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# Update for Collection Management and Preservation

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## Collection Management and Preservation: Three Units within CMP

Depository Distribution  
Unit headed by Janet McCaskill

Education and Outreach  
Unit headed by Lance Cummins

Office of Archival Management  
Unit headed by James Mauldin

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## Collection Management and Preservation: Responsibilities

- Distribute tangible Federal publications to libraries participating in the FDLP according to each library's established item selection profile
- Coordinate conferences and learning events to assist in the training and collaboration between Federal depository libraries, GPO, agency representatives, and the Depository Library Council
- Organization and management of material in all formats, as acquired for the FDLP and Cataloging and Indexing (C&I) Program, to meet agency NARA requirements
- Coordination of processes associated with Biennial Survey, requests for GPO participation, and public access assessments for the individual depository libraries



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## Collection Management and Preservation

### **Depository Distribution**

- Receipt of tangible publications ordered for depository libraries
- Maintenance of systems for lighted bins and library addresses
- Coordination of shipping list development with Library Technical Information Services and depository receiving
- Item fulfillment according to each library's established profile
- Delivery of publications to depository libraries
- Claims fulfillment



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## Collection Management and Preservation

### Current Activities: Depository Distribution

- Reviewing of claims processing for paper, electronic, and separate publications
- Updating of shipping lists sent out each week
- Working on requirements for system modernization for distribution of tangible publications as part of dedicated funds for FY2009



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## Collection Management and Preservation

### Education and Outreach

- Conference and event planning (Depository Library Council Meetings, Interagency, Conference Booth, etc.)
- Coordination with OPAL presentations
- Library designations and change of status
- Responding to requests for GPO participation
- Public Access Assessments
- Biennial Survey
- Promotional material requests and fulfillment



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## Collection Management and Preservation

### Current Activities : Education and Outreach

- Working with Web team to migrate important information from the old Desktops to the new FDLP Desktop
- Revision of self-study modules, beginning with the introduction and the basics
- Development of information to be placed on a Web site for new depository coordinators
- Finalizing conference locations for the Fall 2009 Conference and Council Meeting and the Spring 2010 Council Meeting
- Development of online educational training modules for depository coordinators as part of dedicated funds provided to GPO for FY2009



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## Collection Management and Preservation

### Office Archival Management

- Coordinate the collection of tangible publications cataloged for both FDLP and C&I Programs to ensure they meet NARA requirements
- Responsible for working with cross-agency efforts both within GPO and with other agencies to develop consistent specifications for digitization for preservation level and access derivative files
- Working with partner libraries - OAM puts forth digitization effort as identified in the Registry in the U.S. Government Publications Digitization Process
- Archive staff also participate in the CENDI Digitization Specification and Harvesting Groups, FLICC Preservation and Digitization Working Group, and the Society for Imaging and Science Technology



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## Collection Management and Preservation

### **Current Activities: Office of Archival Management**

- GPO continues to work with other Federal agencies on the National Digital Standards Advisory Board, Federal Still Image Digitization Working Group.
- The Web site for the Federal Agencies Digitization Guidelines Initiative is available at <http://www.digitizationguidelines.gov>.
- Working on development of an updated Collection Management Plan
- Continued work to identify and acquire publications donated to assist in legacy digitization effort for the FDLP



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