New Depository Librarian Institute: Day one

Session one: 12:00-1:45

NDI
Office of Outreach and Support

Agenda

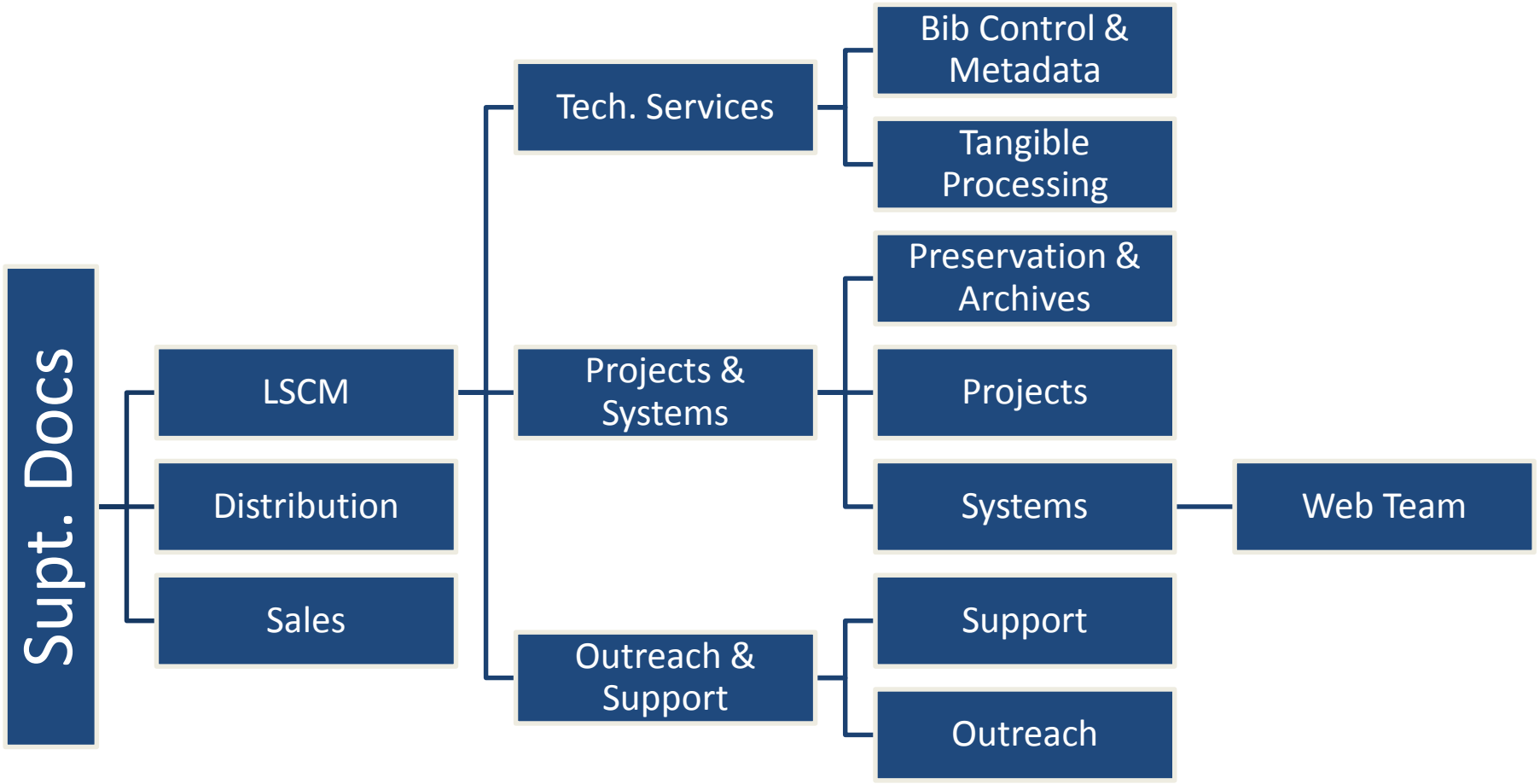
- Welcome and introductions
- GPO and FDLP mission and history
- GPO and FDLP resources

Outreach Librarian, Outreach and Support

Library Services and Content Management, Outreach & Support

Top row: Herb Jackson, Jr.*, Acting GPO Director;* Laurie Hall*, Superintendent of Documents;* Robin Haun-Mohamed, *Chief, LSCM Outreach & Support;* George Barnum, *Program Planning Specialist and GPO Agency Historian;* Kathy Bayer, *Outreach Librarian,* Manisha Bhattacharya, *Administrative Librarian,* Kathy Carmichael, *Outreach Librarian*

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


Supt. Docs
LSCM
Distribution
Sales
Tech. Services
Projects & Systems
Outreach & Support
Bib Control & Metadata
Tangible Processing
Preservation & Archives
Projects
Systems
Web Team
Support
Outreach

Outreach & Support

GPO and FDLP Mission and History

Joe Paskoski, Senior Outreach Librarian

About GPO

- Legislative Branch agency, overseen by the Joint Committee on Printing
- Funding sources: appropriated funds and cost recovery
- Publishing agency for the Federal Government
- Headquarters in Washington, DC
- Library Services & Content Management a part of GPO

GPO Responsibility

Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the three branches of the U.S. Government.

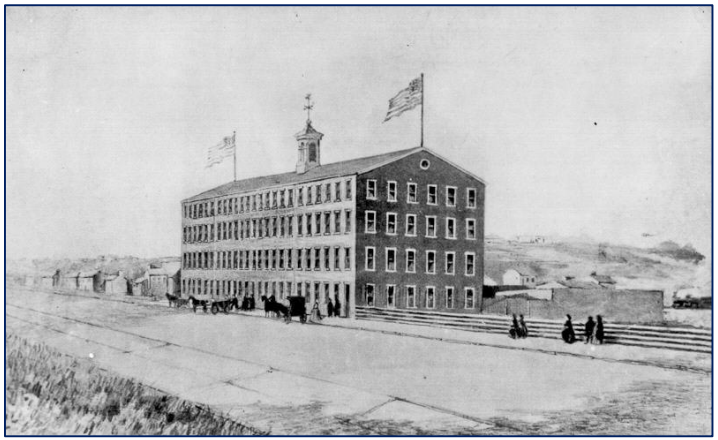
Joint Committee on Printing

- Joint Committee created in 1846 (one of the oldest joint committees of Congress)
- Comprised of 5 House Members and 5 Senators
- Oversees the operations of GPO and generally oversees compliance by Federal agencies with laws, rules, and regulations designed to minimize printing costs

Committee on House Administration

- Recent Hearings: Transforming GPO for the 21st Century and Beyond

GPO Then and Now



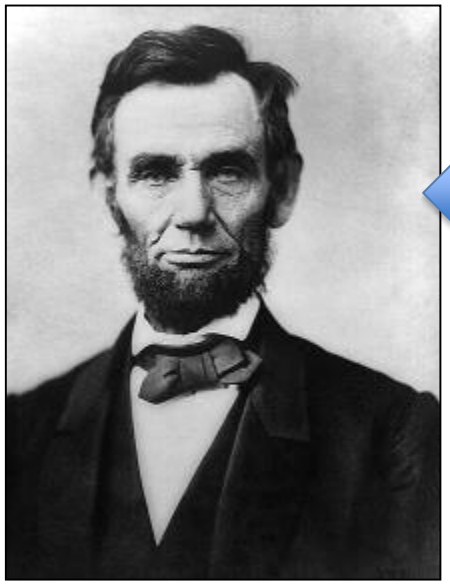
Check out the GPO History webpage: https://www.gpo.gov/who-we-are/our-agency/history

Watch the video “Our Rich History”: www.youtube.com/watch?v=vRFACkDd9d0

Watch a webinar on publishing the Congressional Record: http://bit.ly/1SCjG6M

GPO history

Q: Why do GPO staff geek out every March 4th to celebrate an event that took place in 1861?



Oh yeah.
This guy also got inaugurated on that day.

Image source:
http://www.americaslibrary.gov/jb/civil/jb_civil_lincoln2_1_e.html

GPO History

- Prior to GPO, printing was 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 GPO
  - GPO opened doors on March 4, 1861

GPO History

For a history of printing operations, read "150 Years at GPO."

For a general history, read "Keeping America Informed."

We've grown a bit since 1861!

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, Facebook, and LinkedIn.

GPO History – Online Milestones

- **"GPO Access Law“**
  - *Government Printing Office Electronic Information Access Enhancement Act of 1993* enacted (Public Law 103-40)
  - GPO Access service launched; available by subscription, free to depositories (1994)
  - GPO Access free to all users (1995)

- **GPO’s Federal Digital System (FDsys)**
  - FDsys launched (2009)
  - GPO Access retired (2012)
  - FDsys has over 50 collections from all three branches of the Federal government

- **govinfo.gov official site (2018)**

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, § 1901-1916)

  https://www.govinfo.gov/content/pkg/USCODE-2016-title44/pdf/USCODE-2016-title44-chap19.pdf

- 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 free use by the general public.

FDLP History

- **Act of 1813**: Authorized distribution of one copy of House and Senate Journals to select university and state libraries and historical institutions
  - American Antiquarian Society earliest known depository (1814)
- **Depository distribution management moved around**
  - Secretary of State (Act of 1813)
  - Department of Interior (Printing Act of 1852)
  - GPO (Printing Act of 1895)
- **Depository libraries designated by**
  - Secretary of the Interior (1857-1895)
  - Representatives authorized to designate a depository from own district (1858), and two (Depository Library Act of 1962)
  - Authorized each Senator to assign one depository in own state (1859), and two (1962)

FDLP History

- **Different library types added to program**
  - Libraries in executive departments (1895)
  - Military academies (1895)
  - Land grant colleges (1907)
  - Federal agencies (1962)
  - Highest appellate courts of the states (1972)
  - Law libraries (1978)

- **Regional/Selective system created** (Depository Library Act of 1962)
  - Regional libraries designated as regionals by a Senator

FDLP History

FDLP milestones:

- First Monthly Catalog appeared (1895)
- Executive branch publications distributed (1895)
- SuDocs Classification System developed by GPO librarian Adelaide Hasse (beginning 1895)
- First Biennial Survey of Depository Libraries conducted (1947)
- Weeding permitted (outside of supersession) under regional/selective system (1962)
- GPO distributes microfiche to depository libraries (1972)

FDLP History

FDLP milestones:

- First CD-ROM distributed to depository libraries (1988)
- Catalog of U.S. Government Publications, an online public access catalog, launched (2006)
- Multi-year project to digitize and convert Historic Shelflist cards dating from the 1870s to 1992 for inclusion in the Catalog of U.S. Government Publications began (2012)
- LSCM cataloging in new bibliographic standard: Resource Description and Access (RDA) (2013)

FDLP History

Additional FDLP milestones:

- **One of the founding members of the OCLC network in 1976. GOP was named one of the top 10 online original catalogers in the world in OCLC's Annual Report for FY 2012, FY 2013 and FY 2015. In 1992, a GPO Cataloger contributed the 100,000th record to the OCLC Bibliographic Database In 1999, another GPO cataloger contributed the 43,000,000th record.**

- **2014, Sitting Bull College Library was designated as the first all-digital depository library.**

- **FDLP Academy established in Fiscal Year 2014**

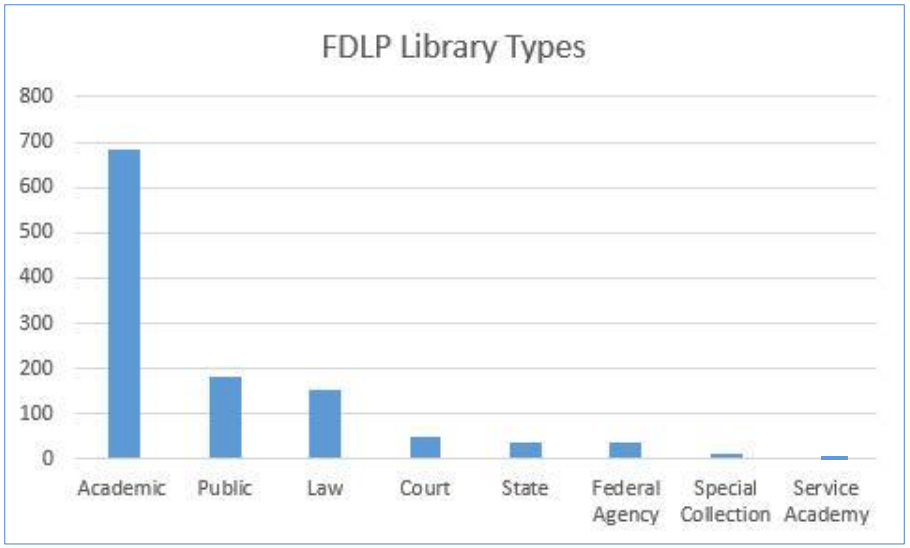
- **In 2016, the University of Colorado, Boulder became GPO's 1st Preservation Steward.**

- **- Cataloging Record Distribution Program: Started in 2009 and will service 185 libraries (16%) in FY19.**

Who is in the FDLP?

Over 1,100 libraries of all types, located throughout the U.S.A. and its territories, are members of the FDLP

http://arcg.is/1mmp9Ep



Why is the FDLP important?

- The FDLP identifies, catalogs, and disseminates documents created by Federal government agencies, no matter what the format. This system provides order for government information and makes it visible.
- FDLP libraries provide free, public access to government information to everyone, promoting engagement and knowledge.
- The FDLP's rich collections of historic and current content are unique and important research material for all fields of study.
- The network of FDLP librarians and staff is an unparalleled source of expertise.

Fulfilling Madison's Vision: The Federal Depository Library Program
http://purl.fdlp.gov/GPO/gpo7351

Top Ten Benefits Afforded To All FDLP Libraries

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

Top Ten Benefits Afforded To All FDLP Libraries

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

Core Mission of FDLP

Keeping America Informed

Mission has not changed with digital info, but evolved:

- Commitment to providing free, public access to the tangible publications distributed and online or digital resources cataloged by GPO
- Provide assistance with depository resources to users
- Tangible resources remain Federal property and must be maintained and handled accordingly
- Online or digital FDLP resources may be made visible through library catalogs, Web pages, or other means

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.

https://www.fdlp.gov/about-the-fdlp/depository-library-council

Depository Library Council (DLC)

- DLC consists of **15 members** appointed by the Director of the GPO. 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 Director of the GPO after consideration of recommendations from Council, library associations, and others as deemed appropriate by the Director of the GPO.

- 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.

Regional & Selective Depository Libraries

Ashley Dahlen, Senior Outreach Librarian

How can a library join the FDLP?

- **FDLP libraries can be designated by U.S. Senators or U.S. House Representatives**
  - Limits: 2 regionals per state (designated by Senators); 2 selectives per Congressional district (although redistricting means a district may contain more than two at any given time); 2 selectives designated by Senators per state
- **or "by-law" under specific sections of Title 44, U.S.C.**
  - Unlimited number allowed
- **Different library types added to program**
  - Libraries in executive departments (1895)
  - Military academies (1895)
  - Land grant colleges (1907)
  - Federal agencies (1962)
  - Highest appellate courts of the states (1972)
  - Law libraries (1978)

Selective Depository Libraries

Customize their depository collection

This is achieved by:

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

Regional framework

- Established by law in 1962
  Public Law 87-579, "*An Act to Revise the Laws Relating to Depository Libraries*"

- Libraries volunteer to be regionals

- Regional status designated by a Senator or the Resident Commissioner of Puerto Rico

- Prior to establishing regional depositories, no depository could weed depository holdings

Roles and responsibilities

- Retain at least one copy of all depository publications in one tangible format

- Within region served, provide:
  - Interlibrary loan
  - (Government information) reference services
  - Assistance in the disposal of unwanted government publications

Regionals may…

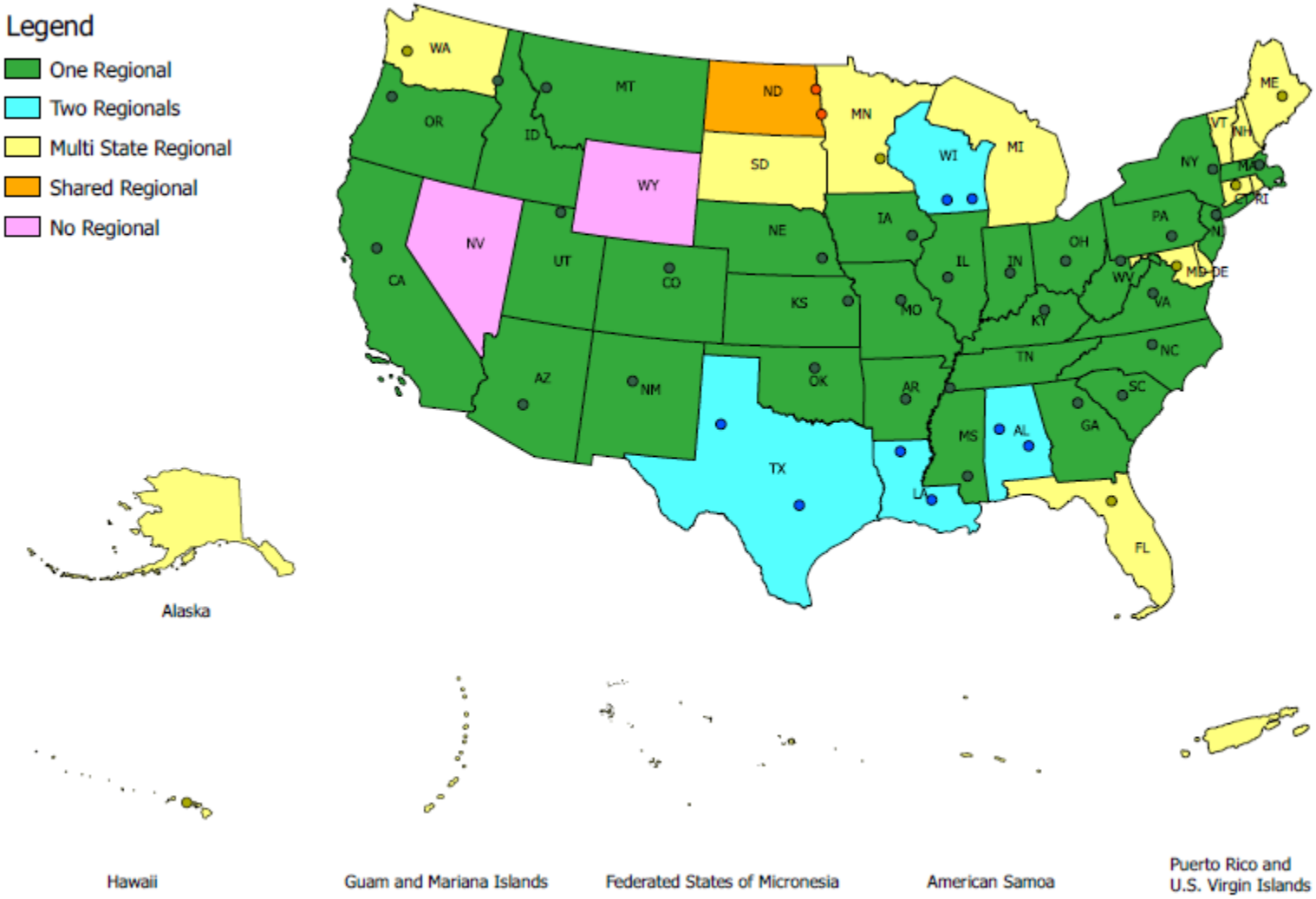
- Serve as liaisons between the selective libraries in the state (or region) and GPO
- Provide consultation (onsite or remote) in the management of depository operations/collections/services
- Coordinate training for FDLs
- Organize state or regional meetings for depository libraries

Regional structure

Selectives are served by 46 regional depositories in a variety of ways:

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

Regional Depository Libraries



Locate a Regional Depository

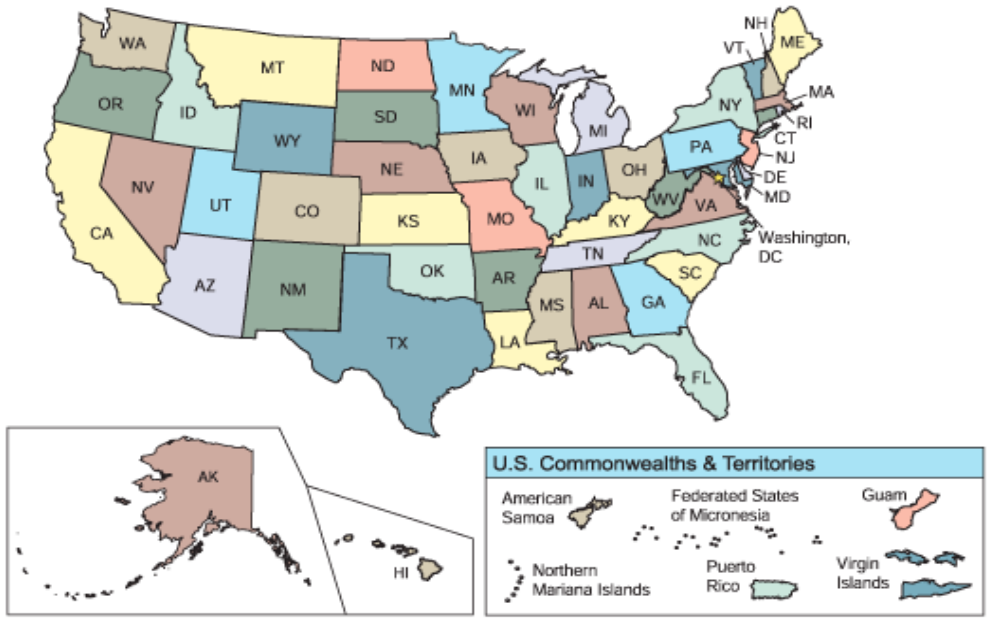
Welcome to the Federal Depository Library Directory (FDLD)

A service of the Catalog of U.S. Government Publications

Locate a Federal Depository Library (FDL). There are three methods for retrieving Federal Depository Library information:

- Clickable Map: clicking on the applicable state, commonwealth or territory on the map below
- Basic FDLD Search: search by keyword in the Keyword search box below the map
- Advance FDLD Search: search by specific types of data, such as Depository number, ZIP or area code, etc. in a single or multiple field search below the Basic search

