

Keeping America Informed: The Federal Depository Library Handbook

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Agenda

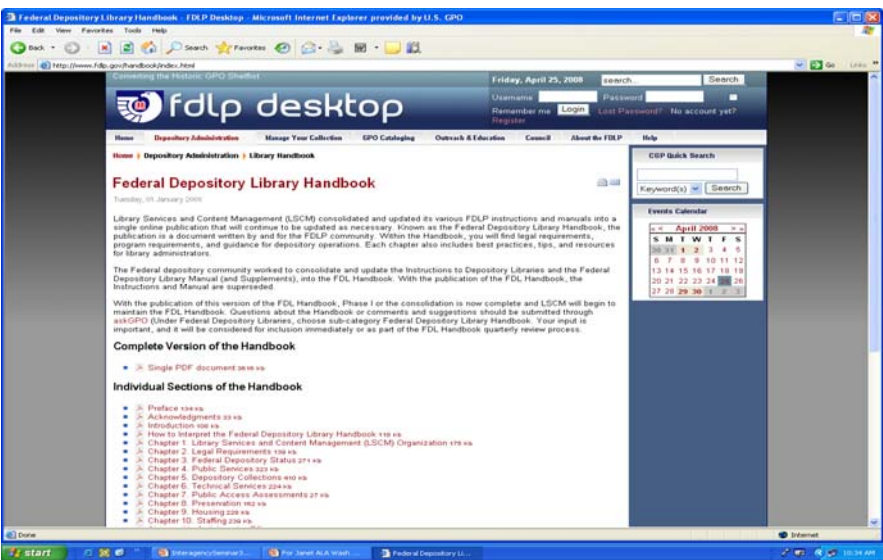
- What is the Federal Depository Library Handbook?
- Purpose (Why we Revised)
- How We revised It – Two Phases, Phase I complete; Phase II on-going
- Introduction to Chapters including format
- Important Highlights of some chapters
- Method for Updating and Maintaining (Phase II)

Federal Depository Library Handbook: What is it?

- Official source from GPO for guidance, best practices, legal and program requirements for Federal depository libraries
- Supersedes the *Instructions to Depository Libraries* and the *Federal Depository Library Manual* in January 2008
- September 2008 Revision supersedes January 2008 release
- Online document available on the FDLP Desktop
<http://www.fdlp.gov/handbook/index.html>

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The screenshot shows a web browser window displaying the 'fdlp desktop' website. The page title is 'Federal Depository Library Handbook' and the date is 'Tuesday, 01 January 2008'. The main content area features a navigation menu with links like 'Home', 'Depository Administration', and 'Library Handbook'. Below the navigation, there is a search bar and a calendar for April 2008. The main text area contains an introduction to the handbook, stating that it consolidates various FDLP instructions and manuals into a single online publication. It also mentions that the handbook will be updated as necessary and that questions or suggestions should be submitted through a GPO link. A section titled 'Complete Version of the Handbook' provides a list of links to individual sections, including Preface, Acknowledgments, Introduction, and various chapters on library services, collections, technical services, public access, preservation, and staffing.

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Federal Depository Library Handbook: Purpose

- Consolidate the *Federal Depository Library Manual* and *Instructions to Depository Libraries* into one document
- Update existing and add new content
- Emphasize legal and program requirements
- Emphasize the transition in Federal depository libraries
- Document best practices, lessons learned
- Create a more user friendly, online, one-stop shop

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Federal Depository Library Handbook: Process for Development

Two-Phased Approach

- Phase I: Consolidating and Updating Content
 - Completed January 2008
- Phase II: Updating Content, Links and Policies
 - On-Going
 - First cycle finalized September 2008
 - Incorporating suggestions from the depository community

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Federal Depository Library Handbook Chapter Outline

- 1- LSCM Organization & Contacts
- 2 - Legal Requirements (NEW)
- 3 - Federal Depository Status
- 4 - Public Services
- 5 - Depository Collections
- 6 - Technical Services
- 7 - Public Access Assessments (NEW)
- 8 - Preservation
- 9 - Housing Collections
- 10 - Staffing
- 11 - Collaborative Efforts
- 12 - Regional Services
- 13 - Transitioning Depository Libraries (NEW)
- 14 - Disaster Preparedness and Recovery (NEW)
- 15 - Federal Libraries
- Appendix A: Core Collections
- Appendix B: Acronyms
- Appendix C: For Library Administrators (NEW)
- Appendix D: Selective Housing Agreement
- Appendix E: Important for Map Librarians (NEW)
- Appendix F: Change Control Log (NEW)

