



Promoting Government Information and Your FDLP Collection on Your Website





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Agenda

- Spot Checks of Federal Depository Library Websites
- Legal Requirements and Regulations
- Best Practices
- Library website review



Spot Check: Federal Depository Library Websites

The websites checked represent the various types and sizes of libraries participating in the FDLP, as well as its geographic diversity.

- Public libraries (33)
- Academic libraries (34)
- Law libraries (8)
- State libraries (6)
- Special libraries (5)
- Court libraries (5)
- Federal agency libraries (5)
- Service academies (4)
- Regional depository libraries (10)

22 of the 100 selective libraries checked failed to identify themselves as FDLP participants using any of the three methods outlined in guidance (a graphic, statutory language, or explanatory language). All 10 of the regional libraries checked identified themselves as FDLP participants.



Spot Check: Federal Depository Library Websites

The DLC spot checked all digital depository library webpages in 2019.
Their findings:

8 out of 23 all digital depositories had an FDLP presence easily visible
on webpage



Spot Check: Federal Depository Library Websites

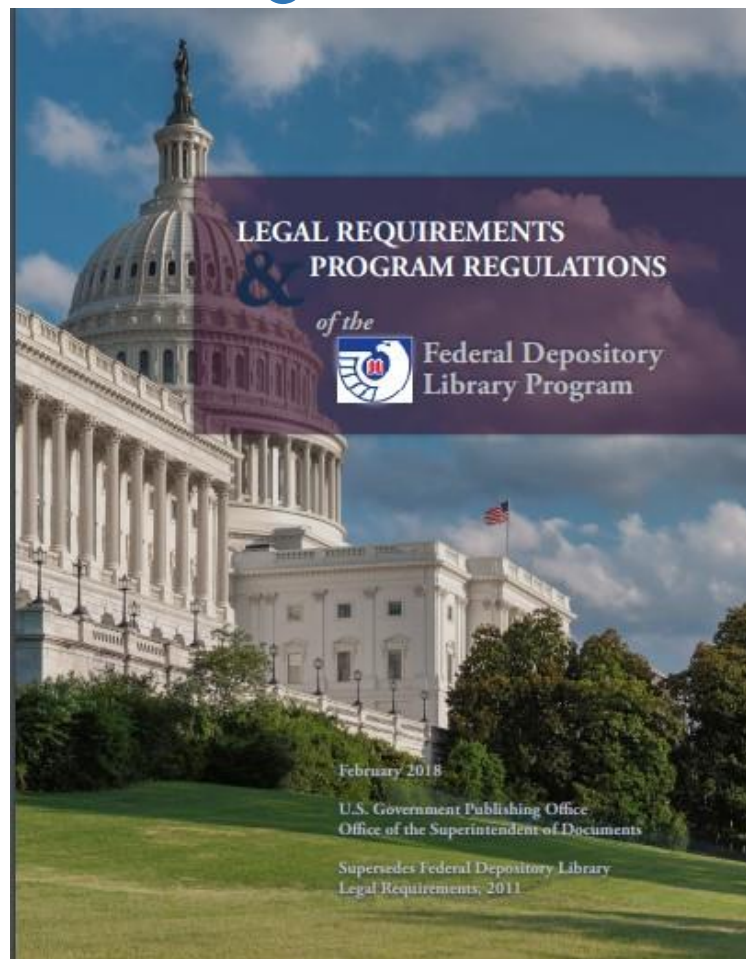
Recommendation #2:

The Depository Library Council recommends that GPO continue to provide guidance to and develop requirements for digital only depository libraries, to include the customer service model for that type of library. In addition, Council recommends that each digital only depository adopt the following best practices:

- Display the FDLP Logo on the library's website and on each page which references federal government documents.
- Provide links to the following [basic collection](#) resources, with clear instructions on how to access each title on the library website, and maintain regularly:
 - [Budget of the United States Government](#)
 - [Catalog of U.S. Government Publications](#)
 - [Code of Federal Regulations](#)
 - [Congressional Directory](#)
 - [Congressional Record \(daily\)](#)
 - [Federal Register \(daily\)](#)
 - [govinfo](#)
 - [Statistical Abstract of the United States](#)
 - [United States Code](#)
- Display the name, title, phone number, email and address of a contact person for the digital depository on the library's web page.
- Maintain the same level of policies, staff training, provision of reference services, and promotion of services as required of all FDLP libraries.