CLICKABLE MAP OF FEDERAL DEPOSITORY LIBRARIES



Find all Regional Libraries
Multi-state Regionals

https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp

Communication

- Regional depository coordinators should be in contact with the selective depositories in their state or region

- The regional depository should contact GPO with any concerns or issues with depositories in their state or region

- Many regional depository coordinators have regular visits with selectives in their state or region

When to contact your regional

A selective depository should contact the regional when:

- Moving the collection or experiencing disruptions in service
- A disaster damages or impedes access to the collection
- Change in coordinator
- Considering dropping status
- They have weeding and collection development questions

GPO and FDLP Resources

Kathy Bayer, Senior Outreach Librarian

Superintendent of Documents Programs

- Federal Depository Library Program (FDLP)
- Cataloging & Indexing Program (C&I)
- By-Law Program
- International Exchange Service (IES)
- GPO Sales Program

FDLP.gov Website

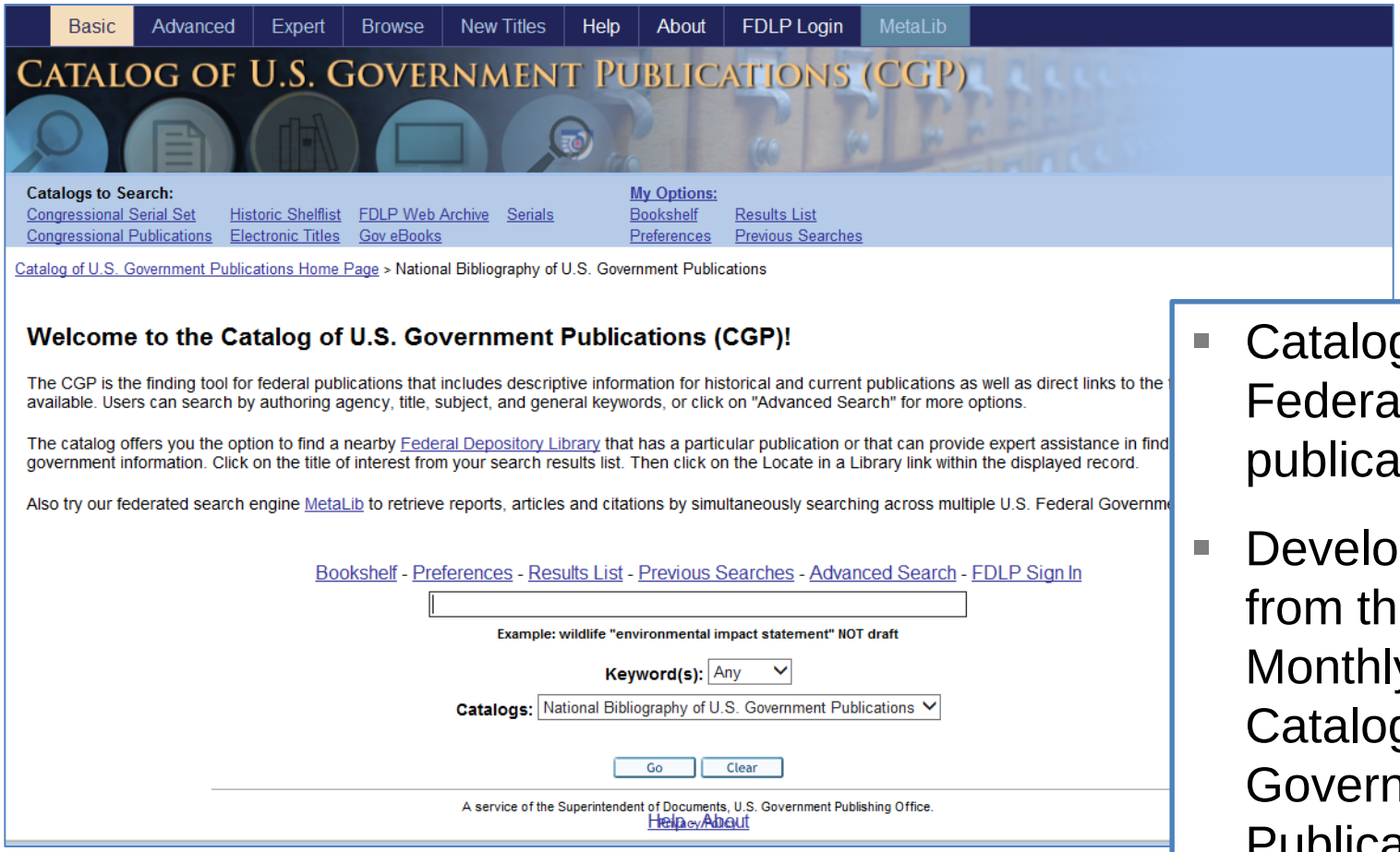
Website oriented to librarians

- FDLP news
- FDLP Requirements and Guidance
- FDLP operational tools
- FDLP Promotional materials
- FDLP Academy (training)
- Cataloging and Indexing Program content (incl. classification)

Various on FDLP.gov

- Claims Form
- DSIMS
- Item Lister
- List of Classes
- LostDocs
- FDLP eXchange
- PURL Usage Reporting Tool
- Shipping Lists
- UNION-L
- CGP on GitHub
- FDLP LibGuides
- WebTech Notes
- Order FDLP Promotional Materials
- Projects
- Contact Us

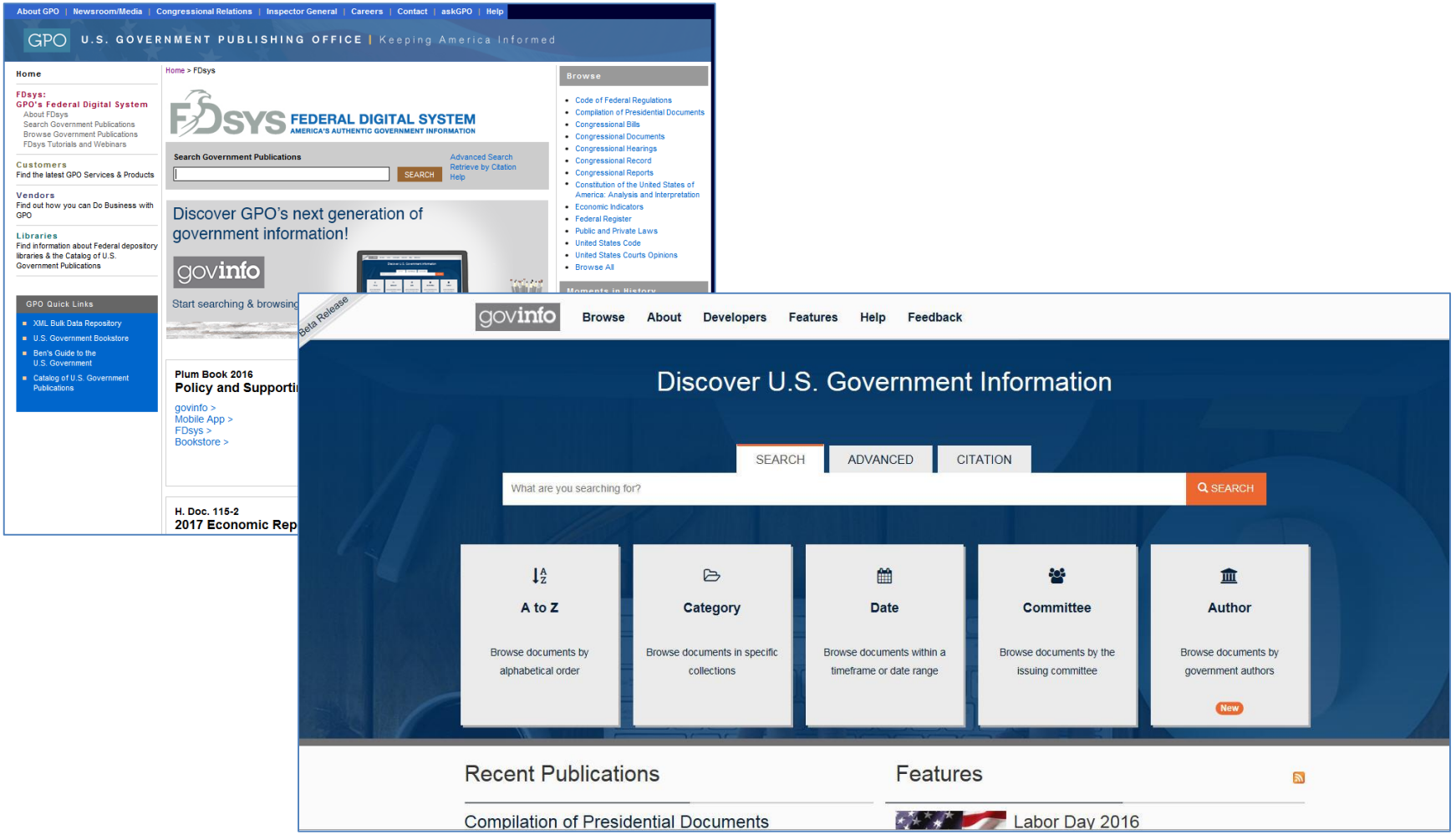
Catalog of U.S. Government Publications (CGP)



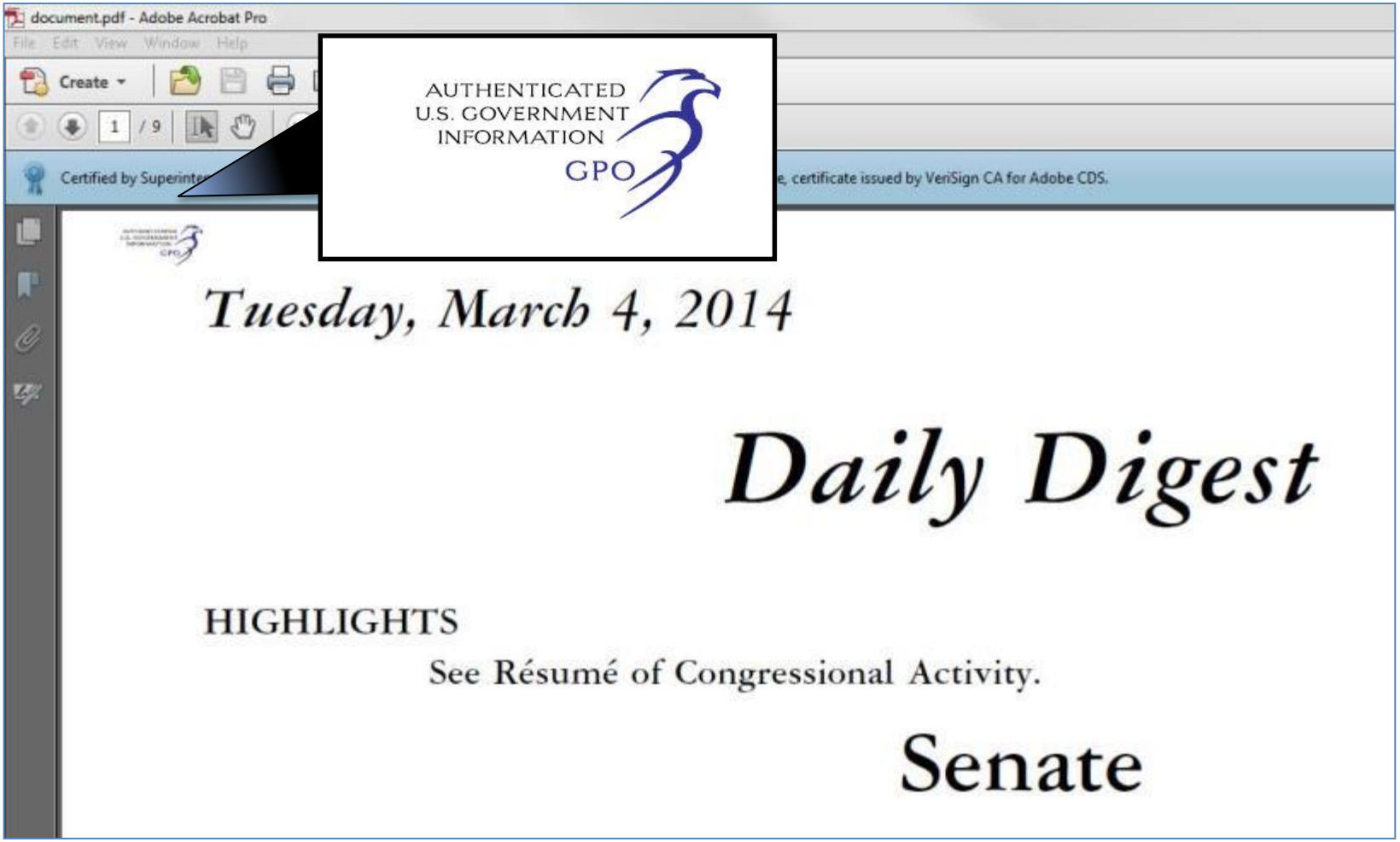
- Catalog for Federal publications
- Developed from the Monthly Catalog of U.S Government Publications

catalog.gpo.gov

govinfo


About GPO | Newsroom/Media | Congressional Relations | Inspector General | Careers | Contact | askGPO | Help
GPO U.S. GOVERNMENT PUBLISHING OFFICE | Keeping America Informed
Home
FDsys: GPO's Federal Digital System
About FDsys
Search Government Publications
Browse Government Publications
FDsys Tutorials and Webinars
Customers
Find the latest GPO Services & Products
Vendors
Find out how you can Do Business with GPO
Libraries
Find information about Federal depository libraries & the Catalog of U.S. Government Publications
GPO Quick Links
XML Bulk Data Repository
U.S. Government Bookstore
Ben's Guide to the U.S. Government
Catalog of U.S. Government Publications
Home > FDsys
FDSYS FEDERAL DIGITAL SYSTEM
AMERICA'S AUTHENTIC GOVERNMENT INFORMATION
Search Government Publications
SEARCH
Advanced Search
Retrieve by Citation
Help
Discover GPO's next generation of government information!
govinfo
Start searching & browsing
Plum Book 2016
Policy and Supporti
govinfo >
Mobile App >
FDsys >
Bookstore >
H. Doc. 115-2
2017 Economic Rep
Browse
Code of Federal Regulations
Compilation of Presidential Documents
Congressional Bills
Congressional Documents
Congressional Hearings
Congressional Record
Congressional Reports
Constitution of the United States of America: Analysis and Interpretation
Economic Indicators
Federal Register
Public and Private Laws
United States Code
United States Courts Opinions
Browse All
Beta Release
govinfo
Browse
About
Developers
Features
Help
Feedback
Discover U.S. Government Information
SEARCH
ADVANCED
CITATION
What are you searching for?
SEARCH
A to Z
Browse documents by alphabetical order
Category
Browse documents in specific collections
Date
Browse documents within a timeframe or date range
Committee
Browse documents by the issuing committee
Author
Browse documents by government authors
New
Recent Publications
Compilation of Presidential Documents
Features
Labor Day 2016

Authenticated Content



Authenticated Content

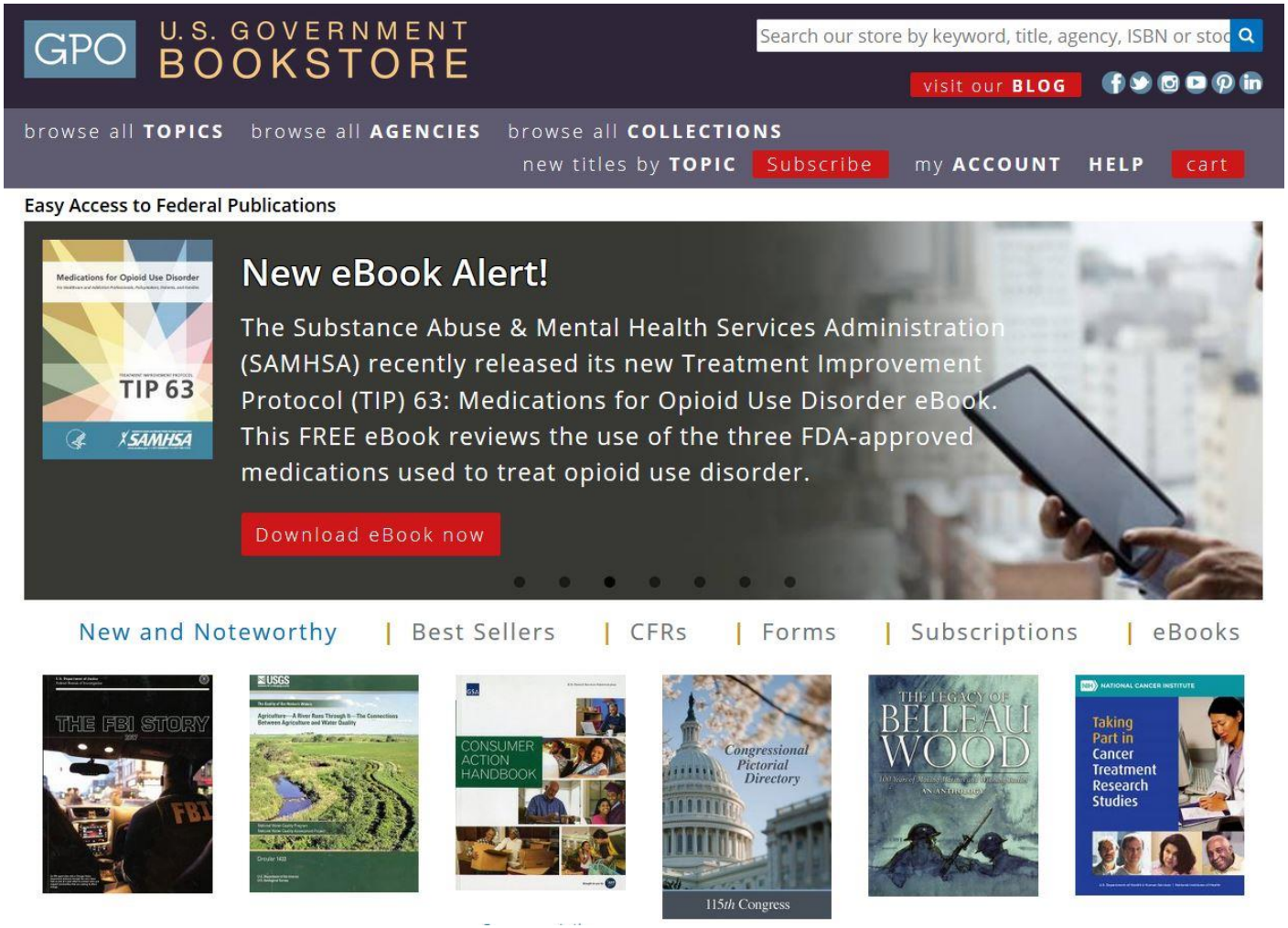
Ben's Guide to the U.S. Gov't

bensguide.gpo.gov/

Government Book Talk

govbooktalk.gpo.gov/

U.S. Government Bookstore



bookstore.gpo.gov/

www.gpo.gov

Depository Spotlight: New York State Library

06/27/18 Our newest Depository Spotlight Library is the New York State Library.

View More News

104 years ago today, the Federal Trade Commission was established. See Congress discuss the Commission in the Congressional record digitized by GPO on govinfo: https://bit.ly/2tt9LfT

Free Government Information Resources

Note the Depository Library Spotlight, link to the Directory, and more!

GPO on Social Media

Facebook Feed

U.S. GOVERNMENT PUBLISHING OFFICE

U.S. Government Printing Office: Marbling and Book

9K views • 9 years ago

YouTube

History of GPO's Federal Depository Library Program

1.8K views • 2 years ago

Professional Development

Kathy Carmichael, Outreach Librarian

Professional Development

- Listservs
- Web Sites
- Professional organizations
- Communication with other depository coordinators
- Library Literature
- Conferences/ Webinars
- FDLP Academy

FDLP Events

- DLC Virtual Meeting
- DLC Meeting and FDL Conference
- New Depository Librarians Institute

Images from 2017 DLC Meeting and FDL Conference

FDLP ACADEMY

Engage and Empower through Education

The goal of the FDLP Academy is to:

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

FDLP ACADEMY

Engage and Empower through Education

FDLP Academy Training Repository.

Recordings are generally available one to three business days after the event.

-

Interested in becoming a presenter?

Learn more about becoming a guest presenter through the FDLP Academy:
For Agencies
For Federal depository libraries
Let us know if you want to present a training session or host a training event through GPO's virtual platform.
Contact FDLPOutreach@gpo.gov.

FDLP Coordinator Certificate Program

Learn more about an introductory FDLP educational course series for Depository Coordinators – the FDLP Coordinator Certificate Program.

Events and Conferences

GPO hosts annual events and conferences to offer collaborative and educational opportunities for the FDLP community.
Learn about FDLP Events and Conferences.
View recorded archives of past event and conferences.

Questions?

Office of Outreach & Support, LSCM

New Depository Librarian Institute: Day one

Session two: 2:15-4:00

NDI
Office of Outreach and Support

Document Lifecycle at GPO

Melissa Fairfield, Planning Specialist, Outreach and Support

LSCM Acquisitions

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

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

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

Publications Not Distributed by FDLP

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

Distribution

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

Cataloging at GPO

Lara Flint, Outreach Librarian

Classification systems

How to Locate a U.S. Government Publication

U.S. Government publications in this collection are arranged by the Superintendent of Documents classification number. Publications are grouped together by issuing agency. To ensure that you find all of the materials available on a particular subject, be sure to check the databases or indexes recommended by your librarian.

The example below shows how the Superintendent of Documents classification number PREX 3.15:2014-15 is constructed for the publication *The World Factbook*:

PREX	3.	15:	2014-15
Executive Office of the President (issuing agency)	Central Intelligence Agency (subordinate bureau within the issuing agency)	Number designating the title	Year of publication or coverage

Here are the prefixes from the Superintendent of Documents classification numbers for some other agencies that you may find of interest:

A	Agriculture Department
C 3	Census Bureau (Commerce Department)
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
GA	Government Accountability Office
GP	Government Publishing Office
HE 20.7000:	Centers for Disease Control and Prevention
HS	Homeland Security Department
I	Interior Department
I 19	U.S. Geological Survey (Interior Department)
J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
NAS	National Aeronautics and Space Administration
S	State Department
SSA	Social Security Administration
SI	Smithsonian Institution
T 22	Internal Revenue Service (Treasury Department)
X, Y	Congress
Y 4	Congressional Committees

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

Many U.S. Government publications are available online, and some are issued also in other formats. They may be listed in your library's catalog and in the *Catalog of U.S. Government Publications* at: http://catalog.gpo.gov/.

