

>> Please stand by for realtime captions.

>> hello this is Jamie with GPO, we are starting in one minute so feel free to adjust your volume.

>> Good afternoon everyone this is Carly Carmichael, welcome to the new -- New Depository Librarians Institute day one I am Kathy Carmichael and I am one of the outreach librarians here, today we are going to talk about GPO and mission history and FPO resources. You will notice that you have been to one of our webinars I have a little bit of housekeeping information I need to share with everyone. The program today will be presented through the afternoon, each afternoon has a 30 minute break in the middle, please consult the email with a login URL at the one we are using today, it will not work tomorrow. It will go until approximately 145 Eastern, the second session begins around 215, ending at 4 PM Eastern. The questions may be entered into the chat box, we will answer every question at the end of the session. At the end of each day we will push out a satisfaction survey with identical questions and answers should only address that days session. We are recording the sessions available in the training repository the day following the session. Let us get started. This lovely picture is at library services and content management outreach and support from the top left. We have Jackson who is the director and Lori the superintendent of documents and Robin Mohammed chief of outreach and support and Josh who is the program planning specialist and historian and Kathy who is the outreach Iberian -- librarian, and the administrative librarian, and myself who is the outreach librarian. And the bottom row, Ashley, Marissa Fairfield and Joe biscotti. This is the organizational chart, for library services and content management unit. The superintendent of documents oversees all of the operations and the staff here, we have three primary groups, L SCM, a distribution out in Laurel who send you out all of those boxes you get from us. And then we have the sales department operating the bookstores, and other sales. Then, you can see the other different areas of L SCM text services and the product assistance with exchange and outreach and support. We are your first line of information, when you have information -- questions about these all of these other areas, have preservation archives and project systems which is the web team and support and outreach. Outreach support provides resources to depository libraries helping them meet their obligations with continuing education activities and communicate and collaborate with colleagues including FPO policy guidance and public assess and through the Academy outreach and support staff along with other people at GPO provided to train with tools and promotional materials and federal resources and catalog and records and partnerships and GPO conferences and more.

>> Good afternoon everyone I am Joe, I will be talking about the next section in the presentation. GPO and FPO mission and history, just a little bit of background on me I am a long time employee of PPO, used to be a inspector from the mid-80s into the mid-90s, I put together our first FPO website and managed that for about nine years, I have had outreach and support for the last six years. Okay let's talk a little bit about GPO, it is a legislative agency oversight -- oversight by appropriated funds and cost recovery. If you want to see you can get a GPO annual report from the main GPO.gov webpage and our what -- our headquarters is in Washington DC. Are acting director -- director -- our acting director, left GPO recently and we had a few other people fill in since then and now it is Jackson. President Trump has also indicated he is going to nominate Robert as the new director of GPO. They had a hearing on that, one thing about him, he was already the head of GPO when it was called the public printer and he did that from 2007 to 2010. As you can see the library service has content management which is part of GPO, just as a side we had a name change in 2014 for GPO, we used to call it the governing printing office and they felt that this did not reflect the mission of the times we changed our name to the government publishing office. Okay, GPO responsibility, the U.S. government and publishing office is the federal government's official digital and secure resource for producing and securing cataloging, indexing, authenticating, disseminating and preserving the official information product from the U.S. government. GPO is responsible for the presumption and diffusion of information and products and services for all three branches of the federal government including U.S. passports for the Department of

State as well as the official publications of Congress, the White House, and other federal agencies in digital and print format. Providing public access at no charge from our formal digital system, and now.gov info, we have partnerships with the hundred thousand libraries, as of today it is 1133 libraries nationwide in the federal program and through our online bookstore. Let us talk a little bit about the joint community on printing, this is our oversight body, the joint committee on printing was created by the act of August 3, 1846, it is one of the oldest adjoint communities of Congress composed of five representatives and five senators. The panel oversees the operation of the U.S. government publishing office whose support is essential to the legislative process of Congress. The GPO also serves as a principal printing organization for federal agencies, so the joint committee generally oversees compliance by federal agencies through laws rules and regulations designed to minimize printing costs to the American people. We will talk a little bit about committee on House administration, GPO staff have been involved in hearings in the community with House administration and so far we have had before hearings with various witnesses such as, former director vans cook and Lori Hall, you can see her right in the front here and even members of the depository community. The most recent event took place on October 11, 2017, you can see a video of the hearings on YouTube. Okay, as you are finding out GPO has a long and rich history, we have provided ways for you to find out more. Many historic images in GPO buildings in the various printing and publishing technologies used in them overtime at the GPO history webpage for -- webpage. We look at both GPO and depository libraries over time, and also you can learn about the fascinating process of producing GPO signature publications and congressional records by watching the webinar at the link provided here. You will see how words spoken by members of Congress on the House and Senate floors are captured, edited, formatted for public education and mass printed and made digitally available overnight and you hear about the 1700 pound paper jam and GPO force week. This is a very important day in U.S. history, March 4, 1861, of course that was a day that GPO was launched as an agency. And we also had another event on that day, Abraham Lincoln was inaugurated as our 16th president. Now, why did GPO come into existence. Prior to GPO, as you can see, printing was provided by newspapers and private printers and it was unless. A scandalous crossover, and people were crying for change. In response to that Congress established GPO, and again on March 4, 1861, soon after that things got better for government printing and publishing. Here is some more history here, for a history of printing operations read 150 years at GPO, if you want a general history, I would check this out. You can get these at gov info, and since 1861 you can see the things that GPO now produces, the online databases, the congressional agency documents, we have passports, that is a big part of our business now. Producing passports for the State Department, printing products on recycle subspace using vegetable oil based products and a presence on all of the social media platforms, just to give you a little rundown on where we are located and we have the main GPO, we have 13 offices located around the country in major cities, we had our warehouse and distribution centers in Laurel and other centers, and at the space center in Hancock Mississippi, and at the Louisiana border we have passports for the printing facilities there. Here is a online milestone from GPO, first off, the transition to online has been a game changer. These are some of the milestones we see here, 1993, the government printing office electronic access enhancement act, the first axis came out then, the predecessor to gov info and before that, it launched in 1994 free to all depositories and we also offered it for sale, we thought we could make some money off of it. That experiment did not work well so in 1995, it became free to everyone. We thought that it needed a upgrade so we launched a assist in 1999, and as we have with these upgrades we had kept these 2 old and new systems going, they are both official and at some point the oldest retard so you can see GPO access was retired in 2012, and it says in this light it has over 50 collections from all three branches of the federal government. I conferred with a colleague who works with that and they said that they had more like 40 in gov info, it became official in 2018. We kept that running in parallel with SD assist. It came out in 2015 and February 2018 it became our official site and also it will be retired at the end of this year -- FD assist will be retired at the end of

this year. Some more history. 1044 will describe the FDLP based on strict principles, government products in scope of the FDLP will be in the public library. Everything from classified material and the running of the agency, and you can see federal depositories located in each state, and U.S. congressional districts making the information available and all media. When formats come out and GPO makes them available to the public, new formats, they are there. And here are some more history, it was hard to get an exact date at the start, we go back to 1813, you can see the act of 1813 authorized to distribute one copy of House and Senate journals to universities and state libraries and historical institutions. And the secretary of state was responsible for the distribution per you can see our oldest depository, 204 years old from 1814, the American Society and Western Massachusetts, really impressive. The printing act of 1852 appointed the superintendent of public printing in the Department of the Interior. And in 1857 that shifted to depository to the secretary of the interior authorized and able to deposit in public libraries. In 1858 presenters were authorized to designate a depository from their own district, and in 1859, a Senate -- senator could assign one depository in the state. You could see in 1962, it raised by one, how many representatives, from one, 2 and senators went from one, to go to also. -- To 2 also. Over the years, new types of libraries have entered the program, 1895, the executive departments came into the program, military academies came in in 1995 and we have 4 military academies in the depository. Land grant college came in in 1957, federal agencies in 1962, currently we have 35. Appellate courts came in and 36. They had special rules, they do not have to serve the general public and they do not have to keep the material and dispose it according to the regular guidelines, they generally -- but generally they are good about letting the public in. Law libraries in 1978. We have 144 in our program now, which is interesting, the ABA, says 204 accredited libraries and we have 144 so that is like 71% of all accredited libraries happen to be in the FDLP, which is impressive. Some FDLP milestones, first monthly catalog before there was a catalog of government publications online, we had a monthly catalog from 1995, executive publications distributed in 1895 also, and classifications developed by the famous librarian beginning in 1995, working GPL and Brooklyn public and the LA public libraries. Waiting permitted, we came in with the regionals and 1962, before then, we had the establishment of the regional program and regional libraries also it was selected, which was very important. 1972, a new format, they came into the program, the first CD in 1988, a colleague of mine. We were working on a pilot project to see if libraries were ready to work and except the deals with CDs, and of course we have come along way since then. 2006 we have a catalog of U.S. government publications online launched in 2006 as I say in 2012, we started a multiyear project to digitize and convert historical cards and dating from the 1870s to 1982, for inclusion of the catalog of government publications. And in 2013, our cataloger started using a new standard resource description and access change from ARC 2. If I have that correct. Do I? Okay, recently I asked my colleagues from there for additional milestones and they provided these. A top one from the catalog group, we joined OCLC in 1976, named one of the top 10 on line original catalogs in the world in the annual report in 2012, 2013, and 2015. And in 1992 a GPO catalog contributed to 100,000 records in the database in 1999 another catalog contributed the 34 millionth record which is impressive. 2014 sitting bull college designated as the first all digital depository and there is some controversy on that. University of California Merced claims in 2006 they were the first. It is murky but the one we publicized is a single, the FDL Place Academy came in in 2014 which is a big moment. All of the training including this conference today and tomorrow is part of the education initiatives that we lump under our Academy belts. In 2016 the University of Colorado became our first preservation Stewart, the partnership program we are trying to get libraries to commit to preserve and maintain important works, if you're interested in that program please let us know. And also we have the catalog and distribution program, starting in 2009, it is where we partner with libraries and through the vendor market, we get free catalog records you can put into the online catalog, something you would normally pay for. And I think there is a waiting list for that. But anyway, currently we have 185 people in the program which my colleague points out is 60% of all of our

