

# Depository Management

## **Policies That Should Be In Place In Your Library**

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- Access Policy
- [Collection Development Policy](#)
- Binding Policy
- Documents Replacement Policy
- [FDLP Internet Use Policy Guidelines](#)
- [Public Service Guidelines for Government Information in Electronic Formats](#)
- [State Plan](#)

## **Publications With Which You Should Be Familiar**

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### **[Administrative Notes](#)**

Official monthly newsletter of the Federal Depository Library Program. New policies and directives from GPO are published here.

### **[Administrative Notes Technical Supplement](#)**

Monthly newsletter of the FDLP with a technical processing focus and emphasis on changing depository item numbers and SuDoc class numbers. Distributed to all depository libraries and available on the web from August 15, 1996

### **[Catalog of U.S. Government Publications \(CGP\)](#)**

The CGP indexes information distributed through the Federal Depository Library Program and contains cataloging records published in the Catalog since January 1994. It is updated daily. The print and CD-ROM counterparts of this index is the Monthly Catalog of United States Government Publications, sometimes referred to as MoCat.

### **[Federal Depository Library Directory](#)**

The directory is searchable by a number of variables and provides links to the library's item selections, web page, and the coordinator's email address. The online version is updated monthly while the print version is semi-annual.

### **[Federal Depository Library Manual \(and supplements\)](#)**

Contains guidelines, suggestions, and practical applications that meet the requirements of the FDLP

### **[Instructions to Depository Libraries](#)**

Sets forth the requirements for which all depository libraries are obligated

### **[List of Classes](#)**

Lists the SuDocs class stem, titles, item numbers, and formats of material available for selection; item number index with corresponding SuDocs stem

### **[Superseded List](#)**

Revised titles that may be withdrawn from the collection prior to the five-year required retention period

# Resources for Federal Depository Library Administration



The publications and Web sites listed below contain the basic GPO Depository rules, regulations, and reference publications that are needed for managing a Federal Depository Library.

All of the publications are available in electronic format for downloading from the FDLP Desktop.

Title / Name	CONTENTS	URL/E-Mail	SUDOCS #
<b>About the Federal Depository Library Program Electronic Collection</b>	General information about the FDLP Electronic Collection, including links to GPO Access.	<a href="http://www.access.gpo.gov/su_docs/fdlp/ec/index.html">http://www.access.gpo.gov/su_docs/fdlp/ec/index.html</a>	
<b>Administrative Notes</b>	Policy, procedures, and news relating to the FDLP.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html</a>	GP 3.16/3-2:
<b>Administrative Notes Technical Supplement</b>	SuDocs class corrections, updates to the List of Classes, etc.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html</a>	GP 3.16/3-3:
<b>Catalog of U.S. Government Publications (CGP)</b>	Bibliographic information about tangible and online Federal information products and services.	<a href="http://catalog.gpo.gov">http://catalog.gpo.gov</a>	GP 3.8/8-9
<b>Contacts Directory</b>	Staff member's names, phone numbers, and direct e-mail links.	<a href="http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html">http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html</a>	
<b>Documents Data Miner 2 (DDM2)</b>	A collection management tool for searching across datasets such as the List of Classes, item selection profiles, and library directory information.	<a href="http://govdoc.wichita.edu/ddm2/gdocframes.asp">http://govdoc.wichita.edu/ddm2/gdocframes.asp</a>	
<b>Explanation of the Superintendent of Documents Classification System</b>	Brief overview of the SuDocs classification system.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/explain.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/explain.html</a>	GP 3.2:C 56/8/990