THE FEDERAL DEPOSITORY LIBRARY PROGRAM

GPO U.S. GOVERNMENT PUBLISHING OFFICE
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

- Superintendent of Documents (SuDocs) used for everything
- Library of Congress (LC) class is used for congressional material

Available for order!

free

SuDocs

- Developed by GPO Librarian Adelaide Hasse in 1895
- Organizes publications by agency, then document type and series
- Used because it is difficult to organize gov docs by subject

Adelaide Hasse
b. September 13, 1868

How it works…

A = Agriculture, C = Commerce, S = State Department, T = Treasury, X & Y = Congress

A 1 = the main Dept. of Agriculture
- A 2 = the Division of Accounts & Disbursements
- A 3 = Division of Agrostotology
- A 4 = the Bureau of Animal Industry

.1 = Annual Report
.2 = general publication
.3 = Bulletins
.4 = Circulars
.5 = Laws

See a colon?
It's a SuDocs number!

C 3.134:2012

C 3.134/7:2012

Down in the weeds…

After the SuDocs stem:

- Years
  - May be abbreviated: 999 & 99 = 1999; 01 = 2001
- Letters: use Cutters
  - Letter and number abbreviations of keyword in title
    - C 56 used to abb. ‘classification’
    - N 42 O used to abb. ‘New Orleans’
    - M 35 = Mars
- Numbers
  - Volume/issue
  - Technical report number

Colons are used to separate out the stem from the more detailed series or book information

A 1.10:975
A 1.77:38
NAS 1.20:M 35/2

How to shelve by SuDocs

GPO creates the call numbers, but be aware that your library determines how to order them on your shelves

Letter, number, year or
Year, letter number?
Oh the angst.

How would you organize the following?

NAS 1.2:50/2
NAS 1.2:02-4
NAS 1.2:999/2
NAS 1.2:M 35/7

Source:
http://www2.fbi.gov/hq/cid/arttheft/topten/munch.htm

SuDocs

Material in SuDocs archive themselves because when the Federal government evolves, so does the SuDoc classification scheme

For example:

W = 1789 - 1947 for the War Department

M = 1947 – 1949 for the Military Establishment

D = 1949 – *present* for Department of Defense

Tip – Refer to a **Guide to U.S. Government Publications** (formerly called 'Andriot' after the editor, now published by Gale Group).

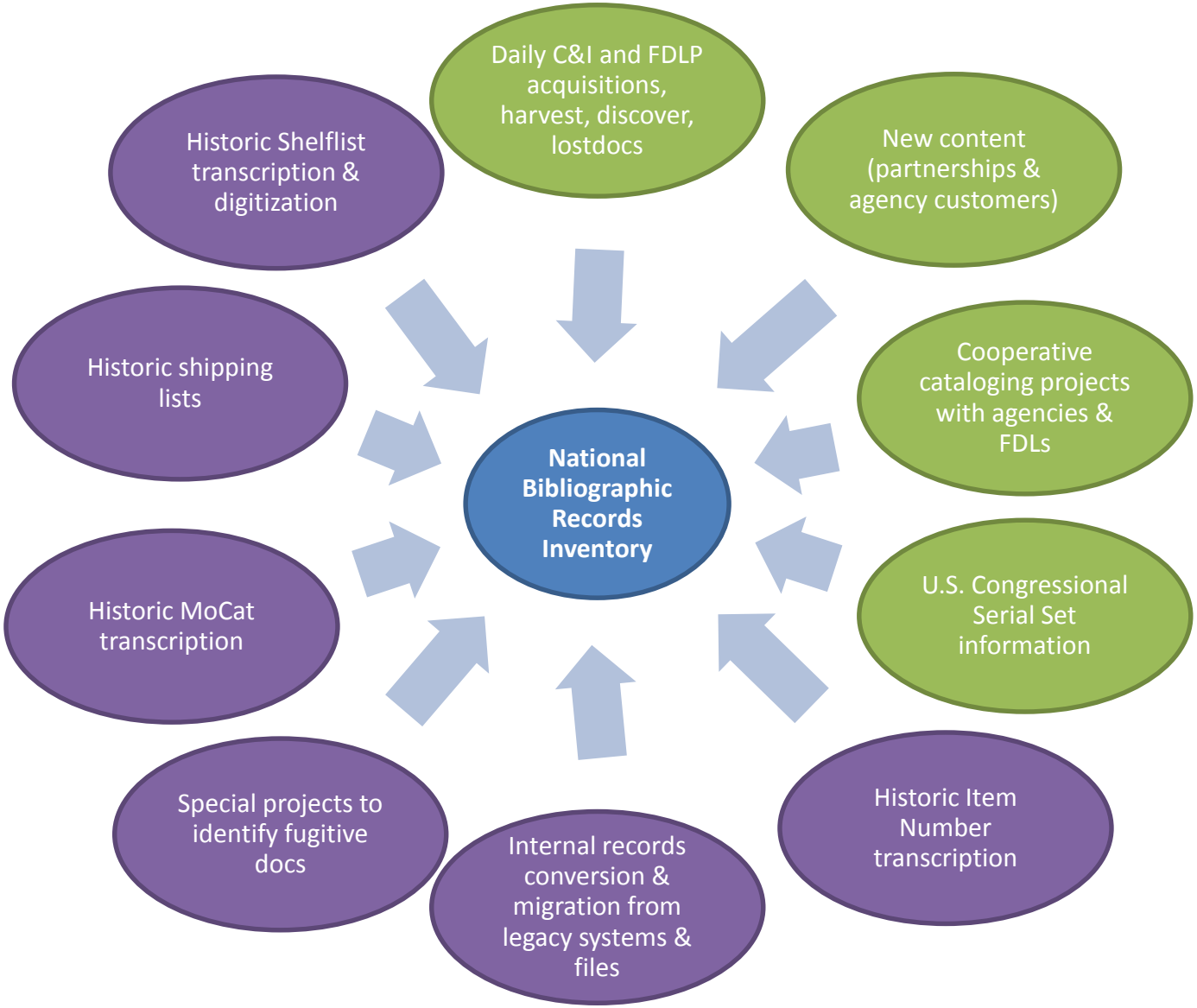
It has organized content by SuDoc numbers and provides an overview of when SuDocs were in use throughout history. Very handy.

Which To Use?

- Do what works best for your patrons, library layout, and your catalogers
- Integrate material with general collections, or keep them separate, or both

Note - if you opt to use LC or Dewey, note that you will have to class your own material or wait for another institution to do it and copy it from them

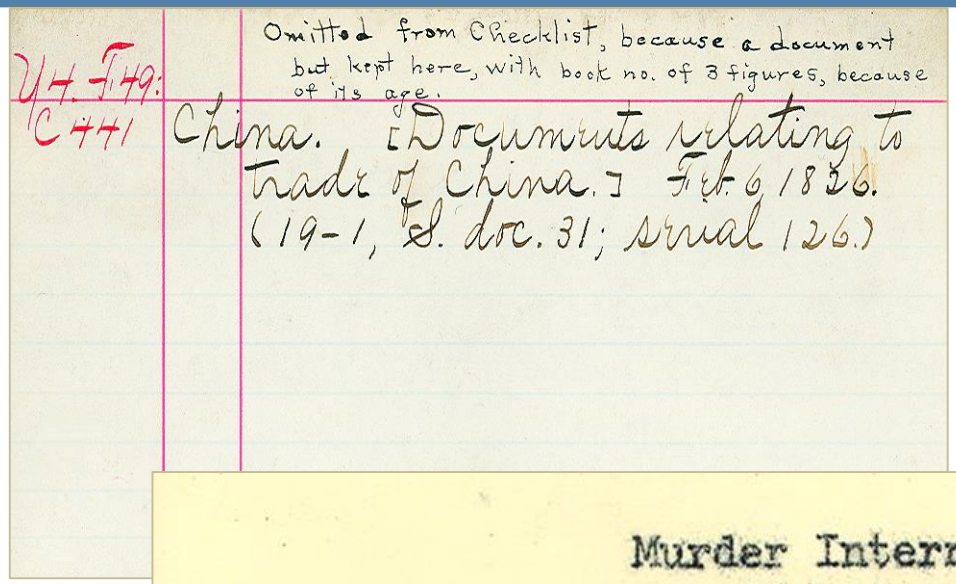
National Bibliographic Records Inventory Initiative



Historic Shelflist Transcription

- Over 1 million cards
- Bibliographic information on documents distributed through the FDLP (and then some)
- Transcribing, digitizing, and cleaning up records

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



Y4.F79:
C441

Omitted from Checklist, because a document but kept here, with book no. of 8 figures, because of its age.

China. [Documents relating to trade of China.] Feb. 6, 1826.
(19-1, H. doc. 31; Serial 126.)

Y4.Ed8/1:Sa 2e 1/4

EDUCATION AND LABOR COMMITTEE, House

St. Elizabeths Hospital, (mental patients from northern Virginia), hearing before subcommittee, 85th Congress, 1st session, on H.R. 6638, Aug. 1, 1957. 1958. iii + 21 p. ●Item 1015

Y 4.Ed8/1:Sa2e1/4

Murder International, Inc., murder and kidnaping as instrument of Soviet policy, hearing before Subcommittee to Investigate Administration of Internal Security Act and Other Internal Security Laws, 89th Congress, 1st session, Mar. 26, 1965. 1965. xv + 176 p. *Paper, 50c. ●Item 1042

Y 4.J89/2:M 94

DEC 10 1965

GPO U.S. GOVERNMENT PUBLISHING OFFICE | Keeping America Informed www.gpo.gov | facebook.com/USGPO | twitter.com/usgpo

Resource Description and Access (RDA) Cataloging

- GPO catalogs U.S. Government publications in all formats in high quality original cataloging done to national standards
- GPO began cataloging in RDA on April 1, 2013.
- Impact:
  - Most abbreviations have been eliminated
  - The general material designation (GMD) was replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
  - Authorities changed (names, corporate bodies, etc.)

- Learn about how GPO catalogs on fdlp.gov > Cataloging & Classification, or in webinar archive

Collection Development

Kathy Bayer, Senior Outreach Librarian

Depository Collection Development

Meeting library patron U.S. Government information needs involves identifying the Federal Government information needs of current and potential primary and non-primary patrons in your Congressional District or service area and selecting or providing access to materials that meet their needs.

- Regular collection development helps ensure users needs are continually being met.
- Collection development policies are strongly recommended.

Identifying Your User Needs

The following are examples of some ways to identify and document the Federal government information needs of your congressional district or local area:

- Analyze demographic and socio-economic data about the community served
- Gain knowledge from subject matter expertise of library colleagues
- Track depository resources used in answering reference questions
- Review daily news sources
- Review other library web pages or guides
- Employ library user surveys that include questions about Federal government information needs

Depository Library Collections

FDLP scope: U.S. Government publications “of public interest or educational value”

FDLP content consists of:

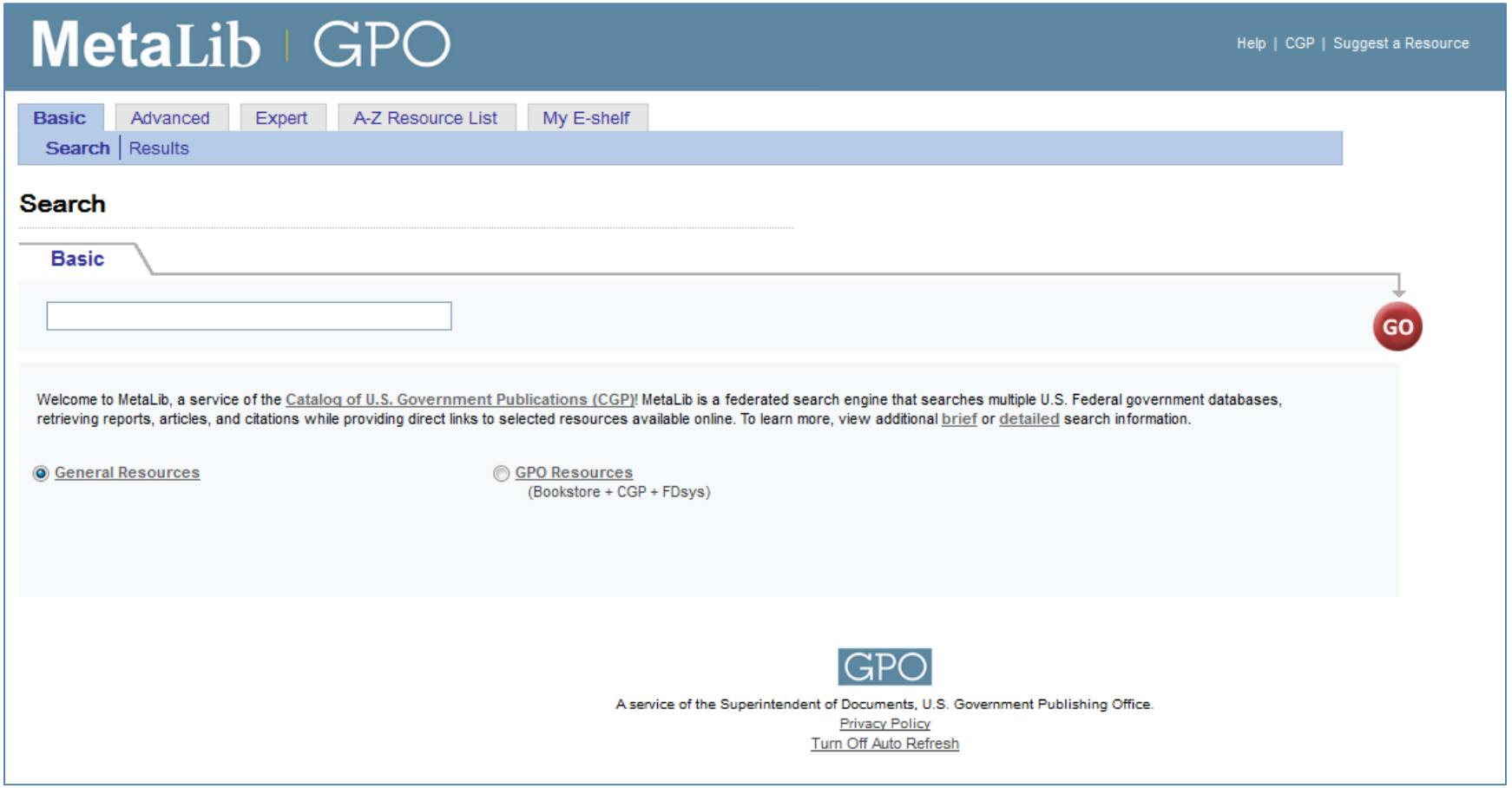
- Tangible resources (print, fiche, CD-ROMs, etc.)
- Online only publications
- GPO’s MetaLib resources via the CGP
- Official Content Partnership resources
- Agency Subscription Databases

http://libguides.fdlp.gov/FDLPContent

FDLP Content - Background

- "Depository libraries must provide access to FDLP content." *Legal Requirements and Program Regulations of the Federal Depository Library Program* #8
- Emphasize access to all FDLP content and catalog or point to the content that is most useful to your library's patrons.
- Each depository library "develops" an "**online collection**," a group of online Federal information products that the library determines best meets the Federal Government information needs of the community served.
  - The only resources that a Federal depository library must select by item number and catalog are the tangible publications.
  - Cataloging online resources is recommended or provide subject guides or finding aids to help patrons be aware of relevant resources.

GPO's MetaLib via catalog.gpo.gov



Content Partnerships

The following is a list of current partnerships:

Copy | CSV | Excel | PDF | Print

Show 5 entries Search:

Title	Description	Institution(s)	Catego
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

FDLP.gov > About the FDLP > Partnerships

Growing list includes all types of partnerships, including many with digital content

Agency Subscription Database(s)

FDLP.gov > Requirements and Guidance > Collections and Databases > Agency Subscription Databases

Currently, the Homeland Security Digital Library is the only one

Agency Subscription Databases

Details
Last Updated: October 03 2016
Published: October 15 2012

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 currently request access to the following service:

- Homeland Security Digital Library (HSDL)

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

In order to ensure timely processing of your access request to these services, we ask that you first verify that your Federal Depository Library Directory contact information for both the library director and depository coordinator are up-to-date.

If your library provides access to any of these services, remember to advertise the availability of these services, such as on your institution's Web site or in your library catalog.

FDLP Collection Lists/Sources

FDLP.gov > Requirements and Guidance > Collections and Databases

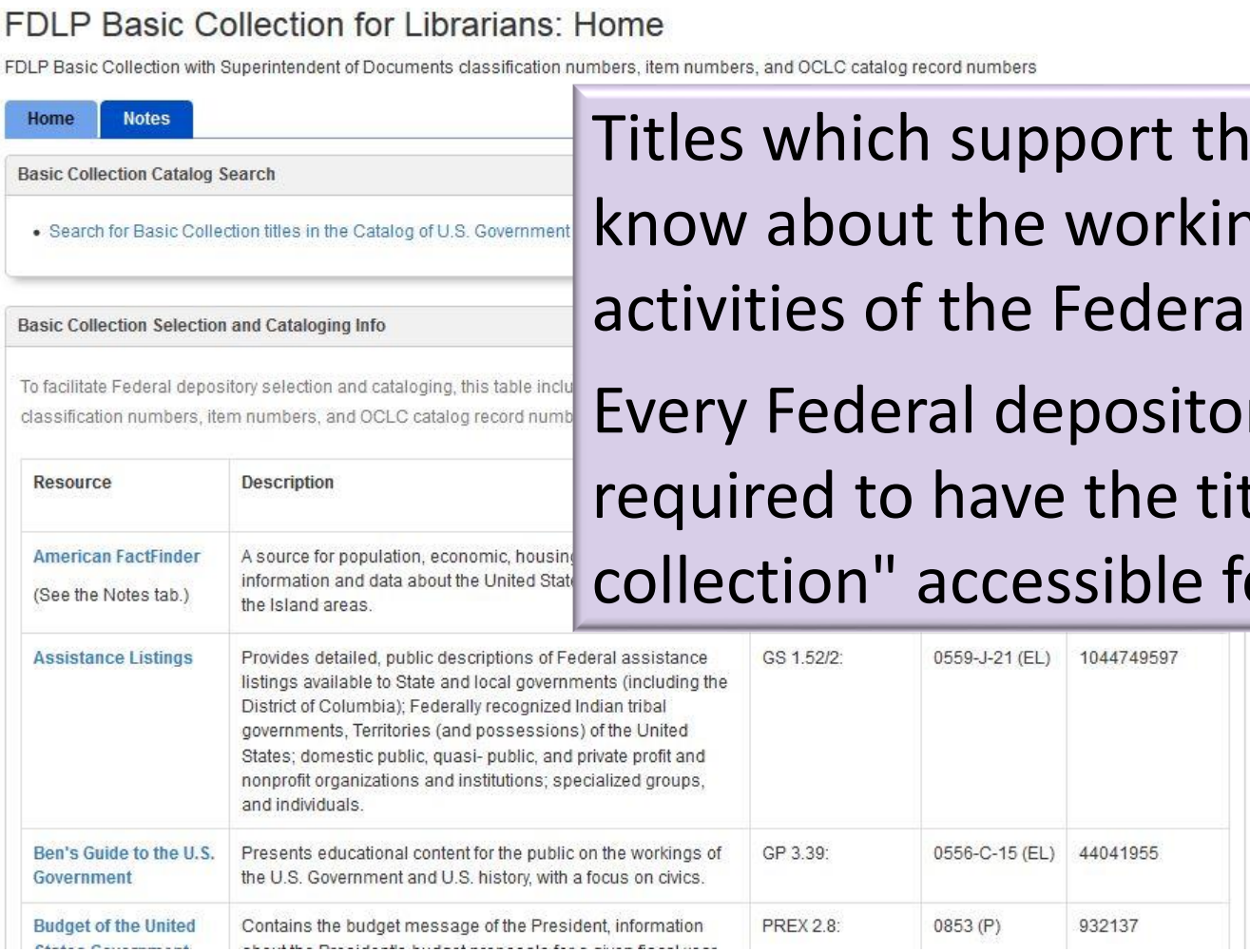
- **Basic Collection (providing access to all titles on this list is required *but* item number selection is *not* required)**
- Suggested Core Collections (selection not required)
- Essential Titles for Public Use in Paper or Other Tangible Format List (selection not required)
- Agency Subscription Databases (sign-up required)

Catalog of U.S. Government Publications (CGP): catalog.gpo.gov

- New Titles Lists, including New Electronic Titles
- GPO's MetaLib
- FDLP Web Archive

Gov Book Talk

FDLP Basic Collection



FDLP Basic Collection for Librarians: Home

FDLP Basic Collection with Superintendent of Documents classification numbers, item numbers, and OCLC catalog record numbers

Home | Notes

Basic Collection Catalog Search

- Search for Basic Collection titles in the Catalog of U.S. Government

Basic Collection Selection and Cataloging Info

To facilitate Federal depository selection and cataloging, this table inclu
classification numbers, item numbers, and OCLC catalog record numb

Resource	Description			
American FactFinder (See the Notes tab.)	A source for population, economic, housing information and data about the United State the Island areas.			
Assistance Listings	Provides detailed, public descriptions of Federal assistance listings available to State and local governments (including the District of Columbia); Federally recognized Indian tribal governments, Territories (and possessions) of the United States; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups, and individuals.	GS 1.52/2:	0559-J-21 (EL)	1044749597
Ben's Guide to the U.S. Government	Presents educational content for the public on the workings of the U.S. Government and U.S. history, with a focus on civics.	GP 3.39:	0556-C-15 (EL)	44041955
Budget of the United	Contains the budget message of the President, information	PREX 2.8:	0853 (P)	932137

Titles which support the public's right to know about the workings and essential activities of the Federal Government

Every Federal depository library is required to have the titles in the "basic collection" accessible for immediate use.

What Now? What's the Process?

Some considerations for selective depositories:

- What is the current practice and can/should it be changed?
- How should we identify publications for collection development and cataloging?
- What format(s) are preferable?
- Do we use FDLP item numbers for identifying and managing online resources?

