

Top 10 List for New Documents Librarians



1. **Read** the basic publications of the FDLP and separate FDLP policies to learn about the FDLP rules and regulations for managing a Federal depository library..

- FDLP Desktop: <http://www.fdlp.gov/>
- Federal Depository Library Handbook: <http://www.fdlp.gov/handbook/index.html>
- Administrative Notes http://www.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html
- GPO Cataloging Guidelines: http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf
- List of Classes: http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html
- FDLP Guidelines on Substituting Electronic for Tangible Versions of depository Publications: www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html
- Depository Library Public Service Guidelines for Government Information in Electronic Formats: www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html
- FDLP Internet Use Policy Guidelines: www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html

Selected textbooks:

- Andriot, Donna, ed. Guide to U.S. Government Publications. Farmington Hills, MI: Gale Group, 2000. (Annually identifies agency series and SuDocs class stems and provides publication history.)
- Boyd, Anne M. United States Government Publications. 3rd ed. Revised by Rae E. Ripps. New York: H.W. Wilson, 1949, reprinted 1952. (Guide to historical information about government printing and dissemination)
- Hernon, Peter et al. United States Government Information: Policies and Sources. Westfield, CT: Libraries Unlimited, 2002. (Scholarly approach combines reference sources with government policies.)
- Morehead, Joe. Introduction to United States Government Information Sources. 6th ed. Englewood, CO: Libraries Unlimited, 1999. (First edition in 1975 supplanted Schmeckebier.)
- Robinson, Judith Schiek. Tapping the Government Grapevine: The User-Friendly Guide to U.S. Government Information Sources. 3rd ed. Phoenix, AZ: Oryx Press, 1998. (Readable and fun classic.)
- Schmeckebier, Laurence F. and Roy B. Eastin. Government Publications and Their Use. Washington, DC: Brookings Institution, 1969. (Provides the history of documents, bibliographies, and catalogs)
- Sears, Jean L. and Moody, Marilyn K. Using Government Information Sources: Electronic and Print, 3rd edition. (Phoenix: Oryx Press, 2001) (In-depth reference text for sources, emphasizing subject approach.)

2. **Find out your depository library number and internal and external passwords.** The number is on the inside flap of the shipment box. E-mail the AskGPO service at <http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php> to obtain passwords if they can't be located. Update the Federal Depository Library Directory at <http://catalog.gpo.gov/fdlpdir/login.jsp>.

3. **Use the Item Lister feature on the FDLP Desktop** to find the list of your library's item selections. Review item profile for additions and deletions ideally along with a written government documents collection development policy in hand. Physically handle the material at your library and visit neighboring

depositories to examine potential additions. Use the [Suggested Core Collections](#) by Library Type and the [Documents Data Miner 2](#) features.

4. **Locate Inspection Reports, Self-Study submission and Self-Study Evaluation** report (if applicable), and **Biennial Surveys**. Find any annual reports for the depository operation. Review these materials to determine whether the depository operation is in compliance with the FDLP legal and program requirements concerning bibliographic control, public service, etc. If you can't locate this information, send a message to the GPO Contact Center at: <http://www.gpoaccess.gov/help> and copies will be made from your library's permanent file and sent to you.
5. **Contact your regional librarian** for disposal instructions and advice. Find out whether there is a state electronic discussion list and how to sign up, and whether there is a government documents group in the state or region and join it. Contact neighboring depositories for networking opportunities, cooperative collection development, and promotion possibilities.
6. **Subscribe to GPO-FDLP-L: gpo-fdlp-l@listserv.access.gpo.gov; <http://listserv.access.gpo.gov/archives/gpo-fdlp-l.html>**
and electronic discussion lists, such as:
 - GOVDOC-L: <http://govdoc-l.org>,
 - DocTech-L: <http://list.lib.usu.edu/mailman/listinfo/doctech-l>, etc.
7. **Find out about the library's mission, vision, goals, and strategic planning** documents so that you know how the depository operation fits into your setting. Who has purchasing power? Who are the techies? Find out whether there is a department budget for purchasing supplementary commercial reference tools, computer equipment, replacements for lost/damaged materials, travel/training, etc. Communicate with your library administration.
8. **Look for training opportunities** on the local to national level. GPO offers several opportunities, including:
 - Interagency Depository Seminar, held annually for 5 days in Washington, DC.
 - Federal Depository Library Conference, combined with the fall Depository Library Council meeting. Held annually in the Washington, DC metro area.
 - Depository Library Council meetings, held semiannually. Fall meetings take place in the Washington, DC metro area; spring meetings are located in other parts of the U.S.Preliminary agenda is announced on the FDLP Desktop. Orientation sessions for new depository staff are held at both Council meetings, providing opportunities for networking and getting basic questions answered.
9. **Find out if the library's depository operation has a Web presence.** If it doesn't, to get started use the template at: <http://www.ala.org/ala/godort/godortcommittees/gitco/govinfotemplate.htm>. FDLP graphics are available at: <http://www.fdlp.gov/promotion/promographics.html>.
10. **Review other helpful Web sites**, including:
 - ALA GODORT: www.ala.org/ala/godort/godort.htm (Current news on variety of issues, e.g., appropriation bills, NTIS, etc.; links to professional resources such as e-journals, electronic discussion lists, state documents groups; laws and legislation.) Links to GPO products, GPO cataloging records at OCLC, vendors, PURLs; Web pages by depository librarians, etc.
 - ALA GODORT Toolbox for Processing and Cataloging Federal Government Documents: www2.lib.udel.edu/godort/cataloging/toolbox.htm (Links to GPO products, GPO cataloging records at OCLC, vendors, PURLs; Web pages by depository librarians, etc.)
 - ALA GODORT Handout Exchange and Clearinghouse: www.lib.umich.edu/govdocs/godort.html (Submissions by documents librarians on a variety of topics, e.g., CD-ROM user guides, collection development policies, maps user guides and processing, staff policies and training guides, etc.)