Title / Name	CONTENTS	URL/E-Mail	SUDOCS #
<b>FDLP Desktop</b>	Web page with links to essential information for depository management.	<a href="http://www.access.gpo.gov/su_docs/fdlp/index.html">http://www.access.gpo.gov/su_docs/fdlp/index.html</a> <a href="http://www.fdlp.gov/">http://www.fdlp.gov/ (Beta site)</a>	
<b>Federal Depository Library Directory</b>	Addresses and contact information for all Federal depository libraries.	<a href="http://www.access.gpo.gov/su_docs/fdlp/tools/direct.html">http://www.access.gpo.gov/su_docs/fdlp/tools/direct.html</a>	GP 3.36:L 61
<b>Federal Depository Library Manual</b> (includes Supplement 1, Collection Development Guidelines...; Supplement 2, Guidelines for the FDLP; Supplement 3, Self-Study of a Federal Depository Library)	Procedures for administering a depository.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/">http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/</a>	GP 3.29: D 44/993 GP 3.29: D 44/993/ Supp. GP 3.29: D 44/993/ Supp.2 GP 3.29: D 44/993/ Supp.3/REV.
<b>GPO Classification Manual</b>	Detailed policies on assigning SuDocs numbers.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/classman/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/classman/index.html</a>	GP 3.29.P 88/993
<b>GPO-FDLP-L</b>	E-mail service that provides depository libraries with time-sensitive information relating to the FDLP.	<a href="http://listserv.access.gpo.gov/archives/gpo-fdlp-l.html">http://listserv.access.gpo.gov/archives/gpo-fdlp-l.html</a>	
<b>Help</b>	Online inquiry service & knowledge base.	<a href="http://www.gpoaccess.gov/help/index.html">http://www.gpoaccess.gov/help/index.html</a>	
<b>History</b>	General information about the FDLP.	<a href="http://www.access.gpo.gov/su_docs/fdlp/history/index.html">http://www.access.gpo.gov/su_docs/fdlp/history/index.html</a>	
<b>Instructions to Depository Libraries</b>	Official rules and regulations of the Federal Depository Library Program which all depositories are required to follow.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html</a>	GP 3.26:D 44/2000
<b>List of Classes</b>	SuDocs class stems, titles, item numbers, and formats of material available for selection.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html</a>	GP 3.24:
<b>Superseded List</b>	General rules for identifying materials that become obsolete or dated prior to the normal 5-year statutory retention period and may be discarded; list of specific titles.	<a href="http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html">http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html</a>	GP 3.2:SU 7/996

# Top 10 List for New Documents Librarians



1. **Read** the basic publications of the FDLP. In addition to the titles and Web sites listed in Resources for Federal Depository Library Administration, see:
  - GPO Access Web site: [www.gpoaccess.gov](http://www.gpoaccess.gov)
  - GPO Cataloging Guidelines: [http://www.access.gpo.gov/su\\_docs/fdlp/cip/gpocatgu.pdf](http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf)
  - FDLP Guidelines on Substituting Electronic for Tangible Versions of depository Publications: [www.access.gpo.gov/su\\_docs/fdlp/coll-dev/subguide.html](http://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](http://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](http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html)
  - Recommended Specifications for Public Access Workstations in Federal Depository Libraries: [www.access.gpo.gov/su\\_docs/fdlp/computers/index.html](http://www.access.gpo.gov/su_docs/fdlp/computers/index.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)
  - Herson, 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. Send a message to the GPO Contact Center at: <http://www.gpoaccess.gov/help> to obtain passwords if they can't be located. Update your library's Directory entry at: [www.access.gpo.gov/su\\_docs/fdlp/tools/ldirect.html](http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html).
  3. **Find Item Lister of item selections** at: [www.access.gpo.gov/su\\_docs/fdlp/tools/itemlist.html](http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html). 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" at: [www.access.gpo.gov/su\\_docs/fdlp/pubs/fdlm/corelist.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html) and the Documents Data Miner features: <http://govdoc.wichita.edu/ddm2/gdocframes.asp>.
  4. **Locate Inspection Reports, self-study submission and LPS 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 GPO's rules and regulations concerning bibliographic control, equipment, 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 photocopies 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, 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](mailto:gpo-fdlp-l@listserv.access.gpo.gov); <http://listserv.access.gpo.gov/archives/gpo-fdlp-l.html>  
and other 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, 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 1/2 days in Washington, DC. Preliminary agenda appears in Administrative Notes.
  - Federal Depository Library Conference, combined with the fall Depository Library Council meeting. Held annually in the Washington, DC metro area. Preliminary agenda appears in Administrative Notes.
  - 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 appears in Administrative Notes.Orientation sessions for new depository staff are held at both 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: [www.ala.org/ala/godort/godortcommittees/gitco/govinfotemplate.htm](http://www.ala.org/ala/godort/godortcommittees/gitco/govinfotemplate.htm). FDLP graphics are available at: [www.access.gpo.gov/su\\_docs/fdlp/pr/graphics.html](http://www.access.gpo.gov/su_docs/fdlp/pr/graphics.html).
10. **Review other helpful Web sites**, including:
  - ALA GODORT : [www.ala.org/ala/godort/godort.htm](http://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.)
  - Government Information and Depository Management Clearinghouse: [www.library.uiuc.edu/doc/godort/etools.htm](http://www.library.uiuc.edu/doc/godort/etools.htm) (Contains information on cataloging, community advocacy, FDL management, etc.)
  - Toolbox for Processing and Cataloging Federal Government Documents: [www2.lib.udel.edu/godort/cataloging/toolbox.htm](http://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: [www.lib.umich.edu/govdocs/godort.html](http://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.)
  - Documents Center (University of Michigan): [www.lib.umich.edu/govdocs/federal.html](http://www.lib.umich.edu/govdocs/federal.html) (Federal Government Resources on the Web. Comprehensive coverage including bibliographies, links to new and historic documents, broad subject access, agency directory, and search engine).