For all libraries – what are/where are the other depository and government information resources available to me?

Regional depository libraries must select at least one format of all tangible formats

Depository Publication Selection via Item Number System

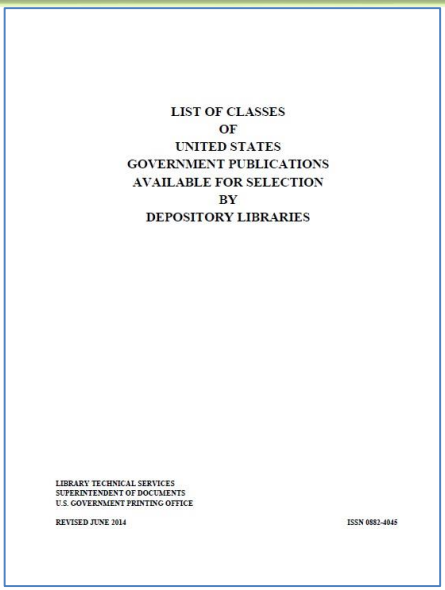
- The system is how GPO groups materials together that are published by a Government agency or sub-agency (by title, by category such as “General Publications”, etc.)
- In most cases, there are different item numbers for each format so you can select by format.
  - (P), (MF), (CD), (DVD), (EL), (E), multiple formats or unknown
- Your depository’s item number selection profile is the list of item numbers your library has selected.

Selection Profile

List of Classes

DSIMS

Item Lister

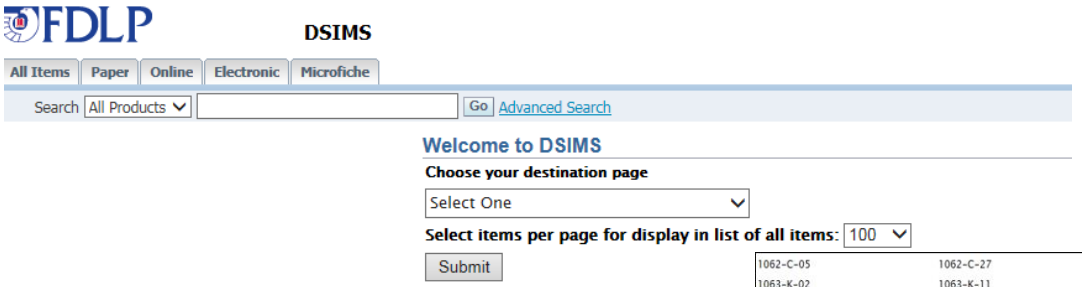


LIST OF CLASSES
OF
UNITED STATES
GOVERNMENT PUBLICATIONS
AVAILABLE FOR SELECTION
BY
DEPOSITORY LIBRARIES

LIBRARY TECHNICAL SERVICES
SUPERINTENDENT OF DOCUMENTS
U.S. GOVERNMENT PRINTING OFFICE

REVISED JUNE 2014

ISSN 0882-4045



FDLP

DSIMS

All Items | Paper | Online | Electronic | Microfiche

Search All Products Go Advanced Search

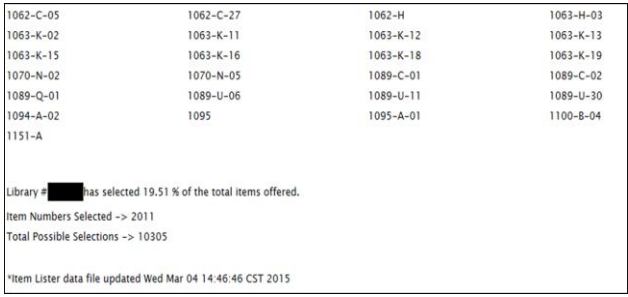
Welcome to DSIMS

Choose your destination page

Select One

Select items per page for display in list of all items: 100

Submit



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

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

Item Numbers Selected -> 2011

Total Possible Selections -> 10305

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

List of Classes

- Official list of publications available for selection (SuDocs: GP 3.24:*year)*
- Published in print and online
- Format designations- (P), (MF), (E), (EL), (CD), (DVD), (FL)
- Described at FDLP.gov > Requirements and Guidance > Instructions > List of Classes

LIST OF CLASSES
OF
UNITED STATES
GOVERNMENT PUBLICATIONS
AVAILABLE FOR SELECTION
BY
DEPOSITORY LIBRARIES

List of Classes

LIST OF CLASSES OF UNITED STATES GOVERNMENT PUBLICATIONS AVAILABLE FOR SELECTION BY DEPOSITORY LIBRARIES

REVISED OCTOBER 14, 2015

Superintendent of Documents, Library Services and Content Management
U.S. Government Publishing Office, Washington, DC 20401

(CLASS GP 3.24:2015)

Note.—Numbers at the end of each entry are depository item numbers. The letter(s) enclosed in parentheses indicate format designation for government information products included in the ***List of Classes***. The formats are (P) for paper, (MF) for microfiche, (E) for Electronic Products (miscellaneous/format unknown), (EL) for online format, (CD) for CD-ROM, (DVD) for optical/recordable discs, (FL) for floppy diskettes. When entries have more than one format, such as (P/EL), publications in that Superintendent of Documents classification stem may be distributed in any of the formats listed. For entries that have no format designation, publications may be distributed in any format.

Federal Register Office

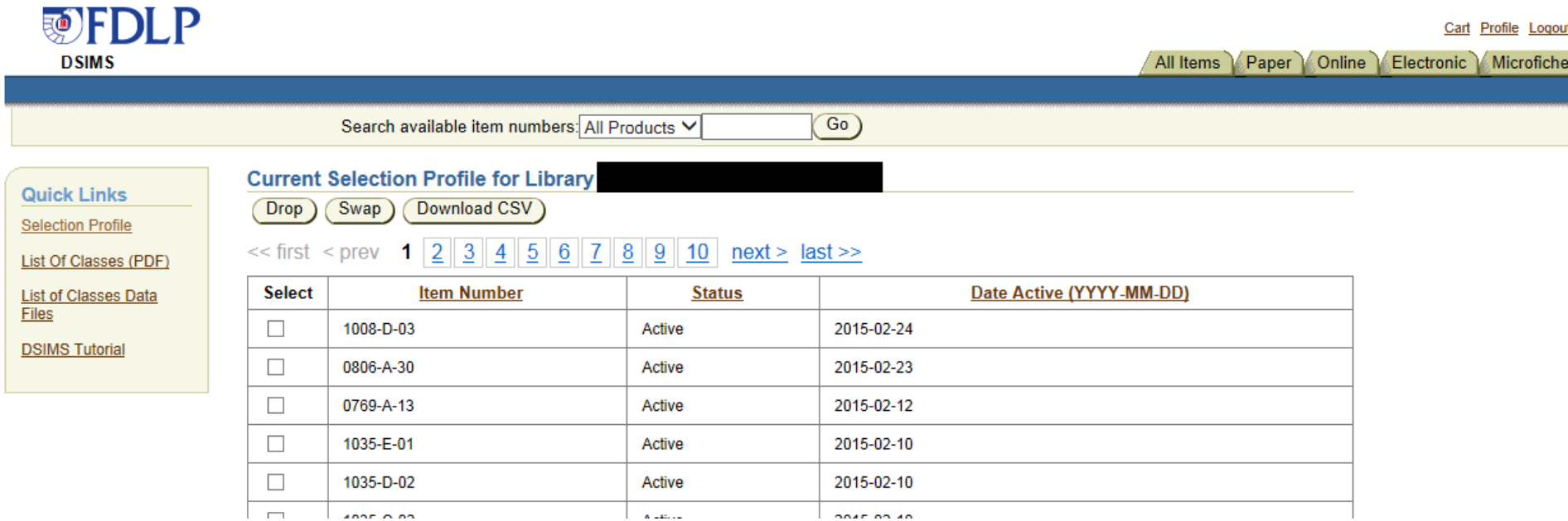
AE 2.102:	General Publications (0574)
AE 2.106:	Federal Register (P) (0573-C)
AE 2.106:	Federal Register (MF) (0573-D)
AE 2.106:	Federal Register (EL) (0573-F)
AE 2.106/2:	LSA, List of CFR Sections Affected (Monthly) (P) (0573-G)
AE 2.106/2:	LSA, List of CFR Sections Affected (Monthly) (MF) (0573-D-01)
AE 2.106/2:	LSA, List of CFR Sections Affected (Monthly) (EL) (0573-C-01)
AE 2.106/2-2:	List of CFR Sections Affected (cumulative) (P) (0573-H)
AE 2.106/2-2:	List of CFR Sections Affected (cumulative) (EL) (0573-H-01)
AE 2.106/3:	Code of Federal Regulations (P) (0572-B)
AE 2.106/3:	Code of Federal Regulations (EL) (0572-B-01)

Depository Selection Information Management System (DSIMS)

- 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)

DSIMS

Depository Selection Information Management System
- When you log in, select either your library's current profile OR all item numbers available for selection



Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Described at FDLP.gov > Requirements and Guidance > Instructions > Item Lister

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

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

Item Numbers Selected -> 2011

Total Possible Selections -> 10305

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

Depository Selection or Access: Online Publications

An online publication **(EL)** is a depository publication in online format.

It may be:

- An entry point to a portal
- An archived website
- A database
- A PDF, text, or other format document

Some library staff use FDLP item numbers to help identify these. Others use other means.

Online Only (EL) Item Numbers

Considerations (not requirements) for selecting online only (EL) item numbers:

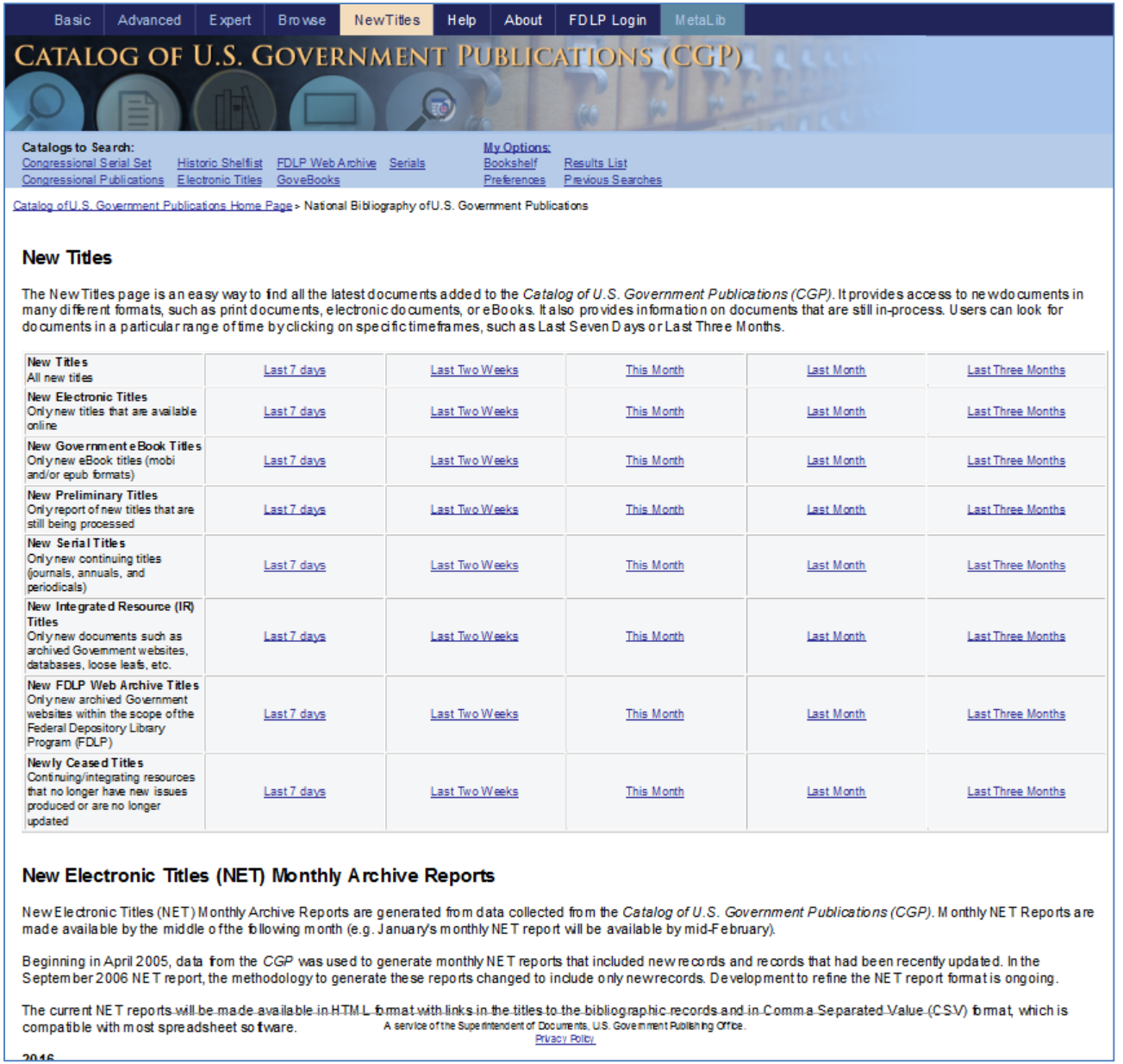
- GPO may create new tools using item numbers

  Tip: Even if not "using" (EL) item numbers, keep on your library profile so they're available if useful

- Receive catalog records for EL items when purchased or acquired for free in the CRDP from a vendor or contractor
- Facilitates use of various collection tools
- Sometimes agencies decide to switch formats

Locating Online Publications

New Electronic Titles List (NET)



Basic | Advanced | Expert | Browse | NewTitles | Help | About | FDLP Login | MetaLib

CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

Catalogs to Search:
Congressional Serial Set | Historic Shelflist | FDLP Web Archive | Serials
Congressional Publications | Electronic Titles | GoveBooks

My Options:
Bookshelf | Results List
Preferences | Previous Searches

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

New Titles

The New Titles page is an easy way to find all the latest documents added to the *Catalog of U.S. Government Publications (CGP)*. It provides access to new documents in many different formats, such as print documents, electronic documents, or eBooks. It also provides information on documents that are still in-process. Users can look for documents in a particular range of time by clicking on specific timeframes, such as Last Seven Days or Last Three Months.

New Titles All new titles	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Electronic Titles Only new titles that are available online	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Government eBook Titles Only new eBook titles (mobi and/or epub formats)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Preliminary Titles Only report of new titles that are still being processed	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Serial Titles Only new continuing titles (journals, annuals, and periodicals)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Integrated Resource (IR) Titles Only new documents such as archived Government websites, databases, loose leafs, etc.	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New FDLP Web Archive Titles Only new archived Government websites within the scope of the Federal Depository Library Program (FDLP)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
Newly Ceased Titles Continuing/integrating resources that no longer have new issues produced or are no longer updated	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months

New Electronic Titles (NET) Monthly Archive Reports

New Electronic Titles (NET) Monthly Archive Reports are generated from data collected from the *Catalog of U.S. Government Publications (CGP)*. Monthly NET Reports are made available by the middle of the following month (e.g. January's monthly NET report will be available by mid-February).

Beginning in April 2005, data from the *CGP* was used to generate monthly NET reports that included new records and records that had been recently updated. In the September 2006 NET report, the methodology to generate these reports changed to include only new records. Development to refine the NET report format is ongoing.

The current NET reports will be made available in HTML format with links in the titles to the bibliographic records and in Comma Separated Value (CSV) format, which is compatible with most spreadsheet software.

A service of the Superintendent of Documents, U.S. Government Publishing Office.
Privacy Policy

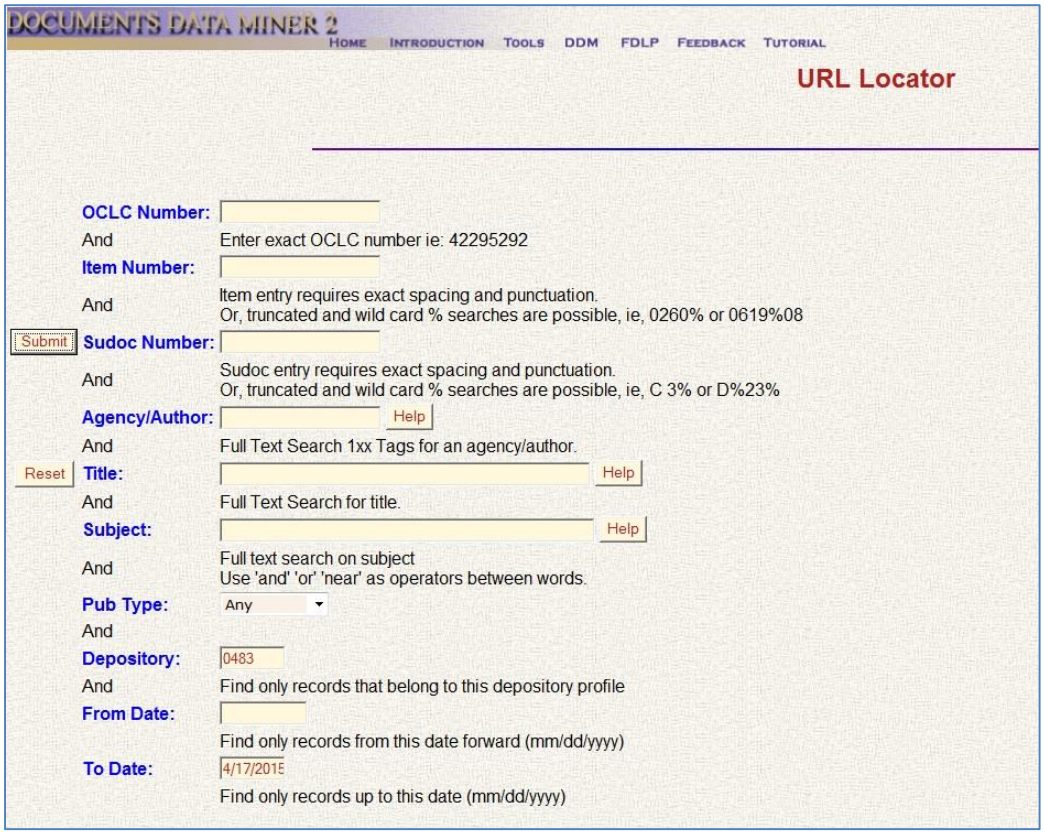
2016

Locating Online Publications

Catalog of U.S. Government Publications (CGP)

Locating Online Publications

Documents Data Miner 2 (DDM2)



Locating Online Publications

Documents Data Miner 2 (DDM2)

DOCUMENTS DATA MINER 2

HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

Oclc:	
Agency:	
Item :	
SuDoc Stem:	
Title:	
Subject:	
Format:	*
Depo:	0483

Search Results (400 hits)

p20sNE interaction in extended matter
Item 0830-D SuDoc NAS 1.15:86312
http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0830-D&SYS=000617268
Download View Marc ocn234173459 GPO timestamp= 7/17/2008 8:16:02 AM

p40sAr/p39sAr age-spectrum and laser fusion data for volcanic rocks in west central Colorado
Item 0624-H SuDoc I 19.76:01-472
http://purl.access.gpo.gov/GPO/LPS27052
Download View Marc ocm51796293 GPO timestamp= 3/18/2003 2:53:36 PM

p40sAr/p39sAr age-spectrum data for hornblende, biotite, white mica, and K-feldspar samples from metamorphic rocks in the Great Smoky Mountains of North Carolina and Tennessee
Item 0624-H SuDoc I 19.76:2011-1250
http://purl.fdlp.gov/GPO/gpo14422
http://pubs.usgs.gov/of/2011/1250/pdf/ofr2011-1250.pdf
http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0624-H&SYS=000845030
Download View Marc ocn758500175 GPO timestamp= 10/25/2011 1:51:41 PM

p40sAr/p39sAr and K-Ar geochronology and tectonic significance of the Upper Cretaceous Adel Mountain volcanics and spatially associated Tertiary igneous rocks, northwestern Montana
Item 0624 SuDoc I 19.16:1696

Selectives can serve as all or mostly digital depositories

A collection development decision is made that online formats best serve the Federal Government information needs of your community.

To transition a current depository:

- Continue to provide free, public access and services to depository resources at your library
- Amend item selections for chosen format - digital
- Weed (supersession, substitution, and the “5-year rule”)

Digital Depository Libraries

The digital depository can be an excellent model for the FDLP library with limited budgets, space, and staff to process, house, and maintain tangible depository materials.

Plus, many library users prefer online publications.

Visibility is key! GPO always recommends cataloging online resources and/or providing subject guides of other finding aids to help your patrons be aware of relevant online resources.

Switch from Tangible to EL Item

If you use item numbers to identify or manage online publications:

Tip: Use the Modified List of Classes, updated every 2 weeks, to scan available item numbers and their associated formats

Collection Tools > List of Classes > List of Classes Data Files > Modified List of Classes

Deselect the tangible and add the (EL) item number

Example: *Agriculture Statistics*, A 1.47:

- Drop Item 0001 (P)
- Add Item 0001-A-01 (EL)

Have Tangible Collections?