libraries which is pretty impressive. So, who is in the FDLP ? As I mentioned earlier 1133 libraries as of today, and throughout the United States and its territories, this hyperlink on the map put together by my colleagues is very nice and you can click on that and go to the URL, click on it and see details about the libraries and program. If you want a searchable database am sure you want to know about our FDLP directory which is linked at the bottom of every single one of our webpages. You can see the bargraph right there which tells you about the different types of depositories and most are academic and in public and in law. You go down and we have all types and all sizes. Why is the FDLP important? And apart from the significant history in libraries across the country the FDLP remains important in modern times by making digital information more discoverable. As it always has, they catalog international standards so it can be found and make everything available to our large network of libraries throughout the United States and its territories. Is libraries had incredibly rich collections including important historical materials and many libraries are digitizing in order to enhance access. FDLP libraries all provide free public access to government information. Library staff promotes civic engagement and knowledge of government information resources and other to help anyone find government information and these experts have important and eccentric expertise in navigating the wealth of information and they are passionate about their work. Now I'm going to list the top 10 benefits of all FDLP libraries , we have boiled it down to each of these and there are probably more but these are the big ones. Tree federal government information products in all formats, to supplement information and provide access to unique material and we provide free cataloging, I mentioned how important the effort of cataloging is and you get free access to that and you can download records and put them into your download -- downloading catalog and free access to content for GPL partners -- GPO partners which is fee-based. Currently Homeland security Digital Library is a restricted database and depository libraries can get access to that. Free access. Educational opportunities and training the next generation of government information specialists, everything we do in the FDLP Academy, webinar conferences and presentations like today and tomorrow. You get a tremendous amount of education and opportunities, this is important in the era of declining budgets. Consulting and networking opportunities with fellow government information experts, I think variations may be the biggest part of it, things go on the Internet and things come and go and there is so much expertise in the community about government information, with the librarians and GPO and our agency partners. Free FDLP promotional material and my colleagues can help you with that. We have a free bit of material that can help you, opportunities to participate in pilot projects every now and then we come out with a pilot project and ask you to help out with that if you can. In showing the dedicated government information professionals remain on staff. Which is critical in the time of hybrid collections where it is necessary to build and maintain connections of local interests and navigate the range of information resources. Also lastly, enhancement of the prestige, of an institution designated as a member. I always think this has to be a factor, a lot of our major libraries as they are major depositories. I was looking at the LAA factbook, hundred 19,487 libraries of all kinds in the United States today. So if you take our 1133 depositories, that is only .1% of all libraries in the United States happen to be depository libraries, I think there is still some value in being a depository library. Okay. The core mission, as a refresher the core mission is to keep American form and the mission has not changed. Instead it has evolved to adjust the changing environment and information dissemination and library services, all of our partner libraries whether they continue to get print materials or focused on online and digital resources have a commitment to provide free public access to the tangible public assess distributed in online and digital resources headlined by GPO. All depositories provide assistance and the use of depository resources all maintain and properly handle the tangible resources if they choose to receive or retain them as they remain federal property and all made online or digital resources visible through library catalogs webpages or other means. Okay, I am shifting gears to talk about depository library counsel, you probably heard about them. They will be meeting with a lot of librarians in the federal depository conference in a couple of weeks. The DLC and

depository library counsel was established in 1972 to advise the public printer and superintendent on matters relating to the FDL P. It dates back to 1963 when seven librarians were asked by the public printer to serve on advisory committee on depository libraries. The original advisory committee was formed at the recommendation of the Senate committee on rules and administration during this consideration for revised -- revised legislation on a. DLC is very much involved in person and virtual responses by GPO and any major decisions about the FDL P, we ask their opinion on it. You can get consultation and some specifics about the membership, DLC has 15 members appointed by the director of GPL and members serve three-year terms with five retiring each year and five new members entering, they can be reappointed for a second term. All appointments to counsel are made by the director at the consideration of recommendations from counsel and library associations and others as deemed appropriate by the director of GPO. At least half of the councilmembers work and depository libraries have experienced providing services for government information. If you're interested in joining keep an eye out on the news and events email service for a announcement about nominations. You can nominate yourself or have someone else nominate you, a library group nominate you and if you think you have something to offer to the community as a whole, we recommend -- welcome limitations. Self augmentations are things that work well. So, -- recommendations are things that work well, so, thank you. With this I will hand the presentation over to Ashley who will present the next session.

>> Okay bear with me as I get settled in. I am going to talk to you today about regional and select depository libraries, it is a little bit of an awkward jump but you can hear us refer to regional and selective throughout the rest of the programs so I thought we should at least explain this before we started throwing out terms. There are number of ways libraries conjoin the FDL P, designated by U.S. senators or members of the House of Representatives. Senators can designate 2 libraries per state and it was of the house can designate 2 libraries in their additional district -- their congressional district, and they change over time and some will have more than 2 depository libraries which is okay. The law allows for an unlimited number of depository libraries within certain categories including land grant colleges and state libraries and executive departments and accredited law schools and joke over that earlier. -- Joe covered that earlier. They are a bit different so I'm going to talk about selecting a first and then I will talk about regional depositories. Selective in other words select public ones they want and contain what they want in the confines of regulation meeting selective depositories customize the collection which is achieved by selecting suitable materials for the users and maintaining materials for at least five years and substituting tangible material with online equivalents if you want to and when I say that, I mean things in print or on a desk. Something you can tentatively -- tentatively -- tangibly hold. And of course selectively manage withdrawals in conjunction with the regional depositories. So, let us talk about regional depositories. They were established by law in 1962 in public law and in a Act II redefined libraries as a volunteer to be regional and commit to providing services and maintenance with the regional connection. Regional status through a depository library by the senator in their state and they -- in the case of Ricoh by their regional office. It can be detonated as regional after this. Designation approved by the superintendent of documents. Most regionals became regionals shortly after the 1962 law although you will find some of our regionals became regionals as late as early 2000. I apologize I do not have the date on hand. And an important point to remember is that prior to establishing regional depositories no depository could be depository holding, so in 1962 when they started to get designated and people could start reading we saw a huge explosion in the number of depository libraries as more and more were willing to join at that point. So regionals are very important for the FDL P. The role of regional depositories is to retain at least one copy of all publications and one tangible format or to ensure they are retained elsewhere through a selective housing agreement. Within the region they serve. Regional depositories are going to provide interim library loans and assistance in the disposal of unwanted publications and may also manage local training and organize state or region meetings and participate in recreation for government information such as go door and consultation with the selective

sets of data and remote assessments or consultations or whether they travel on-site. And regionals may also serve as liaisons between selective libraries and the state and the region. And GPO. Provide consultation on site or removed in the management of depository operations and collections and services. And coordinate training for FDL and organize state and local meetings for libraries. Currently we have 46 regional depositories in the FDL P, supported by a variety of structures. You can see one regional in the state is the most common model we see. Even have 2 in the state and you can have one which serves multiple states, and you could be in a state that does not currently have a regional depository. States served by one regional depository are shaded green here. There are 2 regionals in blue states here, and some have a agreement to share responsibilities within the state. They divide the state with each regional with their primary assigned selective with 100% of the publications and actively work towards copperheads of collections in that state. North Dakota is that orange state and it has 2 regionals but what sets them apart from the blue state is they divide the list of classes so that collectively they suck 100% of everything that needs to be selected by regionals. So this is a arrangement in affect long long ago and when they redesignated as a regional that structure was written into their regional designation paperwork. The yellow states are regionals serving their own states and other states, for example Maryland in the region, they serve Washington DC and Delaware, the Florida regional is put Ricoh and the Virgin islands and so on and the states have no region meeting the depository in these estates have limits on what and how they can do. This is a screenshot of the federal depository library directory. It is the easiest way to locate a directory library in your or another state. The links are in the lower left-hand corner with a list of all of the regional libraries and also the list of where you can see each state and each regional with each state. Just in case you are wondering this is a public view of the directory viewable when you are not logged in. It is important that information in the directory is kept current and also the requirement of the SDLC by the way. -- FDLP, this is the primary information used by the public and regional depository staff and other members of the community. The police help us keeping the libraries directory entry up-to-date. And communication with your regional depository is important to stay connected with the community. With the awaiting requirements to stay operational and have questions answered about local best practices or collection management decisions. Regional depository coordinators should be in contact with selective depositories in the state or region. And the regional depositories should contact with any concerns or issues with depositories in the state or region and the GPL intern will connect the library when notified of any issues at a selective library. Many regional coordinators have regular or as needed visits with deselect visitors and your regional depository is your local resource for guidance about the FDL P, opened medication is important and helpful in making decisions about your depository operations. A selected depository should contact the regional when you move your collection such as to an off-site storage or a new building as well as when you experience any disruptions and service. A contingency plan should also be submitted to GPL and when you're library experience is a disaster you could contact them and damages our access to the collections such as flooding from a burst pipe or if we are in a running history right now with hurricanes, it is important to let the region know about any disruptions and services or damages to your collection and please let GPO know what is going on when you're able to do so safely let your region know when you have a change in a coordinator and need to update your directory and it will trigger a notice to make introductions. And your visionary depository information can help you on the email list and getting up to speed with local activity and policies for weighting and collection management in the region. You should notify your region when you are dropping status and you need to discuss it with your depository before making decisions. Also notify GPO, sometimes we can find a solution to modify your selection and look at your collection and you can look at the procedure to try and alleviate the issues that led to it even dropping the status to begin with. You should also let your region know when you have collection development questions. This is determined by the region at a local level. They do provide some guidance and it has to go directly to the regional for any advice on

how to handle the local procedures. Okay, that was the end of my little section and Kathy is coming around, I realize I forgot to introduce myself. I apologize my name is Ashley and I am an outreach librarian here at GPO, I had been here 10 years prior to coming here and I used to work at the University of Maryland College Park at the regional depository. And here is Kathy.'s been I think met Ashley I am Kathy and I also was at a depository library which I think and be helpful for you to know that the outreach librarians here have gone through what you are going through in terms of managing the collection and communicating with your regional depository and others in GPO . So, continuing in the overview with information today, I just wanted to put the rest of my presentation into a larger context. So GPO has different information dissemination programs and they are listed here and so everything here it provides for the establishment of maintenance of libraries and the distribution of government documents for those libraries used by the public, the mission of the program is keeping America informed and the cataloging and indexing program provides the goal to provide a competent index for public documents and we are creating a national bibliography and authoritative bibliography for U.S. government publications which includes his -- increases the use of publications and is being developed to be the premier destination for information searchers and GPO has a national authority for U.S. government publications. We also have a bylaw program where customers receive publications at no cost to them pursuant to statutory obligations. Some institutions receive free government publications by law. We also have the international exchange service I long for the official exchange of public documents between the U.S. and foreign governments. We administer the distribution component for the Library of Congress. And we have a sales program which provides the public with the opportunity to purchase publications and videos and posters etc. Online and in this one physical location. So, given that overview I wanted to share this so you have context for the rest of this. Talking about this website. It is a website for the federal depository library program and the cataloging and indexing program so these dissemination programs and the target audience is you. Or librarians is you. Primarily, folks at depository libraries with the information here is of interest to other librarians as well. There are five major tabs of the talk and I refer to these a bit later today. So, which are selection tools, requirements and guidance. Preservation about the FDLP and cataloging and classification. Not last section and in that last list of material, under that, classification relay to the cataloging and indexing program and services which supported from the FDLP. Just a few tips to help you navigate the site, if you have not yet and you are brand-new. Or if you have not actually started your service as a coordinator. Please check out the button on the right side of the homepage it is our quick starting guide and our goal with this guide is to give you links to resources you need to know about or to access like the directory and get yourself set up as a coordinator. Also please sign up for news and events and on the home page you can see the five most recent news announcement we have put out and then you click on the button view below that and on that next page, you will get the rest of our news announcements in reverse chronological order and you can supply -- subscribe to the service and we ask that one person each depository is subscribed and collection tools is one of our tasks and the goal is to link you directly to the school and if you want descriptions of the tools you want to go under requirements and guidance and then look at guidance or instructions is under requirements and guidance as well and I suggest looking in both places depending on which information you are sharing and if you are asked to log in and you want to go in or take a look at one of the surveys the login is in one of the top right sections of the screen and your knee-jerk pass -- and you need your password and we will share information on how to contact us, if you do not have that please contact us and we will get the information for you so you can administer your depository information. This is a list of FDLP resources or tools and links to the content in no particular order, the goal for this slide is to let you know that if you have any question specifically about technical issues related to all of these or how these all operate please contact us at GPO, you are welcome to contact your coordinator if you have other coordinators and people but if you have a technical program or problem contact us and we can work on this for you this weekend. We will be sharing information about