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Federal Depository Library Handbook Chapter Formats

- Chapters structured with same content elements
 - What's New and Important
 - Tips, Practical Advice, and Lessons Learned
 - Did you realize that you don't have to...?
 - Important for Library Administrators
- Updated content based upon current best practices
- Pumpkin highlights for section titles; yellow highlights for legal and program requirements
- Table of Contents with hot links
- Each chapter individually page numbered
- Footer with original release January 2008 and revision release September 2008

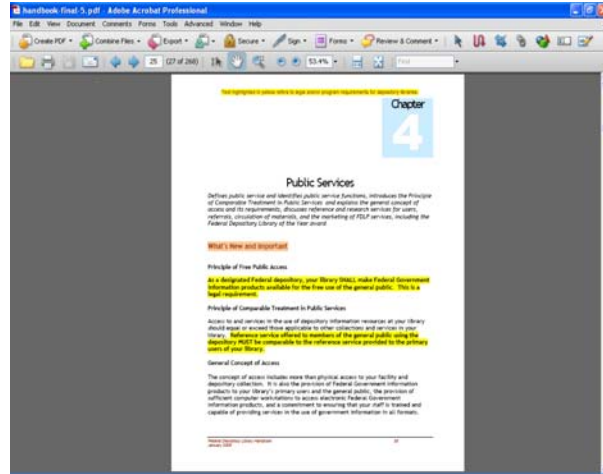
Example at

<http://www.fdlp.gov/repository/individual-sections-of-the-handbook/chapter-2-legal-requirements/download.html>

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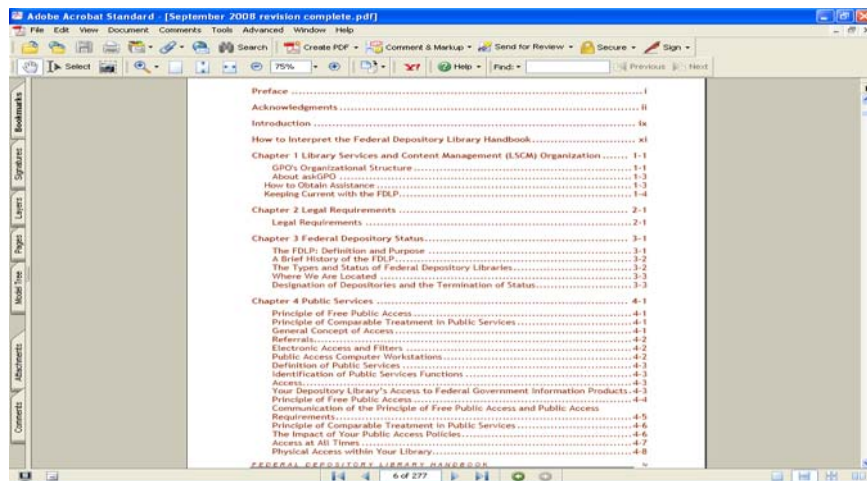
Federal Depository Library Handbook Chapter Format with Highlights



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Federal Depository Library Handbook Table of Contents with Chapter Numbering



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Federal Depository Library Handbook Footer with Original and Latest Release Dates

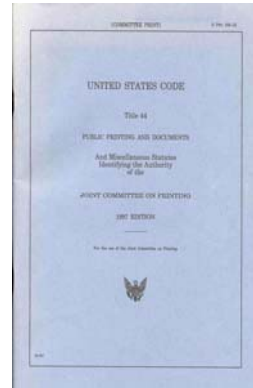
FEDERAL DEPOSITORY LIBRARY HANDBOOK ¹
January 2008 September 30, 2008 (rev.)