Regulations



<https://www.fdlp.gov/file-repository/depository-administration/1984-legal-requirements-and-program-regulations-of-the-federal-depository-library-program>



Regulation #38

38. Depository libraries that have a library Web page or site must identify themselves as a Federal depository library on their Web page or site by displaying the FDLP logo, provide the statutory language found on the FDLP decal, or otherwise identify the library as a public access point for FDLP material. Statutory language formerly found on the FDLP decal states,

"This library is a congressionally designated depository for U.S. Government documents. Public access to the government documents collection is guaranteed by public law. (Title 44 United States Code)"

FDLP Decal



FDLP Logo





Regulation #38

Government Information Collection

The [redacted] Library is one of 1300 Federal depository libraries that provide access to government information. We select documents from the Government Printing Office (GPO) and also collect State of [redacted] documents and international documents from the United Nations.

This library is a congressionally designated depository for U.S. Government documents. Public access to the Government documents collection is guaranteed by public law. (Title 44 United States Code). [redacted] Has been a depository since 1963.

Student jobs
Internships

Search

Libraries search Search

Staff login



Regulation #8

8. The foundation of a depository library collection includes both tangible (e.g. print, microfiche, CD-ROM/DVD) and online content. Depository libraries must provide access to FDLP content, including:

- Publications selected, distributed, and received through the Federal Depository Library Program,
- The FDLP Basic Collection,
- Publications available through official FDLP partnerships,
- Online publications cataloged in the Catalog of U.S. Government Publications (CGP), including publications found in the Federal Digital System (FDsys); demonstrated through a combination of cataloging, creation of Web pages, or integration of online material into traditional library finding aids such as subject guides.



Regulation #28

28. When depository libraries undergo planned remodeling, undertake a move, or otherwise find their operations disrupted, library staff are required to submit a contingency plan to FDLPOutreach@gpo.gov outlining how the library staff will provide access to depository services and collections to the general public during the period of disruption.

ABOUT GOVERNMENT DOCUMENTS

ALTHOUGH THE UNIVERSITY AND LIBRARY ARE CLOSED FROM MIDNIGHT MARCH 23RD UNTIL APRIL 13TH, I AM CHECKING EMAIL REGULARLY. DROP ME A LINE .EDU IF YOU HAVE ANY QUESTIONS.



Regulation #33

33. The depository collection and services must be visible to library users and potential users. For example, depository or Federal government information may be visible through cataloging, information on Web pages, or other promotional efforts.



Best Practices for Library Websites



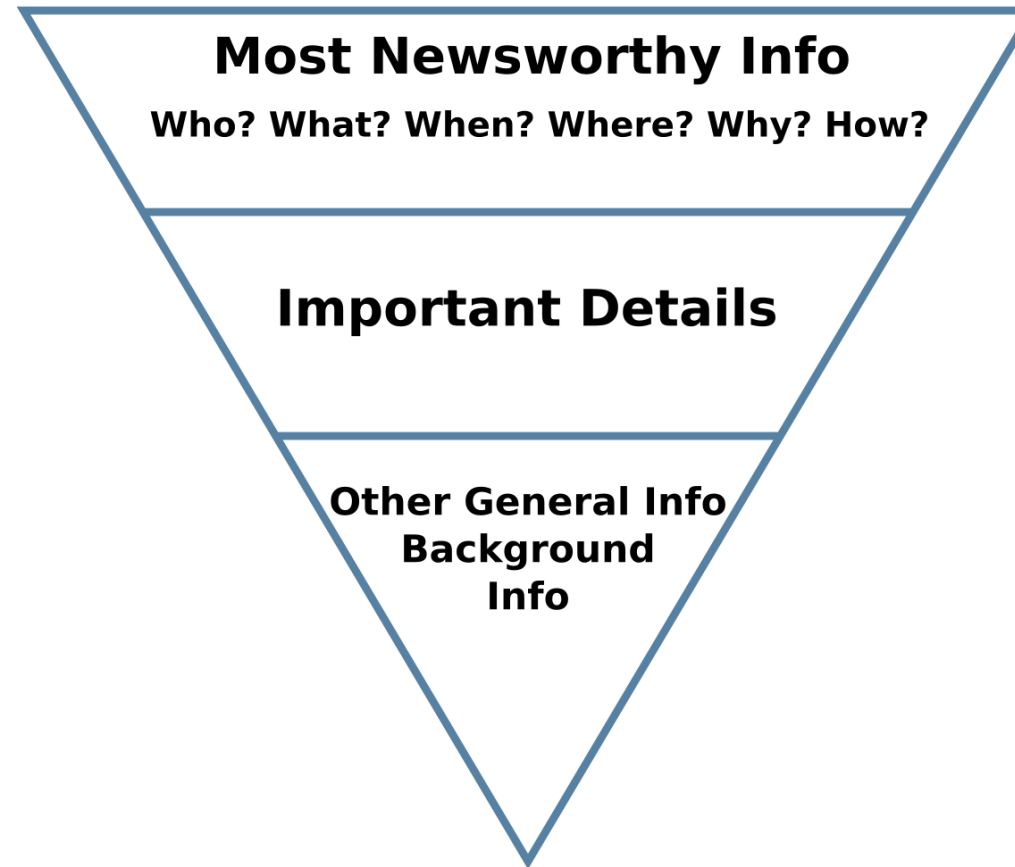
Best Practice: Who, What, When, Where, Why, & How