many and most of all of these resources throughout the new depository library and Institute, just a few tips about this list if you go to our website and one of the tabs is about this and then you go to projects you will find information about all kinds of current and past projects. So, if you are there and you do not find what you're looking for and the primary notification or the search of the site and you do not see a news announcement about it. Once it is to navigate through this project link. Resources are there which include links to information about the exchange, and the other projects. So, the catalog of publications we called the CGP is another GPL resource and we are using these and traditional library systems which we tweaked for our needs here at GPO, again, it is the national authority for Caroline U.S. government publications. And as you can imagine it includes descriptive records for current and historical publications. Provides direct links for those available online. You can search by agency title and others searches just a few metrics, and just so you have it. In fiscal year 2017, I may have written down the wrong number. We had nearly 29 million successful searches of it, from over hundred 95 countries or entities based on domain extensions and they are currently with over 1 million records in the catalog and over 186,000 have these and we are talking a little bit more about pearls this afternoon. And the catalog records typically date back to 1976 and we started cataloging and SDLC when it launched, increasingly there are records on older content and we have digitized the historic shelf list and I believe you will see a slide later today showing our beautiful orange cabinets that house the shelf. We also have records for converted content, and it documents that we have more recently identified that were published in the past. And we are bringing all of this information in with the cataloging and indexing program and the records can date back to the 19th century. And also offers a locate and library feature but I do not know how often this is used. But when someone is in the catalog record you can click on the locate and catalog the button to that locate that depository library selecting the item number associated with the publication. Will talk about item numbers later and it can be an indication on where to find expert assistance. If you're using online U.S. government information. The key with this feature is it is looking at current library selections, and if you know that your library selected other things in the past and may still have tangible publications on the shelf in the library feature, it we will not show people that if you are no longer selecting that publication and they also offer this. Many of you may know that the search engine here is metal lid and we were so created with our name and called it GPO metal lid and we had about 70 databases you can search through the engine and we also have several new title lists at the very top of the screen, one of those options is titled and there are other available options by date and ranges, thank you Ashley and you can downloaded through these files and when you're looking at results when you're browsing by date you can refine the search by subject or keyword. There are tons of new title lists I will talk about a little bit later. They are also with subject catalogs or subsets and you may be looking at it right now. There is a Congressional serial set and publication so you can actually bring up specifics the federal depository library directory is actually a component of the catalog of U.S. government publications which may seem a little interesting to you but that is where it works for us to include your library information so when you're going into the directory to review and update it as Ashley mentioned earlier you actually using the CGP. And we mentioned training resources coming up but there are several webinars and other training resources about cataloging and finally there is a sign and link you can access additional features with. And can create alerts with selective dissemination information. Okay this slide has info -- is in gov info , and the screen capture on the left side is showing the federal digital system and gov info is lower down. Ashley is having fun playing with her arrow. And one thing you may notice is they have different sizes and gov info is mobile friendly and you can size it depending on the device you are using good luck looking at government information on your phone especially if you're looking at a several hundred page hearing but you can if you wish. Would have a laptop or tablet which might make it easier for you. And I want to mention gov info which is already been mentioned a few times today Joe gave an overview and gov info provides free authenticated online access and the full text with official publication from all three branches of the federal

government. If you think about our history, we are the printer for the U.S. government for all branches, this is our content management system which provides access through all three branches of government which is different from a lot of other resources out there which just focused on the content from their own agencies so that is one thing that sets us apart at gov info. It is our content management system providing free online access to the official publication and it is securely controlling digital content through its lifecycle to insure content integrity and authenticity. It is also a preservation repository with archival system standards guaranteeing long-term access to government content. And is also a advance search engine with modern technology with extensive metadata technology for the most advanced search result and as they mentioned the federal system is still up and running and gov info and FD assist have the exact same info except that gov info has this new interface taking advantage of technologies that have become available and we have got new options and more all here for you and just a few tips it may be helpful to know that there is a separate unit in GPO creating this tool so if you do ask us questions about it, we may wish to route them to the unit called program strategies and technologies. And that just may mean response to your question may take a little bit longer. Just because it is getting routed. And also does not contain everything from the federal government. It is not all on one line yes right. But for example congressional hearings are limited to what communities allow us and authorize us to post and make available. If you would like to get a sense of what is on gov info if you have not used it a lot. One suggestion I have is to browse the list here, and have the idea of major titles and coverage we have up to this point. It is not a comprehensive list of all titles by any means but it is a handy feature. And the date coverage is always subject to change as we digitize more publications. GPO is digitizing publications and including them . We have a library of Congress and the entire register and the bound congressional record. So the dates can change and our first primary goal in here is to go back to Conception for publications we already have on file okay. Another thing about it is it is authenticated content. So every entity is concerned about online content especially government offices so they are worried about the content being hacked and denied to online users which is denying public access or having the content altered without them being aware of it and misleading the public or having someone copy content or copy or alter it in some lineup where it is the authoritative version which is misleading the public. One of the biggest challenges is to secure digital content throughout its cycles of public can access it at any time now or in the future another challenge is to insure content integrity and authenticity the public knows when they are looking at the official and unaltered version. And most government information is not subject to copyright and it can be reprinted and it is available in so many different places so, you want to know what you are looking at has not been altered. So as a preservation repository we tassel this major program by authenticating digital content it is the trusted source for publication and we are the same for electronic publications in the format providing electronic document authenticity, which indicates that it has gone through the authentication process. And the image there is actually an eagle. So, when you click on the authenticity you see the digital signature and verifies the documents integrity and authenticity so how does this work. They use the digital certificate for digital signatures for the documents and when you open up a document in their Adobe acrobat your computer wants to check on the chain of certificates and the certification passed between the certificate and a establish point of trust and three certificate in that is checked and everything matches the document is certified and you will see the blue ribbon. I have actually never seen a bloke and -- broken blue ribbon but we have examples of that on gov info. You can go around the certification checked by going through here for authenticity. GPO is speaking acidification as a trustworthy did you Tori repository and we expect to be the first federal agency to gain the certification for its content management system. Okay, switching over to a totally different resource, the original name was U.S. government for kids. They just shortened it. It is a interactive site with a adorable image of Benjamin Franklin and it covers the working of the U.S. government and history related to it. And they are the printer for all three versions of the government. It is a resource for kids and interested adults on the workings of all of the U.S. government.

It is a popular education resource and it was significantly redesigned in the spring of 2015 with cooperation and work from members of the library program and educators around the country. And it was selected as one of the great website for kids in 2015. We also have a live side card bird cutout of Franklin we use for cutouts and taking pictures at our fall conference and other occasions and at the depository library you can order a small cardboard cutout for your library. Sees me. Okay. Copying something called government booktalk. Excuse me. It is a blog published here with topical information. It was written by staff from varying divisions throughout GPL from the library unit and from other places a lot of folks in the depository library program tell me this is their favorite resource. So if you have not looked at it yet I encourage you to look at it or to sign up for. The goal is to raise the profile of some of the bestsellers and other notable publications from the federal government passed -- past and present and it has other publications in block format providing publications about new publications and it spotlights the amazing variety of government publications and their impact on ourselves and the world. And have fun while doing it and some of the topics are gardening or recreation, really popular topics that folks are always going to be looking for. And you're welcome to link to it and you're welcome to look at the archives and borrow from it whatever works for you again it is a very popular resource. Here is a screenshot from the bookstore from a few weeks ago. Our bookstore is not primarily online and we have a couple of locations here within the GPO building on North capital Street in DC. We have bookstores across the country which closed in 2003. As moral ordering went online. Keep in mind there is a limited amount of materials and they are just basically best-selling books and it is another document you can see, and I wanted to get a screenshot of the GPO website. You may not have a whole lot of reason to go into this but your library users may access the information from the site, coming across in various ways. This is a screenshot of the middle of the page when I captured it a while back. One thing about this is it shows the depository spotlight article we write about it. It is posted on the site for everyone in the world to see. As well as on the FDLP site which is primarily read by librarians or access by librarians. So we want to get the word out to everyone how great your depositories are in the series. And there are six buttons here that we really feature on the homepage for free government information resources. Note there is not a button for the FDLP or the government site because it is oriented to librarians but the public can access it . You can go to the bookstore or what have you and there is a link for a located set in the depository library and someone on the outside or someone from an agency website can click on that depository in the library and go to that public view of our directory to identify depositories nearby and so this is just another opportunity which we ask you to take a look at the links to and see what the public link looks like you know what the general public is seeing and also if you need to update anything you can go into the staff side of the directory and update it. And we will talk more about this. Just another place to keep the directory current, thank you. And last but not least I just wanted to share that GPO is of course on social media and you're welcome to find out for any of these resources, if it is not required in the depository library is it is another source of current information about GPO. Where we highlight activity such as librarians and executive visits to federal deposit libraries and photographs from the visits are usually on the Facebook feed. And as Joe mentioned earlier we have got a YouTube video selection which I highly recommend here. It is one of my favorites. Okay, that was an overview and the other Kathy will come here now.

>> Thank you Kathy, we frequently get confused. So, I am going to talk a little bit about professional development, yes, thank you Ashley, today. As librarians we are all very familiar with the responsibilities and sometimes the requirements of getting professional developers. So we have a few suggestions for you here. Let me switch it over here. I having trouble doing 2 things at once. So professional development a lot of you are probably on the list here. The one that we would recommend is the couple once here, this one has information for the community and it can be very helpful when you're looking for information on specific topics and if you cannot get that answered their you can contact us here at GPO and the other thing here is there are lots of websites we can go to with professional organizations

and specifically go dork which is the government documents Roundtable within the organization and other ones like this special libraries Association but one of the big important ones is developing the relationship between other depository coordinators especially within your state they can provide really great information and support, specifically dealing with requirements from your regional, and library literature. If you are not familiar with the documents to the people it is now a online publication which focuses on a specific government information and then there are conferences and webinars. And I can go into that in a little bit more detail in a moment and then specifically the Academy which is our education program here at GPO. Okay. We have the depository library conference virtual meeting where the Council, excuse me not conference we are all thinking about conference right now and it is on our minds. The Council meets in the spring virtually and the meeting for the Council we talked with GPO and in the interest of parties is open and the sessions are virtual and open to the public in the usually send out an announcement so you can sign up for the virtual meeting. Our biggest event is the depository library conference and this year we have shortened it to the federal depository conference meeting coming up in the Washington DC area in 2 weeks and we highly encourage you if at all possible to attend the conference. This is like I consider it as a coordinator like a private meeting with librarians across the country is a great place to network and learn a lot of information, in fact I met Jamie who is going to be on shortly at the very first conference that I went to and we kind of bounce a lot of things because we are both new depository coordinators at the time. And then there is this. The new depository library Institute and these are all different ways that you can learn more about being in the FDLP and getting ideas and information from other librarians. All right, the FDLP Academy, as they said it started in 2014, our goal with the Academy is to educate the community about government information resources and the community at large we do have some people who attend the webinars who are not necessarily involved with a depository but are interested in government information we also assist federal depositories concerning the communities better and the advance government information literacy and the Academy has been very successful, it is the source for training opportunities and tools and resources and in fiscal year 2017, we presented 117 educational benefits including 11 virtual meetings 88 webinars with more than 5000 people attending and more than 9500 archived views recorded webcasts with more than 1200 views and we hope that the fall depository Council meeting and at the conference safeguarding government information access for all and then we hosted 2017 depository library counsel virtual meetings and the Academy is a multifaceted program of virtual training options for the community. Outreach and support provides webinars on a variety of topics throughout the year recordings of these webinars are accessible from the newly released webinar repository and when I say it is newly released I mean it really is just within the last couple of weeks, you find a archive of webinars we have had over the last year and a half to 2 years and you also find GPO training videos on the new tool with services such as gov info and the exchange. We are always looking for new webinar ideas, if you have a particular area of expertise or you have a project you would like to share, please contact us and we would love to have you present in the FDLP Academy and right now in addition to the new depository Institute going we also have this coordinator program, this is a eight week virtual program for new coordinators or anyone who needs a refresher course on the responsibilities of the FDLP. And right now we are in week 2 or three I believe of the program and it is a very popular program with limited spots for the librarians so be sure to watch the events because the next session would be offered soon. And then finally, GPO offers several training opportunities through conferences throughout the year and as I mentioned the annual conference is held in Arlington Virginia and coming up October which includes the annual depository library cancel meetings with speakers from federal agencies and the communities. And the conference can be attended in person and virtually. And now we are the end of the first session for today. Does anyone have any questions?

