LPS Annual Report: FY 1999

Summary

Online electronic U.S. Government information became the most prevalent dissemination medium in the Federal Depository Library Program (FDLP) in Fiscal Year (FY) 1999. This continues the trends of the previous five years, and affects both program content and administrative functions. Since the beginning of the electronic transition, the Library Programs Service (LPS) has concentrated on increasing the electronic content in the program and on building the support mechanisms to enable depository libraries and the public to locate the desired electronic resources and to ensure that those resources remain permanently accessible. For the most part these developments have been funded from program savings resulting from agencies reducing the numbers of titles published in print media. Due to continuing funding constraints, future efforts will have to focus more on reducing duplication of formats and media and on containing costs.

LPS' 1999 highlights include:

- Online electronic content becomes the most prevalent medium in the FDLP
- Electronic Collection Plan published; recognized as a "notable document"
- Significant personnel changes; Electronic Collection Team established
- Initial implementation and testing of the electronic archive
- GPO/NCLIS Assessment of Electronic Government Information Products published
- Biennial Survey revised and enhanced for 1999; report for 1997 published
- Internet Service Guidelines issued
- Y2K remediation, testing, and compliance

Personnel Changes

Gil Baldwin was selected as Director, Library Programs Service in November 1998. He began his career with GPO in 1973 and since 1974 has held a variety of staff and management positions in LPS. From 1994-1998 he was Chief of LPS' Library Division. He has been concentrating on the development of the FDLP permanent public access initiatives and other aspects of the transition to a more electronic FDLP.

Sheila McGarr was appointed Chief of the Library Division in June 1999. Her new duties include oversight of the Depository Administration Branch, the Cataloging Branch, and the Depository Services Staff. She began her career at GPO in 1981. She will continue to supervise the depository library inspectors and organize the annual Federal Depository Conference and the Interagency Depository Seminar.

Laurie Beyer Hall was appointed Supervisory Program Analyst in March 1999. Her duties in this new position include supporting all of LPS' developing and legacy automated systems, coordinating the requirements analysis for a future integrated library system (ILS), and managing LPS' budget preparation. She is responsible for directing the activities of the LPS Program Analysts, the Office Automation Specialist, the Electronic Transition Specialists, and network operations. Laurie has been with GPO in a variety of positions within LPS since 1985.

George Barnum, who came to GPO in 1997 as an Electronic Transition Specialist, was selected to be LPS' first Electronic Collection Manager (ECM), and joined LPS on a permanent basis in September 1999. In this new librarian position, he will establish, review, maintain and modify comprehensive plans to assure permanent public access to products in the FDLP Electronic Collection. He will work closely with the Electronic Collection Team on permanent public access for electronic Government information, creating partnerships between depository libraries, Federal agencies, information-related organizations, and GPO, as well as on managing the FDLP Electronic Collection (FDLP/EC).

Judy Andrews left LPS in August 1999 for Portland (OR) State University where she assumed the position of regional documents librarian. She came to GPO in July 1998 from James Madison University in Harrisonburg, VA on a one-year appointment as an Electronic Transition Specialist. Her primary focus was on the FDLP/EC. She worked to develop the Electronic Collection Team that concentrated on ways to implement procedures to streamline electronic products into the FDLP. She managed the National Technical Information Service (NTIS) pilot project and worked closely with the participating libraries to launch the active phase of the project in January 1999 and evaluate its potential for the FDLP.

John Tate was appointed Chief of the Acquisitions and Classification Section of the Depository Administration Branch (DAB) in August 1999. He will supervise acquisitions and Superintendent of Documents classification of products in all media for the FDLP. He began his career at GPO in 1974 as a classifier, and from 1985-1999 worked in the Depository Services Staff as the designation program specialist.

Steve Kerchoff joined the LPS staff as an Electronic Transition Specialist for a one-year term, beginning in October 1999. Kerchoff, a librarian from the Library of Congress' Federal Library and Information Center Committee (FLICC), will use his extensive knowledge of Federal libraries and information resources to assist in increasing awareness about the FDLP electronic information dissemination activities and in developing additional partnership opportunities with agencies.

Electronic Collection Team

In FY 1999, LPS staff concentrated on implementing the plans for the FDLP/EC, increasing outreach to Federal agencies and libraries, and developing the infrastructure and relationships that will provide permanent public access to FDLP electronic information.

