Please stand by for realtime captions. Hello everyone and welcome to the New Depository Librarians Institute Day 2. Today our sessions will run from noon Eastern time to 1:45 PM Eastern and then we have a second session of the day which will start at 2:15 PM Eastern time and go through 4 PM Eastern time. We will go ahead and get started. First, a little reminder, we did introductions yesterday but will do them again today, in case there is someone who did not attend yesterday's sessions. My name is Jamie Hays, I am an outreach librarian and you can see my photo on the screen. I've worked at GPO for five years now and prior to that I was a depository coordinator at the University of North Carolina Wilmington in the library in North Carolina where I opened boxes and assisted with depository collection. With that we will go ahead and get started. The first thing we will talk about today is promoting your depository collections. So, promoting your depository collections is probably one of the most positive aspects of depository management. We've seen some creative ways that coordinators have promoted their collections and we will talk about some of the different ways you can promote your collection. For example, as in FDO, you can order material from the GPO at no charge, promotional materials such as pens, pads, bookmarks, posters, can be ordered from the website. I will go to the webpage and just a little bit, but we will cover some more information on promotion before we do that.
>> One thing you can do to promote your collection is to reach out to your community. As you promote your depository collections and services by attending social events and creating your library, these occasions are valuable opportunities to increase your user base for depository collections. We have a few ideas to get you started, create library displays, highlight services and collections at your library and celebrate holidays and special events. Celebrate milestones unusual anniversary as an opportunity to share your story. Make events for children and push forward federal websites designed for children, demonstrate and share the guide to U.S. government. If you are an academic institution offer classes at your depository at the beginning of the school year of each term. Talk to students and professors as a guest speaker at local libraries. Use your school, university or institution mascot at your library events to meet community members. Enlist the aid from your library subject specialist and send them newly distributed federal library material programs to a new -- to review so they can recommend the material to their users.
>> Here you can see in the picture we have some promotional material, here is an African-American history and cultural display made at the University of North Carolina Wilmington and we also have Jefferson College 30th anniversary, that is not a fake eagle, that is actually a real eagle in the library. So, people get really creative when it comes to celebrating their anniversaries promoting material. You can offered -- often leverage promotion online using social networking. These social media sites offer a great visibility for the time you invest. Your library may also have social media accounts. If you are not able to create separate accounts you can create existing accounts content. You can provide them with a steady source of content for Facebook and twitter. Many times that is helpful for them. Another option is to start blogging. Social networking sites work well for brief updates, blog posts allow more in-depth communication. You can use post to describe and promote collection detail. Some ideas to help you get started, create blog post about promotional efforts, reference questions and events, consult with colleagues radius especially subject specialist librarians if you are an academic. Consider writing a blog series on a specific topic. Invite guest bloggers for expertise on a specific topic or if you are running short of time. Allow for public comment on your page, it will take extra time and effort to edit out inappropriate content but, it will greatly increase your market and audience. Provide share buttons on your blogs. You can link to other resources such as a government top blog to fill in content. One of the most difficult parts of managing social media is to continually update and keep users engaged with fresh content. Photos, videos and blogs can promote your library with promotional photos, tutorials, and instructional videos that can generate attention and reach a wider audience. Use your imagination and be creative. The tone can range from studious to silly. Ask a student workers or interns to create fun videos about your library. Where the videos on local access stations or the library's website or site. I will

go out now and share my desktop and we are going to go to -- I thought I already had it up. We will go to FDLP.gov and I will show you promotional things that may be of interest. Under requirements and guidance we have a promotion. The guide to social media. If you are not very experienced with social media or creating posts or things like that or if you just want to see what others have produced, I recommend this page, if you scroll down it gives you basic information like what is social media and tells you the GPO social media platform and then what I really like is down here, Facebook, twitter, Instagram, we have examples of depository libraries who post about their depository collections. So, say you have a Facebook page, you can use one of these two that we have here to look to see what kinds of things they are posting on Facebook, the same with Twitter and Instagram. Here's an example of one of the social media campaigns we did back in 2016. This is where patrons post why they left -- love their FDLP or cure best practices for social media. What I like at the bottom here, is sample social media post. You don't have to re-create the wheel, you can grab one of these, I will make that a little bigger, you can use these sample posts to send to whoever is doing your social media. And, also at the very bottom, we have different days, national observances and events that you can spotlight with your FDLP collections so this is kind of cool. We've got this here for you guys to use. Back to the promotion page. You can order your promotional materials here, to order the materials you will have to first login and to login you do that appear at the top. You can login with your username and password, if you don't have that you can contact FDLP outreach, we give the information only out coordinators but you can scroll down to see some of the material that you can order, it's completely free, they even pay for shipping. There is a digital marketing toolkit so for images placed on your social media or Facebook or some people use these images as a screensaver on your computers and all of these things can be downloaded and used to promote your collection, completely free of course. Then, we have information here on celebrating anniversaries, constitution day, here is one on hollowing, December holidays, Valentine's Day, a bunch of other things you can look at and also a heads up, if you send a picture of what you've done, there's a good chance we will put it on the social media pages and that's a nice way for you to get broader exposure to your collection.
>> Another thing is communicate in your community. We spoke a little about this in our previous slides and you can leverage existing community channels on behalf of your library. Ask your city, local, county, senior center, high school and/or college if you can make announcements and post articles. If there are local newspapers, blogs, radio or TV stations, see if the managers of these resources will let you write a guest column about your library. See if they would interview you or your staff at the library. Use area resources to communicate about the library as well. Ask at your local congressional office to include information about your library's events and local communication vehicles like websites and newsletters, endorsements from celebrities especially those who have personal ties to your institution. Build your own communication vehicle and generate a guide to federal government documents to new students and new users. Keep track of frequently asked questions and generate a frequently asked questions webpage or handout for your users. Continually look for new and improved ways for your library to reach new audiences. Exploit existing email with ask list administrators and tailor a depository library. Try to make French users as well. Create your own distribution list through a physical drop box and send email updates as needed or create a newsletter to write out on a regular basis. These are just a few of the ways you can work to increase visibility and hopefully these have gotten the ball rolling to think about different things you can do at your library to enhance access or promotion of these collections.
>> Now that we've talked about promotion we will switch gears on you and talk about box processing. Box processing. There are two types of boxes that you will receive, or shipments you will receive from GPO. The boxes are being sent directly from GPO. At the bottom, these are being sent to you these are coming from a different facility. At the same time the vendor is sending the microfiche to you it is sending the microfiche to GPO to be logged. We also need to note that only depositories that select tangible formats will have depository boxes to process. If your library is an all digital depository,

meaning you provide access to digital material or have no incoming tangible material you are not going to receive boxes or microfiche. In that case you may receive shipping lists, if you want to stop the shipping list and you are 100% digital or not getting any new tangible material, you can email the outreach a GPO to let us know and we can stop the shipping. But in any case, if you were in and all digital depository, then, you will not receive the boxes in this information is good to know but not necessary for your depository for your depository operations. I just wanted to put that out there .
>> So, what we have here is a picture of a typical box that you would receive in the mail. It has a ship to address and it's going to a university in Newark and as a UPS ground number so we can track the package. At the bottom you will see reference one and reference to. Reference one is the library number.
>> GPO assigns all libraries a number helping to identify your library's. That number is the first thing, when you get a box look for the library number and make sure it is your number. The second number is the identification number of the person metered the mail. It's not really important for you guys to know, helps us figure out was packaging the box and sending it out. So open the box, what is in the box? Of the goodies are in the box, all of the depository publications. Once you open the box, you should see and sorry this is not a great picture but on one of these flats, you should see your library's number. If you don't see your library number, what you want to do is stop. If you get the wrong box send and ask GPO question in and let us know you've received the wrong box. The reason we want you to do this every single time to send a shipping list so your library doesn't have to pay for a box to go to the right location when we can get you the correct box and second we need to know who GPO needs a new parent classes because they can't read the numbers correctly. It helps us with staffing here. Every time this happens, let us know. But, as you can see, but typically when you open it up, you will either see the either see the goodies inside or you will see the shipping list on top. So, what I like to do is I like to flip the box over, it's easier, and then you will just pull out the publications until you see the first shipping list. Once you hit the shipping list, everything that's either above it or below it will correspond to the first shipping list. Sometimes people will pull everything apart and go through everything and put the shipping list to one side and documents to another side. I think that makes things more difficult but, everyone has their own way of doing things. I took a look, this is my hypothetical box I have opened and this is the shipping list I have pulled out. We will cover what all the numbers and things on the shipping list mean. The P corresponds here to the type of ship, P it means paper, if it was and as it would mean separate and that E stands for electronics. This stands for electronic in a physical format like a CD or a DVD. EL material is never going to see a shipping list number with EL because that stands for an online format or PDF. We are not physically shipping online content to you so you will never see that.
>> Still rows and columns, the first one is item number so you see a list of different item numbers in the box and then the suit at number that it corresponds to, this is how GPO catalogs. It's part of the title, I will cover what a separate is in a little bit. As you can see here, there's a total number of four items in this box. This is basically in a nutshell, how you read this federal depository shipping list.
>> If you see a percentage sign, what that means is the item is a shipped short and you cannot get any rain checks. When something is shipped short a means GPO does not have enough copies for anyone. Regionals will get the first copies in anything else will go to other depositories. The percentage sign means you cannot claim any more items we have no more left to claim. If you see an asterisk the item is for sale at the GPO bookstore. This can be pretty handy. You can go to the GPS bookstore and purchase the item. Some people don't want the item number because it produces a lot of stuff but occasionally something will come out that they want to they will go to buy it. Then if you see a pound number, it means distributed to regional libraries only, this is something that will only go out to regional libraries, so don't try to claim it .
>> Unless you are regional .
>> Thank you. Unless you are regional .

