Survey of Depository Libraries

- Future Biennial Surveys – What to expect
 - Distributed in odd number years
 - Electronic Submission
 - Possible new questions
 - Keep an eye out for the next one in 2015



Disaster and Renovation



Any disruption in access to the collection needs to be reported to GPO and your regional.

In case of disaster, a contingency plan is needed (see booklet for guidance)



Or



We recommend you have a disaster policy in place or have depository materials accounted for in the disaster plan for your institution.

Before moving depository material off site, contact GPS outlining how the library staff will provide access to depository material stored off site.

O&S staff are available if you have any questions.



Faith Johnson, GPO



Contingency Plans

Contingency plans typically include:

- Institution name and depository number
- Expected beginning and ending dates of closure
- Contact name at your institution for depository questions
- Extent of the curtailment of service
- Alternative strategies to be employed to fulfill Government information requests, including where the next closest FDL is located. This may include activities such as:
 - Searching online to see if an electronic equivalent is available to use in lieu of a tangible copy housed in a temporary housing location
 - Gaining assistance from your regional depository library and other depositories to acquire copies of publications, if this process is more timely than retrieval from a temporary storage location
 - Arranging to set up public access computers and microfiche readers and printers in a new location
 - Notifying library users where they may find alternate access to Federal depository publications in all formats and related reference and other services
- Techniques for notifying primary clientele, other libraries (both depository and non-depository), and the general public of changes in service
- How your library will continue to check in new depository receipts or if shipments need to be temporarily halted
- Notify GPO and your regional depository when normal operations resume



Promotion



Promotional material and guidance is available through the Government Printing Office. Above are a few examples.

Promotional Information: <http://www.fdlp.gov/requirements-guidance/promotion>

Under Training and Events, click on past webinars there is a webinar regarding different ways to promote your Library.

Web Archive: <http://login.icohere.com/public/topics.cfm?cseq=1172>

Promotion is one of those forever "to do" list items. It can be as simple as leaving bookmarks around town or creating a library display using government docs. Think of simple ideas that do not take that much time or effort and take advantage of the promotional material provided.



Questions?



Office of Outreach & Support, LSCM