Since the publication of Managing the FDLP Electronic Collection in 1998, LPS has worked to identify and implement the steps that will bring the Plan's provisions into practice. A cross-organizational work group from the Depository Administration and Cataloging Branches, the Office of Electronic Information Dissemination Services (EIDS) and others has been working to define the possibilities, identify the issues and develop strategies for dealing with the issues. The work group was successful in this endeavor and has been re-configured into an ongoing "Electronic Collection Team," which is examining and evaluating electronic products for inclusion in the Electronic Collection. While looking at these products, the team develops the processing procedures necessary to fully incorporate electronic resources into the FDLP. The Team also maintains the Pathway Locator service tools and the PURLs applications that enable users to access electronic titles.

Electronic Collection Prototype Archive

Online electronic information is the fastest-growing component of the FDLP, and a significant portion of the FDLP/EC consists of titles at agency sites to which the GPO Access locator tools point. It is GPO's goal to assure permanent public access (PPA) to the electronic products to which we point and link, since by definition, pointing and linking makes those products part of the FDLP/EC and means that GPO has a permanent public access responsibility for them. Meeting our PPA commitment for the FDLP/EC requires bringing agency-disseminated Internet resources under GPO control, either by establishing a PPA partnership or by incorporating them into a digital archive.

The FDLP/EC digital archive is a cooperative venture, shared by LPS, EIDS, and GPO's Production Department. A new server and a backup initially configured with two years' projected storage capacity were procured specifically for the digital archiving project. The first of the new servers was delivered to GPO in July, and has been configured for use as the prototype digital archive. Functionally, the prototype FDLP/EC archive will be populated with electronic source data files by FTP transfers, downloads, file captures, or other means. The initial set of test files consists of source data files captured by LPS staff earlier in FY 1999 in conjunction with processing additions to the Browse Electronic Titles service. The files will be accessible through a persistent naming application, and made freely accessible to public users through a Web interface. Users will be able to search cataloging or Pathway locator services record descriptions linked directly to the content described. LPS' goal is to open the FDLP/EC archive for public use later in 1999.

LPS Web Applications and Tools

LPS and EIDS staff have been examining different audiences and events for GPO Access exhibits and demonstrations. Much of the new focus is on teachers, media specialists, and the K-12 sector, so we decided to add features to GPO Access that are targeted specifically toward young people and K-12 students. Several LPS and EIDS staff have been working on the development of "kids' pages" in order to make our content more understandable for young people. A prototype set of pages is being developed with the goal to announce it at the American Association of School Librarians' Conference in November 1999.

NRC Collection

LPS staff worked with the Nuclear Regulatory Commission (NRC) to produce a cooperative plan to ensure public access to a finite body of NRC information that is available in microfiche. For a number of reasons, including budgetary constraints and their electronic transition, NRC will be ending the Local Public Documents Room (LPDR) program as of September 30, 1999. The goal of the GPO and NRC is to maintain at least one microfiche collection in a depository library in each state formerly served by one or more LPDRs. Eighteen libraries that housed an LPDR chose not to retain this collection. In August 1999, the Superintendent of Documents accepted the materials from these LPDR libraries into the FDLP and announced that this collection would remain U.S. Government property as a depository item. In letters sent to 18 regional libraries, he informed them that they would be receiving the collections from NRC. LPS staff has been working with the librarians at the 18 regionals to help with details relating to the shipment of the materials as well as any selective housing agreements to be worked out.

Cataloging Operations

Beginning October 1, GPO no longer produces records that represent specific issues of annual or semi-annual publications or multi-part works. Instead, GPO maintains, updates, and creates, as appropriate, records that represent serials irrespective of the frequency of issue. This change should eliminate confusion caused by the production of piece level records for serials issued semi-annually and less frequently. Application of a uniform standard for bibliographic control of all serials will be most noticeable in the year 2001, when all serials will be represented in the Serials Supplement (the successor to the Periodicals Supplement). The last issue of the Periodicals Supplement, to be published in 2000, will include only titles issued three or more times per year.

A uniform practice for bibliographic control of serials has been established in consultation with the Depository Library Council, the Cataloging Distribution Service of the Library of Congress, the Cataloging Committee of the Government Documents Round Table, American Library Association, and commercial tape vendors.

The transition to a more electronic FDLP has resulted in a more complex cataloging workload, due to the infusion of online products and the necessity to determine and

describe the relationships among products in various media. Through August 1999, the number of titles processed approximately equaled the nearly 32,600 titles in various media that were received for cataloging. With this level of production and the new policy regarding products that would have previously required availability records, LPS finished FY 1999 with a cataloging backlog of approximately 9,450 products. Of this amount, less than 150 represent titles in the FDLP/EC.

Most FDLP products in paper and CD-ROM and those available via the Internet are cataloged within one or two weeks of receipt. Our participation in the Electronic Collection Team has hastened the cataloging of most titles listed in Browse Electronic Titles (BET). Approximately 50% of these titles have been cataloged as of the day they appear on the BET list.