>> Then, another use for this for the depository shipping list of what I used to use it for is I would take a look at the depository shipping list, if there's a title that you think you want evaluate the item number to see if there is something you could add to the item selection profile so that in the future you will receive tangible material. I'm getting a lot of questions so I will pause here, is that okay, Ashley?
>> How long should we keep shipping lists? The answer is you only need to keep the shipping list for as long as you need it to do the processing. If you open the box and review the shipping list and claim anything off the list to that you need to but let's see you process the list. Check that you got each number on the list because we don't send a shipping list in order. Sometimes if we can get a box out of the way we will do that, you want to be able to track which shipping lists that you got in which you are still missing, for example. You want to know what you have and have not received so that way you know if a box has gone missing. Another question and Jamie will go over that.
>> Deborah asked a question that we cannot create packing slips for each box we ship out so historically, we've created a shipping list and basically regional would get everything on the shipping list because they select 100% of everything. But, selective's only receive that which they profile for. There will be selective's who will get tons of shipping lists and maybe 10 things on the shipping list but they only profile for one thing or nothing off the shipping list, it's not uncommon for that to happen. If you find yourself shifting through shipping lists and you are not profiled for anything on the list, we can show you a trick to refresh your memory about how to filter shipping lists.
>> A long time ago this role was in effect, but as far as GPO rules and regulations, you are not required to keep a shipping list I have visited libraries who have kept them for years and years on and because they use them for internal purposes. Keep them as long as you need to .
>> This is Ashley, I agree, some people do keep them on hand. I worked at a regional library and we keep a shipping list and have them bound because we needed to go through to figure out when we physically processed items. For most people, it is of no use to retain shipping list. It's a myth that you need to iron the shipping lists, we witnessed someone doing that once, so you don't need to do that .
>>
>> We are not Amazon, every shipping list that you receive everyone else also receives. It's the same shipping list for everyone whether you are regional or selective and get 1%. Everyone gets the same shipping list. So, as a result of that, you have to verify what you have received. Kind of like when you purchase items for the library, when the material comes in, you verify that the material that you purchased it was received. Verify that you received everything you should have received.. The idea is that the library is receding these publications at taxpayer expense. You want to make sure the taxpayers get access to what they paid for. There is a requirement to check and make sure.. Hold the publications out of the box and check them off based on what is on the shipping list. The first thing you'll see is the federal rules of evidence and the rabbit -- the red publication is something different. As you can see from looking at the shipping list that those two titles are not there. So if I go to the box and don't find the Code of Federal Regulations title 49 or any of the Federal Register's or the Congressional record, then I know that I did not receive these titles. If you are in a larger institution this might not be easy to spot. As I said, there is a requirement to check your boxes the first is depository boxes, must be reviewed to ensure receipt of all selected materials and shipments, claims for missing or damaged receipts must be made within the topper proper timeframe and by the prescribed method. It's a rule and regulation for the GPO that you claim anything that is missing.. I will show you two ways to do this, one way may work better. One way to do this is to pull up your item list or from FDLP.gov and see if those item numbers are on your item list or on your item selection profile. You can pull this up her as my library did because we had students processing, we print it out and put it in a three ring binder. As our students would process it, they check these item numbers off to see if we should have received them. Now, if you didn't, say you were supposed to receive item number 0572 B which I have highlighted with my name and it's not in the box, then you know you need to claim it. According to rules and regulations

you have to claim it. We will cover that in just a few minutes. The first rule that you have to be aware of is a legal requirement program regulations, you might remember that from our last session yesterday, number 15, all tangible met depository material must be marked in some manner as depository property which is usually accomplished with a depository property stamp. So, in this picture, this comes from a depository, they chose to mark it as U.S. property by saying U.S. depository item, they attach a sticker in the stamp U.S. depository item. What the stamp says is up to you guys. What everyone needs to know is whatever the language is that it's a depository item. You do not have to use the stamp, some libraries have, in their record, and item that is a depository copy. Some libraries write it on the inside and I've even seen libraries that use little stickers that you can order from the website, as a way to mark publications as a depository item. So, if you are being assessed, what we are looking for is how are you marking this item as federal property and are you doing it consistently? That is what we are looking for. Most people, I would say, 99% of libraries, it's a depository stamp. Another requirement that they need to be aware of, library staff need to be able to identify that shipping receipt could date of shipping or receipt for shipping purposes. So, with this, it doesn't matter if you use the shipping date, date of receipt or processing, it's however you guys do it in your normal process, but you have to somehow record that date. Most libraries record that with a stamp. The stamp has depository property and then they have the date received., Other libraries will keep track of the information in their catalog and some libraries will write it in the publication, as long as you can provide the information. The reason it's required is because of the leading policy for federal government information. For most federal documents you have to hold them for five years, not all but most. Having the date on the publication or keeping track of the date is very important and is required.

>> I just saw, sorry, I see some of the questions and I'm not getting them all but Ashley will give them later, or any steps or labels available other than promotion materials? I've seen people use the promotional eagle stickers available on the cover of documents to indicate the depository property. Others, most people purchase the stamps from vendors and they specify what they want on the stamp. It's one by 1 inch, smaller but that is what most people use if they are using the emblem .

>> Somebody asked about separate boxes, so I will come back and circle back to separate boxes. Within your normal boxes that you are going to receive, sometimes, you will have extra shipping list that don't correspond to anything in your boxes.

>> Here is how you can identify if a box you receive is a separate box, the first reference number here is the library number. The second one, here you can see the 2014, this is an older image, you can see here the shipping number. That is the separate shipping list number. What I would do, as soon as I got this box, I don't have to open it up, I can look down here at reference number two, 2014, I will go through my separate pile and find that number. They will pull the shipping list for when I opened the box. The separate shipping list comes in your main boxes. You will see a separate box, why do you receive a separate box. The reason you are receiving the box that is separate from other publications is because the item is to timely and we want you to receive it as soon as possible or it's too big to fit in a regular box sometimes it is mylar envelopes also, it's not necessarily a box it could be an envelope.

>> So what I've done is opened up one of the separate boxes and you can see the public papers from the president in the box, sometimes it's a Congressional record or a U.S. code or something like that .

>> It usually has one or two publications in it .

>> I've gone through my stack of separate and I have found the shipping list that corresponds to what is on my box, in this example, the shipping list is 2018 .

>> What you would need to do then, is you are free to dispose of the shipping list after you have checked it off, make sure you receive everything you should have. Once you do that you have these a shipping list lying around and if you don't need them anymore for internal purposes you can discard them. As I said, some libraries hold onto them for six months or more, and we maintain we recommend you maintain a log of shipping lists because on occasion, your box might go to the wrong location or

your box might not show up at all. If you have a log it's easier to say I missing five shipping lists and then I can go claim them.
>> I will show you what to do in the case you are missing a shipping list or you get your separate box 1st before you get your separate shipping list. You will go to FDLP.gov and click under collection tools and a shipping list. So, what you do is, you take a box, the number should be 2018, just like in the example and here it is, it's hard to see it but it's right down here. I scroll down it's from 2018, it's separate and you scroll down and here it is 2018, 00 17 F that is the actual shipping list for what is in my box. I hope that made sense .
>> If your library does it a different way, it doesn't necessarily mean it is wrong, a lot of people use documents data minor too, because you can actually pull up customized shipping lists so I think it's easier to look on the computer screen and see that you have everything. It's going to depend on how comfortable your staff is with using computers and specifically document data minor too which is not a GPO product but uses GPO data.
>> Move over now and talk about map processing. So, most maps are now being published in an online format, most libraries will not receive many maps or any maps at all. My little tip for you is if you are scared of your maps get a student to help you. I got a student in geology and it was wonderful, they got to work with the material and I got my map cleaned up so it was a win-win. Here are some tips for processing your map. You want to store them flat or rolled up, flat in folders or in map cases. Folded or smaller maps you may receive, you can put them in pamphlet boxes. If you have a map, don't fold them unless they come folded because it causes creases and weaknesses within the map. To really help yourself out and future users, consistently place call numbers in the same place but it will make your life so much easier if you have a map case and everything is stamped in the bottom right-hand corner. It will make things so much easier. You won't have to pull out everything.
>> Do not obstruct any information on the map by stamping it. For specific things, nautical charts should be stamped not for navigational use. Maps that you no longer want in your collection and you receive permission to withdraw, you should stamp them with John. To flatten -- stamp them withdrawn. To flatten the maps, roll them around a map tube and leave them that way for a couple days and then they will be flat, which is way better than what I used to do which was tried to throw my body weight on the map and find heavy books to hold it down. That did not work so well. Plus, it takes up all that space .
>> Then you get paper cuts. Roll it around the tube the other way. If you have questions and lots of maps in your collection or you are still receiving them join a list for people who collect maps, they are a friendly group. Claims. So, due process all of your documents and you verify you are receiving everything that you should have but you are missing a couple of items on your shipping list. This is what you want to do you want to claim the material but I will tell you what you claim and what you don't claim. Defective publications. Claim those. Individual publications or an entire shipment can be claimed. Things you should not claim, publications not on your libraries item selection profile. This happens all the time.
>> It's October 11 and I put in my selection profile that I want a tangible copy of the Congressional record, the daily version. If I select that it doesn't go in effect until October 1, 2019, I can't start claiming all that material that is coming in on the shipping list until October 1, 2019, because that is when I'm supposed to start receiving it. It's a little confusing. Don't claim materials on the exhausted page or claimed as ship short. Here we have depository boxes must be viewed, claims from missing or damaged receipts must be made by the prescribed method in the proper timeframe. Taxpayer dollars put the material in your library and we want to make sure you are getting that material. To claim a go to FDLP.gov under collection tools and click on claims which is right here. This is what the claim form looks like. Notice you have 60 days of the date of the shipping list of the date of the shipping list to claim the material. If you are in a location on the West Coast in Alaska or Hawaii, you have less time to claim the material. It's more important for you to open your boxes on a timely schedule because it takes longer to ship the material out of your library.

>> This is also the case with microfiche, you have to receive everything -- you have to be sure you received everything you should be. Instead of claiming through the GPO form, you have to claim it through the vendor. There you can see the claim information and you have 60 days, you can call them or fax them or, we now have an email address that you can email them if you are missing some. So, that just happened this year that they have an email address, we are getting caught up with the times now. Those are the different ways that you can claim microfiche publications.
>> Some miscellaneous information I need to give you. Two pockets or misdirected shipments or boxes received in error you can return them to GPO or forward them and we will mail you or email you a shipping label that you can slap on the box so that your library does not have to pay for it. But do not offer it to regional. This is an exception. Now I will hand this over to Ashley .
>> We had some pretty good questions regarding we should do those now .
>> David asked if there is a shipping list with no items on the list to come in a box or smaller envelope, just want to know what to look out for .
>> David I covered it a little bit but to reiterate, there may be many shipping lists that you get if you don't have anything profiled off the list. It depends on what you are selecting .
>> So, if you are a library that selects nothing in a tangible format you will get a bunch of shipping lists and they will come in a mylar envelope. It depends on how much tangible you are getting, whether you receive a lot of shipping lists are just a few.
>> You don't necessarily need a stamp that you need to identify that it is depository property. If you don't have a depository stamp or sticker for some way to know it as depository property, check your catalog records to see if there is a note that claims it is from the government .
>> I want to add this is so common. Almost every library I go into has some portion of the collection they can't quite figure out how you can look at the catalog and if you can't figure it out use your best judgment and documented. If you decide they are depository copies stamp them and if you decide they are not I recommend getting a stamp that says non-depository item maybe you found that a professor had donated them and even though they are government information and you are keeping them I would stamp them on depository for future coordinators and future staff they know this is not depository and they don't have an issue with it .
>> I think some of these questions have been addressed .
>> Yes we are good there.
>> You guys had good questions so thank you for asking them. Let me get ready.
>> Shelley is asking claiming microfiche, if it's available into other formats, since usage is minimal, do you still need to claim? Suspect if you are a selective you should only be receiving one tangible, either microfiche or another format. You must claim it. You are required to claim it. .
>> Taxpayer dollars that go into producing the material and being sure there's a copy to go to the library so yes you have to claim it.
>> This is the first time I have spoken as a presenter, I am the one prolifically chatting and you're wondering whether I work at GPO or whether I work at a depository. My name is Ashley and I am an outreach librarian at this unit and I've been at GPO over 12 years -- over 10 years now and I work in the outreach unit. I will talk to you today about bib control. Depository libraries must maintain a piece level record of tangible depository holding so that individual depository receipts can be accounted for. This is always been a pool and is required because the public must be able to locate, retrieve and use material in a timely manner. What do we mean when we say piece level accounting for tangible material. We need one of two things, we want full category -- cataloging, a holding statement for maps you can use a mat index a map index. You can use a shelf lit -- list to us a shelf list is a card catalog where individual pieces have been recorded. There can be a listing of all items received, it could be a mix of that and if you are an older depository library it's likely a mix of that. Would you prefer that if you use a shelf list, a spreadsheet format and preferably, publicly accessible. Piece level accounting is the barest amount of