- Legal Requirements and Program Regulations (LRPR): Physical Facilities and Maintenance of the Collection
- Related guidance and instruction articles:
  - Physical Facilities and Collection Maintenance
    - Includes info on housing maps, poster, microfiche, CDs and DVDs as well as info on insurance and duplicate copies
  - Moving Your FDL Collection
  - Recall of Depository Material
  - Selective Housing Agreements (SHA)
  - Weeding a Depository Collection
    - Links to supersession and substitution examples

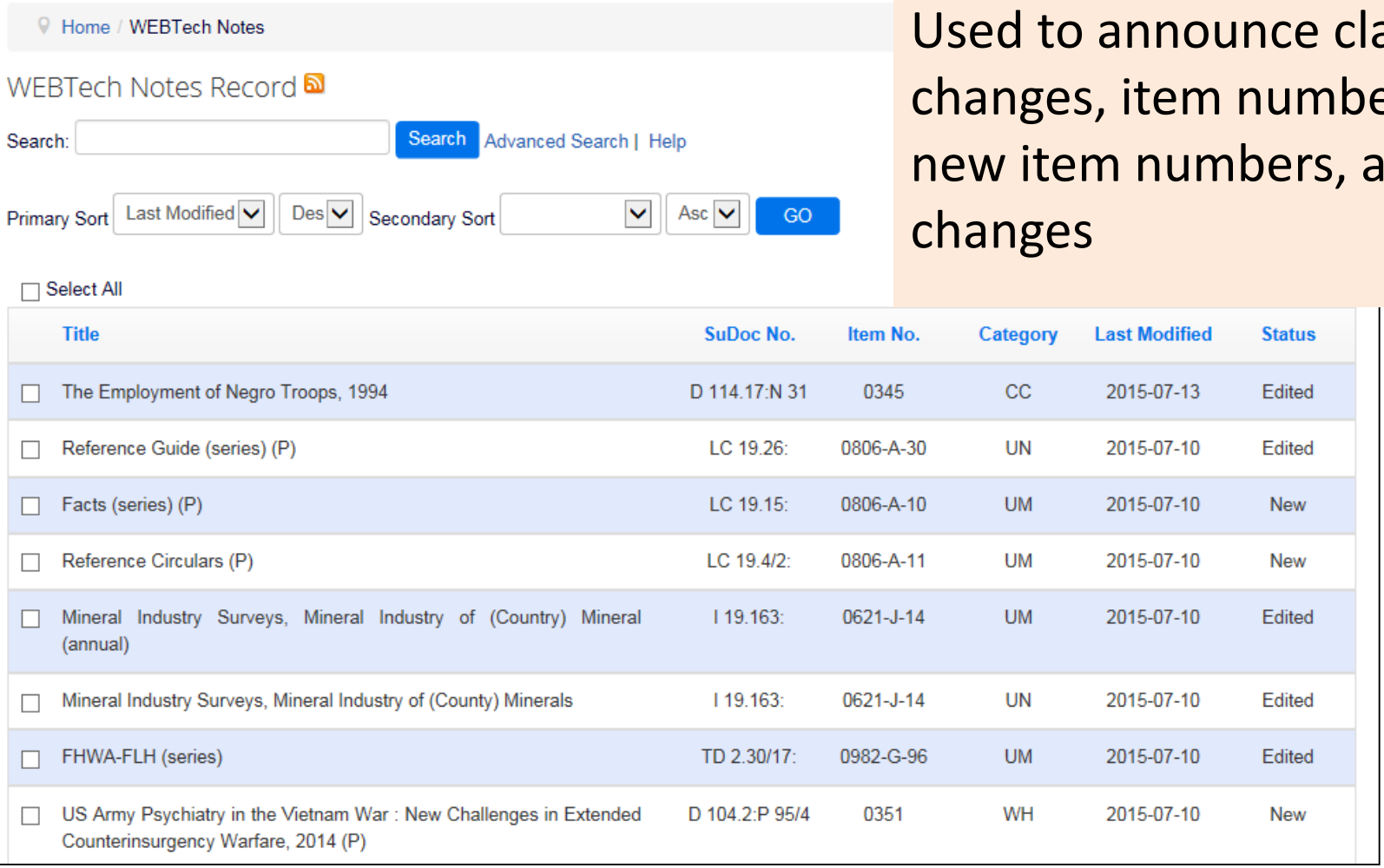
Tangible Collections: Selective Housing Agreement (SHA)

Libraries may house publications at another location to enhance access to them. Perform collection development for that location too.

A Selective Housing Agreement (SHA) is required.

See FDLP.gov > Requirements and Guidance > Guidance > Selective Housing Agreements (SHA)

WEBTech Notes * Available on fdlp.gov



Home / WEBTech Notes

WEBTech Notes Record

Search: Search Advanced Search | Help

Primary Sort Last Modified Des Secondary Sort Asc GO

Select All

Title	SuDoc No.	Item No.	Category	Last Modified	Status
The Employment of Negro Troops, 1994	D 114.17:N 31	0345	CC	2015-07-13	Edited
Reference Guide (series) (P)	LC 19.26:	0806-A-30	UN	2015-07-10	Edited
Facts (series) (P)	LC 19.15:	0806-A-10	UM	2015-07-10	New
Reference Circulars (P)	LC 19.4/2:	0806-A-11	UM	2015-07-10	New
Mineral Industry Surveys, Mineral Industry of (Country) Mineral (annual)	I 19.163:	0621-J-14	UM	2015-07-10	Edited
Mineral Industry Surveys, Mineral Industry of (County) Minerals	I 19.163:	0621-J-14	UN	2015-07-10	Edited
FHWA-FLH (series)	TD 2.30/17:	0982-G-96	UM	2015-07-10	Edited
US Army Psychiatry in the Vietnam War : New Challenges in Extended Counterinsurgency Warfare, 2014 (P)	D 104.2:P 95/4	0351	WH	2015-07-10	New

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

CGP Serials Check-In

Entire CGP Catalog - National Bibliography Holdings

United States.:
United States statutes at large /compiled, edited, and indexed by au
Washington : U.S. G.P.O., 1937-.
volumes ; 25-30 cm.
(paper) https://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0576

Location	AE 2.111:
Summary Holdings	v.100:pt.1/5(1986)-v.115:pt.1(2001),v.117:pt.1(2003)-v.125:pt.2(2011) (some iss
Holdings (Suppl)	v.110:pt.2:erratum(1996)-v.115:pt.3:erratum(2001),v.116:pt.1:erratum(2002),v.1 received)

More and more serials are checked in within the CGP so you can identify info about individual issues in the FDLP

National Bibliography

Select year 2011 **Select volume** All Go

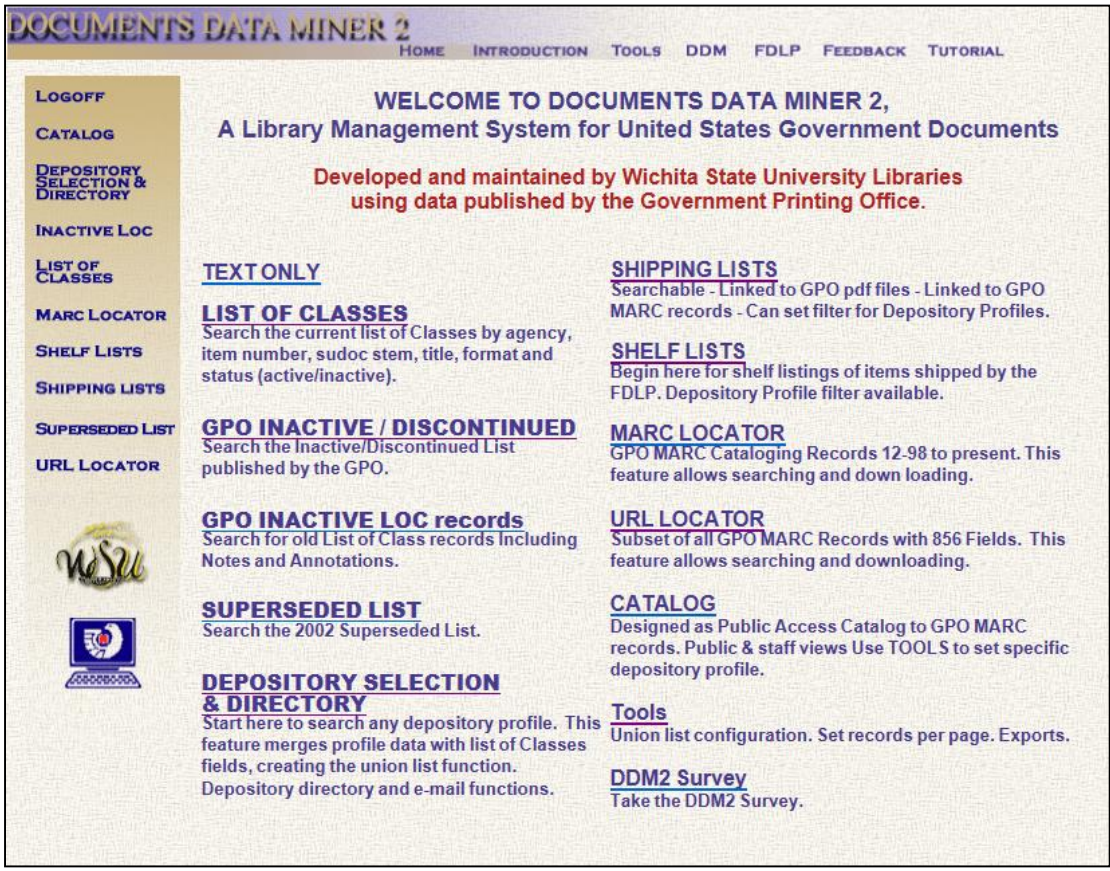
	Description	SuDoc Number	Shipping List No.	Library	Item status	Notes
Expand	v.125:pt.1(2011)	AE 2.111:125/PT.1	2014-0052-S	National Bibliography	For Distribution	
Expand	v.125:pt.2(2011)	AE 2.111:125/PT.2	2014-0052-S	National Bibliography	For Distribution	

Documents Data Miner 2

- Non-GPO Tool
- Information comes from GPO sources

Some of the *cool stuff* you can do:

- Tailor shipping lists
- Find selections by format
- Download FDLP data using Tools

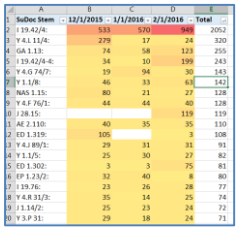


http://govdoc.wichita.edu/ddm2/gdocframes.asp

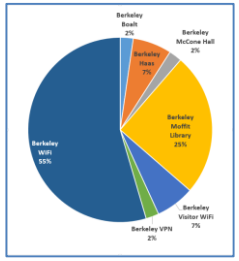
PURL Usage Reporting Tool

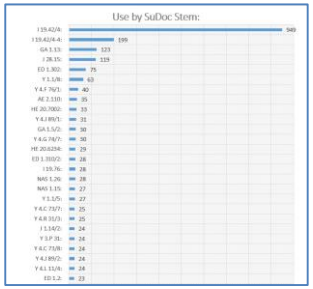
purlreferrals.fdlp.gov/

- Save institution 'patterns' to get customized PURL usage statistics
- Understand what your users are clicking on for collection development purposes



SuDoc Stem	12/1/2015	1/1/2016	2/1/2016	Total
I 19.42/4:	533	570	949	2052
Y 4.L 11/4:	279	17	24	320
GA 1.13:	74	58	123	255
I 19.42/4-4:	34	10	199	243
Y 4.G 74/7:	19	94	30	143
Y 1.1/8:	46	33	63	142
NAS 1.15:	80	21	27	128
Y 4.F 76/1:	44	44	40	128
J 28.15:			119	119
AE 2.110:	40	35	35	110
ED 1.319:	105		3	108
Y 4.J 89/1:	29	31	31	91
Y 1.1/5:	25	30	27	82
ED 1.302:	3	3	75	81
EP 1.23/2:	32	40	8	80
I 19.76:	23	26	28	77
Y 4.R 31/3:	35	14	25	74
J 1.14/2:	25	23	24	72
Y 3.P 31:	29	18	24	71





Webinar Understanding PURL Usage at Your Library...

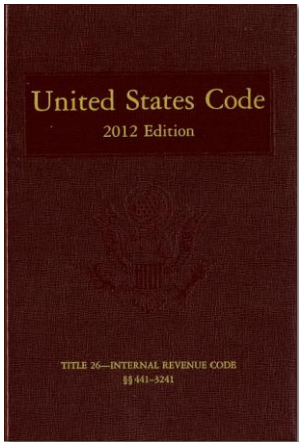
Additional Resources

- FDLP.gov > Requirements and Guidance > Depository Collection and Development
- Instructions for FDLP tools, such as DSIMS: FDLP.gov > Requirements and Guidance > Instructions
- If using DSIMS, check out the handy Quick Start Guide on the Instructions page
- If new to U.S. Government publication collection development, textbooks can provide very useful background. A list of Textbooks is at http://libguides.fdlp.gov/FederalDepositoryLibraryAdministration

FDLP Rules

Ashley Dahlen, Senior Outreach Librarian

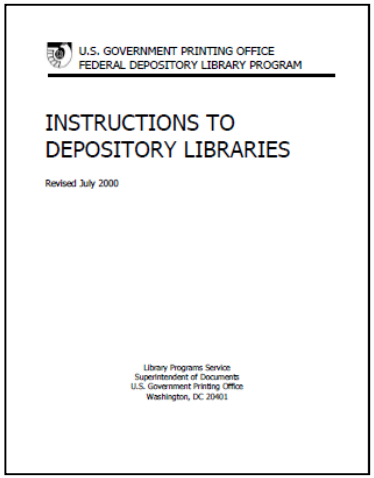
FDLP Rules - Title 44 USC



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 and Regulations - Historic

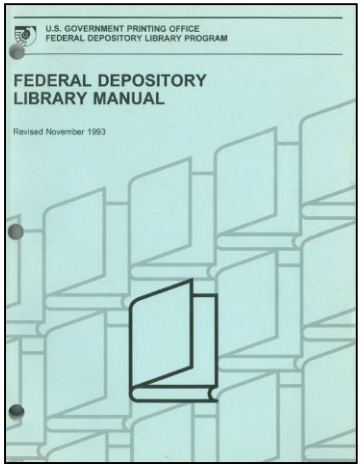

U.S. GOVERNMENT PRINTING OFFICE
FEDERAL DEPOSITORY LIBRARY PROGRAM

INSTRUCTIONS TO
DEPOSITORY LIBRARIES

Revised July 2000

Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

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



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

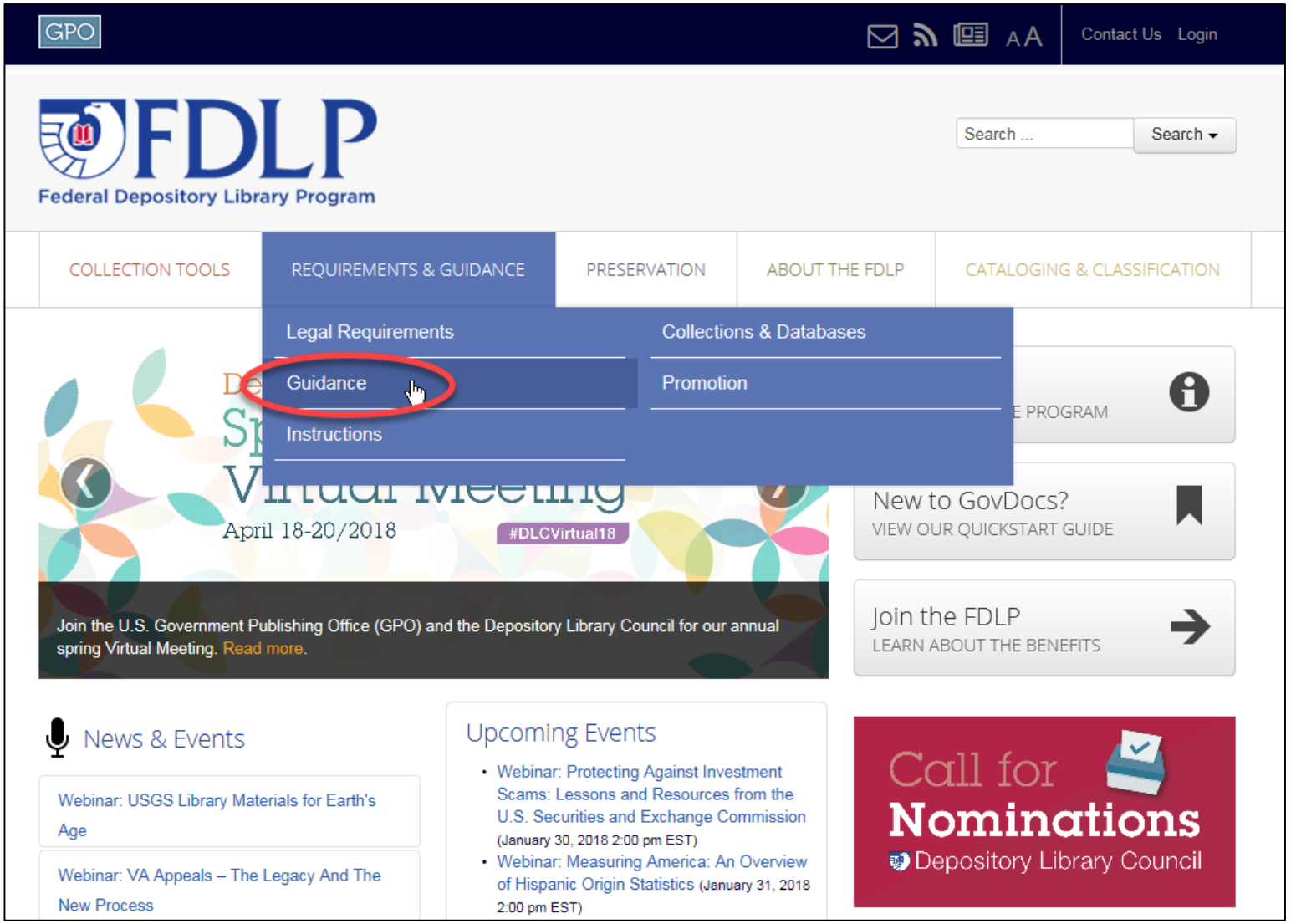
FDL Handbook (2007) - combination of rules and guidance (online only)

Legal Requirements & Program Regulations (LRPR)

- Regulations are based on Title 44 U.S.C. §§1901 -1916 (2010) and further refine and clarify Federal depository library obligations.

- They are not intended to provide in-depth guidance to help library staff gauge how to implement the regulations.

Online Guidance



Responsibilities of the Library

- Retention of documents
- Public access
- Promotion of depository collections
- Depository management
- Communication with GPO and Regional
- Provide services and staff expertise
- Recall of depository material
- Responsibilities when leaving the FDLP

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?

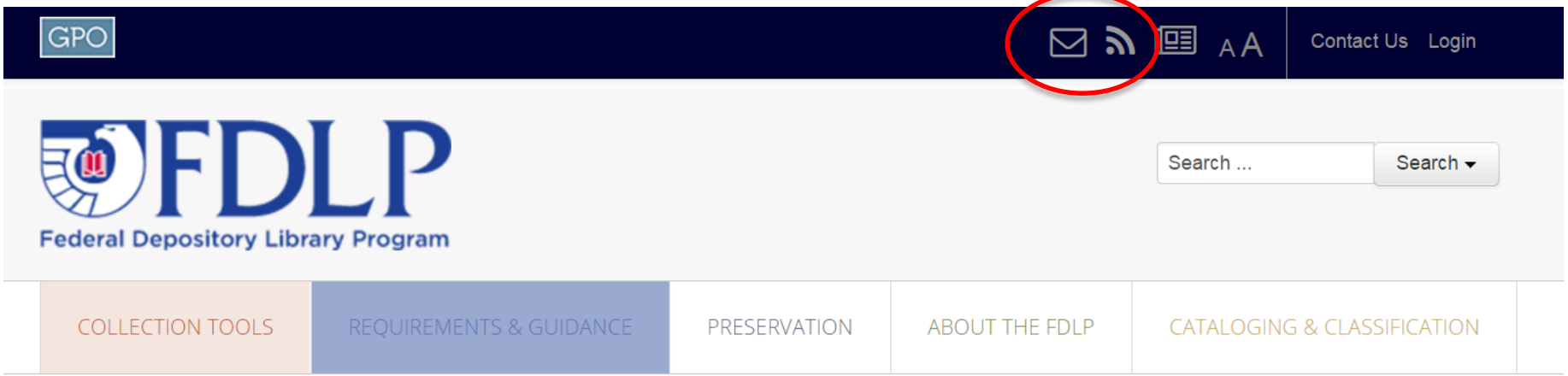
- Institutional knowledge, past issues and patterns, dates
- GPO can send you copies of the contents
  fdlpoutreach@gpo.gov

FDLP News & Events

- At least one person at each depository needs to be signed up for FDLP News & Events

  More than one person can sign up!

- Official channel for FDLP communication



FDL Directory

- Lists all FDLP libraries and their library type, size, designation status, and contact information.
- Depository staff can log in to update their depository email addresses and edit their library's FDL Directory entry.
- Depository staff are required to keep their library entry up-to-date.

catalog.gpo.gov/fdlpdir/login.jsp

FDLP Basic Collection

- Depository libraries must provide access to FDLP content including: (LRPR 8)
  - Publications selected, distributed, and received
  - The FDLP Basic Collection:
    - Online: https://www.fdlp.gov/requirements-guidance/collections-and-databases/1442-basic-collection
    - FDLP Basic Collection (LibGuide): https://libguides.fdlp.gov/c.php?g=871292
    - FDLP Basic Collection for Librarians (LibGuide): https://libguides.fdlp.gov/c.php?g=871329
  - Publications available through the official FDLP partnerships
  - Online publications cataloged in the CGP and **govinfo**

Questions?