Federal Depository Library Handbook Chapter 1: Library Services & Content Management Organization

- Contact Center is main Point of Contact
 - Mon-Fri, 7am-6:30pm (202) 512-1800 /
Toll Free (866) 512-1800 or
ContactCenter@gpo.gov
- When you call, know your depository library name and depository number
- Richard Davis, Director, LSCM

Federal Depository Library Handbook Chapter 2: Legal Requirements

- Providing free public access to Federal Government information products
- Maintaining Federal Government information products
- Providing services in the use of Federal Government information products
- Completing the Biennial Survey
- Adhering to the Retention Rules



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Federal Depository Library Handbook Chapter 3: Depository Library Status

- Title 44 of United States Code basis
 - Who May Designate
 - Types of Designations
- *Designation Handbook for Federal Depository Libraries*
 - *Recently revised*
 - Outlines steps in designation and required paperwork, coordination
- Involve your regional depository coordinator who will consult with GPO

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Federal Depository Library Handbook Chapter 4: Public Services

- Signage
- Security
- Principle of Comparable Treatment
- Written access policy
- Internet Access
- Filtering

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Federal Depository Library Handbook Chapter 5: Depository Collections

- No minimum level of selection
- Compiling a list versus eyeballing discards
- Do not need to be housed in basements
- Some collections are migrating to increasingly electronic formats - sharing legacy tangible collections

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Federal Depository Library Handbook Chapter 6: Technical Services

- Use the Catalog of U.S. Government Publications (CGP)
 - Catalog everything printed by all 3 branches of Government
 - National authority for cataloging U.S. Government publications
 - Can download up to 1,000 records via Z39.50 for each session; 2,000 for web OPAC
 - FDLP Desktop, National Bibliography location of information
- Have contract for pre-1976 shelflist conversion
- Don't have to classify Government publications in a separate classification system
- May be integrated into the classification system the library uses
- Don't have to create catalog records but strongly encouraged because it increases usage, provides bibliographic control

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Federal Depository Library Handbook Chapter 7: Public Access Assessments

- Fulfills the Superintendent of Documents' responsibility to conduct "first-hand investigations"
- Focuses upon outcomes and not the how
- All libraries will be assessed although not necessarily on-site
- Emphasizes access, collections, services, and collaborative efforts
 - Free public access to Government information products in all formats
 - Federal Government information products in all formats are maintained so they are accessible to users and general public
 - Services in the access and use of Federal Government information products
 - Activities undertaken to participate effectively with LSCM and all libraries in the FDLP
- Public Comments from August 1, 2008 integrated

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Federal Depository Library Handbook Chapter 8: Preservation

- Preservation strongly encouraged
- Principal of Comparable Treatment
- Method for systematic review of preservation needs
- Articulate preservation priorities
- Non-preservation also a realistic option for some
- Preservation of tangible materials distributed through the FDLP is a responsibility of a regional depository library

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Federal Depository Library Handbook Chapter 9: Housing Collections

- Environment that provides access to, usage of depository resources
- Maintained in conditions comparable for commercially purchased materials
- May house parts of the collection offsite using a selective housing agreement - must meet same access/maintenance standards/ADA compliance
- Don't need a Memorandum of Understanding when housing publications in other parts of the library or other buildings managed by the same library administration

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Federal Depository Library Handbook Chapter 10: Staffing

- No Set formula for staffing levels
- Must have one person designated as the Depository Coordinator
- Designated officials
 - Ensuring depository operations conform to legal requirements
 - Responsible for depository administration
- Shared staffing responsibilities
- Training and Professional Development
 - Remember GPO sponsors three training events per year
 - Interagency Seminar
 - Spring Depository Council Meeting
 - Fall Depository Library Conference
 - GPO develops OPAL training modules