bibliographic information you need to identify what you hold in your library. You typically capture things like the title, agency, the call number, publication, year and any volume and information. Some people keep track of the item numbers that the piece was issued under but not all libraries do.
>> Let's go into more detail because we get a lot of questions about what piece level accounting issues. At the top you see examples of good and bad holding statements. You can use item records as well but for the sake of simplicity amusing holding statement so you can see the level of accountability that GPO was looking for. So, in the upper left corner, a good example is 1.1, 1909 through 2015. I know exactly what is in there. The bad holding statement to the right is a 1.1,: 1999 through present. I don't know what present hands-on guys at the latest addition in 2015, 2016, 2017? We don't know. On the left, it's good because I know exactly what is included on there, A 1.1 : 199-2011, it's good.
>> I had to do needs and offers list at the regional library and people would tell me that they had some issues missing and it used to drive me nuts because what if your issue that you are missing are the same issues I am missing. We don't know. Over on the left, A 1.1 - 2.2, I can tell there are three publications there, there are three separate cutters for that title, I have no way of knowing if there is one thing between these items or 10 items, this does not count as piece level accounting.
>> Let's talk about maps. We get a lot of questions about them because people are afraid they will have to catalog thousands of individual maps. UD need to keep piece level -- you do need to keep piece level accounting of your maps so you know what you have but there are ways to make it easier. You can see on the slide that the quads that have been received have been highlighted in yellow on the slide. Some people use a pencil to put a checkmark in the quads that have been received, there are a couple ways to mark the sheets to indicate you have it. Keep those marked up index sheets words most logical for users and in most cases it will be on top of the applications where the maps are housed. As an alternative, some libraries prefer to keep their map inventory on large spreadsheets. You have to catalog each map individually because that would be a lot .
>> That was piece level accounting. For material, how are we defining cataloging? The goal is for full cataloging down to the item level in the tool use for all the other depository resources, your catalog. But we only require partial level cataloging. For example, you may have records for the serial tile but not necessarily for the individual issues receive, we get this a lot with things like National Park Service maps, people don't want to have to catalog individual Park service maps, so what they do is catalog or create a brief record of some sort to say we have national Park service maps, ask at the desk for more information. If you do partial level cataloging, you still have to do piece level inventory somewhere else, it just doesn't have to be in your catalog. Where you catalog is up to you, obviously we would like it if it's on the online catalog because that is where users are already going for other library resources. If you need to do it in something like an access database or a spreadsheet, that is fine. We do prefer cataloging be online or electronic as opposed to in print. We prefer cataloging be publicly accessible as opposed to something locked up in a staff room. If you have questions about this reach out and ask us.
>> When we talked about cataloging, it is not all one way or another. You are some options when it comes to cataloging this material received post January 2012. One, you can catalog everything to the item or piece level in your catalog. You can catalog things like serial titles and pamphlets at a high level but maintain your piece level accounting elsewhere. I you can maintain piece level accounting in an electronic database or spreadsheet, which is hopefully available on a public computer or webpage. Some libraries and mix-and-match the bibliographic control options in order to accommodate their users and their workflows, so we understand that. To sum up, that GPO requires 100% piece level accounting of the federal depository collection that you house for your tangible collection, to print things, microfiche, discs and things but the government has always required that. The GPO also requires category of varying degrees for material received after January 2012. Why are we doing this? Because the goal of the cataloging is to make the collection more visible and to increase usage, that is what we

are focused on. We are flexible when it comes to how you make that happen given your library's local circumstances.
>> Cataloging is done differently in each library. Some copy catalogs from various surface and some purchase to be a graphic records from vendors and some do our original cataloging, it's not much but it does still happen. Most libraries do a mix of all of the above. Most cataloging methods are dependent on who is doing the cataloging, is the cataloging being done by Technik services or some part of an integrated workflow .
>> We've seen a lot of models that we've seen libraries that get records from a vendor through copy cataloging, we've seen libraries that catalog through a vendor but get records for online resources to copy cataloging. We've seen divers get tangible format records through a vendor load and the technical service staff takes care of the vendor load but the online resources are catalog through copy cataloging by the reference staff. We've seen libraries where the tangible and online format records are received through a vendor load and done entirely by technical services staff. We've seen copy cataloging being done by the copy coordinates. Where you can get copy records varies as well. OCL is the very place you can get it but there are other options. You can go to the U.S. Barry and publications and go to email 20 records at a time to yourself and you can also use a gateway is a protocol for getting up to 10,000 catalog records at a time if your catalog is compliant. There is also a CGP on get hub, another free resource, there are two ports -- parts to the record, a monthly set of records created from the previous month so you can download the September file if you want to put there is also a six-month accumulation of monthly records. Every six month they accumulate the records into one file. Another resource you can use to get free catalog records is not a GPO tool but it's a free service. They take their records primarily from GPO resources. You can download the records off their website customized to your profile or not, you can download them in a file format that depends on where you take them from. You can participate in the cataloging record distribution program for the CR DP. This is a partnership with a commercial vendor, we will talk about that in more detail soon. You can also get your catalog records through a vendor and these are subscription services. We will talk more about subscription services in a minute.
>> The cataloging record distribution program, this is a project to distribute cataloging records to depository libraries free of charge on a monthly basis. This is not free of charge, you don't pay anything but GPO dies, there are a limited number of places for this program and right now we have a waiting list and once a year you have to recommit if you want to stay in it, right now we have 180 libraries participating if you're interested in learning more -- more about it, there's a project page and also you can email us and we will hook you up with information. The cataloging project here provides record customization. If you are a member you can get changed records or full GPS catalog records. You can get brief records because we don't have the full catalog record for it. Libraries show record those separated by format. You can get item record holding fields created if you want to do that. You can get holding codes created for that, if needed you can create a request placement of an OCLC Sudhakar member and local Mark fields according to whatever the local practices. If you put certain fields and unusual Mark fields, they can customize that for your library. You can get records that's available in Mark eight or UPS eight. You can get many of the same features you get with a paid subscription. Some features you cannot get with the CR DP including things like barcodes but they can create these for you and labels. Shipping lift service, custom reporting, things like that, these are things you would need to pay extra if you needed to get them .

>>> Last up you can pay for cataloging records, some libraries pay a vendor to provide them with catalog records based on the profile or other arrangements. Some vendors who work for records for government locations include auto graphics, OCLC, when you get bulk record loads, be aware that files are usually downloaded once a month .

>> There are usually other value-added services available. At some institutions it may be cheaper to pay a vendor to give you a book record loads and it would be to pay somebody to sit there and copy catalogs. It all depends on how your staffing is set up. It might be worth investigating getting a commercial vendor.
>> Other libraries may have different cataloging standards are call numbers they use which have to be taken into account. There are some other odd things, when you merge catalog systems, will you end up having to clean up catalog records and nine times out of 10 you do have to end up doing that. How long would this take you to catalog, who will do the work? How are your depository boxes going to be handled logistically. Will you ship them between libraries?
>> You are not required to catalog online resources. This increases access to the information contained in online resources. Yes, a lot of things can be found online but that is the problem, so much stuff can be found online, it's hard to find the authoritative official government information. Cataloging helps people discover the proper resource they are looking for. There are other ways of developing an online depository collection. That includes, making use of live guides or otherwise integrating online resources and library finding aids they could.gov webpage and with social media options mentioned earlier .
>> I kept the picture of the University of Delaware guide here, it's a guide, it has a cat on it, I couldn't date it they have since taken the kitty down .
>> If you have questions about a catalog record that the GPO has created, we have a couple tips for you, one, check the web note tool to see if anything has been solved, check the CGP which is our catalog to see if updates have been made to the GPO catalog record if the issue is already checked in. If you can't figure it out from there submit and ask GPO question. When the GPO gets a question about the catalog record or resource, they will investigate although it may take time if we have to seek out an agency. If it's a question about how the GPO catalogs, check out our webinars we've done on cataloging practices or submit a question to ask GPO. If you're going to request that GPO catalog something, we will talk about reporting fugitives in a little bit. One of the most frequently asked questions are why do the catalog records from microfiche take so long to get done. The GPO gets the microfiche at the same time that you do. The goal is to get the content out to selecting libraries as soon as possible for public access but it takes time to get the microfiche out so bear with us.
>> If the library is undergoing a retrospective category -- cataloging progress kudos to you. Each project is unique as it's flavored with local variables. It can become very difficult to give advice or adhere to special considerations that I would say we've compiled over time, things you need to think about if you are doing retro cataloging work., Where the collection is housed. Are you moving the collection as you do retro catalog work. What is the condition of the collection? How old is the collection? Will your library tries to read while you are retrospectively cataloging? Where we are catalog records come from, will you work with a vendor who specializes in historic elements -- documents are you will copy catalog? Does your library have a record of was to bless what was selected in the past from which you can customize records received from book record purchases? What is your staff time versus the deadline versus the project timeline? All of the things are usually yesterday. We can go on and on but you get the idea. We recommend you contact your regional library and any other library that might be impacted by retrospective cataloging projects, especially if you're on a shared catalog, we will weed out your collection. Do not throw away your piece level accounting spreadsheet or card catalog until your cataloging project is over. We get asked by a lot of people if they have to keep their old card catalog in a public area but the answer is, if the piece level accounting were all or portions of your collection that we prefer it's located in a public areas of the public can make use of the collection. They get that card catalogs are out of sync with retrospective cataloging projects. No one pulled the cars out of the card catalog over the years, it's somewhat of a lost art using a card catalog and it breaks my heart to say that. It may not be of as much use to members of the public if they don't know what a card catalog is. We've heard Horace -- were stories where people are using cards in the card catalog as scrap paper because