Office of Outreach & Support, LSCM

New Depository Librarian Institute: Day two

Session One: 12:00-1:45

NDI
Office of Outreach and Support

Promotion

Jaime Hays, Outreach Librarian

Promotion

African American History & Culture: Selected Government Resources

University of North Carolina Wilmington

Jefferson College Library's 30th anniversary celebration (October 2014)

Promotion

LinkedIn
foursquare
YouTube
facebook
twitter
tumblr.
flickr
vimeo
LIVEJOURNAL
Blogger
Like

Promotion

Box Processing

Box Processing

- Sent by GPO

- Sent by vendor

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

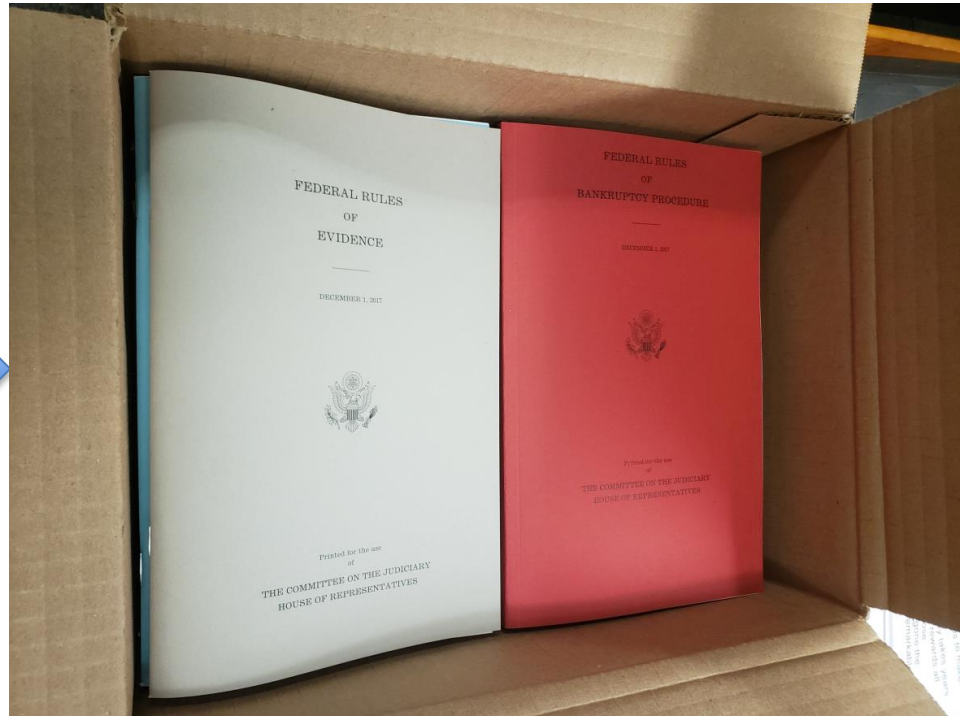
Regular Box Shipments

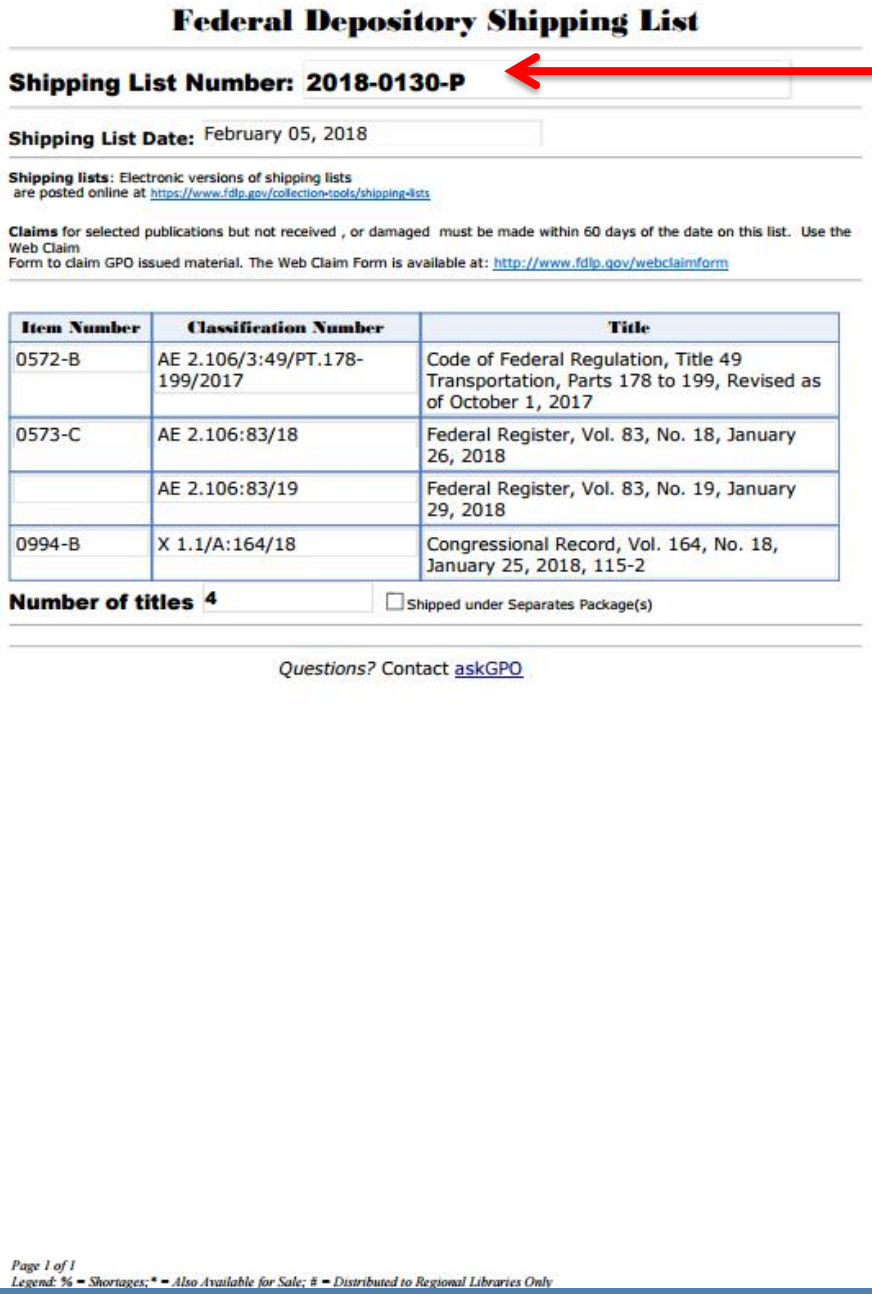
Library Number

What's in the Box?

Well duh!

Goodies
are inside.





Federal Depository Shipping List

Shipping List Number: 2018-0130-P

Shipping List Date: February 05, 2018

Shipping lists: Electronic versions of shipping lists are posted online at https://www.fdlp.gov/collection-tools/shipping-lists

Claims for selected publications but not received , or damaged must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: http://www.fdlp.gov/webclaimform

Item Number	Classification Number	Title
0572-B	AE 2.106/3:49/PT.178-199/2017	Code of Federal Regulation, Title 49 Transportation, Parts 178 to 199, Revised as of October 1, 2017
0573-C	AE 2.106:83/18	Federal Register, Vol. 83, No. 18, January 26, 2018
	AE 2.106:83/19	Federal Register, Vol. 83, No. 19, January 29, 2018
0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles 4 ☐ Shipped under Separates Package(s)

Questions? Contact askGPO

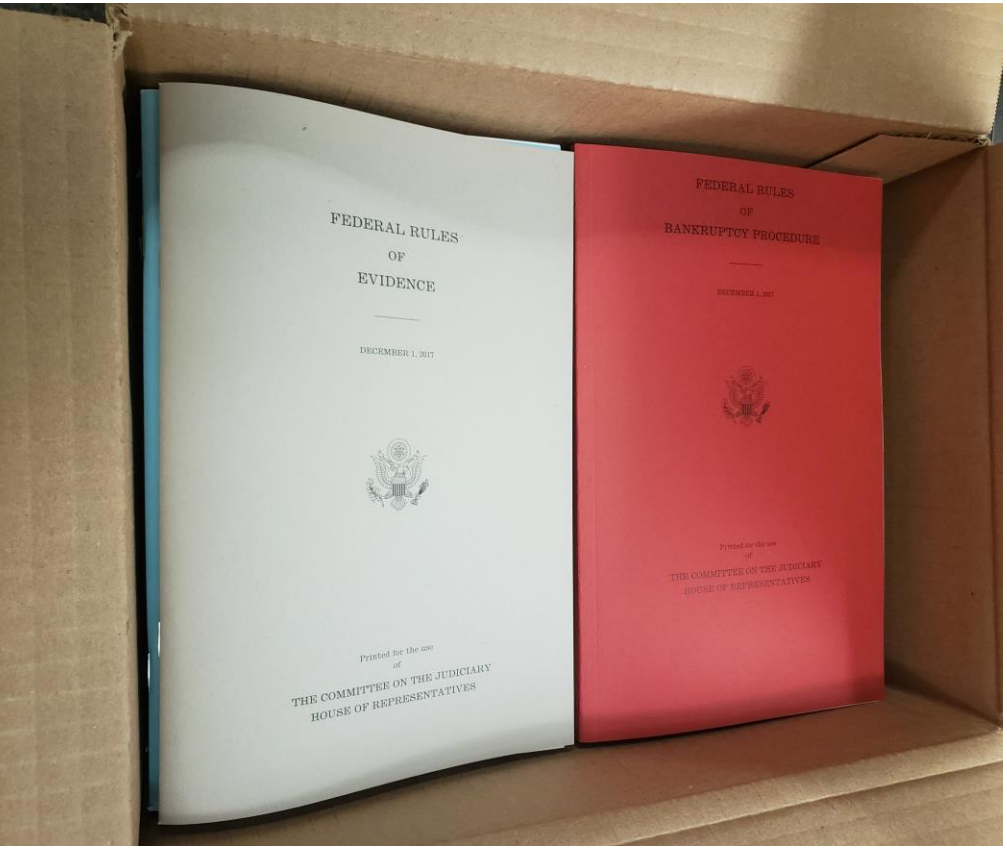
Page 1 of 1
*Legend: % = Shortages; * = Also Available for Sale; ‡ = Distributed to Regional Libraries Only*

Indicates shipping list number.

P = paper
S = separates
E = electronic

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

What's in the Box?



Federal Depository Shipping List

Shipping List Number: 2018-0130-P

Shipping List Date: February 05, 2018

Shipping lists: Electronic versions of shipping lists are posted online at https://www.fdlp.gov/collection-tools/shipping-lists

Claims for selected publications but not received , or damaged must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: http://www.fdlp.gov/webclaimform

Item Number	Classification Number	Title
0572-B	AE 2.106/3:49/PT.178-199/2017	Code of Federal Regulation, Title 49 Transportation, Parts 178 to 199, Revised as of October 1, 2017
0573-C	AE 2.106:83/18	Federal Register, Vol. 83, No. 18, January 26, 2018
	AE 2.106:83/19	Federal Register, Vol. 83, No. 19, January 29, 2018
0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles 4 ☐ Shipped under Separates Package(s)

Questions? Contact askGPO

Page 1 of 1
*Legend: % = Shortages; * = Also Available for Sale; # = Distributed to Regional Libraries Only*

What's in the Box?

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

Federal Depository Shipping List

Shipping List Number: 2018-0130-P

Shipping List Date: February 05, 2018

Shipping lists: Electronic versions of shipping lists are posted online at https://www.fdlp.gov/collection-tools/shipping-lists

Claims for selected publications but not received , or damaged must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: http://www.fdlp.gov/webclaimform

Item Number	Classification Number	Title
0572-B	AE 2.106/3:49/PT.178-199/2017	Code of Federal Regulation, Title 49 Transportation, Parts 178 to 199, Revised as of October 1, 2017
0573-C	AE 2.106:83/18	Federal Register, Vol. 83, No. 18, January 26, 2018
	AE 2.106:83/19	Federal Register, Vol. 83, No. 19, January 29, 2018
0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles 4 ☐ Shipped under Separates Package(s)

Questions? Contact askGPO

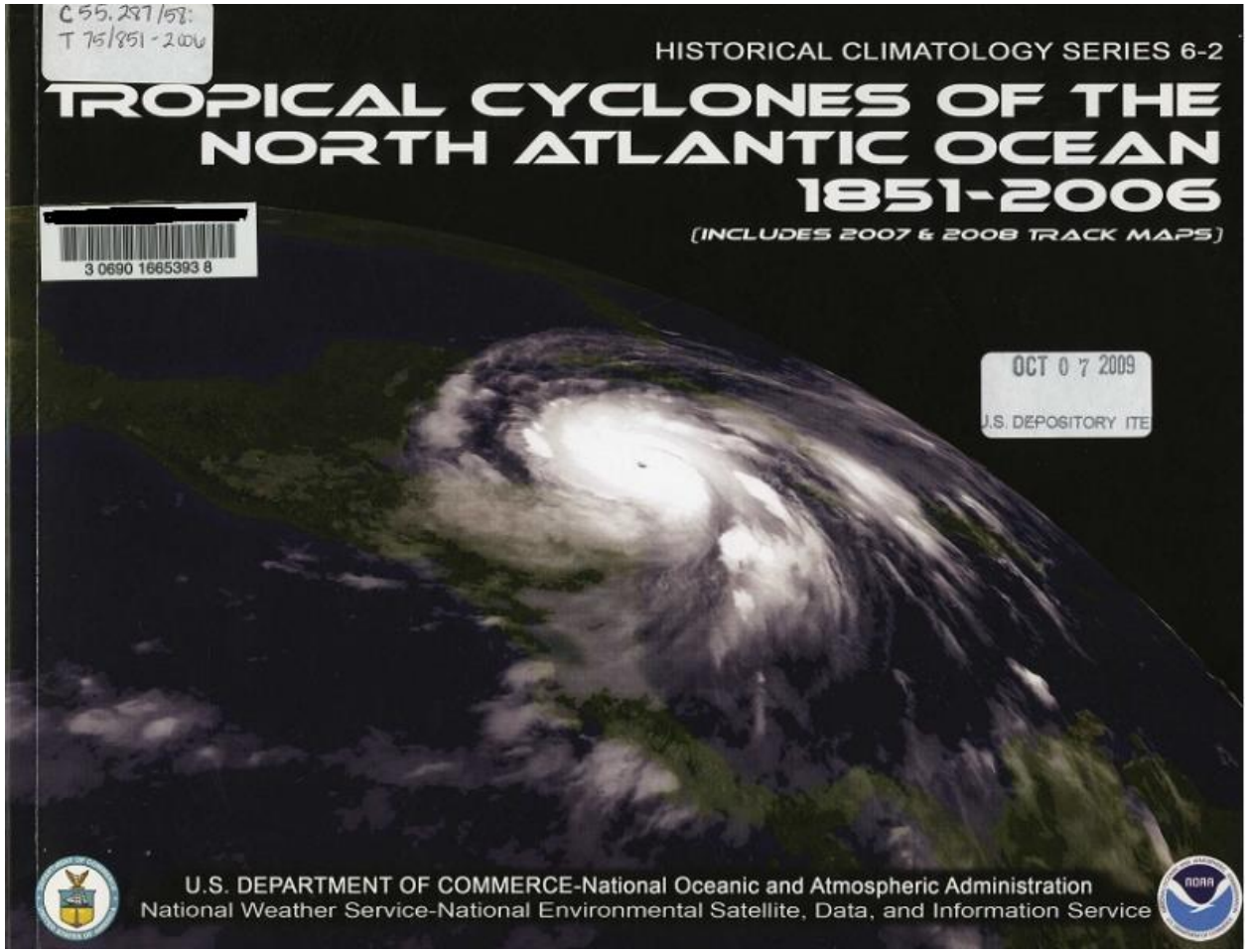
Page 1 of 1
Legend: % = Shortages; * = Also Available for Sale; # = Distributed

Item Lister

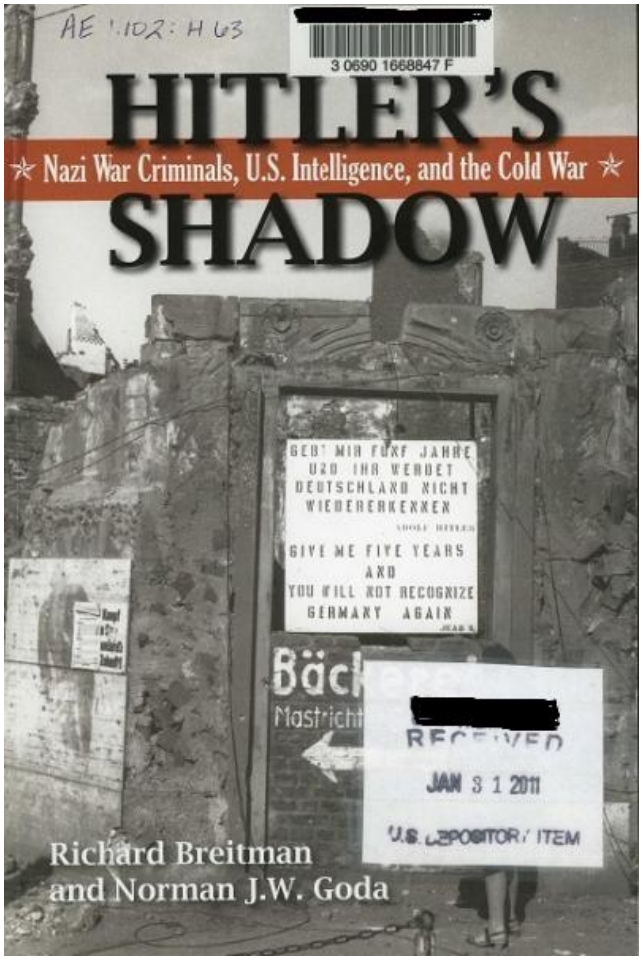
The following list is for: Download CSV **NOTE**: In CSV file, certain item numbers are contained in single quotes to prevent spreadsheet software from removing leading zeros in those items.

Library # [redacted]

0001	Y	0001-A	Y	0001-A-01	Y	0002	N	0002-A	N
0003	Y	0004-A	Y	0004-A-01	Y	0004-B	Y	0004-C	N
0006	Y	0006-C	Y	0006-G	N	0006-H	N	0006-J	Y
0006-J-03	Y	0006-J-04	Y	0006-R	Y	0006-R-01	Y	0010	Y
0010-A	Y	0010-A-01	Y	0010-A-02	Y	0010-A-03	Y	0010-A-04	Y
0010-B	Y	0010-B-01	Y	0010-B-02	Y	0010-D	Y	0010-E	Y
0011	Y	0011-B	Y	0011-C	Y	0011-C-01	Y	0011-F	Y
0011-F-01	Y	0013-A	Y	0014-A	N	0015	Y	0015-A	Y
0015-A-03	Y	0015-A-04	N	0015-A-05	Y	0015-A-06	Y	0015-A-07	Y
0015-A-08	Y	0015-A-09	Y	0015-A-10	Y	0015-A-11	Y	0015-A-12	Y
0015-A-13	Y	0015-A-14	Y	0015-A-15	Y	0015-A-16	Y	0015-A-17	Y
0015-A-18	Y	0015-A-19	Y	0015-A-20	Y	0015-A-21	Y	0015-A-22	Y
0015-A-23	Y	0015-A-24	Y	0015-A-25	Y	0015-A-26	Y	0015-A-27	Y
0015-A-28	Y	0015-A-29	Y	0015-A-30	Y	0015-A-31	Y	0015-A-32	Y
0015-A-33	Y	0015-A-34	Y	0015-A-35	Y	0015-A-36	Y	0015-A-37	Y
0015-A-38	Y	0015-A-39	Y	0015-A-40	Y	0015-A-41	Y	0015-A-42	Y
0015-A-43	Y	0015-A-44	Y	0015-A-45	Y	0015-A-46	Y	0015-A-47	Y
0015-A-48	Y	0015-A-49	Y	0015-A-50	Y	0015-A-51	Y	0015-A-52	Y



LRPR 15: All tangible depository material must be marked in some manner as depository property, which is usually accomplished with a depository property stamp.



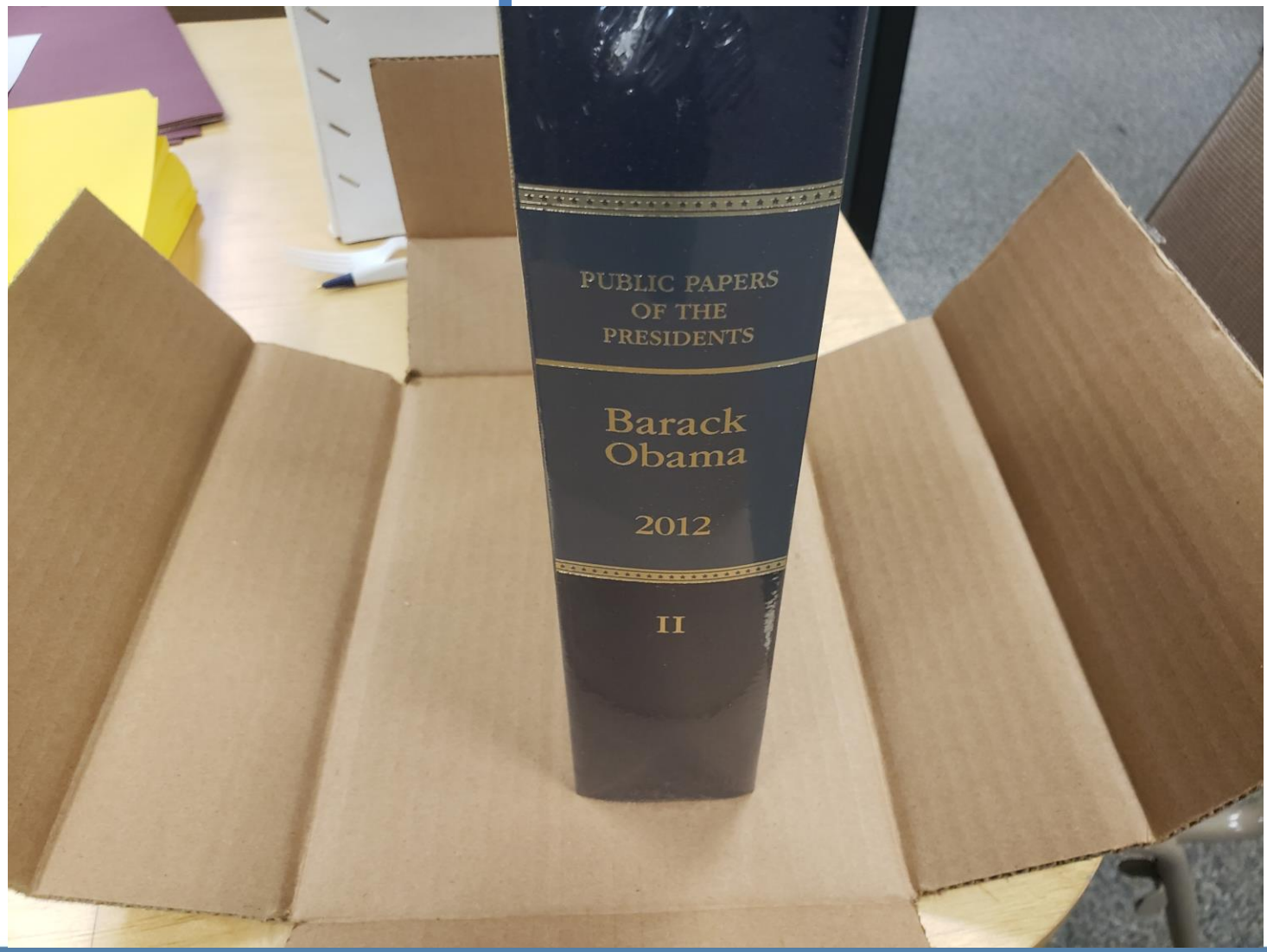
LRPR 16: Library staff must be able to identify the shipping list date, date of receipt, or the date of processing of depository material for retention purposes.