>> Feel free to chat them in the bottom left-hand side if you have any, we will take your questions then, we have a couple that have rolled in. I'm going to ask my colleagues to scoot over closer so we can all get closer to the microphone. The first one.

>> I will read this, it came to me privately so I have looked at a. From David he asked a off-topic question regarding the monthly catalog saying that in his reference area he has a reference of those are followed by it and they continue the catalog but it looks like the date overlaps so he is asking if that is correct. Populations -- both publications cannot for that period of time and they do overlap a little bit until the early 1940s but they are separate publications with different original functions and they do not always contain the same entries. I quickly asked one of our specialists here at GPO and she says she recommends keeping both sets if you're looking for publications.

>> May I follow-up? There is a great 15 minute webcast about the history of the monthly catalog in the webinar archive under GPO resources, I am not sure the subject it would be under at this point.

>> Thank you, that is good. We will throw out the link to that in a minute. Also from David. Can they consider reading tangibles because they are committed to making the electronic versions available in the long term he added in accordance to local weighting policies of course and the answer to that is we obviously are going to go over reading practices in more detail here. But the short answer is if you are looking at something and it has been superseded you can leave it at any time and if you're looking at something that is on gov info and you have held it for a couple years you need permission to substitute for the version even though there are some criteria's that have to be applied first and if you've held the material for five years or more and you see here you're going to ask the regional to leave per the normal rule and we are going to go over that in more detail because it probably is the number one question we get around here is how do we get rid of stuff so yes did anything else come in?

>> Yes. We applied for the specific -- certificate program is it worth it to apply in future years?

>> This is Jamie if you have applied for the program and you have not gone in. Sorry about that. We are still at the point where we have more people signing up then slots for participants, we take about 50 participants each time we do and we typically run a couple of these in the year. If you have gotten denied for a cohort I recommend applying again, the way we do our acceptance is the first priority goes to those who have been denied a so you have a higher chance of getting in if you already have been denied. So I would say yes, please apply again.

>> We will give you guys a couple more minutes to let the questions role in.

>> And looks like there are no more questions for this session so we are going to call a early break and be back here at 215. Eastern time thank you.

>> Cunningly from a distance, please keep your webinars up and running so do not close the browser and if you do please just use the same URL to get back into the webinar and it is easier if you keep it right on. Thank you.

>> [The event is on a recess. The session will reconvene at 215 Eastern Standard Time. Captioner on standby] .

>> [Captioners transitioning]

>> [The event is on a recess. The session will reconvene at 2:15 ET. Captioner on standby.]a recess. The session will reconvene at 2:15 ET. Captioner on standby.]

>> Hello everyone and welcome back to session 2. The session will last from 2:15 until 4 PM Eastern time. My name is Jaime Hays and I'm another one of the outreach librarians here at GPO. I have been here about five years. In a previous life, I was a coordinator at the University of North Carolina-Wilmington. I was a professional for the state library of North Carolina, where I opened the boxes. Soon -- to start off with today, we'll talk about document lifecycle at GPO. We'll talk about the LSCM or Library Services and Content Management process. A common misconception is that every federal government publication is available through the FDLP. In reality, it is not. I will talk about the work we do at GPO so you understand why you are receiving what you are getting. LSCM acquisition staff acquired

documents from all three branches of the U.S. government. They'll issue a publication. Acquisition staff looks of the form in sees if it is something that should go through the depository program. GPO staff review publications based on specific guidance to determine whether a document is in the scope of FDLP and should be distributed. If not, if it is not going to be distributed because it is not in scope, they determine if the document is in scope for cataloging as part of the cataloging and indexing program, here at GPO. Some publications may not be distributed through the FDLP. They would still be cataloged here at GPO. Documents determined to be in scope of FDLP, the staff also determines the distribution approach, tangible, electronic, or multiple format.

>> When making decisions on what to order, staff consults with a list of classes. We use list of classes available online. Remember that titles, formats, and item numbers are constantly evolving. As a tip, the records include the title, call number four, and other things at the time of the cataloging. If there has been processing item number changes, the list of classes and cords -- records the current information. GPO recruit -- reviews the item number selection to determine the format in the amount of publication that should be ordered. GPO also uses the essential titles list to determine if something should be distributed in print format. Remember that this list was created by the depository library, who told GPO what titles they absolutely needed in a print format. If GPO sees that the title is only available online, they will try to get the agency to go to print with a. It is still up to the agencies if it will be distributed in a print format or not. GPO will distribute intent -- essential titles intangible format if that format is available from the agency.

>> As you may have read in Title 40 for of the U.S. code, 1902, all government publications are in scope except classify materials, Official Use Only materials, administrative or internal use only materials, those with no public interest or educational value such as posters with minimal educational content or bookmarks. We do not order parts of publications with the exception of the draft environmental impact statement. It is important to note that we do distribute some forms. Text forms and publications that are made available for the public by the IRS are distributed to depository libraries that select them. However, the complete text forms are not distributed as those are internal use administrative documents. This also comes up with census material, blank forms, and summaries. Statistical data are distributive. The actual responses are not distributed.

>> That was a quick overview of how GPO acquires publications for the FDLP. After scope decisions, ordering and starting the cataloging process, the last steps are tangible materials shipped to depository libraries, online publications get PURL using a variety of harvesting methods or tools, and any necessary cataloging is on. To give you some fun facts from about a year ago, in fiscal year 2017, we distributed 4195 titles. We also distributed 921,000, 828 copies -- 921,828 copies. We also had 2,199,110, so quite a lot of information there that was available. With that, I will hand it over to my colleague, Lara Flint.

>> Hello, everybody. I am Lara Flint. You have not heard from you yet today. We are changing of the voices to help keep you awake through all this dense material. I have also been at GPO for about five years. Jaime and I started on the same day. That is another little fun fact. Before coming to GPO, I look - - worked at the University of Maryland. Before that, I was an architectural library and and before that, the historical preservation us. Can you pass me the ball?

>> Yep. My bad.

>> I want to move the slides.

>> That would be helpful, wouldn't it?

>> Let's talk about classification systems and particularly the superintendent of documents classification systems, which is what GPO uses for our cataloging. There is a little Sublet therefore congressional publications. We also issue Library of Congress classification numbers. The image there is a handy poster that we have depository libraries to put it up in your stack so wherever you like, how to locate a government publication. We do use this different classification system. The system, which we think is pretty brilliant, was developed by -- we mentioned her earlier that a library beginning in 1895. She

worked at GPO for two years. She went all around the city, collected thousands and thousands of documents to organize 250,000 documents from basements and field rooms all over D.C., bringing everything together, and developed -- initiated the system, which organizes government publications by agency and department. To organize government publications by subject would be pretty difficult, if not impossible. And a fun tip, she would have been 150 years old this year. That is what we call her debutante photo there, as she is kind of a young lady. There is a book called -- I think she is in the book called picturing the big thought. There is a picture of her later in life in there, too.

>> The superintendent of documents classification system organizes documents first by the issuing agency. We are going to get into a fair amount of detail here. Stick with me. A stands for agriculture, C stands for commerce, S for state the permit, T for treasury, X and Y for Congress, etc. And there is an abbreviation of HS for Homeland Security. Each number after the letter represents a subordinate office within the agency. After the main agencies, the departments are alphabetize. You see examples here on the slide from the Department of Agriculture. A1 is the main agency. The one always means that the main agency issued the publication. After that, we have the alphabetize the pardons. A2, the division of accounts and disbursements, a three, the division of agriculture, a for the Bureau of animal industry. You may have noticed these older sounding names. This example shows the original department. If you look at the current list of classes, you can see that after A1, we go right to A 13, which is the Forest Service. After the first letter and number, there is a period followed by another number. That number represents the publication type or series number. Those are standardized. You have the list there. .1's annual reports. .2's annual publications. .5 is laws. And the list can go on from there. So you combine all this to make this. A1 is the department of agriculture. A 13.2 is the publication from the Forest Service. A 4.4 is the Bureau of animal industries. And so on. After that comes a colon. Everything up to that is a SuDoc stem. The purple box there, we have some more examples. One is for the final edition of the statistical aspect of the United States. And then below that, you see a similar number. The one with the things starting with C, if you see/is Mac or dashes Mac after the publication type, that is is furthering the publication. So that let's you know it is the CD-ROM version or the CD-ROM edition of that same statistical abstract. And then the number continues. After that, you will find years. Years are commonly abbreviated in the past to save space on card catalogs and an early online catalog. Now, we do not have character limits like that. So we will have full years. That is why you will see something like 999, 1799, or 014 2001. If you do not Z -- C a year, you may find a letter. There technically cutters, which are a letter and number abbreviation of a keyword found in the title publication. There are some examples on the slide there for you. Some of these were abbreviations for various topics. If you do not see a year or a cutter, you can most likely see numbers. That could be a technical report or a standard issue number. Again, we have some examples in the purple box there of full SuDocs numbers. The first one there is the 1975 your book of agriculture. The second one is the home and garden bulletin number 38 on how to buy a home selling machine. The next one is the NASA fact sheet on the Mars curiosity. You will find your own favorites. Those are some of Ashley's favorites.

>> GPO assigns the SuDocs call numbers. You notice in your libraries that we do not dictate the older -- order that you have to shelve them in on your shelves. Remember that after the colon, at the end of the SuDocs stems, you might see letters or numbers. Some libraries shelve SuDocs by the number of years. Some go by year, letter, number. You can do it however you like. Most of the time, if you are in a depository library, somebody will already have decided how to do it. You will just follow the procedure that is in place. If you work in a different depository, you may have to read -- we learn the same call system if they do it differently there.

>> One of the neat things about the SuDocs system is that the publications archive themselves over the years. As the federal government evolves, so does the classification system. For example, what is now the Department of Defense was originally W for the war Department from 1789 until 1948. Weekly it was M from 1947 until 1949. Moving forward in time, as new agencies are created and new SuDocs

abbreviations are created, NAS is for NASA, and so on. You can imagine that we all experience some dread when department of homeland security was created in 2002. It followed of several agencies and parts of other agencies and a whole new class system had to be created for the publications coming out of this big, new agency. In the purple box, you can see a tip referring you to a really useful reference book, the U.S. guide of publications. It is named Andrea after the original editor. That is when SuDocs were in use throughout history. It is very handy.