they didn't know what it was. It broke my heart. We do prefer the bibliographic control remain publicly accessible but we understand why that might not work for your library. If that is the case we ask that your staff be trained on what to use and when to use the card catalog. It's not very useful as a federal property and it doesn't bode well for the functioning as a tool for the public to use if I material in your collection. In case you are wondering, we request that levers that use spreadsheets or databases to keep track of their depository holdings. We request they copy the database onto a computer or web page so the public can look at it .
>> One thing all depository should be aware of is how the GPO and library community has catalog multiple formats over the years. This impacts the existing catalog record, any retro catalog work you might be doing and it might impact your library's discovery layer if you have one on your catalog. It might impact how you go about cataloging your current documents to. In the past, the GPO would catalog all formats on one catalog record but if your library use the catalog record to record you had received a printed version of it, by default you would have access to the online version, the box on the left. Now, in order to make use of library catalog discovery layers and other features that allow catalog users to filter their search results by format, the GPO has to create catalog records for each format separately, that is the green box on the right that you see. If a publication is issued again in multiple formats, the GPO will issue three catalog records in each record refers to any other format that may exist but is not going to include the plural or URL in any tangible format record. Can you see how legacy formatted catalog records will impact the filters on your catalogs every layer, can you see how old are catalog records might impact any retro cataloging projects you are working on? This multi-format approach impacts whoever is developing the current project. They must be clear on what is being catalog and what is not. Records for digital content, they loaded or not, they must understand the method of cataloging, is a library copy cataloging or paying a subscription service, does the library get its record and balk, how is the load being customize and what records are being received? These are important questions to be clear on. Within your library you need to communicate about what is being catalog, how it is being catalog and how it's tailored to meet the needs of users. Outreach and support see a lot of libraries where staff are not communicating with each other. The left hand is not talking to the right hand and as a result the collection is not being shaped or developed to the way it was intended. Ultimately, your library may choose to maintain catalog records that keep formats together on one catalog record like the one on the left or you may opt to use separate cataloging records on the format like on the right. For libraries that opt to keep every format on one record moving forward, cataloging staff will have to make adjustments to records to merge information onto one record. It becomes a maintenance issue. If your library decides later on to make use of a discovery layer, you have to cleanup all of that stuff you just did in order to separate the formats out again. Do what works best for your patrons and staff .
>> Right about now, a couple people are participating in this program and might be realizing they should not have thrown away the shelf list or that they are not properly cataloging depository information. Don't panic. Reassess your information in your workflow and determine how big the problem is. For example, does your entire depository collection lack piece level accounting or is it just a few microfiche doors that lack piece level accounting? What is the scope We're talking about? Are you selectively cataloging publications and for how long? Hopefully, through this webinar you will understand what your library needs to be in compliance. However, I completely understand if applying these regulations to your particular unique situation might be confusing. If you would like a consultation by a outreach librarian, you know our email address by now. The outreach librarian will listen to your unique situation and hopefully give advice on how to come back into compliance. Yes, I want cookies, also .
>> Let's change gears again. What happens if you stumble across a publication online or in print and you cannot find any record for it in the CGP or its predecessor monthly catalog? You may have what we call a fugitive or lost a document. It's a fugitive, if you find something missing let GPS now, you all have access

to a federal agency field office and agency points of contact for some of which we don't have. Scan it, print it to catalog the online version.
>> Here is this lovely picture of us that none of us like that we need to use it we are told. Let's go over questions before we take a quick break .
>> The first one is for Daisy, just to clarify, if I copy catalog and order document and find the record in OCLC, we required to share that we hold the item in OCLC cracks
>> You are not required to flag it for OCLC, no?
>> From Carmen, are there any requirements on what type, size, etc. of libraries that can participate in the CRDP?
>> There is no requirement for size or type but we do request that your library get more than 10 records per month. When you price out how much money we spend per library, 10 records is generous. If you are the type of library that only gets a couple records per month, we ask that you continue the copy catalog. If you're the type of library with a couple thousand records per month or a couple hundreds, you are a perfect candidate .
>> If you address to this I missed it, from Cindy, why would our library received federal mail directly and duplicate copies shipped in boxes?
>> You probably have a legacy. The ones coming in the boxes are FDLP issued, the ones you are getting directly through USPS come I guess is you are on a bylaw mailing list, I don't know this for a fact but what we need you to do is photocopy the mailing label information. My guess is, it's not an FDLP issued you are getting .
>> You will want to email FDLP outreach@GPO.gov .
>> That is our answer for everything .
>> We have a lot of libraries reporting that they continue to get microfiche after they deselect it. When we look at it it's actually microfiche that's not coming from the FDLP, it is coming from a separate list. We need to see the mailing label to determine which list your library is on .
>> Just as I've reviewed my library's collection and found that dozens of the items in the collection are missing date stamps are the stamp is unreadable. Should I try to replace the stamps even that there is no date notation in the catalog?
>> I'm laughing with you and crying with you I should say. You need to be able to identify the depository resources in your collection. You need to be able to identify they are depository property. How you go about doing that is up to you. If you can find another way of doing it through catalog records or whatever, we are flexible, just to find a way to make sure you can tell what is depository property and what is not .
>> We had a big Y2K dilemma in the community I was in the all went to Roll Over, to use date stamps to start processing January 2000 only to realize that nobody had damn went into the year 2000 so how to use the depository property without a stamp
>> You write it .
>> Silly question, I'm curious, does the FDLP Eagle have a name?
>> Nope .
>> It's an interesting thing .
>> Maybe somebody can do a contest where we named the ego. That would be cool .
>> The great stamp crash the millennium out .
>> It did but we all got new stamps because everyone had to open up their old supply books and order new stamps so then you started to realize how poor quality the old ones were and how the new are really crisp .
>> I'm really dating myself, aren't I.
>> Okay. Do we have any questions about piece level accounting and bibliographic control or box processing or promotion?

>> It's one of those things where it's really easy to watch somebody process a box and think you know what is going on but you don't know what the person is thinking about as they cross things off or checking things off on a shipping list. It's harder to describe than one would think it is .
>> Lots of moving parts .
>> Yes, lots of little steps to go through but once you know the steps, it's a breeze .
>> If you are a coordinator and never opened a box, open a box or two to see what the process is .
>> Okay.
>> Are we good?
>> I am not seeing any more questions. When we come back at 2:15 PM Eastern time, we will cover weeding the collections, needs and offers, the library visits GPO on the go, depository libraries disasters and renovations and then contacting GPO for help, networking, I feel you already no how to contact the GPO for help, but there are a couple other ways we do have. Okay. Not seeing any questions so we will give you a longer break. We will come back at 2:15 PM Eastern standard Time .
>> You can leave your computers running, we will use this to continue on in this platform so you don't have to log back in.
>> [Event is on a break until 2:15 EST. Captioner on stand by.]break until 2:15 EST. Captioner on stand by.] [Captioners Transitioning]
>> [Event is on break until 2:15 EST. Captioner on Stand by.]until 2:15 EST. Captioner on Stand by.]
>> Hello everyone and welcome back to session 2. I hope you're still with us and muddling through everything. I know we are hitting you up with a lot of information. Hopefully you're still sharp and awake. Let's talk about weeding your depository collection and this is probably the area that most new coordinators -- I would agree, I have a cup of coffee. We are going to talk about weeding from its perhaps the first thing you're going to encounter if you're new to depository operations. Especially if you are a new coordinator. Usually someone assumes the position and the first thing they are told is to weed the collection. This is usually a topic of great interest. As you know, depository libraries have worked together for region to imagine -- to manage their collection. There are rules about how and when you can weed federal properly -- property and the roles require you to work together. Regional coordinators have to understand the collection and have to develop a sense of the overall big picture in their region. Why do they have to do that? Because the responsibility of ensuring that comprehensive collections in the state or region falls to the regional. There are three mechanisms that select the depository can use to weed their collection. They are rules, supersession, substitution and the five-year rule. I apologize, I'm the clip art person and I know this is old school. You cannot make a slide look cool when you're talking about weeding. Supersession is frequently practiced by both selective and regional depository libraries. This method allows libraries to discard publications that are superseded without regional permission. Note that you are not required to dispose of superseded material if you don't want to. Publications being superseded must meet certain criteria included dated material, discard it when it has expired. Material revised by a later material or issue, discard the original. A reprint in the depository has received the original and you can discard the original edition. If something has been replaced by cumulative addition, discard the original and cumulated content. If something has been replaced by corrective copy, please discard the and correct copy. You can use the 2002 superseded list which was last updated online through 2009 as a reference source for additional examples of specific publications that are superseded or have special consideration. I will give you a hint, the 1996 superseded list has an explanation of notations included in the front. If you're using the 2002 online, consult the 1996 edition for a very helpful background information. Use of the superseded list may highlight exceptions to the supersession criteria or special rules you may be unaware of and these will help you save time in the long run. For example, title III of the CFR does not accumulate and therefore must be retained for a minimum of five year retention period. All other titles of the CFR are revised on an annual basis and may be withdrawn upon receipt of the latest part. The daily Federal Register, while not cumulated, special

