



# Help! I Am a New Depository Coordinator



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# Overview

This webinar is geared towards new depository coordinators.





## What is the Federal Depository Library Program (FDLP)?

- The FDLP was established by Congress to ensure that the American public has access to its Government's information
- Government information has been sent to libraries since 1812; formerly the program was run by the Secretary of State and the Department of the Interior
- Since 1895, the FDLP has been administered by the U.S. Government Publishing Office (GPO) – formerly known as the Government Printing Office
- FDLP established by 44 United States Code §1901-1916
  - <https://www.gpo.gov/fdsys/pkg/USCODE-2013-title44/pdf/USCODE-2013-title44-chap19.pdf>
- Need more information? Watch FDLP 101: <https://www.fdlp.gov/fdlp-101>



# What is GPO?

- The **U.S. Government Publishing Office (GPO)** is a Federal agency within the legislative branch. GPO was established in 1861 as the Government Printing Office and changed its name in 2014.
  - GPO is located on North Capitol Street in Washington, DC
  - GPO has about 1700 employees
  - [www.gpo.gov](http://www.gpo.gov)
- The Federal Depository Library Program is overseen by the Superintendent of Documents and run by the **Library Services and Content Management (LSCM)** business unit within GPO.
  - LSCM has about 90 employees



## What is a depository coordinator?

- Coordinators do not have to be librarians. They must be knowledgeable about the depository program.
- They serve as the point of contact for GPO. Respond to GPO communication.
- Most depository coordinators have had no formal training.





## What other things do coordinators often do?

- Sign up for FDLP News and Events. GPO's official communication tool.
- Open and process tangible depository shipment boxes.
- Catalog tangible and digital depository documents.
- Manage the weeding of depository tangible collections.
- Notify GPO of disasters and renovations that impact depository collections.
- Fill out the Biennial Survey.





## First Steps

- Find your depository password and number  
Username: library number Password: FDLP####
- Update the Federal Depository Library Directory (FDLD)
- Introduce yourself to your regional depository coordinator and other coordinators
- Read the Legal Requirements and Program Regulations and guidance articles
- Signup for FDLP News and Events
- Check out the FDLP Coordinator Calendar
- Determine who works with depository material and what do they do





## First Steps- Assessing your Collection

- Locate documentation on depository processes
- Determine what formats you have in your collection and find out where documents are housed
- Determine what you are currently receiving
- Figure out how cataloging is handled at your library
- Figure out if your collection is 100% cataloged







## What we wish we knew as newbie coordinators..

- DDM2 is a great tool that can mash up the data in away that will make reviewing receipts and your item selection profile easier to use
- It was common practice to abbreviate years in SuDoc call numbers. 1999 became 999
- Every depository library sorts their SuDocs differently
- Be prepared to explain why your library should remain in the program
- GPO is here to help!



## Where can I get training?

- FDLP Academy
- FDLP Coordinator Certificate Program (CCP)
- FDLP Regional Coordinator Program (RCP)
- Help! I'm an Accidental Government Information Librarian Webinars
- Government Documents Round Table (GODORT) ALA
- Request individual training from GPO



# Where can I ask questions/get help?

## From GPO

- Contact GPO's Federal Depository Support Services (FDSS)
  - 202-512-1119, [fdlpoutreach@gpo.gov](mailto:fdlpoutreach@gpo.gov)
- Use askGPO
  - <http://www.gpo.gov/askgpo/>





# Questions?





## References

- **FDLP News and Events-** <https://www.fdlp.gov/news-and-events>
- **44 United States Code §1901-1916-** <https://www.gpo.gov/fdsys/pkg/USCODE-2013-title44/pdf/USCODE-2013-title44-chap19.pdf>
- **Update the Federal Depository Library Directory (FDLD)-** <https://catalog.gpo.gov/fdlpdir/login.jsp>
- **Legal Requirements and Program Regulations-** <https://www.fdlp.gov/requirements-guidance/legal-requirements>
- **Guidance articles-** <https://www.fdlp.gov/requirements-guidance/guidance>
- **Item Lister-** [https://selections.fdlp.gov/OA\\_HTML/gpolibItemLister.jsp](https://selections.fdlp.gov/OA_HTML/gpolibItemLister.jsp)
- **List of Classes Data Files-** <https://www.fdlp.gov/file-repository/collection-management/list-of-classes/list-of-classes-data-files>
- **Documents Data Miner 2 (DDM2)-** <http://govdoc.wichita.edu/ddm2/gdocframes.asp>
- **Coordinator Certificate Program (CCP)-** <https://www.fdlp.gov/academy/fdlp-coordinator-certificate-program>
- **FDLP Academy-** <https://www.fdlp.gov/about-the-fdlp/fdlp-academy>
- **Help! I'm an Accidental Government Information Librarian Webinars-** <https://www.youtube.com/channel/UC6CfualeU8N77us06prY10Q>
- **Government Documents Round Table (GODORT)-** <http://www.ala.org/rt/godort>
- **Information for new Depository Coordinators-** <https://libguides.fdlp.gov/InformationForNewDepositoryCoordinators>
- **FDLP Coordinator Calendar-** <https://libguides.fdlp.gov/CoordinatorCalendar>



# Recommended FDLP Academy Webinars for New Coordinators

- **FDLP 101-** <https://www.fdlp.gov/fdlp-101>
- **FDLP Depository Operation Training Series-** <https://www.fdlp.gov/fdlp-depository-operation-training-series>
- **Shine a Spotlight on Your Library - Promotional Tools & Tactics-** <https://www.fdlp.gov/shine-a-spotlight-on-your-library-promotional-tools-tactics>
- **The Superseded List-**<https://www.fdlp.gov/the-superseded-list>
- **Working with DSIMS-** <https://www.fdlp.gov/working-with-dsims>
- **FDLP Exchange Training-** <https://www.fdlp.gov/fdlp-exchange>
- **Providing Access to Digital Documents-** <https://www.fdlp.gov/providing-access-to-digital-documents>