MoCat on the Web

Users of the Web edition of the Catalog now have a "user-friendly" display option that includes selected data elements that are clearly labeled as to content. The full record, numeric MARC-tagged display remains available as an option. The search screen and associated documentation have been enhanced. The Web edition of the Catalog consists of approximately 133,000 records and of that number, approximately 9,700 records contain hot links to the content described. As broken links in records with URLs are re-established, these works are made accessible via PURLs.

Fugitive Document Activities

LPS receives many inquiries for information on fugitive publications. The average time to research, request, acquire, and process fugitive publications exceeds over 2.5 hours per document. The Depository Administration Branch receives an average of 24 requests per month for true fugitive documents, tangible products not ordered or printed through GPO. LPS also receives many additional requests for missing issues and updates for serial titles.

LPS staff worked with auditors from the National Institutes of Health (NIH) to determine if NIH printed products were being supplied to GPO for distribution to the FDLP and inclusion in the Cataloging & Indexing Program. Since NIH has specific statutory authority exempting it from printing through GPO, this audit may be viewed as an example of the effect that decentralized printing has on fugitive documents. The Inspector General of the Department of Health and Human Services issued the audit report in March 1999. Of the FY 1997 printing jobs randomly chosen for this audit, only 22% of the titles within scope for the FDLP had actually been provided to GPO. Since this audit, LPS has seen a significant increase in notification and cooperation in obtaining NIH publications for distribution to depository libraries and for inclusion in the Cataloging & Indexing Program.

Products Made Available through the FDLP

The distribution of tangible products through the FDLP changed only slightly compared to FY 1998. The Electronic Collection is growing rapidly; increasing to some 44% of the titles disseminated this year. The estimated distribution of products in the FDLP in FY 1999 is:

Media	Titles	Copies	% of FDLP Titles
Online (GPO Access)	17,885	n/a	24.5
Online (other agency sites)	14,166	n/a	19.4
Paper (includes direct mail & USGS maps)	14,513	7,054,619	19.9
Microfiche	25,740	9,815,918	35.3
CD-ROM	682	277,662	0.9
Total	**72,986**	**17,148,199**	

Conferences

The 8th annual Federal Depository Library Conference and spring meeting of the Depository Library Council was held April 12-15, 1999 at the Holiday Inn in Bethesda, MD. There were more than 550 attendees and 82 speakers. Over 95% of the participants registered via the Web. Proceedings from the conference have been posted on the FDLP Administration Web page and will be available in print soon.

DSS coordinated the weeklong 12th Annual Interagency Depository Seminar held June 2-9. Intended for those documents librarians with three or fewer years' experience, this seminar is designed as "basic training." All-day sessions were conducted by GPO, the Patent & Trademark Office, and the Bureau of the Census. A number of other agencies described their electronic products and services during shorter sessions for the remainder of the workshop.

In July, DSS conducted a one-day workshop for 40 law librarians as part of a post-conference program for the American Association of Law Libraries (AALL) meeting in Washington, DC.

DSS also developed programs for the concurrent sessions for both the fall 1998 Depository Library Council in San Diego, CA and the fall 1999 meeting being held in Kansas City, MO.

Self-Studies and Inspections

At the end of FY 1999 there were 1,348 depository libraries, compared with 1,360 at the end of FY 1998. During the year, three libraries were added to the program and 15 relinquished their depository status.

During the same period DSS conducted 100 on-site inspections of depository libraries. In addition, the three library inspectors prepared 252 self-study evaluations that summarized the strengths and weaknesses of the depository operation. There is currently a backlog of 219 self-studies awaiting evaluation.

The Self-Study Review Committee, consisting of volunteers from the Depository Library Council, librarians from regionals, a selective, a selective housing site, and Depository Services Staff, completed its work. The revised Self-Study of a Federal Depository Library was posted on the FDLP Administration Web page and will be distributed in paper in October 1999.

Policy Guidance

LPS issued policy guidance on three topics relevant to the collection and public use of electronic FDLP information:

- FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications (May 15, 1999 issue of Administrative Notes)

- FDLP Internet Use Policy Guidelines (January 15, 1999 issue of Administrative Notes)

- 1999 update of the Recommended Specifications for Public Access Work Stations in Federal Depository Libraries (June 15, 1999, Administrative Notes)

Biennial Survey

The draft 1999 Biennial Survey of Depository Libraries appeared in the May 15, 1999 issue of Administrative Notes to provide the depository library community with the opportunity to comment on the survey questions. The survey will be conducted via the FDLP Administration Web page during October and November 1999.

LPS also compiled and, in February 1999, published a report on the Biennial Survey of Depository Libraries: 1997 Results. A similar report is planned for future Biennial Surveys.