instructions read, keep latest addition year plus previous year. The daily addition of the congressional record is superseded by the bounded addition. Do not discard the daily issue before receipt of all parts and indices of the bound set for that volume. If you have questions, consult your regional and use your professional judgment. For those of you who prefer to learn by watching, we have a recording on what the superseded list is and how to use it. There's a link to the recording here and it's 12 minutes long and it has a slide deck available for download. We are not going to discuss the second method of weeding material from the collection and that's substitution. When substituting material in one format may be formatted with the same content in another format. The regional must approve of the swap, the regional should issue instructions to -- South reflective on the local procedures and there are three types of substitutions, tangible, online and regional online substitutions. I will give you a tip, if you're at a selective library and you do a lot of substitutions, it may be worth your time to go through and investigate whether you should be select item numbers to prevent the future receipt of those titles and formats. Tangible substitutions involve substituting depository material with content in another tangible format. You're going from one tangible format to another tangible format. This may be done for example, when libraries replace print holdings with commercial microfiche. That's probably the number one use. Both selective and regional depositories may use the second for reading. Regional depositories engaging in tangible substitutions should keep the interest of this data region in mind. For example, will the library be able to fill interim library loan systems with the substituted format? Not all libraries will I LL microfiche. Substituting material must have proper reading equipment available and be properly referenced and easily accessible to all users. This seems like a no-brainer but we had to actually caution a few people over the years. If you are substituting with commercial microfiche, do not discard your commercial indices. Or ship your commercial indices into off-site storage because if you lose that database which also serves as a microfiche index, you're in a world of hurt because you have a microfiche collection where you don't have access to your indexing. So hang on to your indices. Also if you're going to substitute with microfiche, it seems like a no-brainer but make sure you have a microfiche reader on hand. Any materials that are retained in lieu of the depository copies are then treated as depository property for the period of time that the library would have retained the original publication. The materials are subject to requirements during that time period. Online substitutions involve replacing tangible repository material within online the equivalent this is done when an online format is diverse. This mechanism is only available for selective depositories but we will talk shortly about an exception. Selective depository libraries are permitted to substitute with online equipments provided the tangible publication has been held for one year, the regional depository has approved the disposal of the tangible and the online version is official, complete and free of charge to the user. No library is required to substitute online versions for tangible serial if they don't want to -- tangible material that it want to. The depository coordinator must use their judgment in determining which titles should be substituted. Here are titles that can be substituted. If you have any complete title that appears on inside.gov, Federal Register, US government manual, weekly compilation of president documents. Do note that some titles like congressional hearings do not have comprehensive coverage so if online content is not comprehensive, libraries may not substitute. Any title that is digitized and available on content partnership webpages. Examples are cyber cemetery, Homeland security Digital Library and floppy disks included in the committee on institutional cooperation. Those are examples of titles that have a digital equivalent that you're eligible to substitute. How do you know if the online version of the -- is official? You know if it's government expense or required by law. A quick check of the CGP will help you determine if it qualifies. The inclusion of a Perl in a catalog does not automatically mean that it qualifies for substitution. The publication link in the Pearl must meet all requirements. Another question is how do you know if online version of the publication is complete? There is no definitive way to determine if an online version is complete without comparing it to the tangible publication that you're holding. Content to look for include but not limited to, supplement, table

content, images and charts and so on. Third question, what constitutes free of charge? All users must be able to access content at no cost. If the library substitutes with the subscription database, free access must be provided to people on site.
>> Now we can talk about the exception for regionals. There is a policy that went into effect in 2016 called the regional discard policy and you will see why it's a matter of substitution. In order for regional to invoke the substitution or withdrawal mechanism, the content must meet certain criteria including, the material must have been hell for at least seven years. The material must be authenticated and -- inside.gov. At least four copies must be held in geographically dispersed areas under a memorandum of agreement. Regionals must have permission from GPO to -- before they can discard anything. For regional, there may be opportunities to retain materials on a memorandum of agreement or they may be able to weed the materials once four other copies have been secured in other libraries. For selective's, it means the regional may begin weeding material that meets the criteria and has been approved for withdrawal. More information can be found on the regional discard policy projects page. The third and most common way that material becomes eligible for withdraw is through the five-year rule. Selective depository libraries may withdraw depository material after holding the material for five years. From the date of receipt, the shipping date or the data processing. Permission to withdraw must be granted by the regional. This cheat sheet was created to demonstrate when the library can use the various weeding methods. On the top you will see the years your library has held the publication. The first colony see the weeding mechanism. You will notice that a library may supersede the depository material at any point in time because it's green and that means good to go. Between one and five years the tangible publication can be substituted for an online or another tangible format. The first year is shaded pinkish red because you have to stop and hold onto it for that year. Everything else is green because it's good to go. You may also notice there is no mention of weeding online publications. Currently there are no rules or guidelines for removing online publications from a library or webpage. If you substitute a tangible format for an online format, the online format must be retained. I skipped over the five-year rule. Between one and five years, the tangible publication can be substituted for an online or other tangible format. I apologize, I'm confused. The five-year rule, at the bottom it means a library must retain the tangible publication for five years before he can be weeded. I apologize. One of the legal responsibilities of the regional is to maintain a tangible copy of depository titles within the state or region. That's a region comprehensive collection. Because of that responsibility, regional depository coordinators my handle withdraw or substitution request differently. Your regions local guidelines for weeding may be incorporated into estate plan generally speaking the state plan document how a region operates and are not required documentation so your state may not have one or it may not have one that is up-to-date. Basically the regional has a handful at their disposal that they can use authorize the withdraw of material from selected libraries. These options include, requiring selective creative withdrawal list. Conducting an in person review. Requiring selective against a known needs list. Providing a do not need to list that selective scan check. We will go over each of these. When reviewing withdrawal lists and regional may want to keep the depository material at your library or at another library. They may be missing the material from there and regional collection and if they cannot take that material in themselves they may want to set up a selective housing agreement between your library and there's to house the material is original copy in your library. The bottom line is, if permission to substitute or withdraw materials not granted by the regional, the selective must keep the tangible material that can apply at a later date for full withdraw the material. If permission to substitute or withdrawal material is granted by the tangible material must be offered to other selective's in the region through disposal withdrawal list following the established practice. This is perhaps the most hated slide. Probably in the entire program. We call this the dreaded withdrawal list slide otherwise known as needs and offers list. Withdrawal list typically contain a listing of titles, ranges, and possibly item numbers of the material you're trying to offer up I will give you a time-saving tip. Check with your regional to see if

any formats have been exempted from the offering requirement in your region. Most states do not require you create a needs and offers list for microfiche but you have to check with your regional. The normal process followed is that the regional has first dibs of material on and even offers lift and is selective in your state or region has seconded -- has second dibs. After list have been offered up for the state process you can offer the material out on the exchange but that is optional. Here are some complicating factors to think about when you're creating a withdrawal list. Please do not pull your hair out. You have to take into consideration the timeliness of her being the list, how quickly you compile the list, how quickly can you regional review the list and do you have a time limit that you're up against. How is your list being created, are you running a catalog report or someone in your staff on a computer typing up an Excel spreadsheet? Do you have multiple regionals in your state that each need to review the list? Does your state use the document disposition database tool for those of you not in the southeast, it's the Association of Southeastern research libraries and they have a tool that they use in order to facilitate needs and offers. Has there been a disaster in your region? We've had a few. So that may be a complicating factor where you might want to leave -- might want to weed quickly but some may need to slow down because there's a known need brewing up from a disaster. Do you have withdraws with numbers on them or are you under a different -- those are all complicating factors you have to take into account. Other approval options that your regional can employee include in person review otherwise known as eyeballing the collection. The regional library can conduct an in person review of the publications that you want to have withdrawn from your library. This only works well if the regional library district library and is confident that the material being withdrawn is located elsewhere. Most regional coordinators are newer and are not comfortable conducting and eyeballing of the collection. They can also ask that you look at a union needs list so they can ask that you look at a compiled list of needs that's known to be needed in the state or the region and if you see something on that needs list then you don't have to offer it up, send it directly to the person who listed it as a need. There is also a do not needs list. It's something I wish I had done when I was at the University of Maryland. I found myself searching list after list of congressional hearings. And it dawned on me after a while that I have been searching for some of the congressional hearings three and four times. Why did I not take the spreadsheet a material I was looking on the needs and offer list and compile them and say, please do not ask me -- please do not offer this because I've already looked for them and I don't need them. I could've taken them and converted them to a do not need. This presents the regional from having to search the collection for the same publication multiple times and it works well the region where the libraries have identified what the comprehensive collection required. If you know you only need one copy of something or if you know where multiple backup copies of something might be needed or if you know -- you have special needs and one institution you can document that they need certain things. That do not need looks -- works well. Exceptions to the weaving because there is always exceptions. If you are the selective depository library not served by the exec made it regional depository library you must permanently retain one copy of all federal government publications selected and received. Exceptions are made for superseded publications and those issued later in another format which is bound, microfiche or electronic media. Right now we have two states that do not have regionals and Jamie glossed over yesterday Wyoming is a little bit of an exception. They have a process in place to help them we need. If you're in Wyoming and have questions about your weeding process, give us an email and we'll try to hook you up with someone. Federal agency libraries do not need to retain publications for five years before discarding nor do they have to discard depository material through the regional depository library. All depository materials retain the property of the us government and those wishing to dispose of material contact the exchange and get the vision of a library of Congress. The pallet court libraries do not need to retain material for five years before discarding nor to the hafted discard to the regional depository library. All materials remain the property of the US government and regionals. Regionals can supersede, substitute tangible formats for other

tangible formats, they may use the regional online substitution with all of those special rules including the fact that it's been approved but they are not eligible to do any other sort of weaving.
>> You've asked for permission to weed your non-supersede the material whether you had listed breakout eyeballed by the regional, whatever the case may be. You regional has taken a look at the list or they have eyeballed the collection and they've claimed what they need. Selective have taken a look at the list and they claimed what they need and you've mailed all those materials off now what? The remaining material on the list has been authorized for discard. At that point libraries may remove the material that has been approved for withdrawal, supersede the material can be withdrawn at any time. Library should update their catalog and/or their shelf list to reflect that the material is no longer at their library. GPO recommends to stamp the material as withdrawn or otherwise market as -- marked it and that helps if you have dumpster divers. At that point it can be placed on the FPL exchange. You can offer it up nationally. When material is in the last stage of FPL exchange, open it up to anyone to claim. You can give the material away to other libraries or institutions who can make use of the materials. It can be recycled and put in the trash. Libraries may not make any money on the sale of withdrawn material. Any exchange of funds must be sent to the Superintendent of documents. For more information on weeding, we have recorded webcast that you can watch.
>> We are going to change gears and talk about selective housing agreement. Because at some point in time, you are going to overflow yourselves or yourselves will be replaced with some other piece of furniture or your user needs will change and the content you have on site no longer matches what people need locally. You need a friend, somebody who will agree to help you out. There are various reasons why someone may agree to the partnership. We will go over them shortly. If the location of any part of the depositary collection is not under the administrative control of your depository library and selective housing agreement must be developed. The following are scenarios of when the library would need a selective housing agreement. If the library houses material at a non-depository library, you need an agreement. If the library has maps at another institution, you need an agreement. At the library since legal materials to a law library, if the law library has materials managed by someone other than library director and if they send materials to hospital library. Those are the most common examples. Another big example, if a regional depository library houses regional copies in one or more selected libraries, what we are talking about here is the regional collection. The one where they are required to select and retain one copy of everything but they may need help housing at all. Or if depositories in a region agree to collectively house the state or regions comprehensive collection. We are talking about the state or region comprehensive collection. It's beginning date is going to differ for each state or region depending on when the first document was deposited in that region. Not all regionals have older material and many cases selective's are some of the oldest depositories in the state and so some of them have the oldest deposited material. You may want as a regional -- they may want to lock the material into a library under a selective housing agreement and make sure it doesn't disappear.
>> A selective housing agreement outlines the partners responsibility to provide for free public access and maintain the records for materials in the depository collection. The selective housing site must make depository publications available for public use in a timely manner and they must display the eagle and plan which we will try to come up with a naming contest for. They have to display the Eagle emblem on or near the entrance to demonstrate that the general public may have access to the depository collection housed at the site. For storage facilities not publicly accessible, all involved parties must educate and warn the public about the availability of the depository materials and how they may access them. It is the responsibility of the depository library to ensure that selective housing sites follow the rules and regulations of the FT LP, selective housing sites must be made aware of and provide with appropriate FT LP information. All depository materials remain the property of US government and all libraries must appear to public access maintenance public service requirements. That all sounds very legalistic honestly, it's a win-win situation for most libraries that do this sort of thing. Material is being