>> All of that said, there are pros and cons to using the SuDocs system. You can use it or you can choose not to use it. You should use the call number system that works best in your own library for your patrons and your staff. Patrons might be confused by SuDocs numbers. It also takes staff time to convert the call numbers to the library Congress -- Library of Congress or do we system. Is up to you if you want to integrate your depository materials with the general collections, if you want to keep it separate, if you want to do a little bit of both. As we always say, you just do what works best in your library circumstances. Now that you have some of that background on GPO call system, I will talk about the category in general. As you can see in this complicated slide here, everything is going towards that center, towards that goal of a national records inventory. We are always working towards a comprehensive index of public documents. That is the dream that we are chasing. We are not there yet. Everybody wants to have that. The green circles represent the daily work we do at GPO. That includes things like the original cataloging that we do for new publications, category -- cataloging of documents that slip through the cracks and did not get catalog for whatever reason where somebody finds it and it is appropriate to FDLP, so we want to get a catalog in into our online catalog. That also includes cataloging partnerships. Some of the other bibliographic projects going on at GPO are in the purple circles. That includes things like our historic transcription's, working with historic shipping lists and transcribing the monthly catalogs, and internal records conversions. You can always find information about whatever cataloging project we have going on in a couple of places. One is the LSCM year in review on the government website. It is very handy as a nice summary of everything that went on that year. Also, there is a partnership page on FDLP.gov that lists all of our current partnerships.

>> I did want to highlight, again, the historic list transcription. That is one of our big projects, something a lot of people have wanted overtime. They want more pre-1976 catalog records and records for historic documents. GPO has a shelf list, a card catalog which you can see in the photo here. We used it up until 1992. The shelf list has over 1 million cards. It has monographs, serials, maps, microfiche, it has everything. It is not complete. There are some gaps and some missing agencies. The oldest publication that we have found so far during this project was published in 1832. It goes pretty far back. The transcription project has been going on for a number of years. What we are doing is taking the information on the card and transcribing it into online catalog records and enhancing the records wherever possible. Some of these records are very brief and some contain a lot of information. We are adding things like subject headings and authority control in some instances. In the beginning of the project, the records were going just into the catalog of government publications. Now they are also in OCLC and on the GPO skit help page. There are number of ways you can get it. We always wonder why is that cabinet painted orange? We do not know if somebody chose it or if it came that way. The urine shelf is a mystery.

>> We'll talk later on or tomorrow about bibliographic record-keeping requirements for depository libraries. That is in the first session tomorrow. This is just plain fun. We want to show you some treasures from the historic shelf list. On the top left there, you have some lovely old handwriting. It has red Typewriter Inc.. We got this card from murder international, Inc. You never know what you might turn up. It glows in the dark. Happily, we are never here at night. So we don't know. The last thing I'm going to mention -- Joe touched on this briefly, but here is a little more information for people interested in cataloging -- since 2013, GPO has been cataloging using restriction access as a standard. It is important for libraries to understand, because it might impact how you develop your collection. Some

of the changes that came along with RDA includes eliminating most transcriptions, -- most abbreviations, especially Latin abbreviations, from catalog records. We do not necessarily understand all of them. The general material designation is replaced by 336, 337, and 338. Those are three different types of type. RDA had a great impact on the use of cataloging authorities, such as appropriate names authorities, which are the authorized names using catalog records to ensure consistency and accuracy. Again, if you are interested in this sort of thing, GPO is on suffer webinars and webcasts because named authorities for the federal government are very tricky. We have somebody here who is very good at them. Webinars are some of our most-watched. Okay. Up next is Kathy Bayer with collection development.

>> Hello, everybody. This is an ambitious presentation. We have a lot of slides for various presentations. I decide to go ahead and leave them in so you have references. If we have I already talked about a particular resource, I will not go into detail. I realize every library is in a different position in terms of collection development. This is going to give you an overview. You can pick up what you need from this. On reasons and related processes, resources associated with collection development, we also touch a bit on what it means to make the decision to go mostly or all-digital. It is your decision and not mandated to you. Also, we will touch a bit on resources for collection management. What this presentation does not address that I urge you to keep in mind are all the resources at your library such as textbooks, databases, and reference resources, and other non-tran05 or FDLP resources that have government information in the. Those are available to you and can help you make a depository collection management decision. In addition, you know what depositories you are located near and if you're part of a consortium. That all contributes to your collection development said that decision-making. Specific to the FDLP, Congress established the program to help fulfill its responsibility to help inform the public about the policies and programs of the U.S. government. Public officials designate depository libraries in order to provide local, no fee public access to the federal government information products with impartial and expert library and systems. Aren't you guys great? All depository libraries sharing this responsibility with the exception of the high state libraries not being required to provide access. The collection focus at depositories then is not only on your primary patron, but also the nine primary patrons or the general public. They may have an interesting government information of any type and coming to your library at any time. Depository libraries to make demonstrable efforts to identify and meet the federal government information needs of their congressional district or local service area. It would have been helpful to have this slide up. Sorry. Meeting the government information needs of your community is paramount. We always suggest or recommend written collections of development policies. That is easier said than done. If you do document your collection development, your colleagues and your successors will think you are awesome. So have that written documentation.

>> Depository libraries must make these demonstrable efforts to identify the government information needs in their community. This is just a partial list of ways you can go about that. You can also -- this can also guide you not only with development, but help you identify areas where staff expertise may be needed, areas needing subject to research guides, etc. These, again, are just some examples. If you're an academic institution, you may get input from faculty, for example.

>> As we mentioned before, the scope of the program is comprised of U.S. government education -- agencies having educational value. Going into what is included in FDLP content, I have one side no. The law right now says that libraries must have and maintain 10,000 books -- that is books -- or have authority from the Council to fit tangible publications that are not depository -- you must have these to earn and retain your status as a depository library. Legislators incorporated this requirement into law to ensure that the depository libraries have sufficient resources to encourage the operation. You want to ask if your library has 10,000 books and I. There is a reason for that. It is in the law and we must fulfill that responsibility. It is obviously a very dated part of the law at this point in time. Some libraries have

gone almost all digital and have no tangible or few tangible resources. This is something that has been removed from the draft legislation that is out there called the library modernization act of 2018. It is still on the books. You will see reference to that at this point. FDLP content, it may be obvious that your depository collection consists of tangible resources in those various tangible formats. You may have acquired federal publications from other sources outside the FDLP. So these are considered not depository and not subject to FDLP rules and regulations. One caveat here. If you think these resources are within the scope of the program and they should be in the the federal -- the federal depository Library program, we consider them lost docs. There is a link on FDLP.gov for this. And then we can catalog those and make them available in the national bibliography. We appreciate everybody's notification of that.

>> Selecting what you need in tangible format is a judicious use of taxpayer money. These resources are funded through the government. And they do remain federal property and are subject to the FDLP rules and regulations. We just said that it is important to be good stewards of these resources and ensure that your library is evaluating whether or not there are certain materials that are not needed and can be deselected if they are not deemed useful. Unless you are an original depository. That is for selective depositories.

>> I wanted to take more time on FDLP content, specifically in relation to online resources. So your library provides access to FDLP content. That is one of our regulations. Ashley will be talking about rules and regulations in a bit. That is one of the first mentions of that today. Obviously, you want to emphasize the content that is most useful to your library patrons. You do that by cataloging or including them on a waveguide. You can provide access to all online content to the catalog of U.S. Government publications or through other online resources. We talk about online formats, in a sense, you are developing an online collection. It is a group of information products that you determine that needs the federal government information needs of your community. We are going to go into how to identify those in a bit. Your publications or selections of the content for publications that are online is part of your library's online collection that you then emphasize through cataloging or unlink guides, etc. So, also part of FDLP content is not a Lib. -- MetaLib. That everything is catalogued at the title level in the bibliographic record. That is why this is also part of FDLP content. As mentioned before, we have a growing number of content partnerships. You can provide access to online partnership content. There are some hybrid partnerships that are both services that also provide access to content. If you have not taken a look at this list, I encourage you to look at it. It is about the FDLP and their partnerships. It is right in front of me. Okay. As Joe mentioned before, we do have an agency subscription database. Currently, the Homeland Security digital library, your library does need to sign up for this to get access to the entire Homeland Security digital library. You can get access to part of this without signing up. We could add more these databases at any time. I have heard some discussion about an agency wishing to discontinue issuing CD-ROMs and providing access to a database. We are working out the details for that. We have more these in the past. We could potentially have more these in the future. It is just another way that we can provide access to library content.

>> We have on FDLP.gov and other places some lists and sources. The one highlighted there is the basic election. Is a list of items that we ask your library to provide access to. I believe Ashley is going to highlight this again as her presentation on the rules and regulations. This is not mean that you need to select these things in tangible format for the current condition or retrospectively. You may have that -- done that, because these are core resources. Things like the U.S. government manual -- coming up with other titles. American tax finders on the list, for example. These are core resources that we ask you to provide access to by cataloging each individual title. You can add the catalog record for the online version these days. This provides a link to the basic collection, etc. On GPO's website, we do have a webpage that shows the basic collection. Which is put out to guides. -- Two guides. You can also get two additional resources about the collection. One includes OCLC numbers for records that were just

updated. The other is just a list of titles and descriptions that you can point to from your webpages for the general public to use. We have said in the past that you can point to the FDLP.gov side. Uses probably knew not -- your users probably do not care about these numbers. We created this other resource for information for the general library user and not for the library and.

>> We do have these other lists. The court collections was created by depository community volunteers in the 1990s. It is still out there. It is dated. It has not been kept up to date. It does have some core resources and it. If you're curious, you can take a look at it. It is divided up into three lists for small and medium libraries. The essential titles list, another list that we are using for collection development purposes, it has many of the basic collection titles on it. It is longer. The idea is that this is a list that GPO uses. These are not essential titles that you must select, but that GPO is committed to providing access to in tangible format if the issuing agency continues to publish the title. We have had a few titles cease and be removed from the list. It is a challenge keeping up with some of these agency changes. Again, we have suspension databases. The CGP with a new titles list, you can use those for collection development purposes. GPO's MetaLib. We have a FDLP archive and it describes on FDLP.gov. The web archives is composed -- comprise of selective U.S. government websites that have been harvested and archived in their entirety by GPO in order to create working snapshots of the website at various points in time. Some of the resources happen catalog so you can find those with the subset within the CGP or restore as included in your search results. GPO harvests and archives the websites. You can link from the description of this archive to the entire archive. And then mention again, there is another collection and source from GPO. Sick here is a slide about the FDLP basic collection. The snapshot behind it is one of the new guides. The right column there is OCLC numbers. This was a lot of work for our GPO catalog colleagues, with these long-standing publications. It is greatly appreciated that they did that. If you have these titles, 21 titles in your catalog, it might be worth reviewing them and updating them as useful.

>> We talked about content in the FDLP in that you want to select information that is important to your user community or provide access to it. Almost everybody is at a depository where you inherited a collection. You inherited it from a depository that has been in place for a period of time. Some of you may be from very new depositories. Take a look at your current practice. Can you change it in any way? If you are in a position where you are being told to change it, too, you may be told that you are losing some space to house tangible collections. Not only would you need to weed, which we will talk about tomorrow, but you may want to select more tangible publications. You're not getting as many in the door that you have to process and shelve. Identifying publications for collection without cataloging, you can review collection lists. You can get metrics about usage. You can get patron input. There are all different kinds of non-GPO resources out there that can help you identify court cup -- court publications in each area. -- core Publications. Some people may prefer tangible publications. There are a few exceptions where law libraries may only select a few titles in the FDLP. Everything else, you can select them in the available format.