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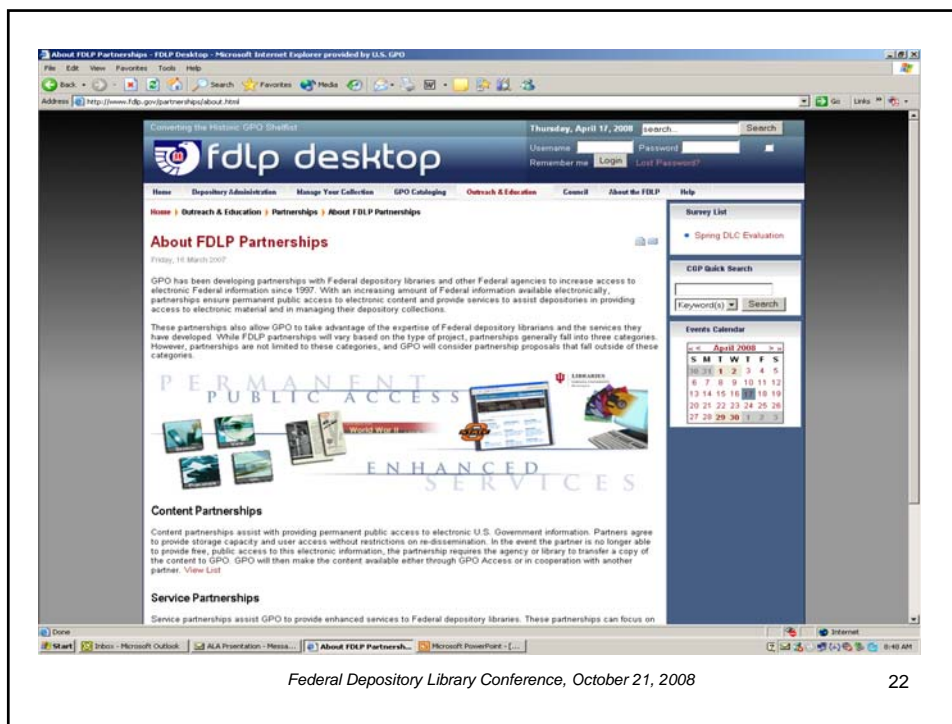
Federal Depository Library Handbook Chapter 11: Collaborative Efforts

- FDLP itself is a collaborative effort
- FDLs encouraged to develop partnerships with GPO
- Three types of Partnerships
 - Content
 - Service
 - Hybrid
- Formal partnerships are documented
- Flyer advertising partnerships included in conference materials
- State Plans are a partnership between regionals and selectives within a region/state


For more information, see our web site at:
<http://www.fdlp.gov/partnerships/about.html>

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Flyer Advertising Partnerships with GPO



Partnering With GPO

Does your library have a project, resource, or service that would benefit the depository library community and the public?

Become a GPO Partner:

- Make a contribution to the depository library community
- Strengthen GPO's outreach and collection use by contributing additional staff time, expertise, and server space
- Answer a need of the general public by creating a resource and linking from GPO's nationally recognized Web pages
- Get involved in a project that has direct impact upon citizens' access and use of government information

Recent Partnerships:

- Government Information Online: Ask a Librarian
- Homeland Security Digital Library
- Historic Publications of the U.S. Commission on Civil Rights

Learn More about Partnerships on the FDLP Desktop:

- List of all current partners
- Sample partnership agreements
- Partnership FAQ's
- Partnership inquiry form

<http://www.fdlp.gov/partnerships/about.html>

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Federal Depository Library Handbook Chapter 12: Regional Services

- Uphold minimum service requirements in Title 44
- Supervise the discard process of selectives
- Work collaboratively to develop a State Plan that benefits the state/region
- Guide selectives through designation and relinquishment
- Organize systematic/periodic training for region
- Consider not requiring selectives to list publications in microfiche on their needs and offers list
- Retain materials permanently

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Federal Depository Library Handbook Chapter 13: Transitioning Depository Libraries

- There is not a totally electronic depository library
- More depositories are in a transition between print and electronic
- 93% of what GPO distributes is in electronic format
- FDLP Desktop offers *Tips to Effectively Migrate to an Online Depository Collection*
- Talk to other depositories that have migrated to predominately online
- Start with a small electronic collection and grow

Remember not everything is online

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Federal Depository Library Handbook Chapter 14: Disaster Preparedness and Recovery

- Communicate with GPO to stop and resume shipments
- Be prepared
 - Develop a disaster plan that includes an evacuation plan
 - Keep backup lists of personnel, emergency contacts and materials off-site in a safe place
 - Keep a list of salvage priorities
- Do not assume the Depository Coordinator will control the process of recovery
- Keep written documentation when discussing replacement costs
- Use National Needs and Offers available at:
<http://www.fdlp.gov/needsoffers/index.html>

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Federal Depository Library Handbook Chapter 15: Federal Libraries