placed where it's needed and where it can be used and the management of the material is insured for all. When we talk about selective housing agreement, it sounds like a long formal document and it's quite short. We have templates available for you to follow. With some very basic information that -- make sure everyone is on the same page.
>> This is the end of my section. Are we going to change gears now or answer questions first? I see the chat scrolling along.
>> Kelly asks, I'm new and I don't have a regional library. I'm in Nevada. How do I go about getting a regional?
>> For starters it's Nevada -- is it Nevada? We've been trying for years to get a regional in Nevada. No such luck. I cannot comment on possibilities in the time that we have here for acquiring regional services from a nearby states or from finding a way to do it cooperatively. We just don't have time.
>> I'm not answering your questions so if you want to contact us on the side, we could probably go over in more detail separately.
>> From Teresa, are selective's -- are selective without a regional allowed to substitute online?
>> No because you have to have regional permission to substitute and you do not have a regional.
>> James says can you address how to deal with looseleaf, revisions of a previous section, for example regulations of US customs and border protection. Often the pages to that correspond and one new page may begin and end with different sections and paragraphs. Likewise if I get a revise, US exports and merchandise, do I keep both?
>> Again, I'm not laughing at you on crying with you. I had this happen all the time when I was at the regional. It used to happen most often with tax publications where what would happen is you would have a pretty good series going in a three ring binder and you would get looseleaf transmittals that you would have to enter file so the old pages go out and the new pages go in. Then suddenly the agency would re-issue the base of volume and they would start issuing supplements to the new base volume. But maybe the new base volume did not get issued through the FTLP so we would get these updates to contents where we never had the base manual to enter file it. If you see something like that happening, what we need you to do is take web tech notes to see if it's been reported. Otherwise if you don't see it in their submit and ask GPO, say we did not get the base manual, the page numbers are not matching up with the transmittal or the update. If GPO cannot acquire the base manual, I believe -- I think the rule of thumb is one year. Then you're not required to keep the updates because if there is no purpose to have updates when you don't have the base manual. I can double check on that. It's been a while since I've heard of it being reported. Hopefully this is an old issue and not a new issue. Regarding the US exports of merchandise DVD, this would be one thing where I would check the superseded list. The superseded list was last updated in 2009 so as of 2009 the series are more or less correct. This is a series and you would have to apply the substitution -- I'm sorry the supersession criteria as best you can. If it's the old US exports of merchandise criteria, look at the supersession instructions because it will tell you something I believe like -- is been too long since I've done this that I believe the December issue accumulates the entire year and on top of that there may be an annual accumulation even after that like five years cumulated on one DVD. I could be misremembering. Check the superseded leased because -- superseded list because of the cheat sheet.
>> Can you address best practices for leak relabeling discarded items? -- Four relabeling discarded items?
>> No. When we acquire things that we claim, the labeling was probably better than what we had in place so we kept the old. We always had a problem with the depository property so we would ask out the old property stamp with a pencil because pencil does not bleed through and we would stamp our property stamp wherever it did not obscure and where was logical. With the C dock labels we would pencil it in. Pencil does not flake off. We had a dynamo labeler and my biggest fear is that I'm going to go back to my old library and see all those labels flaked off sitting on the floor. All the documents may

not have labels anymore because the glue on the labels have expired. Pencil is good way of labeling things. I don't know if I'm addressing fully your question.
>> Carmen asks, are there any plans to update the superseded list?
>> The FTLP community created the list and so it's hard for GPO -- GPO to update it because we don't have a library collection. We are group of librarians working without a library collection. It hurt as badly as you would think it does. We are unable to do the update. We floated around the idea and officially like you think we can get interest in getting an update for the superseded list but have not gotten enough interest.
>> Dacey says for the US export and import of merchandise, if you receive a historical summary, we can discard the monthly issue?
>> If that's what the list says yes. If I remember correctly, there was a work for that particular series where if you need -- some of the data is cumulated but not all so there was a little bit of a controversy on the listserv about that series. My institution as a regional, we kept the monthly discs because if you needed January data, you could only get it on the January disc. Some of the data was cumulated but not all of it. We ended up keeping the monthly disc but if you have regional, and you need the January data, and you deleted it, you could get it from the regional.
>> James says there are accumulations but I also get monthly DVDs that are revisions of a monthly. We own July 2017 and then we get July 2017 revised edition. Do I keep both?
>> If you get a revised or corrected copy, I would only keep the revised or corrected copy. I would discard the incorrect copy.
>> I'm reading the chat log.
>> I think that is all the questions.
>> Correct. Very rarely -- I'm reeling shut -- I'm reading Shelley's comment. The superseded publications do not say they are revise content and that's true. A lot of agencies do not mark the date of the publication or indicate it's updating an older version so you do have to use your professional judgment. If you're holding three issues of a pamphlet, keep the latest version unless you have a historic need for the older version.
>> We will kick it over now to Laura who will do library visits and survey.
>> Hello everybody. This is Laura Flynt. I have not talked to you yet today. Background on me, I have been here for five years, over five years. Before coming to GPO, I worked at the University of Maryland. In architecture and preservation library and before that I'm very fond of maps and government data. What I'm going to talk to you about today is library visits an assessment and the biannual survey. GPO on the go is an initiative that we started in May 2016. We launched the GP on the go webpage that illustrates where GPO's are visiting libraries around the country. The whole goal of the program is our commitment to better support and engage with FTLP librarians and those that work at FDL's. The purpose of the visit is to provide consultation services to answer questions, we often visit a library to celebrate a depository anniversary, conduct training. We learn about the needs and challenges going on at your library and we offer advice and support on any topic related to the administration and management of your depository. And we have staff at all levels of GPO traveling. Lori, the superintendent of documents often goes out for big anniversaries. We've had our director go out on visits. The outreach librarian and those of us who have been teaching you this program, we travel a lot. Jamie is the queen of travel. She has visited 300 libraries --
>> Just 200.
>> She did manage to be absent from the office the entire summer once. I think she was in office two weeks out of the entire summer.
>> Joe has visited libraries and I believe every single state or maybe 48. We will have to ask. He's visited almost all depositories.
>> And he remembers them all, that's what's crazy.

>> The GPO on the go webpage shows where we've been and also where we are going to be going soon. You can also request visits. I'm going to quickly go out and demonstrate the webpage.
>> At center about the FTLP and then GPO on the go. You can see if you like lists, you can see a list. In November Jamie is going to New York. Laura is going to Idaho State University.
>> The two Idaho ones are mine.
>> At the top on the right there is interactive map which is fun.
>> Says the map librarian.
>> Here's where you can see where we've been. You can zoom in. As you click on a library -- it doesn't have a photo. We tried to get a photo of the library.
>> Are those our photos are random photos?
>> I don't know where they get the photos. And little clusters, you can zoom in and see libraries close together. A lot of times they are so close together like one black -- one block on the map. The last thing I wanted to show you on this page was the request for GPO participation forum. Just above the table there is a link and if you want GPO to come visit your library, fill the form out and we will do our best to pay you an in-person visit because it's really very valuable to do the in person visits.
>> Especially if you can set up a local meeting with other nearby libraries. We really like that.
>> Here are pictures of Ashley, Jamie and me visiting libraries. In Jamie, what are you doing taking a cup of coffee into the library?
>> It was permitted.
>> We miss having a collection so we enjoy going out to the libraries and looking at the documents.
>> If you CS sniffing the books on your shelves, bear with us we miss the smell of books.
>> We do. The numbers are, we visited over 160 libraries in 20 states and DC. Not bad. I'm going to talk about public access assessment or PAA. These are something that GPO does because it's required by law. Title 44 US code section 1909 says GPO needs to investigate the conditions at depository libraries. We've done this in different ways. In the past, we did inspections. Those were on-site and an inspector would go out to the library and they would sometimes carry clipboards and walk around and really check into everything and do little checklist. And then we moved to doing self-study. That was where we sent the questionnaire to the library and the library filled it out. A lot of people found that to be valuable because it required you to get a fix on your collection and think about things and answer questions. Then they would send it in and GPO would look it over and if we thought that an inspection was needed or warranted after the self-study then we would do an in person inspection as a follow-up. Ashley is mentioning this image, we said earlier, don't panic if you locked district lost your selfless things are catalogued don't panic if you hear that your library will be assessed. It doesn't have to be alarming. The way we do the assessments now, public access assessment done by a phone call and a remote review. We take a look at your website and policies. We will send a questionnaire to your regional. And then we have a phone call about 1.5 hours and we issue a report after the phone call. Occasionally we do an in person access assessment as well mostly done by phone calls. And we take every care to make them as friendly as possible. A big point here, they do not have to be intimidating or scary. The best thing about an assessment is it's an opportunity for communication. And we have had any number people say after an assessment, that was actually very helpful. I really enjoyed talking about depository issues with people who are also interested in them or distract a lot of people are alone in their libraries. Regionals get copies of them, Sarah. Another benefit is that a PAA can help you make your case internally for improvements or for addressing issues. If your alone doing the depository work and you feel like you have trouble getting your administration to listen, sometimes it can be helpful for GPO to come in and have the phone call and usually we try to have everybody who works with the depository collection and the director if they can sit in on the phone call to bring visibility to the program and we can put in the report you have an issue that you had trouble escalating in your administration and they can help to point to the report and say GPO recommends that we should do this. The PAA report you get at the end

