# Federal Depository Library Policies

## Policies And Procedures That Should Be In Place At Your Library

- Access policy
- Collection development policy
- Technical services processing manual (incl. cataloging)
- Collection maintenance policy or procedures (incl. binding and publication replacement)
- Internet use policy
- Public service guidelines for government information in electronic formats

## Other Policies Useful To The Depository Operation

- State plan
- Conduct or user behavior policy
- Preservation policy
- Disaster recovery policy
- Circulation policy
- Reference policy
- Promotion policy

## Helpful Hints

Refer to the Federal Depository Library Handbook for more information.

Written policies and procedures covering the depository operation may be specific to the depository or part of larger library-wide policies or procedures.  Many of the separate library policy and procedures listed above may be incorporated into a larger policy or procedures document as well.

GPO encourages each depository library to disseminate policies and procedures, as appropriate, through their Web site, to advise library users on what level of service to expect.

Depository personnel are encouraged to review non-depository library policies and procedures to ensure that the information therein is in accordance with FDLP requirements and the library's depository policies and procedures.

Stay up-to-date with information in the FDLP about library policies through the FDLP Desktop, Administrative Notes, FDLP-L, and email discussion lists.

Sample policies may be found at the ALA Government Documents Round Table Government Information Clearinghouse and Handout Exchange at http://wikis.ala.org/godort/index.php/Exchange.