The Electronic Federal Depository Library Manual

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Interagency Seminar

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The Electronic Federal Depository Library Manual

Purpose of Session

- Report on our efforts to update the manual
- Explain what we envision as content
- Incorporate feedback from new librarians
- Outline steps for revision

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Reasons for Revisions

- Nature of program is changing
- Nature of our efforts is changing
- Consolidate several previous documents
- Refresh contents
- Document good practices, lessons learned

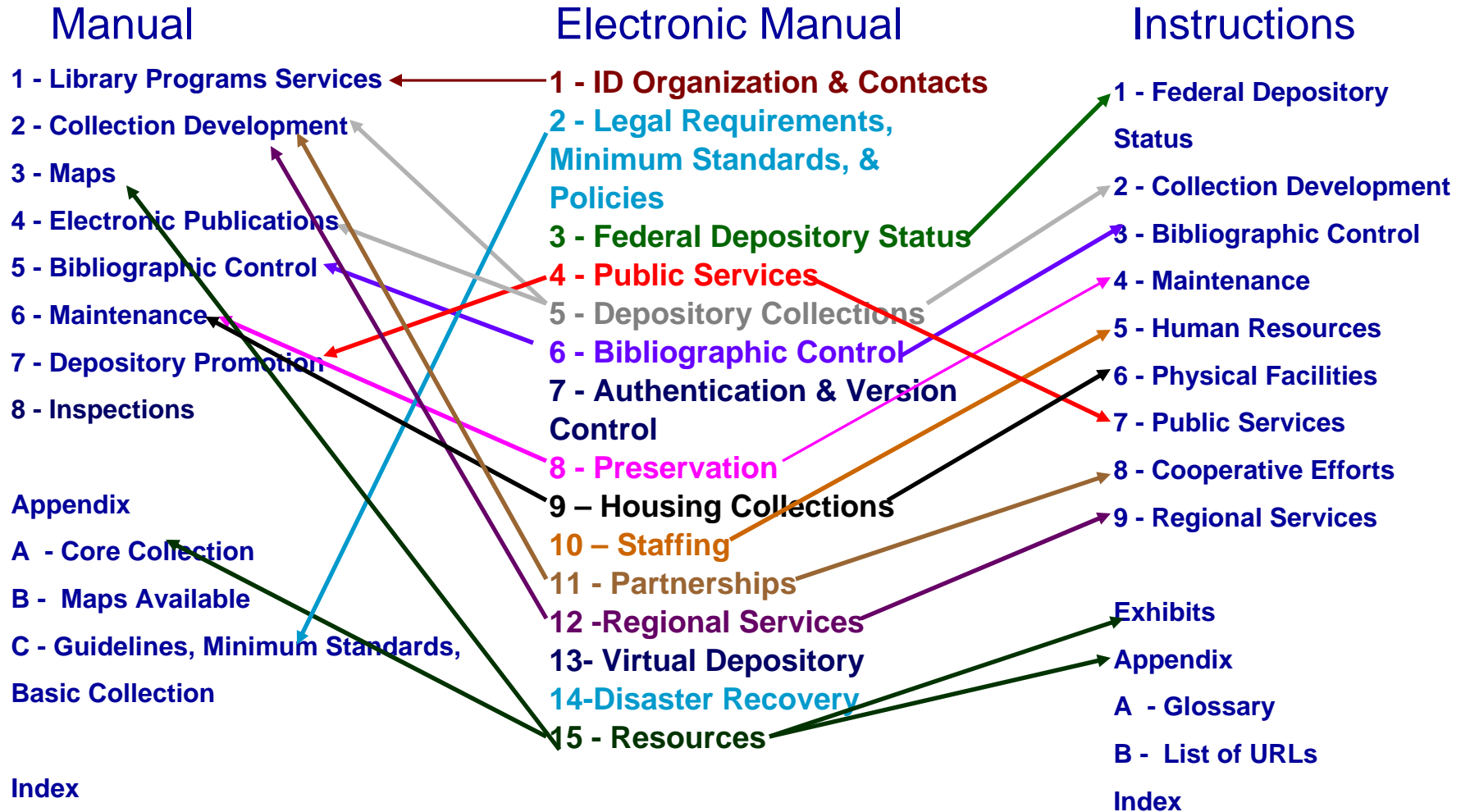# The Electronic Federal Depository Library Manual

Process for Revising

- Review and consolidate existing documents
- Advice of DLC and Depository community
- Cross-walk new content to old
- Develop a draft framework
- Work with community
- Initial release by Fall conference

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Comparison of Chapters

Manual

1 - Library Programs Services

2 - Collection Development

3 - Maps

4 - Electronic Publications

5 - Bibliographic Control

6 - Maintenance

7 - Depository Promotion

8 - Inspections

Appendix

A - Core Collection

B - Maps Available

C - Guidelines, Minimum Standards,

Basic Collection

Index

Electronic Manual

1 - ID Organization & Contacts

2 - Legal Requirements, Minimum Standards, & Policies

3 - Federal Depository Status

4 - Public Services

5 - Depository Collections

6 - Bibliographic Control

7 - Authentication & Version Control

8 - Preservation

9 – Housing Collections

10 – Staffing

11 - Partnerships

12 -Regional Services

13- Virtual Depository

14-Disaster Recovery

15 - Resources

Instructions

1 - Federal Depository Status

2 - Collection Development

3 - Bibliographic Control

4 - Maintenance

5 - Human Resources

6 - Physical Facilities

7 - Public Services

8 - Cooperative Efforts

9 - Regional Services

Exhibits

Appendix

A - Glossary

B - List of URLs

Index

Chapter 1: ID Organization and Contacts

ID Organizational Structure
Contact Center as main Point of Contact
Mon-Fri, 8-5
(202) 512-1800 / Toll Free (866) 512-1800
ContactCenter@gpo.gov

Chapter 2: Legal Requirements, Minimum Standards, Policies

Title 44, Chapter 19, Sec 1909
Minimum Standards
Policies

Chapter 3: Federal Depository Status

Define FDLP

Purpose of the FDLP

Designation

Withdrawal

Chapter 4: Public Services

Define Public Service

Public Service Functions

Access

Reference and Research Services to Users

Referrals

Circulation of Materials

Marketing to Users

Chapter 5: Depository Collections

Purpose

Scope

Collection Development

National Collection

Collection Management

Chapter 6: Bibliographic Control

ILS and its Impact

Pushing Records

Future of Cataloging at GPO

Link to NC and NB

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Chapter 7: Authentication, and Version Control

Authentication

Version Control

Chapter 8: Preservation

Definition

Process

Tangible Products

Electronic Products

Dark and Light Archives

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Chapter 9: Housing Collections

Tangible collections
- Current
- Historical

Electronic collections

Shared Housing Agreements (also Chapter 11)

Chapter 10: Staffing

Responsible Officials

Staffing Levels

Training

Chapter 11: Partnerships

Content Partnerships
Service Partnerships
Hybrid Partnerships

Chapter 12:   Regional Services

Designation
Responsibilities of a Regional
Minimum Service/Performance for Regionals

Chapter 13: Virtual Depository

Define an "almost" virtual depository

Characteristics
Requirements
Functions
Services
Support levels

Chapter 14: Disaster Recovery

Prevention

Housing considerations

Best practices and tips

Chapter 15: Resources

Resources

Core Legacy Collection by Library Type
Map Librarianship
Acronyms
Glossary

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Next Steps

Call for volunteers (LPPlanning@gpo.gov)

Draft chapters

Brief at the Fall conference

Solicit feedback from the Community

Continue to work with DLC

Integrate and finalize

Publish to GPO Access January 2006