of the process will reflect the legal requirements and program regulations. The report follows the structure -- all the questions we ask you have to do with the legal requirements and program regulations. Another thing it includes his notable achievements and recommendations. A lot of times depository libraries are not aware of what they are doing and it's notable that we come in and safe unique and interesting and what you're doing is great. It's a nice reinforcement. And the final report is sent to the depository coordinator, library director and regional coordinator. The regional coordinator, I don't know if I just said this or not to smack -- the regional coordinator will sit in on the phone call as well. Is there a schedule for PAA? How often a single library will get one. There is not a set schedule. We try to assess the libraries that have not benefited in the longest amount of time. Some libraries have not had one in 15 years. And it's the same with visits. For visits and assessments, we try to get everybody. If we have a completely full staff, 10 people doing nothing but that all the time, it might still take five years to get through all of the libraries. There is a pretty long --
>> This is Jamie. There is only six outreach libraries. There is not enough of us to go around.
>> I think they're probably pretty happy that that is pushed to the lower end.
>> What we are looking for, if you read these two things, nothing in a PAA will surprise you. And there's also a article on PAA. We talk about during the call all of the things that are laid out basically in the same order as they are in the league were garments and program regulations. So it's important that you respond to GPO request. We call you to try to set up a PAA and is something you will need to do. I already mentioned that you want to invite the people on your staff on the call who could best answer the questions. Most often when there are expert people it's about graphic control and depository processing, maybe you're the coordinator but don't to the cataloging so bring in the person that does do the cataloging. John asks if the PAA is on file if I can find one on my site? Yes. Just let us know and we will get you copies of your old assessment. You may be wondering -- we have all these rules and regulations and are assessing what happens if we find you're not complying. There is a process and we call it a noncompliant issue and there's a process for working with the library to fix issues and most libraries are able to reach compliance with no problem. We set up a time period to address the issue and let you know what you need to do to fix it. And you do that and we check in again and usually that's the end of it. All good until the next time around. If you find you're not able to fix the issue in the timeframe that was allotted, let us know. Let us know how it's going and the project will take this much more time and we say thank you for letting us know. Occasionally we have libraries that don't respond issues or have persistent serious issues [Indiscernible] case sometimes they are placed on privation but as a conditional status that puts libraries on a performance improvement plan. They also get explicit instructions on how to resolve issues and the timeframe. If the library will not or cannot be in compliance with regulations, that library can be removed from the program by the superintendent of documents but that situation is rare and we do as much as possible to prevent that. I'm going to talk about a couple of common noncompliant issues we've seen over the years. We've got the corresponding regulation here and what the issue is. I'm going to go quickly off the slide. I have a slide for each issue. FTLP news and events. At least one person in each depository needs to be signed up for the newsletter. The reason why it's important is that it's the official channel for FTLP communication. If there is something like a recall or issues about a survey or was there something you need to new -- to do this is how we will let you know. Go to the FTLP homepage and at the top banner you see the red circle around the envelope icon if you want email, newsletter and sign up via RSS feed.
>> Another one is the federal depository library directory. This is the easiest fix -- those two are the is just -- the easiest fixes. The directory list all the libraries and it tells you your library type, size, how did the library get designated or come into the program and to provide contact information. There is some contact information missing and we do need someone to be able to contact someone to talk to at your library. That's the requirement, that you try to contact or that you keep your whole entry up to date.

The way to do that is log into update email addresses or add another field. If you don't know your password, email and we will call you and tell you your password.
>> The FTLP basic collection. One of the requirements is that the repository library helps to provide access to FTLP content including the various bullets one of which is the basic collection. That again is the list of resources that support the public's right to know about the workings and essential activities of the government. You don't have to catalog every title. You don't have to select them for your item selection profile, you just have to provide access how you provide access is up to you. You can catalog them, link to our basic collection website, anything you like. Just provide access. Here are two other common noncompliant issues. I agree to these two together because have to do with graphic control. Was it yesterday we talked about piece level accounting --
>> It was today. The materials you receive through the train one is federal government property. Piece level accounting means that each receipt or each piece that you have in your depository collection is accounted for and individually identifiable. This came through the depository, do I know I have it and I know where it is? This has always been a requirement. You have a lot of flexibility, how you accomplish it can be done in the areas ways. -- In various ways. You can have cereals check-in, a lot of libraries have an in-house database or spreadsheet. Or you can do a mix-and-match and use any combination of all those methods depending on your needs and how your collection is. This is for an extra wrinkle. Cataloging current tangible receipts has been required only since January 2012. I think Ashley said earlier that the best practice is everything catalogued and that's lovely if you're able to do that. That's the gold standard. Cataloging as we use it in this regulation doesn't have to mean in an OPEC. Options such as a spreadsheet or using an in-house database are also acceptable. And graphic access is important because it helps your community discover the information you specifically selected to meet their needs.
>> Again, this is tangible receipts. Anything in paper or a city or anything tangible that you received after January 2012, needs to be catalogued either in a no pack or in some other system. We greatly prefer it on an electronic system that is publicly acceptable. -- Accessible. And these are the last two issues we are going to talk about. They are grouped and relate to each other. Restrictions for minors and priority use statements. There is a really good just make a regulation that says depository libraries must provide free access to FTLP to any member of the general public without any impediment. You need to provide access to your depository collection to anyone. Occasionally this might conflict with another policy that's in place at your library such as you might have a policy stating that unaccompanied minors cannot use the library or you might have a sign at a computer terminal saying only students can use the computer. What you need to do in a case like that is to continue to provide access to any depository user and you do that by making it clear in your library policies that there are exceptions. And you also want to make it clear in the signage in your building, on your webpages and your public communication and when you train your internal staff so everybody knows this is how it works and can provide assistance. -- Answers about how to deal with the situation. Speak you can also provide media access such as mediating the use of Internet filters, you go over to the computer and disabled filter for someone to use it or providing reference by appointment or email. That can be the solution for children under six or something. We are not expecting that the child under six is going to be roaming around the library alone. You will help the child by mediated access. The biannual survey. We talked about all these legal documents that govern the FTLP and methods for compliance . The biannual survey is another one of these things required by law. Here is the quote, the designated depository library will report to the Superintendent of documents at least every two years concerning their condition. The way we do this is this thing called the biannual survey. We've been doing it consistently since 1947. And it's really important and we really do use the information that we obtain from it. We use it in assessments, to figure out trends and what's going on in the depository community, to see common issues that GPO can address and the survey responses are

kept on file here at TPO and by the regional libraries. It's another one of those things that can be useful to look at overtime to see how things have been handled.
>> The biannual survey is distributed in odd-numbered years. The last one we did was 2017. The next one will be next year. We used to do Scantron and crazy pamphlet booklets you to fill out by hand but we are in the 21st century now and we have electronic submission you will know the survey is coming because we use all the communication channels to announce it. We gather them all in and because the survey is required, we do need to get 100% response rate. If you don't send in the survey, we will contact you, email you, call you on the phone and do that a couple times and if we still cannot find you or anyone who knows what happened, we will go to the director level so it's much easier to submit it on time. Please do.
>> Like bill collectors, we don't give up.
>> On the FTLP website you can see the questions and reports and data from previous biannual surveys.
>> Which I will sound geeky but it can be fun and interesting to look at.
>> The report -- this is a misleading slide, the report will be available soon for the 2017 survey. The next survey is in 2019. The questions tend to be pretty similar over time we try to compare the surveys over time and do longitudinal analysis but there are some the questions each time. We don't know exactly what will happen in 2019 but there will be a survey.
>> Have we got any questions?
>> What did I miss?
>> It's not related so do you want to wait until the end?
>> Let's just catch up.
>> We glossed over question that came in over the break I had it written down and out went right into talking. From Francine. Can we use document data minor to create a list -- and item list of our item numbers and use that to compare with the shipping list to see if we are missing any documents X the answer is yes. Document data minor does a beautiful job of showing district showing item numbers along with the titles and the format associated with each item number but there is also a shipping list module available and you can click on the shipping list module and put your library number in and it can filter shipping lists to just what you profiled if you put your library number in there. We did a brief demo of it yesterday and over the break I was able to get the recording loaded so if you saw an email, I sent you a link to where you could download the agenda and slide deck and it's the same spot. Click on that and you will see an archives that the file is there.
>> It's a little bit dry in our office so we are having coughing fits. I got a separate email from somebody who kindly copied and pasted the superseded list instructions for that example we were talking about for the US imports and exports. The superseded list instructions read, for annual and year to date totals, keep latest month of each title of December issues of both US imports and US exports for each year not cumulated in the history CB Ron to retain monthly data, keep monthly issues also. And she kindly added that the last two received was US imports and exports of 1998, 2016. How you interpret that is there's a 1998 2016 disc. If you do not need monthly data, you can get rid of all of the monthly discs dating between 1998 and 2016. However, for anything after 2016 you need to keep the monthly disk and tell us cumulated in history desk. Keep January 2017, February, March all the way up to the present disc until it's been cumulated. If on the other hand you need the monthly level statistical data, it says to keep the monthly issues and that's why my library did not supersede anything. We kept the history disc but we also kept all the monthly discs because we knew as a regional that we needed to have access that's how you can interpret that.
>> That's what the superseded list can do. Somebody has investigating what's going on with the cumulative patterns. From arena, to internal processing facts get reported and do they need to be saved and for how long?

>> GPO does not require that you keep any sort of statistics about processing nor do we require you report it. However, I would strongly urge you to keep statistics whether you have a department annual report or whether you fold it into your library's overall report in some way shape or form you keep track of the work that you do. Mostly just for institutional knowledge. You will never know when the statistics will come in handy until you need the data. It's better to have data on hand than it is to not have the data when you need it.

>> I think we are caught up on questions. Bear with me while pass this.

>> All right. This is Jamie again and we are going to cover disasters, moving and temporary disruption of service. We are going to talk about what to do when access to the collection is affected. That might happen due to a natural disaster or other type of disaster such as a water leak or fire. A more common situation is a building renovation and that means the collection will have to be temporarily moved and may not be accessible for period of time. In that case e-news the contingency plan to notice -- any disruption and access needs to be reported to GPO and a regional depository library. We recommend you have a disaster policy in place which accounts for depository material. Staff are available if you have questions. We now also have information on FTLP.gov, the preservation tab on information on guidance documents and links to training including disaster situation and response. All federal depository libraries are required to ensure continued public access to the depository collection including tangible and online materials. When depository libraries and go plan remodeling under a significant move or otherwise find their public service operations disrupted, staff are required to submit a contingency plan so the GPO office of support. The plan outlines how the library staff will provide access to depositary services and collections for all library loose --

>> All library users. It should be submitted prior to the disruption. Detailed guidance is provided in the article leaving your collection. The key points here are to notify before the disruption of service and to create a contingency plan describing how you will continue to provide service or alternatives for access. If you are already in the middle of your move but have not notified GPO, let us know anyway. GPO any regional mega questions about the collection. We recommend you notify other selectives and public access is impacted or renovations occur. This is not a requirement.

>> When do you need a contingency plan? When did a major resident rate -- renovation that will impact access to the collection for significant period of time. Why are you submitting a contingency plan? The GPO and other depositories can be aware of what's going on. And what's in the contingency plan? Institution name, depository number, expected begin and end dates of closure, contact name, extent of the curtailment of service and before moving depository material off-site contact FTLP online for how the staff will provide access to material stored off-site. In some cases a contingency plan may be needed.