- Federal libraries are designated as depositories “By Law” under Title 44
- Security issues since September 2001
- If access is denied, library must still assist the patron by phone, e-mail, or some other form of remote communication
- Regional libraries have no jurisdiction over depository libraries of the various Federal agencies
- The discard procedures are different for Federal libraries

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Federal Depository Library Handbook Phase II: Maintaining the Handbook

GPO staff

- Reviews suggestions and vets
- Updates links
- Identifies policies to be developed and develops them

Timing of Revisions

- Occur as needed - depends on the volume and magnitude
- Immediate revisions (errors, new policies, broken links, legal interpretations)
- Suggestions vetted, inserted, with feedback

Vetting Revisions

- Internal - GPO experts
- External - DLC, professional library associations when suggestion is of the magnitude to require it

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Federal Depository Library Handbook Phase II Continued

At minimum, Handbook reviewed yearly by LSCM

Every new release announced on Desktop

Appendix F: Change Control Log to tracks changes for
community awareness/convenience

Minor changes such as typographical, grammatical or
wording not included in Log

Check the footer on released versions – contains original
and latest version release dates

Prior versions archived and marked as superseded

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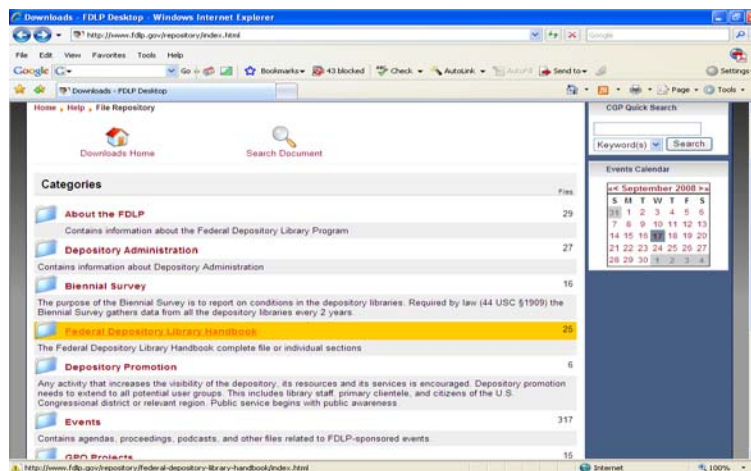
Federal Depository Library Handbook FDLP Desktop



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Federal Depository Library Handbook Repository



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Federal Depository Library Handbook Some Tips and Things With Which to be Familiar

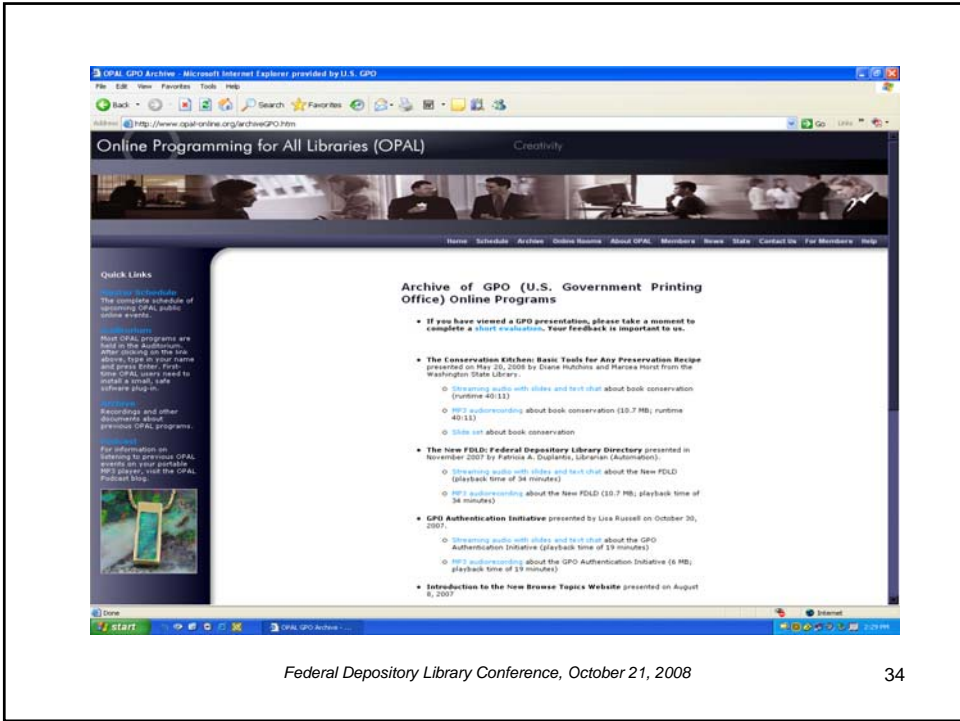
- FDLP Desktop: <http://fdlp.gov/>
- OPAL learning modules: <http://www.opal-online.org/archiveGPO.htm>
- Federal Depository Library Directory: <http://catalog.gpo.gov/fdlpdir/login.jsp>
- FDL marketing campaign information: <http://www.fdlp.gov/promotion/marketingplan.html>