>> I'm going to talk about using FDLP item numbers and whether or not it is worth identifying those for online resources. Regional depositories must select at least one format of all tangible formats. In some cases, publications are available in both print and microfiche. Regional depositories are only required to select one of those. Some regional depositories select both. It is up to them. Some regionals have historically not selected resources from the trademark office. If materials were received to the PTO, they are depository materials. They are federal depository materials. Libraries only wanted to get one copy and they were getting it from PTO.

>> We are switching gears and really getting in to the nuts and bolts. We are getting into the process as it has been long-standing in the FDLP. This process originated in the time period where everything was in print or tangible format. It is a selection based on the item number system. This is the nuts and bolts of the process. Let me go forward one.

>> I will show you an example of item numbers and a few slides. I wanted to mention that, in most cases, there are separate item numbers for each format. You can actually, if you are looking at a particular title, and you want to select it in print, you select that one item number. If you want to identify a particular title and select the online only format, which has the EL designation, you can do that. There is somewhere you can. We do not know what the issuing agency is going to put out. We mention your item number profile, your item number selection profile, that is a list of item numbers your library has selected. Unfortunately, GPO does not have a record of selections made historically. We have encouraged people at libraries to keep those records of changes. I say that a question came in. What does that stand for? It is electronic. I do not know if we are actually using that at any point in time. It is different from CD or DVD. We may not know what electronic format something may be coming out in. EL stands for online only. Sometimes, we mention online publications, we say that.

>> The resources that are involved in your selection profile are these three right here. They are all in the collections tools tab on FDLP.gov. There are instructions for them on that site under requirements and guides, guidance, and then instructions. The link to the tool is in one place. The instructions for them are in another place. To manage your library selection profile, select resources. You need to use these three tools. Once you have used item list to look up your current library selections and review potential item numbers and the list of classes, you can list depository selection management system to add or remove item numbers from the actual selection profile. Let me go into more detail. The list of classes is the official list of publications available for selection. It used to be regularly published in print. We do not know when -- if it will be coming out in print at this point in time again. Is also available online. It specifies four designations associated with each format number. If you going to the list of classes under collection tools or the inspections, you will link to several different versions of the list of classes. You get the PDF. That is here. And then you can do a find within this PDF. This is just an example. Some information from the Federal Register office or the office of Federal Register, OFR, there is the classifications them. Sometimes this great title or collection of titles just said -- such as general publications. The item numbers right after that in parentheses. There are also datafiles for the list of classes that you may find it very helpful to use. I will give you a hint about one that Ashley created. It is coming up. It has its own slide to highlight it. This is the resource of what is available to select in the FDLP. Obviously, the PDF is dated , as a came out in October 2015. These datafiles are all regularly updated.

>> If you want to see what your library is selecting, one way to go about it is to go into the depository selection information management system, where you do have to login with your library number. It is case-sensitive for the internal pastor. You can add and drop item numbers from your profile at any time. Drop item numbers take effect immediately. Added item numbers for tangible materials go into a shopping cart. It is called a basket in the system, I believe. That is because we budget here for tangible distribution based on our fiscal year. If you are to add an item number today for something intangible format, we would not add it until October 1, 2019, which is the beginning of the next fiscal year. If you accidentally drop something that you did not mean to drop and it is in tangible format, let us know immediately. We will add it right back. If you add item numbers for online only format, EO designation, those take effect immediately. This is just a screenshot of when you log into the site, you can look at your current selection profile. You can also choose to look at all items available for selections. When you login, you get those two options. You can look at your profile or look at everything. And then you can look at everything and choose the item numbers that you wish to actually add to your selection.

>> The item list are is another resource that shows you what is -- what your library is currently selecting through the FDLP. This data is actually pulled -- I see there are some questions. Is very helpful to have a list of your item numbers already in hand. That is especially as you're looking at your current selection profile in DSIMS. I hid a very helpful resource for that at the very end of this presentation. They may be looking at these items or numbers going, oh my gosh, I have a lot of work looking at these item numbers

and having to compare them to the list of classes. There are ways that you can actually make that match through documents data minor two. -- Data minor two. You can compare the item numbers. There are ways to make this process more meaningful, having the item numbers and the list of classes information available together.

>>having the item numbers and the list of classes information available together.

>> Okay. I'm just taking a break for a sip of water. Excuse me. Specifically for online publications, those listed with the format code of EL and the list of classes, it is simply an online publication that is an online format. It could be any of the things listed here. Often, it is just a PDF. It could be an entry point to a portal or a website or database. We get a lot of questions about whether or not to use item numbers and how to use them to identify online publications, so I will go into a little bit more detail there. There are some libraries right now that have no item numbers at all on their profiles. That is okay when they are selecting depository libraries. There is no requirement right now to select any particular item number. Some libraries have joined the FDLP and provide access to content through webpages and selected cataloging titles that are useful to library users. A lot of libraries inherited item selection profiles that have item numbers on there that are associated with EL. My recommendation is to keep those on their. GPO makes great tools that can be helpful. The use those item numbers. If you have an item number selection profile that has a lot of item numbers on there for things that are EL, you can review those. It gives you some sense of the collection development performed by predecessors. Many libraries have these item numbers on their profile because they are getting catalog records from a vendor in the catalog records are matched up with the item selections made by the library. It could be customized a little bit. That is a reason for many libraries to have the item numbers in their profiles. You can facilitate use of various collection tools. I mentioned documents data minor two. You can go into the catalog review of publications and search by item number two find related publications to that item number. They are useful for a management standpoint. It used to be more common, but sometimes agencies decide to switch formats without any warning. We do not know when an agency is going to publish until they do. If a publication is extremely important to your collection and you are still selecting resources intangible format, you can select an item number that is currently associated with an online format. You will not be mapped to a new item number four a tangible format. That may help you identify those other resources. When a publication is new in the FDLP, we create a new item number and we look at related publications and Nappe the publication or map the selection to that other item number. I am thinking that, if your library selected something from -- on a particular topic and there is a very new publication, we will send out the new publication to you in tangible format. We will not send out tangible formats to libraries that are selecting online formats. They have decided they -- we will not Nappe a new item number two an item number that is just online only. We note some items do not want the tangible format. I went into a lot of detail on that. I probably talked my way around a circle there.

>> There are some considerations in selecting or using item numbers or maintaining them on your profile. These online publications are out there in the FDLP. You can catalog them, provide access to them, use the catalogs to point to them. We are actually not sending you anything in physical format for your library to put on a local server. These are things that you point to. You are in a sense creating your online collections through a collection developments decision about what is useful to your library.

>> Some libraries review new electronic titles list. That is one of the titles list in the CGP. You can identify publications from different time periods. You can browse the list or select refine to narrate -- narrow your search. Some libraries do this to identifying relevant publications and then catalog them. Two at the bottom of this page -- at the bottom of this page, there are also profiles if you need to do that.

>> In the new electronic titles, there are PURLs you can copy. You can copy up to 20 records at no cost to your library. They can be put in various email formats. You can also access the records through Z 39.50. You can input records at no cost.

>> Here is an introduction to documents data minor two. Visually here on the screen, a lot of libraries use documents data minor, which is a non-GPO resource that uses official GPO data in our wonderful -- and our wonderful colleagues created it to use in ways that GPO resources could not. You can locate online publications. You can go into the catalog module of this resource, plug in your depository library number, and it looks for catalog records that are associated with your depository item number selections. It is important to have an up-to-date selection list in this case. Just a helpful hint year, do limit by day. The catalog is huge. You do not want your search to timeout. Some will go in once a month or every few months and identify publications to bring into their local catalog. Documents data minor two started in 1997. You can go that far back in time. This is a screenshot of a results page. You can look at your individual results. You can also go to the tools option which is in very tiny fonts at this point in time and click on a link that allows you to download the whole thing into a spreadsheet.

>> Many selected depositories have been reviewing their tangible selections and their item numbers that are associated with the online format and have been siding to make a conscious decision to go even more digital. That could be 100% digital for current receipts or just mostly digital. So we have a section here that just goes over this very briefly. As a library transitioning, you are still a depository library. Is open for folks to walk into the building so that folks can ask reference questions and work with the public services staff and use the public access computers as needed. This can be an excellent model for libraries with a limited budget and other limited resources. Of course, it makes the most sense for library users preferring online publications. But as -- if you are making a selection development decision, and you think online developments are more useful for your depository, is a more important to think about the visibility of your online curated collection. So how you can identify that for users through identifying catalog records or adding links to subject guides, etc. And through promotion, of course.

>> If you are looking at switching or deselecting item numbers associated with tangible formats and selecting item numbers associated with online only formats, here is a tip. Use Ashley's super modified list of classes, which has been updated every two weeks. One thing that I found that folks find helpful with this is they can look at this list and see when a publication is available in more than one format. It is really easy to use this way. It is the most up to date list for this, updated every two weeks. There is an example at the bottom. If your library is selecting agricultural statistics right now and getting it in tangible format, you can see from the list really easily, the modified list of classes, that it is associated with both. It is associated with print and online. You can drop course -- drop or deselect the print. At the same time, you can add the item number for the online only format. You can add that to your selection profile. If you are using item numbers to manage your collection development and identification of online resources, you can do that. Just a note that most libraries still have a tangible selection of some kind. There are regulations that cover specific facilities and the maintenance of the collection. There also related rules and regulations related to public access. That is in the public services section. There is lots of guidance and instruction articles online. If you are listed here. The facilities and collection maintenance article talks about the different formats and also gets into insurance. It gets into insurance of the depository collection. You do not have to keep duplicate copies. Only one copy is deemed to be depository. We also have an article about moving your collection. If you're planning a move, we would like to be notified ahead of time. The tangible resources are federal property. We need to be notified where they are being made available. They must be available for free public access. They cannot be put into storage and made inaccessible for two years during a library remodel. There is something called recall. It is very rare. Sometimes, an agency decides there is information out there that they should remove from the FDLP. We have very specific documents and directives on this. We do need written information from the issuing agency. We will ask you to either destroy or return the material. I think I

am missing one option. We take this very seriously. When something has been made available in the depository library program, we go through a very specific process to make sure that it is a very legitimate request. If you have been a depositor for a while, you may have seen the last message that we put out about this. There were some Department of Defense publications in the 1950s that included Social Security numbers as identification numbers for military personnel. Some of those have been included in the recall process. They have been removed from the FDLP.

>> We will talk about weeding much more. That is what I mentioned earlier, I believe. We get so many questions about weeding. The next slide does mention selective housing agreements. It is something that really is specific to the FDLP. I wanted to point it out. If you find -- I wanted to point it out. If you find that you are in an academic REIT -- library in town and certain resources might be used more frequently at a public library, you can work out an agreement to house them there. That library does become subject to the rules and regulations of the FDLP. If it works out, it enhances access. It can be used, too, if you have a space crunch.