Separate Boxes

Library Number

Shipping List Number

Separates



S = Separates

Separates

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

Federal Depository Shipping List

Shipping List Number: 2018-0017-S

Shipping List Date: February 02, 2018

Shipping lists: Electronic versions of shipping lists are posted online at https://www.fdlp.gov/collection-tools/shipping-lists

Claims for selected publications but not received , or damaged must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: http://www.fdlp.gov/webclaimform

Item Number	Classification Number	Title
0074-A-02	A 98.9:330/SPAN./ENG.	Supplemental Nutrition Assistance Program, Retailer Training Materials = Materiales De Capacitación Para Minoristas. FMS-330-DVD Kit, English and Spanish, 2016
574-A	AE 2.114:2012/BK.2	Public Papers of the Presidents of the United States, Barack Obama, 2012, Book 2, July 1 to December 31, 2012

Number of titles 2 ☐ Shipped under Separates Package(s)

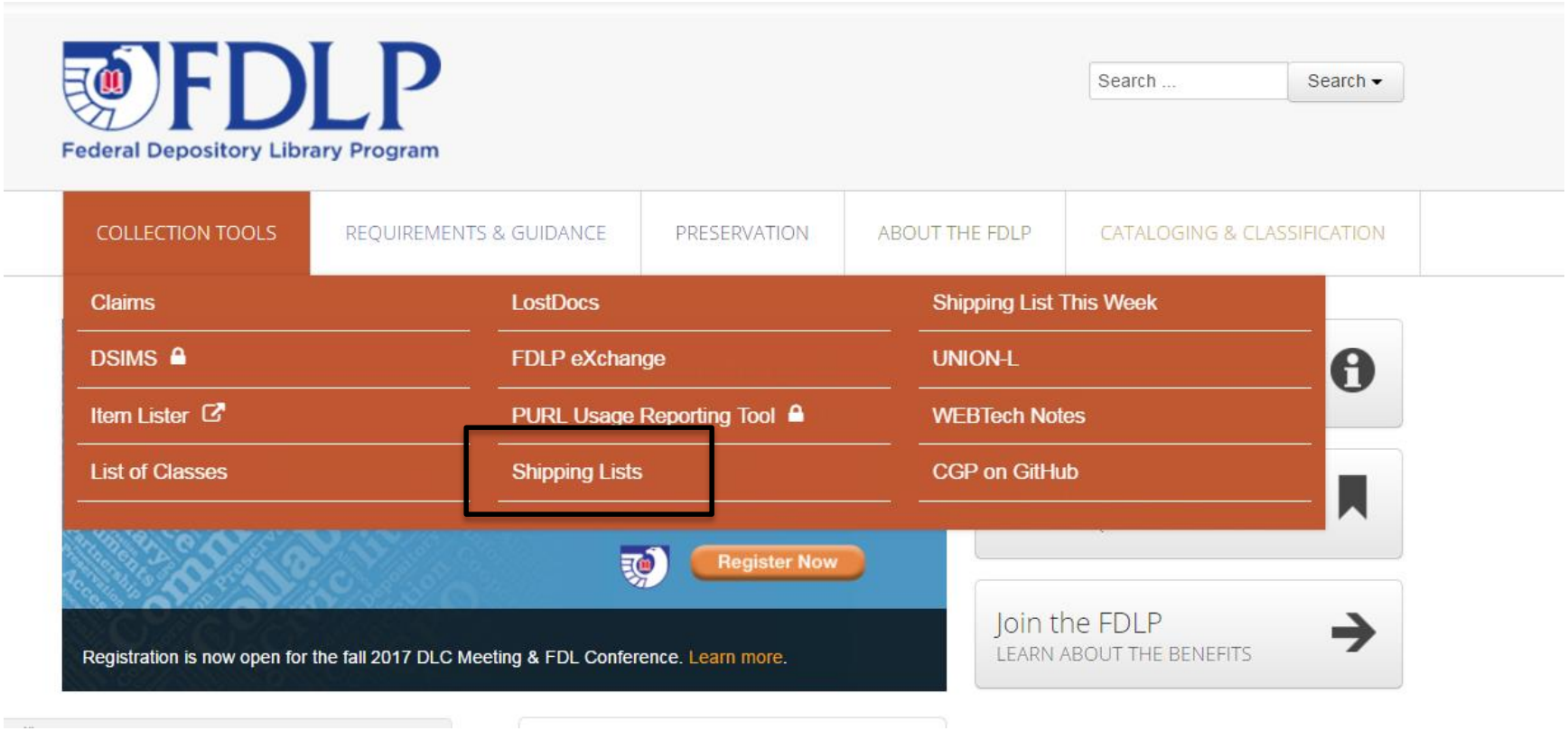
Questions? Contact askGPO

Page 1 of 1
*Legend: % = Shortages; * = Also Available for Sale; # = Distributed to Regional Libraries Only*

Shipping Lists…

- After you have checked off your receipts to ensure you received everything you should have, you are free to dispose of the shipping list.
- Some libraries hang onto them for 6 months in case there are questions later on.
- GPO recommends that you maintain a log of what shipping lists you have received because they are not shipped in numeric order.

Shipping Lists



Shipping Lists

pdf
- 2017
- 2018
  - electronic
  - microfiche
  - paper
  - separates

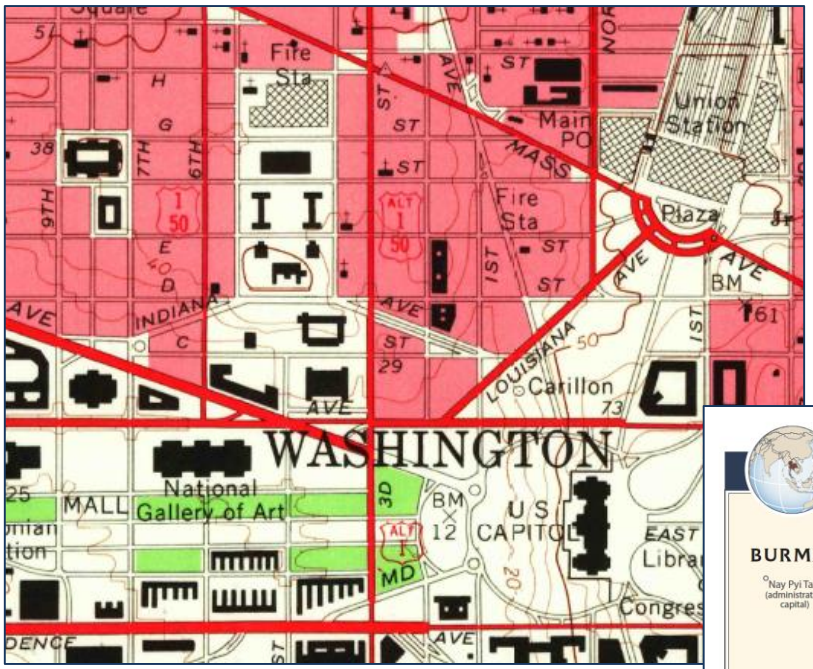
Shipping List Type

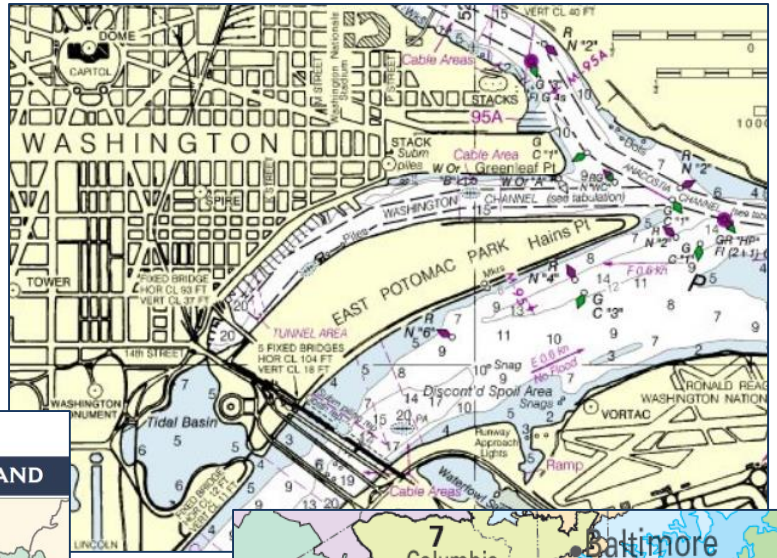
2018-0001-s	80.06 KB	
2018-0002-s	89.71 KB	
2018-0003-s	80.57 KB	
2018-0004-s	80.67 KB	
2018-0005-s	81.72 KB	
2018-0006-s	80.75 KB	
2018-0007-s	82.39 KB	
2018-0008-s	80.58 KB	
2018-0009-s	79.71 KB	
2018-0010-s_cor	90.47 KB	
2018-0011-s	81.26 KB	
2018-0012-s	82.14 KB	
2018-0013-s	82.12 KB	
2018-0014-s	80.87 KB	
2018-0015-s	81.74 KB	
2018-0016-s		2018-01-29
2018-0017-s		2018-02-14

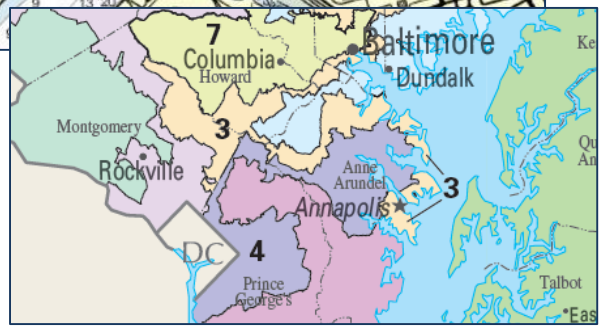
Number on Box

Brief overview of map processing

Don’t be scared of your maps!







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** (https://listserv.uga.edu/cgi-bin/wa?SUBED1=maps-l&A=1)

Claims

Claim

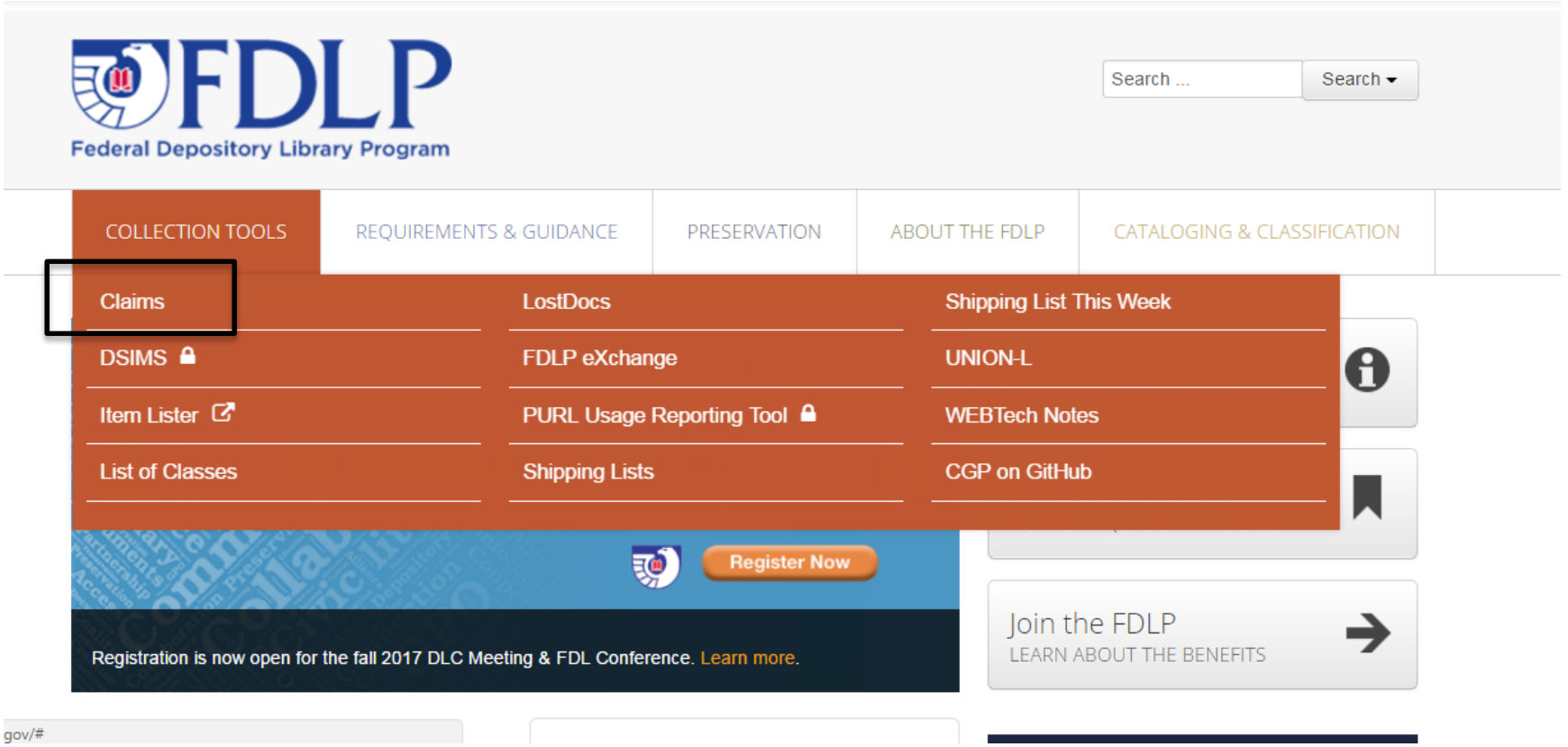
- Selected but not received
- Publications damaged during shipment
- Defective publications
- Individual publications or entire shipment

Do Not Claim

- Publications not on the library's item selection profile
- Newly selected publications whose selection is not yet in effect (Oct 1)
- Material on the Claims Copies Exhausted page
- Material listed as 'shipped short

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

Claim Form


FDLP
Federal Depository Library Program
Search ...
Search
COLLECTION TOOLS
REQUIREMENTS & GUIDANCE
PRESERVATION
ABOUT THE FDLP
CATALOGING & CLASSIFICATION
Claims
DSIMS
Item Lister
List of Classes
LostDocs
FDLP eXchange
PURL Usage Reporting Tool
Shipping Lists
Shipping List This Week
UNION-L
WEBTech Notes
CGP on GitHub
Register Now
Registration is now open for the fall 2017 DLC Meeting & FDL Conference. Learn more.
Join the FDLP
LEARN ABOUT THE BENEFITS
gov/#

Claims

GPO

Contact Us Login

COLLECTION TOOLS | REQUIREMENTS & GUIDANCE | PRESERVATION | 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 selectio 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: August 14, 2017

Contact Information

Depository Library Number: (*)

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

Email: gpoclaims@dmi.inc.com

Miscellaneous…

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

Bibliographic control

Ashley Dahlen, Senior Outreach Librarian

Piece level accounting

What is piece level accounting?

Identifying every tangible depository publication in your collection down to the 'item' or 'piece' level.

Can be achieved the following ways:

1) Full cataloging (down to the item/piece level)
2) Shelflist

What is a shelflist?

Itemized list of depository publications.
Preferably in electronic format (e.g. a spreadsheet).
Preferably publicly accessible.

Piece level accounting

Good holdings statement	Bad holdings statement
A 1.1:1909 – 2015	A 1.1:1909 – present
A 1.1:1909-1935, 1940-2011	A 1.1:1909-2011, some years missing
A 1.2:AC 1; AC 1/2002; C 32	A 1.2:AC 1 - C 32

Piece level inventories for maps

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

Common method:

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

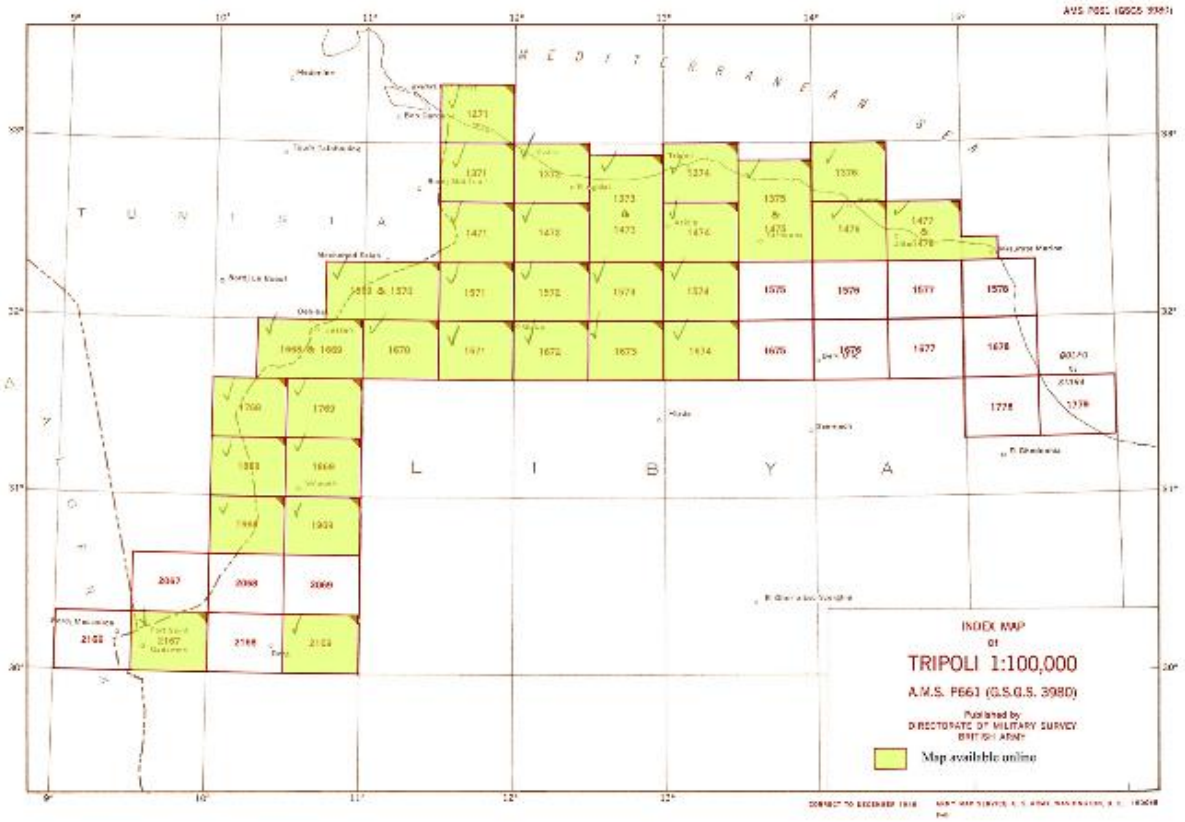


Image source: http://www.lib.utexas.edu/maps/ams/tripoli

Cataloging

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

Level of cataloging is a local decision

- Full cataloging to the item or piece level
- Partial or brief cataloging (with additional piece level shelflist)

Where you catalog is up to you

- Preferably online or electronic
- Preferably accessible to the public

Cataloging options (post Jan. 2012)

Piece level accounting in OPAC	Piece level accounting in shelflist & brief catalog records in OPAC	Piece level accounting in electronic database or spreadsheet

Bibliographic Control

- GPO requires 100% piece level accounting of the Federal depository collection you house (tangible).

- GPO requires cataloging (to varying degrees) for material received after January of 2012.

The goal of cataloging is to make the collection more visible and to increase its usage.

GPO is flexible when it comes to how you make that happen given your library's circumstances.

How and where to get catalog records

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

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

Sources of records:

- Catalog of U.S. Government Publications (CGP) *free*
  - Email up to 20 per email
  - Z39.50 for up to 10,000 records
- CGP on GitHub *free*
- Documents Data Miner 2 (DDM2) – non GPO tool *free*
- CRDP *free*
- 3rd Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)

Cataloging Record Distribution Program

- 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
- Creation of item record holding fields
- Creation of holding codes based on format
- Placement of OCLC and SuDocs numbers and designated MARC fields according to local practice
- Record sets in MARC 8 or UTF-8

3rd Party Vendors

Some libraries pay a vendor to provide them with catalog records based on their item selection profile, or other arrangement

- MARCIVE, Inc
- OCLC
- Auto-graphics
- SkyRiver

Shared Catalog System?

Pros	Cons
Other libraries may do your cataloging	Other libraries may do your cataloging - or you may end up doing theirs
It may be cheaper to pay for commercial services (like MARCIVE, Inc.) in a consortium	You are bound by consortial agreements
Can be efficient	Other libraries may have differing cataloging practices that you have to take into account (like the level of catalog records accepted, call numbers used, etc.)
	Record clean up issues? Timeliness of cataloging? And more…

Online Resources

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

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

http://library.pdx.edu/research/government-information-maps/

Cataloging Question?

- Check WebTech Notes
- Check CGP to see if updates have already been made to GPO's catalog record
- Submit askGPO question
- GPO will investigate (may take time if we have to reach out to an agency)
- Check out webinars on GPO cataloging in the GPO webinar archive

Your Retrospective Cataloging Projects

Variables:

- Housing
- Classification system
- Integrated or separate
- Condition
- Age
- Simultaneously weed
- Source of catalog records
- Shared catalog system
- Item selection history
- Time: staff, deadline, timeline

Contact your regional and any other libraries that may be impacted by the changes your library is undergoing

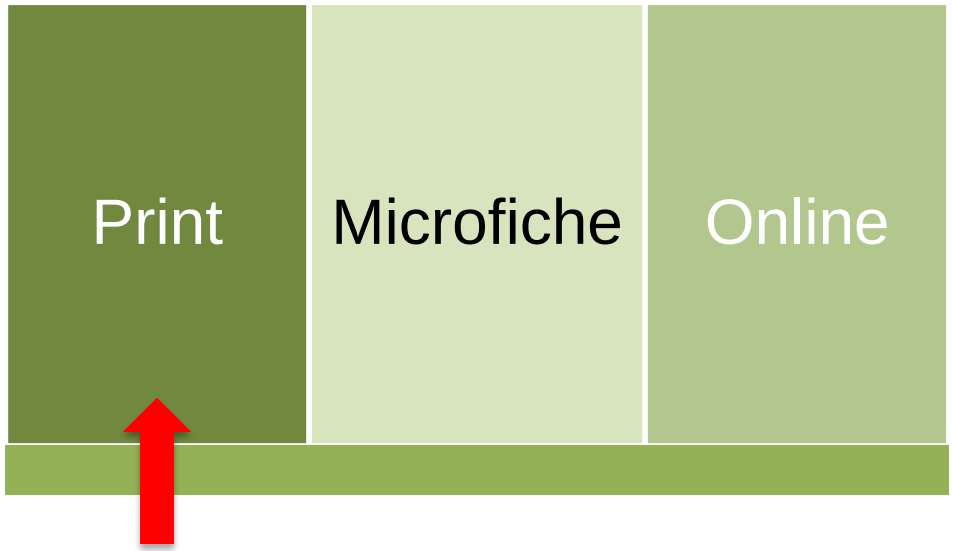
DO NOT throw away your shelflist or piece-level accounting prior to the completion of your cataloging project!