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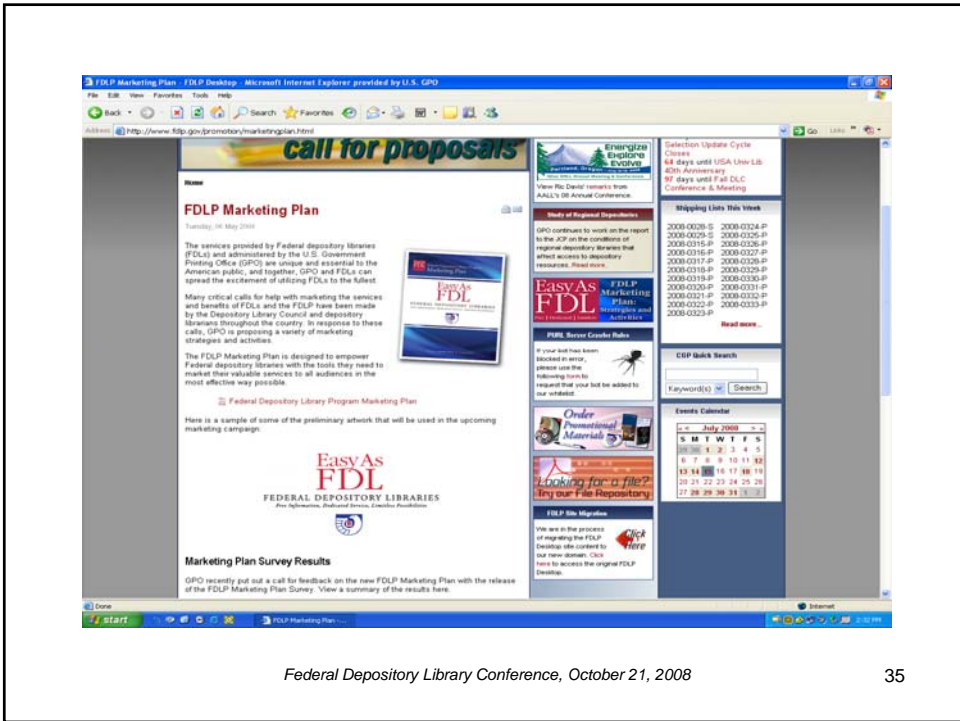
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The screenshot shows the FDLP Desktop website in a Windows Internet Explorer browser window. The browser's address bar displays "http://www.fdlp.gov/". The website header includes the "fdlp desktop" logo and a search bar. Below the header is a navigation menu with links: Home, Depository Administration, Manage Your Collection, GPO Cataloging, Outreach & Education, Council, About the FDLP, and Help. The main content area features a large banner for "OPAL Share your expertise with the community." with a sub-link "Submit an OPAL Educational Program Proposal online". Below this is a news item titled "GPO beta testing the new FDLP Community site" dated Thursday, 04 September 2008. To the right, there are several smaller news items: "Comment on the Strategic Plan", "Enhanced LSCM Contact Form", "2008 Interagency Seminar", and "Shipping Lists This Week". A sidebar on the right contains an "Events Countdown" and a "Shipping Lists This Week" section. At the bottom of the page, there is a footer with the text "Keep in mind that you do not need to be a beta tester to view our feedback and suggestions." and the date "Federal Depository Library Conference, October 21, 2008".

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Questions?

**Please submit ideas for updated content and ways to
make the handbook more user friendly to askGPO at:
askGPO@gpo.gov**

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