>> We have come up with a few resources here that can help with management. This is one of them. It is the online version of something that used to come out on yellow paper that was sent out to the boxes in years past. You may see some of these things sitting around your library. The paper version was called administrative nontechnical supplement. This is an online database version of it. It was changed to bibliographic records. It happened after boxes are shipped. It also includes information about new item numbers created by GPO. You can search for those. It lets you know when an agency has informed GPO that they will seize a title or skip an issue of something. It is information that we have learned and have confirmed about publications in the FDLP. Sometimes, there is a superintendent document of change that will appear. The categories are cataloging and classification changes, updates to the list of classes, which includes item numbers, and what happened to certain publications. That is another section.

>> I wanted to point out another resource that I started using more more. My colleagues, in working with acquisitions of our materials, they said they check it first these days. They check it for information. If you're looking to identify information about serial numbers, you can go into the catalog of U.S. Government publications and look at our holdings records. GPO does not have a library selection. We are not barcoding and linking to any physical resources. We are, however, identifying specific volumes or pieces of publications for our national bibliography. There is an example from the U.S. statutes at large, so this could potentially help you find specific information about a piece in your collection. I used it to make sure I confirm that I have the exact numbers or look up the shipping list that was used for something. It is continuously being used more more as a reference resource to identify this information.

>> One of the last slides, but certainly not least. In fact, we should all raise our hands. Documents Data Miner 2 is a really helpful resource. If you have not used it or look at it before, please take a look at it. We mentioned earlier, it uses official GPO data. It is organized into making it an invaluable thing to do what GPO systems do not use at this point in time. You can plug in your depository library number in the sections and come up with tailored information. You can tailor shipping list for your depository library number. Right now, we send out shipping list that list everything in the box. And then you have to figure out which of those resources you should have gotten based on your item number selection profile. This can serve as an aid in your workflow, if it helps you, to tailor shipping list to look for the things that should be coming based on your item selection profile. You can go into the catalog and plug-in your depository library number and identify records consistent with your current item number selections and your profile. This is a resource now run by volunteers. They are updating it on average about once a month. Do take a look at the last updated date at the bottom. If you are in the middle of making a lots of item number changes over a period of time, this may or may not be helpful to you to identify your current item selections. This could be a month behind what you are doing. Otherwise, this is probably one of the most accessed tools that we have available to do it with the FDLP. It can easily show you your item selections and a list of classes information when you going to the depository selection. If you have

not looked at this resource, start at that section. It will give you a sense of things you can do. You can just pull down item selections for print format. If you want to focus on the selection because you need to reduce your collection footprint, for example, you can do a whole bunch of things with this resource. >> I have a few more slides. We have a pro usage reporting tool. This version was launched in January 2016. You do have to sign up for. You can check in for that, if you are not sure if you want to sign in Fort or not. Statistics are compiled on a daily basis and aggregated into monthly statistics. You can see the usage of identified information from your library, from your library's catalog if you're using a local catalog, or from your webpages. You can see the patterns that you have set up. If you're using a commercial catalog, it is not going to work. If you want to identify specific information to your library, it is not going to work for that.

>> One last slide here. Just a few thoughts. There is information and an article that talks about collection development and a guidance section. You see instructions for tools are under requirements and guidance in the instructions. If you are in a position where you are adding or deselecting item numbers from your item selection profile, evidently check out the handy quick start guide on the DSIMS instruction page. I mentioned that because it is a little hard to see. It is currently right above the yellow highlight box. My eye misses it when I scan the page sometimes. I just want to point out that there is this would start guide, four pages long. It will give you screenshots of the process to add or drop item numbers. Last but not least, going beyond FDLP resources, if you are new to U.S. government publication or information resource collection development, I think it is worth gaining access to some textbooks. There is a list of them in one of our LibGuides. If I'm missing any textbooks from our list, please let me know. When I was a new documents librarian, I had textbooks handy all the time. To help answer reference questions, if there was something I was not sure of, I could see if there was content that my library perhaps was missing that I need to refer somebody to another library. It really helps with collection developments and gives you a sense of resources that are out there. And then, it is a matter of keeping current with that information on what is new online. So I am out of time. I encourage you to contact us if you have questions about your individual situation. You can certainly chat with other librarians. When I was a new coordinator, one of the things that was most helpful to me was to visit -- to visit other depository libraries not only to get referrals, but to get some ideas on collection development. We are always here to you to offer assistance. It often works best for us to work with you one-on-one so we can hear what is going on in your unique situation and then provide tips and guidance. Thank you very much.

>> Hello everyone, it is me again. This is Ashley. I'm going to round out the end of day one, I believe, with a quick overview of the rules of the program. We have alluded to some of this stuff throughout. You have heard us refer to legal requirements and program regulations. We'll go over what those resources are really quickly.

>> Here we see a super interesting screenshot of title 44. Sorry about that. My mouse missed a little arrow. This is a super interesting screenshot of title 44 of the U.S. code. If anybody has any ways of making the image look more interesting, we are all ears. It is really hard to make the law look cool. In this law, you will find the laws that govern the U.S. depository library program. They are in chapter 19, sections 1901 through 1916 of title 44. Under title 44 of the U.S. code, specifically chapter 19-09, the superintendent of documents is charged to uphold the U.S. depository library program laws. Those duties include but are not limited to the requirement to investigate depository library conditions, ascertain whether a library is complying, make recommendations, and, if necessary, to remove a noncompliant library from the depository library program. 10:44, chapter 19, it is a riveting four pages long. Its last major update was in 1962 with a 1962 depository library act that we have mentioned a couple of times today. That is where the regional selective system was created and libraries were finally allowed to leave. There is been a while since any subsequent changes to title 44. Clearly, what we need is more than just four pages in order to govern. In order to implement those four pages of law, we have

other documents that have been issued over the years which you may have heard us mention. To recap them, we had the instructions for depository libraries, with several revisions. They covered the official rules and regulations of the FDLP and it was issued by GPO. In 1985, we issued that a federal depository library manual, or sometimes called the FDL manual. It had some supplements issued over the years. This manual is a guide to carry out the operations. It was actually written by a committee of depository library ends, as well as staff. It had suggestions and recommendations for how to manage her depository operations. The guidelines for the FDLP, which were initially adopted by the depository library Council in 1977, later became an appendix to the manual. That had state programs performance goals and minimum standards for depository libraries and for GPO. It was written by the depository library Council and the public printer, which we now refer to the public printer as the director of GPO. It was also written with the input from the entire FDLP community.

>> In 2007, the library community collectively wrote the depository library handbook. What was attempting to do is to combine both the rules of the program, as well as the guidance for those rules. It was also supposed to roll together all of the updated policy information that have been coming out over the 1990s and so on. We had a lot of things with the FDLP with the advent of the Internet. We learned a lesson. The community got confused about what we can legal the require and what was recommended and what was nearly guidance. -- Nearly guidance. -- Merely guidance.

>> [No audio]

>> The rules are but very brief. Is not a long document at all. If you want details about implementing the rules of the program or if you want recommendations or if you have questions and you need clarifications or if you need to see examples of what we are talking about with these rules, you have to consult guidance. And guidance is actually found online. It is found online on FDLP.gov. There is a whole blue tab that you can see here. The blue tab is requirements and guidance. Guidance is where you're going to find that additional information about the rules and how to go about implementing them. Because this guidance was online, it makes it easier for us to at eight it. It is a win-win for everybody. We can keep this more up-to-date that way. To that end, our unit is always in the process of updating, rewriting, and creating new guidance articles. It seems like it never, ever ends. In fact, Jaime here is responsible for locking us in a room for two hour meetings. I don't remember, was that weekly meetings for a while there? It was a really long process.

>> We needed to update everything. That is what it takes to get it done.

>> We do update our guidance. We do send updates to the newsletter. Hopefully, you are not surprised by anything you see online. As a participant in the depository program, libraries make a legal commitment to meet a number of responsibilities, which are outlined. These include retaining documents according to minimum retention requirements and following procedures. We want to provide public access to patrons in the general public. We promote the depository collection and maintain visibility of depository status and its resources, meeting depository requirements. We communicate with GPO about conditions and service and respond to requests for information and communication from GPO. We communicate with the regional depositories as needed, especially on meeting matters any disruptions of depository services. We define that provide depository services to the public, including maintaining staff to maintain knowledge of the collection. We follow instructions of the GPO when removing items. When you are leaving, you need to follow all withdrawal requirements. I apologize for that long list I just read off their.

>> I will change gears here. I am changing gears rather abruptly. I apologize for that. Just for your awareness, if you have it in your head, be aware that GPO maintains what we call official files in all of our federal depositories in the program. In these files, you can see Lara here is one of the filing cabinets open. The paperwork is going to include designation paperwork and, in some cases, drop paperwork if they are no longer in the program. It will include some of your more recent surveys, correspondence that you may have had with GPO in the past, selective housing agreements, memorandums of

understanding, pass assessments or inspection PaperWorks -- paperwork. Some people might actually be interested as we process these files for digitization, because -- we have been having fun to spot the famous senator name. I think somebody found Nixon. We found Obama, his signature on some designation paperwork. That keeps it interesting. These files, they are very important for conducting the remote review of libraries, as well as for looking at past issues when we respond to public access complaints or issues. If you need documents from your official file, you can request copies of reports of correspondence by email. You can email us. Like I just mentioned, we are in the process of digitizing these files right now. We would ask that if you can hold off on asking for your entire file to be handed over, we are in a state of flux right now.

>> One of the requirements that you will find is the requirement regarding the News & Advance email service. We do require that at least one person at each depository be signed up to receive these notices. One is the minimum. Of course, you can have multiple people sign up at your library if you want to. The reason behind this requirement is that the FDLP news and events is the one and only official communication channel for communicating with you in depository libraries. This is where you're going to see important announcements that we need to make sure that at least one person in every library sees. You can sign up for the service at FDLP.gov by clicking on the envelope icon or in the RSS feed at the bar on the top of the page. You can see that in the picture here in purple.

>> The next two resources I'm going to talk about our primary -- are primarily used. This list all the depository libraries by the library types, size, designation status, and contact information. It has depository staff logins. If you want to see a login view of this, you can. As a depository library, you can do that. When you login, you can see email addresses. You can also edit your library's directory entry. GPO links to the directory. It is also linked to GPO's website. It is also govinfo, as well, to help researchers locate depository libraries. All federal depository libraries must have current information in the directory to facilitate contact by GPO, by other libraries, and by the public. When your depository coordinator position is vacant, we would ask that you provide us with an interim or temporary point of contact and the coordinator name, phone number, and email address. There are two views of the directory available. There is that public view, where you can basically see a list of all the depositories by state, by territory using a map. You can also use keywords or advanced search options. You can export information. The email address and some other information is hidden from the public. If you do login, some of the other advantages that you can see is the password. If you're looking to copy catalogs in bulk from GPO catalog, you can use the CGP, the directory. You can update your library notes field, things like that. There are a few fields in the directory that you're not going to be able to modify. If you believe that something that we have coded your library as is inaccurate or if there is updated content in the fields that you are unable to edit, please let us know and we will get those fields updated for you. If you have a need to get instructions for logging into the directory, you just login to the directory and select help in the left-hand menu.