Other Publications

Two editions of the Federal Depository Library Directory, one dated February 1999 and the other August 1999, were printed and distributed to all depositories, GPO Bookstores, etc. Members of Congress and staff in their local offices received a copy of the February 1999 edition.

A new brochure promoting the FDLP, Keeping America Informed, was distributed to all depositories in early May. Each library received a packet of 100 brochures. Additional copies can be ordered at no cost.

LPS Outreach

In addition to our usual appearances at American Library Association conferences and Depository Library Council meetings, LPS spoke and made presentations concerning various aspects of the FDLP in a variety of venues, including:

- Sheila McGarr conducted LPS tours for a variety of groups including FLICC, seven librarians from the Ukraine, and the director of the South African Library, sponsored by the U.S. Information Agency.

- McGarr and Robin Haun-Mohamed spoke before the FLICC Institute for Federal Library Technicians on how to acquire Government information for free and for a fee.

- Haun-Mohamed attended the Cartographic Users Advisory Council meeting in May and visited the U.S. Geological Survey (USGS) with Vicki Barber and Jeff Axline in Denver to negotiate a new Interagency Agreement for map distribution.

- Gail Snider, Cynthia Etkin and Thomas Oertel attended the March 1999 meeting of the Maryland, Delaware, and District of Columbia selective depositories, provided an "LPS Update" and answered questions.

- Snider provided an "LPS Update" at the spring 1999 meeting of the Missouri documents librarians. During the AALL annual conference, she spoke on "Electronic Service Guidelines." Her presentation at the GPO/AALL Workshop covered "Writing the GPO Self-Study" and "Promotion of the FDLP to the Community."

- Etkin presented "CDs in a Webbed World: Implications for Federal Depository Libraries" at the April 1999 Federal Depository Library Conference. In June, she discussed the "Impact of the Electronic Environment on Collection Development and Public Service" at the Interagency Depository Seminar. The topic, "Your Depository's Web Presence," was delivered at both the June Interagency Depository Seminar and the July AALL annual conference.

- In October 1998, Oertel spoke before the Government Publications Librarians of New England on "Writing the GPO Self-Study." At both the June Interagency Depository Seminar and the July AALL annual conference, he spoke on "Guidelines for Substitution of Electronic for Tangible Versions of Depository Publications." His presentation before the GPO/AALL Workshop was entitled "Depository Inspections and Access Issues in Law Libraries."

- Gil Baldwin, Judy Andrews, George Barnum and Laurie Hall spoke to a number of organizations and Federal agencies, including ALA, the Department of Health and Human Services, the Department of Transportation, and the Federal Library and Information Center Committee about partnerships and the electronic collection plan.

- Tad Downing and Sandy Morton-Schwalb serve as chairs of two FLICC working groups; Downing with the Personnel Working Group and Morton-Schwalb with the Education Working Group.

- A number of LPS staff members worked at the GPO booth at both the ALA mid-winter (January) and annual meetings (June), as well as during the Computers in Libraries Conference in March.

NCLIS Assessment

In March the Assessment of Government Electronic Information Products was released by the National Commission on Libraries and Information Science (NCLIS) and published by GPO. The report was distributed to all depositories libraries, sent to more than 75 individuals from Congressional committees, including the Chairman and Vice Chairman of the Joint Committee on Printing, Government agencies and library and information-related associations. LPS staff worked with the GPO Office of Congressional, Legislative and Public Affairs in producing a news release about the assessment. The final report makes 16 key findings and will be a useful tool as the FDLP continues its transition to a more electronic program.

Year 2000 Preparations

Several activities are underway to ensure that LPS' computer systems and applications are Year 2000 (Y2K) compliant. GPO's Office of Information Resources Management has completed Y2K remediation and testing on our mainframe legacy systems: ACSIS (Acquisitions, Classification, and Shipment Information System), DDIS (Depository Distribution Information System), and MOCAT/SAMANTHA (Monthly Catalog publishing system). The ADDS (Automated Depository Distribution System, formerly known as the Lighted Bin System) uses proprietary hardware and software supplied by the system vendor, Engineered Systems of Omaha, Nebraska. ADDS software is being upgraded to meet Y2K requirements and obsolete hardware will be replaced before "zero day" on 1/1/2000. In addition, all LPS local applications and computers have been tested for Y2K compliance and necessary remediation or replacement is essentially complete.

GPO, together with other Federal agencies, developed business continuity and contingency plans (BCCP) as required by the General Accounting Office. Each of the BCCPs addresses activities within one of GPO's agency mission or core business areas. LPS' activities fall within GPO's information dissemination mission area. We have developed BCCPs for LPS' major functional activities to enable us to carry on even if confronted with Y2K problems or other emergencies.