

New regional checklist

Short Term

- Update your Federal Depository Library Directory entry to list yourself as the regional
 - <https://catalog.gpo.gov/fdlpdir/public.jsp>
 - call 202-512-1119 or email fdlpoutreach@gpo.gov if you need login information
- Contact Outreach & Support for your FDLP username and password if you do not know it
- Sign up for FDLP News & Events emails
 - <https://www.fdlp.gov/news-and-events>
- Sign up for Regional-L to watch/participate in discussions related to regionals. GPO is not on this list, but you can contact Outreach & Support to be put in touch with the moderator.
- Introduce yourself to the selective libraries in your region
 - Determine if you have an existing listserv or how you're going to communicate with the selectives
- Think about how and when you would like to put together a meeting (virtual, onsite, or both) for all the selectives in your region
- Learn what the existing weeding procedures are for your region.
 - Are you using/will you use FDLP eXchange? ASERL documents disposition database?
 - Do you have a needs list and/or a do not need list?
 - Do you have any special requirements or exemptions for your selectives?
- Find out who does the processing and cataloging for the incoming boxes of documents, and for materials you claim from offers.
- Attend the next FDL Conference (held in October in Arlington, VA)
 - <https://www.fdlp.gov/about-the-fdlp/events-and-conferences>
- Read the latest Biennial Survey and Region Report for your region. Read a couple of your library's past Biennial Surveys.
 - <https://www.fdlp.gov/file-repository/about-the-fdlp/biennial-survey>
- Find out your date of designation and calculate when your next significant anniversary is. Think about how you might want to celebrate it
 - Use the Federal Depository Library Directory: <https://catalog.gpo.gov/fdlpdir/public.jsp> to find the designation date. You may also have information in your own files that GPO does not have.
 - <https://www.fdlp.gov/promotion/tips-for-celebrating-depository-anniversaries>

Medium/Long Term

- Find out if your administration will support you making in-person visits to your selectives.
- Consider how well the existing weeding procedures for your region are working and if you want to change them.
- Decide what strategic goals and initiatives you have for your collection.
- Find out how usage of the collection is measured, for both print and online materials. Investigate if you are using the PURL reporting tool and if not, if you want to.
 - <https://www.fdlp.gov/requirements-guidance/instructions/709-purls>
- How is customer satisfaction measured? Consider surveying your users if needed.
- Find out if you keep government documents reference statistics, and if so, what method is used?
- If there is no local government documents group to participate in, consider starting one.
- Plan some exhibits and promotional opportunities for your library. Order some promotional items from FDLP.gov
<https://www.fdlp.gov/promotion/fdlp-promotional-materials-for-your-depository-library>
- Find out which of your selectives have significant upcoming anniversaries.
- Consider participating in Government Information Online to answer reference questions nationwide.
 - <https://godort.libguides.com/GIO>

Recommended Webinars

Browse the full archive at: <https://www.fdlp.gov/fdlp-academy/fdlp-academy-training-repository>

- FDLP eXchange
- Working with DSIMS
- Public Access Assessments
- Weeding Your Depository Collection
- Moving to a Mostly Online or All Online Depository
- SuDocs Classification System: An Overview
- SHA in Action: An Overview of a Selective Housing Agreement
- Depository Item Number System
- Showcasing Your Library: FDLP Promotional Tools & Tactics
- Understanding PURL Usage at Your Library
- The Superseded List
- Monthly Catalog of U.S. Government Publications
- Nothing Ever Happens Until it Does: Disaster Prevention, Response, and Recovery

GPO Outreach & Support contact information

202-512-1119, fdlpoutreach@gpo.gov