>> Contingency plans include alternative strategies to be employed to fulfill government information requests including where the next closest depositories located. It may include searching online to see an electronic equivalent is available to use in lieu of the temporary housing location. Gaining assistance from a regional depository library or other depositories to require copies. If the process is more timely than retrieving from a temporary storage location. Arranging to set up public access computers and microfiche readers in a new location. Notify library users where they may find alternative access to publications in all formats and related references and other services. During the closure it can be helpful to them -- to post info with information about depositories in the area and last but not least, contingency plans provide techniques for notifying primary clientele, other libraries depositories and non-depositories and then find the general public of changes in services. How your library will continue to check in or for the treatment to be temporarily halted questions or notifying GPO, contact the regional support. If major changes affect your plan, you should contact GPO and the regional coordinator. A contingency plan is not needed for routine relatively short quotes or breaks such as one week or two. For example, the closures take place during breaks between terms, they are widely

advertised by the institution and library patrons are aware. If your library is routinely closed more than a few weeks, contact us for consultation.
>> Now we move to FTLP networking and how to contact GPO. I think we beat this to desk but FTLP outreach@GPO.gov . We've sear that in your brain but also a shared phone number so any of the outreach librarians can call to the email address or the phone number. You also have the ability to spend and ask GPO questions. If you're not sure who to send the question to or you prefer ask GPO, you could use that form the
>> That format. Just a heads up with ask GPO. The category you use is really important. Ask GPO is an agency wide not just for -- the categories are important so you can write your question to the right area. This actually speeds up the process. If you picked the wrong category, it may end up over and sales or in one of our units and they may not know who to send your questions to. If you're not sure who to send the question to, you might want to choose other depository library issues and that will come to the support and we will figure out where your question needs to go.
>> You see two categories listed on the slide that you can't use. As of a couple hours ago, it's been changed.
>> Every time you go to do a presentation, something changes.
>> Always.
>> At least we are doing the presentation for the library and everyone knows --
>> You can use ask GPO to send in your questions. That's another way of contacting us. We are going to jump around to recommended list serve.
>> This is a good way to brush up on your skills with depository resources and to get some of your questions answered. These are operated independently of GPO, we don't have any connection however we wanted to mention them because I think they will be helpful. The first one you should be aware of is -- it's a discussion forum of government information and the federal depository library program many in and out of government --.tech L. If you've got someone on staff who does the processing of your documents, you might want to tell them about talk tech L and they may find it helpful. Of courts -- of course, a list service that math -- map librarians, map producers, map sellers and other people there that talk about math -- map. If you have a question and you're not sure where to go.
>> There's also your local and state list serves. The one that we have here is a list from ALA go door that has provided a bunch of different lists by state. There is also fed live and this is a moderated mailing list intended for the staff of the library and information centers. It's managed by Fed link which is library service operated within the library of commerce. It's an open list and you don't have to be affiliated with federal library to join but it's a great way to get information about the information products that these government libraries are producing. They also sometimes have lists of materials they are discarding and they have jobs and all kinds of stuff. It's a pretty good one to look at.
>> Now we've compiled a list of some recommended websites that we think you should take a look at. These are not GPO websites but we think these may be helpful. The first one is a government documents roundtable. It provides a forum for the discussion of problems for the exchange of ideas by librarians working with government documents. They have all kinds of information on their webpages. They increase communications -- communication and provide education and training of documents libraries. It's a good source of information. We put the heart next to that because it's not a GPO resource but we absolutely love it and we use it here and they use JPL -- GPO data if you have not used it I strongly recommend use document Meitner 2. Another one is free government information. It's a blog for initially eating -- for initiating dialogue between players that have a stake in the preservation and perpetual free access to government information. That's a blog you can check out. Here's a couple more we found. The writers guide to government information and it needs to point guides. It's a unique website. It was created by a former Alaska state library coordinator. And recently a new offer took over who has been on my brain since 1999 and is currently an undergraduate and user services librarian at

the University of Massachusetts Dartmouth. That's anyone to take a look at. And of course our favorite one is best titles ever. This website provides a look at some funny, intriguing, interesting clever or convoluted government titles. It's a really good one to take a look at. If you find a bizarre government document or you want to see some, the government produces on everything that you could even imagine and this webpage has some of those.
>> Is there any website you think we should add? Anything we've missed that would be helpful? We are always looking for new recommendations. The other one I wanted to talk to you about is the government document display clearinghouse. I use this one when I was a coordinator. It was established to help the federal depository staff to create intriguing eye-catching displays and promoting document collections. A number of disparities to
>> Of displays have been submitted. You can use them on numerous topics as well as sources used to create them. It's a pretty cool website if you have not checked it out, take a look. We are done. Now we will take some questions on anything that we've covered either in this section or any section that we may have missed or any questions we didn't answer throughout the new depository library.
>> We have one question and I apologize, I'm not sure of the contest -- the context. What is considered to be a medium or large size collection? I can tell you that for the purposes of when we designate libraries like for the directory are when we create a depository library, a small library has less than 250,000 volumes in total. I medium library, between 250,000 and 1 million volumes. A large collection 1 million volumes or greater that's for non-gov..
>> We hit you with a lot of information into afternoons.
>> We have another question. Why can't I locate records for incoming items? The answer is, you have to remember our catalog is the catalog of government publications and if you're looking at a serial record, we don't catalog it as anything, we create an item in our own local catalog so you will not see it on that monthly issue. The other thing could be that the timing of it, if you're looking at a particular microfiche, we get the microfiche from the vendor at the same time you get the microfiche and the vendor sends it out to everyone at the same time so it takes its time to create the catalog records. Every once in a while we will hear people that there maybe a month or two chicken lag and that's where they are trying to sort something out with agency before the record goes live.
>> From Francine, what do other libraries do with the national Park handouts. --? I assume you're talking about the bid control or shelving of them, we most often hear complaints from people that want to smack that don't want to catalog each individual pamphlet. What a lot of people do is they will catalog, either create a brief record that says national park brochures and they will have a holding that says Ascot desk for more information and they keep the peace all the accounting in the spreadsheet off to the side. You do not need to catalog each and every single pamphlet in the series. That could be overwhelming. Other people they keep all of the peace level accounting and cataloging in a separate pool. If you find that you really only want one or two to get them out of the series, what I would do is select item number and contact that park individually and say can you please send us a copy of the latest edition of this and they will send you copies of their Park brochures. We did a display ones on trying to get students out into the woods and we contacted every single national and state park in the state of Maryland and they sent us boxes of brochures. In terms of shelving, a lot of people put them in envelopes like acid-free envelopes. So they don't get lost on the shelves.
>> I've seen people put in the pamphlets and cabinets.
>> Kevin says, I noticed statements of disbursement of house take a long time to get onto OCLC. I can only guess as to what's going on. The statement is not digitized. Or at least not in the serial sense in a digital format so you cannot find them. The committee has chosen to not make them available in the digital format. You have to go online. We are working from a print copy we get. I should not say it that way, we are working from a print copy that we don't have the digital item 1st like we usually do.

>> Cindy asks, are there any suggestions on finding catalog information for the items I cannot find? We have a lot of items that you can find records for. Are you looking at monographs, cereals, we are not going to create catalog records for every single issue that comes out. I would honestly check GPO CTP first. There should be an entry that says this is the shipping list. I believe they are doing full serial level cataloging.
>> I'm wondering if she's talking about newer items or older items because of its older items, they might not be catalogued and then they could be a good candidate for lost stock.
>> That's a very good point. I was making assumptions that you could not get records for things coming in your boxes. We've been cataloging stuff since the 1800s but the CGP is from 1976 and forward and we are retroactively working backwards. Remember the slide that was horrific with the bubbles and we said we are working toward a national bibliography. We are definitely making a lot of headway into creating records going backwards in time.
>> Cindy says they are newer documents but we would recommend checking the CGP. If you're finding specific examples that are taking longer, contact us and we can look into it.
>> It should not be a lot of material that you're not able to find records for. It should be fairly spot on. With the exception of microfiche. The CGP stands for the catalog of US government publications. Is GPO online catalog. Sorry, we rollout the acronyms. While the questions are coming in I'm going to -- for the statements of the disbursements of the house, that's a serial so I'm not sure why you can't find a record for that. We can take that back and ask about it. Interesting. Let me get ready to push out a quick URL. Let me see if I can find the record really quick.
>> Ashley just pushed out a survey, if you have time, please fill it out because it helps us with programming here at GPO. If you took it yesterday, you do not need to take it again. It would really help us out.
>> For the statements of the disbursements of the house, I did a browse by title search and the CGP and there are three catalog records with that title. There's a microfiche, digital and paper version. I'm being told to screen share.
>> Yes. On the other computer.
>> Bear with us. I forget I'm in the 21st century.
>> Good thing I'm here to remind you.
>> I am sharing my desktop. I mopped the CGP -- I'm at the CGP and I did a browse by and did statements of disbursements of the house. And there is the record here. There are three records. I could tell this is microfiche, this is digital and this is paper. From here I can see that in 2018 we shipped out the following volumes on the shipping list and they were distributed. This is a serial record. If you need to know the OCLC number I will click the back button and here's her OCLC number. I don't know why there's a problem, it could be that you're not doing the full title search or something is confusing you or maybe you're getting a lot of statements of disbursement from state government associations and it's overwhelming your search results.
>> Can you copy that number and put it in the chat.
>> You are so picky.
>> You mean practical?
>> Whatever.
>> There is her OCLC number. I'm not sure what the -- what is the number those are the CGP system numbers so if you're looking for the record in our catalog that is the number. We hit you up with a lot of data, very dense. I find that it's not hard to manage a depository operation. It's just like a library within a library and there are little quirks and rules but once you learn them it's pretty easy. Again, it helps when you're working with the material. To actually reinforce what we've been talking with you about. If you have questions later on, you know how to contact us. We have been you over the head with it. Our contact information -- we are here to answer your questions. Almost everyone in our unit used to work

at a depository library so we feel your pain and we know your points of confusion. And we've seen pretty much every disaster imaginable, every weird situation.

>> We've seen a lot and so there's very little you can try to explain to us that we haven't already heard before. So don't fret. We want to work with you to make things work out. Not seeing any more questions. Please do fill out the survey. It helps us understand where we went to fast, where we went to slow, questions that you still have that you wish had been covered. Fill that out and it helps us tremendously. Sorry, that the slides are not always up-to-date.

>> It's conference season again and we are on full mode.

>> In about two weeks we will be much more relaxed.

>> Thank you all and stay in touch. Thank you. Bye-bye.

>> [Event concluded]