Multiple Formats

Old – Multiple format Record

Print
Microfiche
Online

Now - Separate records for each format



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

Don’t Panic

fdlpoutreach@gpo.gov

Find something unique?

- It could be a fugitive or ‘lost doc’
- Report it using the askGPO service
- If it is in-scope of the FDLP, GPO will try to acquire it for the FDLP collection

Questions?

Office of Outreach & Support, LSCM

New Depository Librarian Institute: Day two

Session Two: 2:15-4:00

NDI
Office of Outreach and Support

Weeding your Collection

Ashley Dahlen, Senior Outreach Librarian

Weeding your Collection / Needs & Offers

3 weeding mechanisms:

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

Boring looking slide!

Supersession

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

Superseded List Tutorial

Recording on what the Superseded List is and how to use it:

https://www.fdlp.gov/the-superseded-list

(MP4, 12 minutes)

Substitution Mechanisms

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

Tip – if you are at a selective library and 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 an Online Substitution (Tangible depository holdings replaced by an online equivalent):

- Regional depositories are generally not eligible for this option, although GPO is beginning to implement a regional discard policy for a limited number of titles.
- The publication must have been held for at least one year.
- The regional depository must approve of the swap.
- The online version must be:
  - Official
  - Complete
  - Free of charge to the user

Determining eligibility

Official

- Published by the Federal Government, at Government expense, or as required by law

Complete

- Check for all supplements, appendices, images, charts

Free of charge

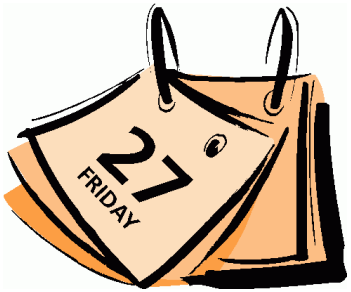
- Must be available at no cost to the user

Regional Discard Policy

- Permits regional depositories to substitute regional copies of material, provided they meet certain criteria
  - Material has been held for at least 7 years
  - Material is authenticated in **govinfo**
  - At least 4 copies are held in geographically dispersed areas under Memorandum of Agreement

- Regionals must have permission from GPO to weed.

5-Year Rule



- Selective 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.
- FDLP eXchange "Offer Nationally" list may be used after that (optional).
- Complicating factors:
  - Timeliness of reviewing lists
  - How the list is created (OPAC report versus Excel spreadsheet…)
  - Multiple regionals in your state?
  - ASERL tool in use?
  - Had a disaster in your region?
  - Lack of SuDocs numbers?

Other Approval Options

In-Person Review (AKA 'eyeballing')

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

Union 'Needs' List

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

Do NOT Need List

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

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
- **Regional libraries:** can supersede and substitute (tangible for tangible and regional online substitution)

So you have permission to weed…Now what?

You can withdraw the material and:

- Update catalog/shelflist
- Stamp or mark as **Withdrawn**
- Put it on FDLP eXchange to "Offer Nationally"
- Give it away to other institutions who can make use of the material
- Recycle it

- Toss it

**Your library cannot make money on the transfer.

Selective Housing Agreements

Selective Housing Agreement (SHA)

Examples of when a SHA is needed:

- Depository library houses material at a non-depository library
- Depository library houses maps at another institution with a map collection
- Depository library sends legal material to a law library
- Depository library houses materials in offsite storage managed by someone other than library director
- Depository library sends health related materials to a hospital library

More examples

- Regional depository library housing “regional” copies in selective depository[ies]

That is the “regional collection”

- Depositories in a region agreeing to collectively house the state or region’s “comprehensive collection”

That is the “comprehensive collection”

Selective Housing Agreement (SHA)

A SHA outlines partner responsibilities.

Selective housing sites must:

- Make publications available for public use
- Must display the FDLP emblem

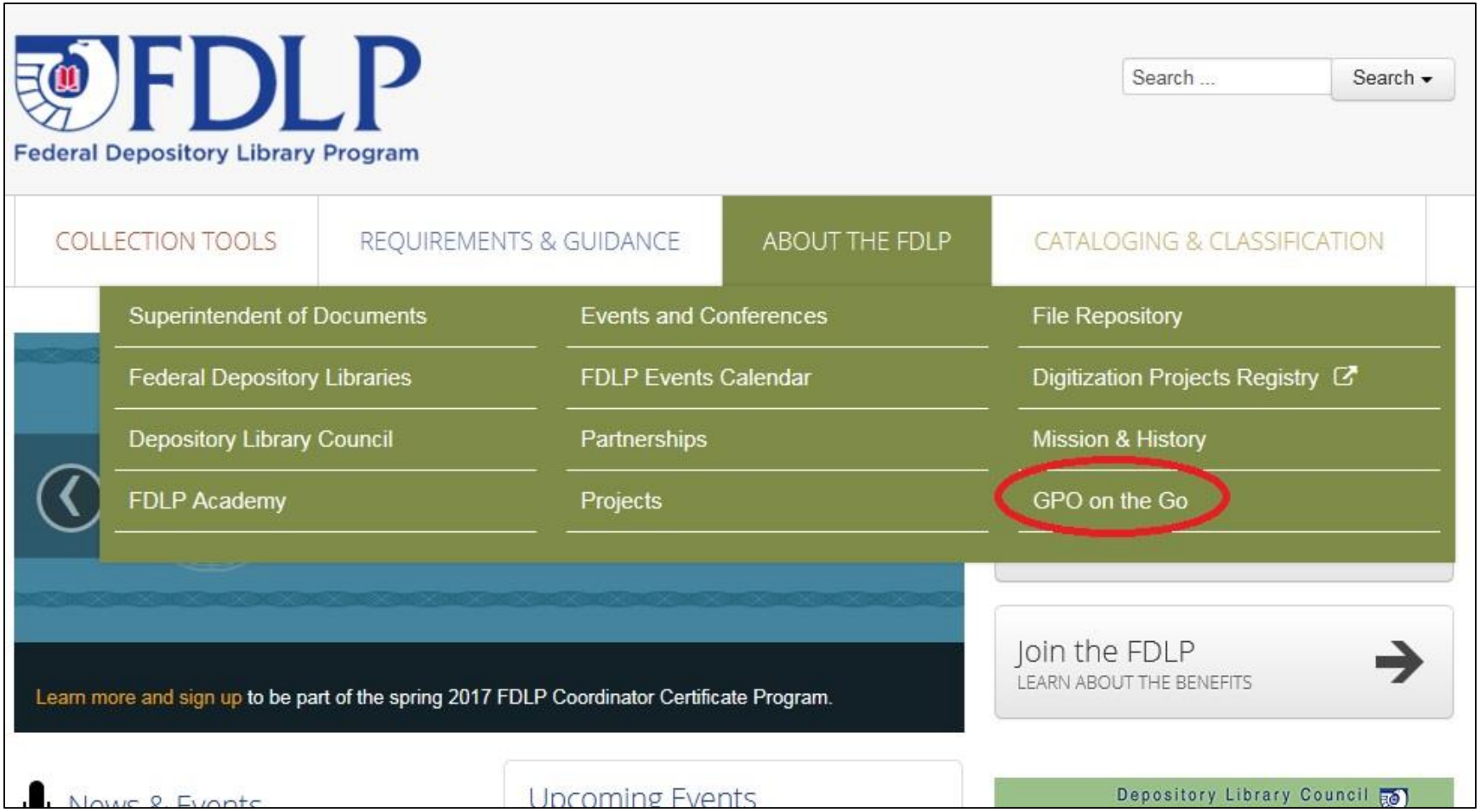
Or

- Must inform the public about how to access material in facilities not publicly accessible

Library Visits and Biennial Survey

Lara Flint, Outreach Librarian

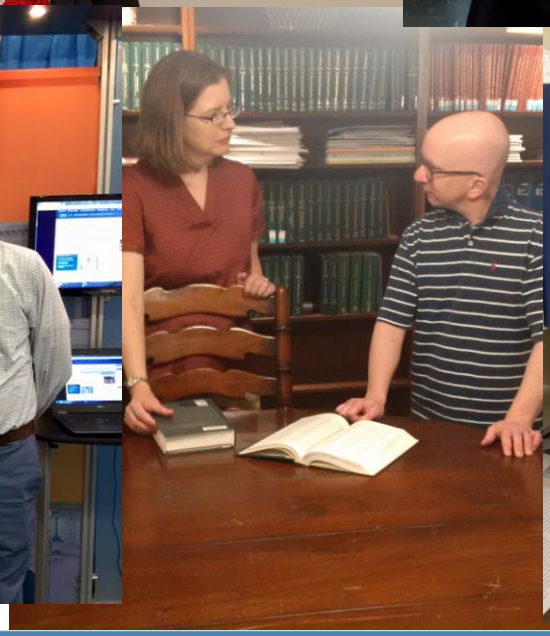
GPO on the GO


FDLP
Federal Depository Library Program
Search ...
Search
COLLECTION TOOLS
REQUIREMENTS & GUIDANCE
ABOUT THE FDLP
CATALOGING & CLASSIFICATION
Superintendent of Documents
Federal Depository Libraries
Depository Library Council
FDLP Academy
Events and Conferences
FDLP Events Calendar
Partnerships
Projects
File Repository
Digitization Projects Registry
Mission & History
GPO on the Go
Learn more and sign up to be part of the spring 2017 FDLP Coordinator Certificate Program.
Join the FDLP
LEARN ABOUT THE BENEFITS
Upcoming Events
Depository Library Council

GPO Visits

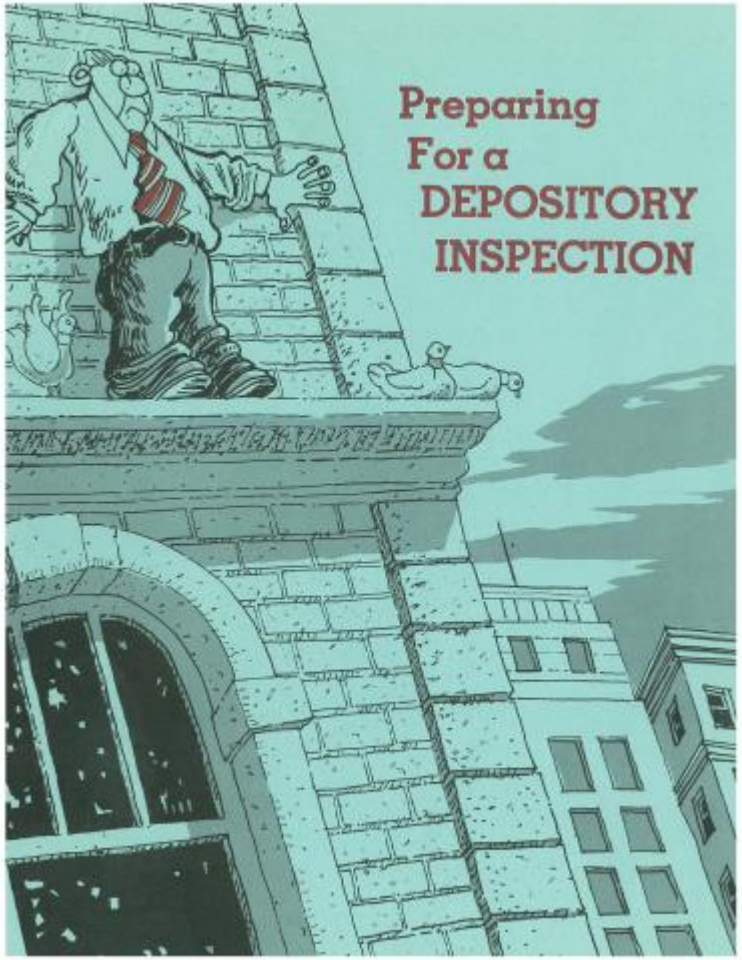
Discover your local
Depository Library.
Ask here.
"Knowledge is
of two kinds. We
know a subject ourselves,
or we know where we can find
information upon it."

GPO
U.S. GOVERNMENT PUBLISHING OFFICE



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
  - Final report sent to depository coordinator, library director, and regional coordinator

PAAs – What is GPO Looking For?

- **The two best readings in preparation for a PAA**
  - Legal Requirements and Program Regulations: https://www.fdlp.gov/requirements-guidance/legal-requirements (PAA report format follows this)
  - Guidance article on PAAs: https://www.fdlp.gov/requirements-guidance-2/guidance/24-public-access-assessments-paa

Noncompliance

- All noncompliance issues are reported to libraries during the PAA call
- Libraries are provided with a time period to address the issue and reach compliance
- Libraries may submit a report to GPO with an intended time frame if need more time
- Libraries that do not respond to issues or have persistent, serious issues are placed on probation.

Common Noncompliance Issues

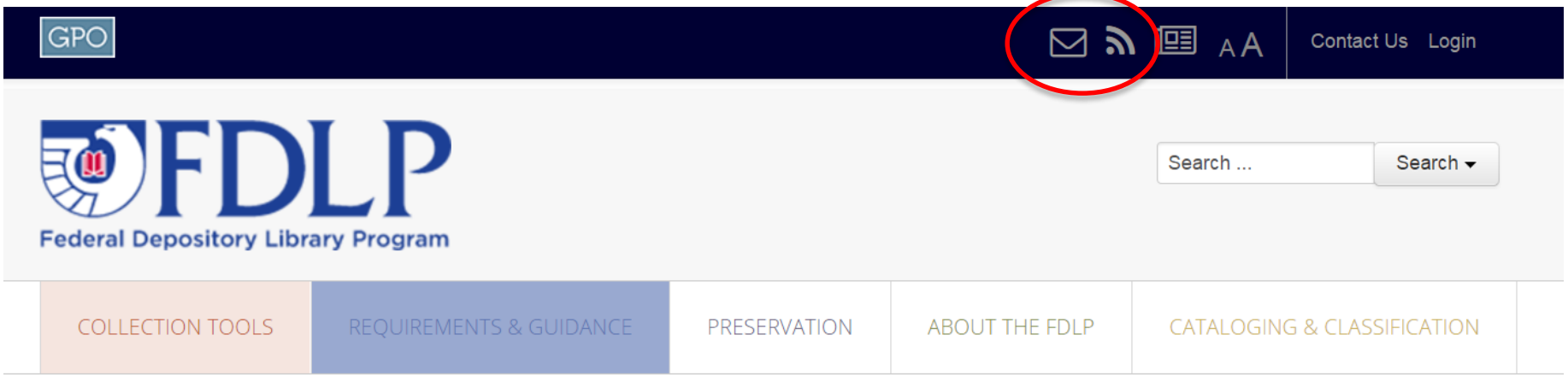
LRPR #4	• FDLP News & Events Email Alert Service
LRPR #5	• FDL Directory
LRPR #8	• FDLP Basic Collection

FDLP News & Events

- At least one person at each depository needs to be signed up for FDLP News & Events

  More than one person can sign up!

- Official channel for FDLP communication



FDL Directory

- Lists all FDLP libraries and their library type, size, designation status, and contact information.
- Depository staff can log in to update their depository email addresses and edit their library's FDL Directory entry.
- Depository staff are required to keep their library entry up-to-date.

catalog.gpo.gov/fdlpdir/login.jsp

FDLP Basic Collection

- Depository libraries must provide access to FDLP content including: (LRPR 8)
  - Publications selected, distributed, and received
  - The FDLP Basic Collection: https://www.fdlp.gov/requirements-guidance/collections-and-databases/1442-basic-collection
  - Publications available through the official FDLP partnerships
  - Online publications cataloged in the CGP and FDsys/**govinfo**

Common Noncompliance Issues

LRPR #12

- Piece-level Accounting

LRPR #13

- Cataloging current tangible receipts

Piece-level Accounting

- Has always been required for depositories
- Can/has been done in various ways
  - Shelflist
  - Map index sheet with holdings marked
  - Serials check-in
  - In-house database or spreadsheet
  - OPAC
  - Combination of any of the above

Cataloging current tangible receipts

- Has been required since January 2012
- Does not have to mean cataloging in an OPAC
- Makes the depository collection much more visible and increases usage

Common Noncompliance Issues

LRPR #34

- Minor Restrictions

LRPR #35

- Priority use statements

Restrictions for minors
Priority use statements

- Federal depository resources must be available and usable for all library patrons regardless of library affiliation, disability, age, residency, or other patron status
- What if this conflicts with other library policies?
  - State the exception for depository users
  - Mediated access for depository users
  - Clear signage, webpages, and training

Biennial Survey of Depository Libraries

Required by law

(44 U.S.C. § 1909)

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

Biennial Survey of Depository Libraries

- Distributed in odd number years
- Electronic submission
- GPO uses its communication channels to announce the survey:
  - FDLP.gov
  - FDLP News and Events Announcements
  - Will contact non-responders via email, phone, and letters to directors
- See FDLP.gov to view questions from prior Biennial Surveys: https://www.fdlp.gov/file-repository/about-the-fdlp/biennial-survey

Biennial Survey of Depository Libraries

- Biennial Survey 2017
  - Report available on FDLP.gov

- Future Biennial Surveys
  - Next one in 2019
  - Possible new questions

Disasters, Moving, and Temporary Disruptions in Service

Jaime Hays, Outreach Librarian

Unusual Circumstances

- Disaster (Response) Plans
  - Are you prepared to react if something happens?
- Contingency Plans
  - Used when access to depository collections is going to be or has been affected

Disasters

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

We recommend you have a disaster policy in place which accounts for depository materials.

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

Moving & Temporary Disruptions in Service

When depository libraries undergo planned remodeling, undertake a significant move, or otherwise find their public service operations disrupted for an extended period of time, library staff are required to submit a contingency plan to the GPO's LSCM Office of Outreach & Support.

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
- Before moving depository material off site, contact GPO outlining how the library staff will provide access to depository material stored off site. A contingency plan may be needed.

Contingency Plans (ctd.)

- Alternative strategies to be employed to fulfill Government information requests, including where the next closest depository is located. This may include:
  - Searching online to see if an electronic equivalent is available to use in lieu of a tangible copy housed in a temporary housing location
  - Gaining assistance from your regional depository library and other depositories to acquire copies of publications, if this process is more timely than retrieval from a temporary storage location
  - Arranging to set up public access computers and microfiche readers and printers in a new location
  - Notifying library users where they may find alternate access to Federal depository publications in all formats and related reference and other services

Contingency Plans (ctd.)

- Techniques for notifying primary clientele, other libraries (both depository and non-depository), and the general public of changes in service
- How your library will continue to check in new depository receipts or if shipments need to be temporarily halted

Questions or need to notify GPO?

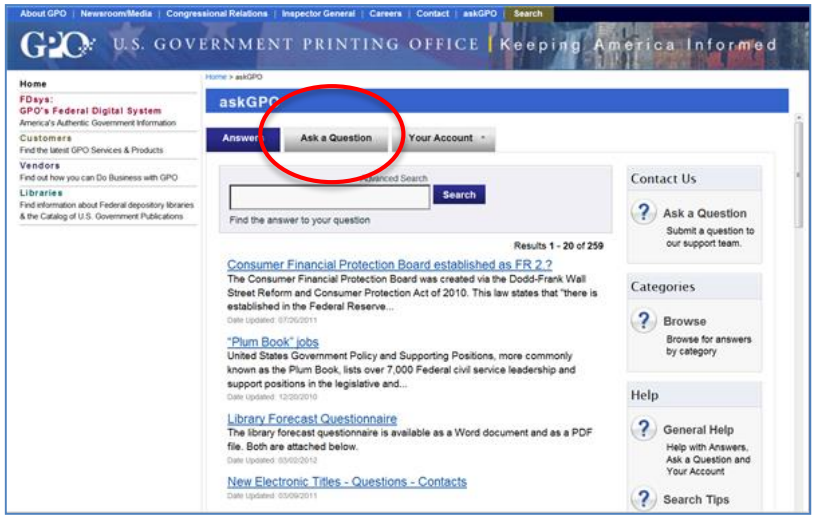
Contact Outreach and Support at 202-512-1119 or FDLPOutreach@gpo.gov

FDLP Networking

Getting Help From GPO

Use askGPO

www.gpo.gov/askgpo/



Contact Outreach & Support

fdlpoutreach@gpo.gov

202-512-1119

Using askGPO - tips

- askGPO is agency-wide, not just for LSCM
  - The categories of greatest interest to you are:
    - Federal Depository Libraries
    - Fdsys
- 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 FDLP login
    - Password confusion? See: www.fdlp.gov/requirements-guidance-2/instructions/377-passwords-used-in-depository-libraries
  - You can review all of your past askGPO questions

Recommended Listservs

GOVDOC-L http://govdoc-l.org/
DOCTECH-L https://lists.usu.edu/wws/info/doctech-l
MAPS-L https://listserv.uga.edu/archives/maps-l.html
Regional-L closed list - regionals only

Local state/region Listservs
http://wikis.ala.org/godort/index.php/GODORT_Listservs#General_Government_Documents_Listservs

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

Recommended Web Sites

- **Government Documents Round Table (GODORT)**
  http://www.ala.org/godort/
- **Documents Data Miner 2**
  (http://govdoc.wichita.edu/ddm2/gdocframes.asp)
- **Free Government Information**
  http://freegovinfo.info/

Recommended Web Sites

- **Writer's Guide to Government Information**
  https://fictionwritersguidetogovernmentinformation.wordpress.com/
- **BEST.TITLES.EVER.**
  http://besttitlesever.tumblr.com/

A quick plug for something fun

MNSU Mankato – Documents Display Clearinghouse

Check out the subject area for great ideas for tangible and online displays

http://lib.mnsu.edu/govdoc/finalfront2.html

Questions?

Office of Outreach & Support, LSCM