>> The second resource that we are going to talk about today is used by depository libraries. That is the basic collection. Kathy has talked a little bit about that. It is another program requirement to provide public access to the FDLP basic collection. Again, that is a list of resources that support the public's right to know about the workings and essential activities of the federal government. We are in the process of -- it has become a continuous process of updating this list. A lot of resources have recently changed. We did recently publish these two LibGuides, though, as Kathy mentioned earlier. All the titles on this list are available in an online format. Many are still available in print if you like. To be minimally compliant with the access requirement, though, you can link to the list of titles as you find them on FDLP.gov. You can link to either of the two LibGuides that you see listed here. You can catalog the resources that are on the list, or you can just do a mix of what I just talked about. There are a few other collection lists that we provide depository libraries. Again, they are available on FDLP.gov under requirements and guidance and in collections and databases. One tip, though, is to not confuse the basic collection with those other

lists. We get a lot of people who are confused about the essential titles for public use and paper or other tangible format list. We caught the essential titles list for sure. That was a list of resources that community requested that GPO continued to distribute in paper. We plan to continue to disseminate those titles in a tangible format as long as they are available in print or a tangible format to libraries participating in the FDLP. You see the selection of titles on those other lists. That is not a requirement. Do not worry about selecting titles on that list. It is just a good list because the community thought there was a reason for titles to be on that list. Maybe those are titles that you can take a look at for your selection.

>> Is definitely coming up on the end of the day. I apologize. I was not quite reading my talking points the way I should have been. I apologize for stumbling through some of that. Let's go over some of the questions that have come in and feel free to chat out your questions, as well. I did get one question during break time. It was related to -- the question is, when did the Library of Congress digitize the bound Congressional Record? This new surprise some of my colleagues. I am not sure exactly when the scanning was done. I do know that it was released online decade by decade, beginning in 2016. The reason that it was released in decade increments is because GPO staff, the contactors actually, added the metadata to the digitized content. They did that decade by decade. The last batches of files went online in January 2018. I hope that answers your question. From Daisy, who was asking about the list of classes, she says the list of classes gives you current items that become available through the online only format. If I understand correctly, but I think you are asking is, you can see a list of all the online only titles that are available. The easiest way that I can think to answer the question is basically to rephrase it. The list of classes is going to cover the series that are available for your library to profile from. The profile by item number is essentially a series. That is what you are profiling for. For example, you will see in the list of the classes flip logs. You will see the paper version, that electronic version, and the microfiche version. You can profile for one of those formats. If you actually want to see the logs they're being published, you will have to look at shipping lists for tangible formats or you will have to look at what is being catalogued if you want to see the actual logs as they are being catalogs. The list of classes is going to give you the title or the series. The actual, individual things that are being published, you will have to look somewhere else to see the kind of things that are being released under it.

>> Following up on that, I did not mention that there are a lot of item numbers in the list of classes that have not been used for a long time. The list of classes includes in many cases discrete publication titles. Or there may be an item number associated with something called general publications or handbook, manuals, and guides. We do not know when an agency is going to publish a monograph about something. A list of classes can be a guide to identify discrete titles. In many cases, it is not. It reflects agency publication at least at one point in time. We created a new item number when an agency created something. In the past, it was in a tangible format. In most cases now, we provide -- we distribute or make these things available in online only format. You are not getting a digital file. You're getting notification of these things. For you to identify the individual title for something that is online only, you have to use that item number to go search and see if there have been publications put out that are associated with that item number or sign up for a service through a vendor that gets you the associated catalog records. That might be an additional part of that answer. Also, don't be surprised if you look at your items list and profile and most of the item numbers have not been used for a period of time. If we are reviewing a list of classes, it is a constant work.

>> There is a lot of ongoing stuff.

>> The government's big.

>> Yeah, the government's big. We have another question from David. Do you need a selective housing agreement if you move tangibles to an off-site vendor where you have a contract that conforms to [Inaudible]? You do not need a select housing agreement. If that facility is under somebody else's control, you will need an agreement with us. Otherwise, no.

>> I have a question that came into me. This is in regards to Kathy, your section. Can you repeat the thing about becoming an online only depository and how that has to, with congressional oversight?

>> Oh gosh, I don't remember the reference there. Depository libraries can choose to deselect tangible publications. The question might be, and that question of development decisions is completely available -- up to you and your resources. If you have no space, you obviously do not want to select them. You have no place to put them. The question might be related to a comment that, in the past, the used to be a requirement that libraries require tangible publications. There was a change of our roles in 2014 that said that libraries do not have to select any item numbers. So libraries can actually join the FDLP as 100% digital or choose to select tangible associated item numbers and go 100% digital. If I am completely off base, please let me know. I am not quite sure the reference there.

>> Okay. To continue on with questions, these are questions I am reading for the first time. From Cindy, why can't I locate some records for documents and OCLC when I'm trying to copy catalogs using dock numbers? Is there another way to search this through the data minor using the title or the document?

>> If you're looking at a serial within the serial set, there are some serial titles in the serial set. If you are searching by SuDoc number, you will not find the serial number record. Yes, DDM2 is going to tell you that that particular thing was issued. I do not know if it is going to link to the MARC records, which would have the OCLC number in there. I am not too familiar with that. I could be wrong and making a wrong assumption about that particular example that you gave. There are serial titles within the serial set.

>> Josh asked, is there any way to refer broken or misbehaving links? I like the misbehaving. That is a new one. I may have to reuse that one. Yes, there is. If you go in, you can just report the PURL -- I am being directed by Jaime to go live. I am going live. Bear with me. I am on a different laptop from what I am used to.

>> All my bookmarks are gone.

>> The easiest way I know is to go to --

>> FDLP.gov has a new list. That is what I use it now to find a link. Instead of just a link in the top right, it is a beautiful list of -- by subject.

>> I learned something new today. I am sure I was told about this and then I promptly forgot. Yes. Just go here.

>> There it is, Federal Depository Library Program.

>> Reporting broken PURLs .

>> From Chris, if libraries are signed up to a particular item number, will they receive everything in that particular item number? The answer is yes. If you are profiled for the item number, you get it all. There is no way we can split out and say, give me everything in this particular item number. It does not work like that, unfortunately. From Cindy, why are there item numbers listed on shipping lists that we do not subscribe to? You're looking at a legacy workflow. We are not Amazon, unfortunately. We do not have a warehouse with robots all over the place that can create custom packing shipping lists like we are all used to at home. What you are seeing is essentially what a regional would get. We distribute material by shipping lists. We communicate with our distribution facility, they tell us the shipping list is being thrown this week. They mean that the content from the shipping list is going to be put in the boxes that week. Whether you profile for it or not is, it does not impact whether or not you see the shipping list. And I making sense?

>> If I were still at a depository, I will go into Documents Data Miner 2 and plug in my depository library number in the shipping list section and create a detailed shipping list. Documents Data Miner 2 came out after I left the library.

>> Lar, there is also a slight argument to be made -- Lara , there is also a slight argument to be made for understanding what else you might want to select him a are not looking to select a lot more. If you see

everything that is going out to everybody and you see, I am not getting that but I would be interested. You have that item number. You will not get that publication, but you can get other ones like it.

>> Obviously I started screen sharing this Documents Data Miner 2. You click on shipping lists. Let's a your library number is 110.

>> Just leave it at that. I'm going to put in 2018 so you can see something. What this is, they know everything that we shipped out going back to 1997. They know what this library is currently profiled for. I have asked for shipping list from fiscal year 2018. They are just filtering the shipping list based on what that library is currently profiled for. If I click on this shipping list here for this microfiche, if I click on the PDF up here, my guess is there is more than four pieces of microfiche that were shipped out on the shipping list. These are the only four that this particular library is currently profiled for. Again, you have to keep an eye on when they last updated their files. You can also see the number of the items or the pieces that were on that shipping list that the library is profiled for. I am scrolling down. Sorry, sorry, sorry. I want to show you that the last time they updated their files is September 18.

>> I don't see that.

>> You don't see that?

>> We have a bit of a lag issue.

>> There he goes.

>> Yeah, there is a little bit of a lag issue sometimes on screen sharing. Sorry about that. I will stop sharing.

>> From Sean, is there any status or timeline for the transcription? Who is doing the catalog? I believe they actually stopped, didn't they?

>> I don't remember if they stopped. I know they are really close if they did not.

>> I know there will be an update at the depository library Council meeting next week. There's going to be an update on that. Stay tuned for that. I am not aware of the particular details. I believe the transcription has been on. I am not sure about the lead up or what the status is.

>> We are putting those into OCLC. I do not know the status of that.

>> We are slowly chipping away at the national bibliography. We are just approaching it from many different directions.

>> From James, I think this have been addressed in part. What is the best way to find items published regularly in print, such as defense publishing monographs pretty regularly. The Smithsonian does not. I am looking for books to promote. James, if you're looking for the content that is coming out heavily or what I call heavy hitters, you can look at shipping lists. On Documents Data Miner 2, if you do not put in your library number and just leave that out, look at the shipping lists for a given year or a month or whatever, you can export that list into XL and be able to see what is actively being produced. If you want to do the same thing for the electronic equivalent, it is a little bit trickier. GPO will catalog with the serial number. We do not catalog it three times a month, because something new has been issued under that serial number. We catalog it once, but we do not have any need to go in and continuously re-catalog it. It is trickier to identify the electronic version. into Excel and be able to see

>>> We have a little bit more time. We have two more minutes. Sorry, I have to jump off and go to my other laptop to push out a link really quickly. While you're chatting in your final questions, Jaime, do you want to go over what we will cover tomorrow?

>> Tomorrow, yes. Ashley is going to be pushing out a link to you guys, a satisfaction survey. We would appreciate it if you fill that out. It helps us with programming at GPO. Tomorrow is going to be day two of the New Depository Librarian's Institute. We will start again at noon. Some of the things will cover in our first session between noon and 1:45 PM Eastern, promotion, box processing, videographic control. That will be in the first section. The section section, between 2:15 and 4 PM Eastern time tomorrow, we'll cover reading your collections, library visits, GPO on the Go, Ryan Neill survey of depository

libraries, disasters and renovation situations, and then lastly contacting GPO for help and FDLP networking.

>> We have a question. As a selective library, he does not understand how the new title list works with the profiles. Should he reviewed the new title list, find interesting titles, and updated? There are a lot of actual discipline -- actual different issues there. The new title is everything we find that is new to us. It does not actually tie into your profile at all. You can review the new titles. If you do see something of interest, by all means, you can profile for the associated item number. If it is digital, online only item number, that will automatically go into effect on your selection profile. Whether you copy the catalog or you work with a vendor or however you get your electronic catalog -- sorry, electronic format catalog to dictate when the content search start trickling into your catalog.

>> It will not get you the -- if you see something in the new titles list and if it is a print book that you wanted, if you had the item number to your profile after you see it, you will not get that book.

>> Lora's comment is spot on. -- Lora's comment is spot on. If you see something in that list that you are not currently profiled for, tangible item numbers go into effect on your selection profile. If you see something that is of interest to you and it is tangible, you can put it in your selection cart. It can go into effect on October 1. You do miss the boat for acquiring that content at least for free through the FDLP. There is a good chance it might be available for sale through the GPO bookstore.

>> You can also put it on your needs list at the FDLP eXchange. We do have some libraries like our federal libraries and our court libraries that can go before the five year mark. Some libraries receive duplicate copies. You could possibly receive some of that newer content through FDLP eXchange. It is a longshot. If you want that title and it is important to your patrons, it may be worth it to add it.

>> You're onto something with the annual reviews. That is a great idea, to look at your profile and clean it up.

>> Don't worry about asking questions. That is what we are here for. I think we are good to go. Tomorrow, remember you have a new URL to click on to get into tomorrow's webinar. Okay? I hope to talk with you all tomorrow, okay?

>> Have a good one.

>> Think you guys. -- Think you guys -- thank you guys.

>>