Can your patrons easily identify:

- Who are my library's Government information experts?
- What is the FDLP, and what FDLP resources does my library have?
- When is my FDLP librarian accessible? When can I access various types of Government information?
- Where can I go online and in the library for these materials?
- Why should I use Government information resources?
- How can I access these materials?



Best Practice: Inverted Pyramid Method





Best Practice: Your Contact Information

- Virtual reference
- Email, chat, phone
- Social media
- Hours of operation





Best Practice: General Tips

- Are you using words and phrases that make sense to your community?
- Write short, concise sentences for a middle school reading level.
- Spell out acronyms, and avoid complex or industry-specific terms.
- Use an active voice.
- Embrace white space.
- Utilize bulleted lists (anything that makes your content easier to scan).



Best Practice: General Tips

- Use clear headlines and subheads.
- Put your main ideas right up front.
- Get a second set of eyes to proofread your work.





Best Practice: General Tips

- Incorporate photos, graphics, and videos wherever you can.
- Add features to your web page or integrate your social media to include what's happening in the news, the season, holidays, etc.
 - COVID, social distancing, handling of library materials, hand washing, proper use of masks, summer safety tips (vacations, swimming, camping), election resources





Best Practice: Maintenance! Check Your Links, Websites, & Agency Names

Government websites, agency names, links, and acronyms change frequently! Check and update frequently.

- Website Wednesday
 - <https://www.fdlp.gov/promotion/website-wednesdays>
- GovSpeak – US San Diego
 - <https://ucsd.libguides.com/govspeak>
- GovSpeak Errors– UC San Diego
 - https://ucsd.libguides.com/govspeak_errors



Best Practice: Accessibility & Analytics

- Make searching accessible.
- Conduct usability testing.
- Empower users by making your site fully-accessible.
- Use analytic tools to measure user engagement.
- Ensure your website is mobile friendly.



Best Practice: Integrating Social Media

Are links to your library's social media accounts prominent on your library web page?

Do your social media pages open in a new window or redirect away from your library's website?

Is contact information for your library prominent on your library's social media channels?

Is the FDLP represented on your library's social media accounts?



Best Practice: Let GPO Help You

- [COVID-19 Toolkit](#)
- [FDLP LibGuides](#), which includes guides about:
 - [FDLP Basic Collection: Core U.S. Government Resources](#)
 - Collections of guides on [Hot Topics](#), including [Coronavirus](#)
 - Numerous [subjects](#), such as [Health and Medicine](#), [Teaching Resources](#), and [Publications for Children](#)
- [FDLP Guide to Social Media](#)
- **govinfo** featured articles (from homepage)
- FDLP.gov homepage snacks



Best Practice: Let GPO Help You

- FDLP Digital Marketing Toolkit

- Audio PSAs and Scripts
- Logos
- Images for websites, social media, desktop backgrounds, display screens
- Eye-catching graphics to point users to popular websites, like Ben's Guide





Library Website Review



University of Wisconsin - La Crosse

- FDLP logo on library homepage that links to Government information page
- Prominent contact information, social media
- Government information page answers the who, what, when, etc right up front
- Excellent LibGuide
 - Timely Government documents
- Links and acronyms up-to-date



MURPHY
LIBRARY



San Diego Public Law Library

- Prominent placement under the library's 'what's here' section
- Prominent COVID-19 update with clear message and alternative for patrons looking for Government information
- Links and acronyms up-to-date
- Who, what, when, etc is well-addressed
- Contact information and social media prominent





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