

2005 Spring DLC  
Educational Program  
Depository Library 101



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Information Dissemination

An educational session entitled Depository 101 was held during the 2005 Spring DLC on April 17, 2005, to include the following people:

Moderator: Janet Scheitle  
Presenters: Tim Byrne, University of Colorado, Boulder  
Janet Fisher, Arizona State Library  
Attendees: About 60 attendees were in this session, many of them new government documents librarians (by a show of hands).

Designed for new government documents librarians, Tim Byrne, University of Colorado, and Janet Fisher, Arizona State Library alternately presented the basics of being a Federal Depository Library (FDL). The program emphasized the three principles of the program and the legal responsibilities of FDLs.

The three principles were stated as:

- 1) Federal government information products shall be made available to the FDLs.
- 2) FDLs shall be located in each State and U. S. Congressional District.
- 3) Federal government information in all media shall be made available for free use by the general public.

The three legal responsibilities emphasized were:

- 1) providing free public access to federal government information products regardless of format;
- 2) providing proper maintenance of Federal depository materials entrusted to the depository's care; and
- 3) providing service to meet the government information needs of the community served.

This program also taught new librarians the basic resources available on the FDLP desktop and the basic guidelines found in the *Instructions to Depository Libraries, Federal Depository Library Manual* and its four supplements. Also emphasized were frequently used resources such as the Substitution Policy, the Superseded List, and the FDLP Guidelines. The program included a chapter-by-chapter introduction to the *Instructions* with the experienced librarians sharing their insight practical implementation by beginning government documents librarians. The program provided sufficient comment time with Question and Answers for new librarians to seek advice from experienced colleagues.

**The general conclusions GPO might draw from this educational session are:**

This well received session should be repeated as a topic at the Fall conference and be given a longer period of time for presentation. Additionally, this type of presentation might be captured and incorporated into the web based training GPO offers via the desktop.

New librarians are eager to learn from the subject matter experts who are in turn eager to share their experience and insights. Facilitating such an exchange of information should be a role for the GPO.

Conference training opportunities should be continued and perhaps expanded upon to attract new librarians and allow them an opportunity to become active participants in the FDLP. Also face to face opportunities where novices can ask subject matter experts questions will continue to be of benefit to all.

# Depository Library 101

Spring Federal Depository Library Conference &  
Depository Library Council Meeting  
April 17, 2005

Tim Byrne, University of Colorado  
Janet Fisher, Arizona State Library, Archives  
and Public Records

## The FDLP is based upon three principles:

- With certain specified exceptions, all Federal Government information products shall be made available to Federal depository libraries.
- Federal depository libraries shall be located in each State and U.S. Congressional District in order to make Government information products widely available.
- That Federal Government information in all media shall be available for the free use of the general public.

The legal responsibilities of Federal depository libraries fall into the broad categories of access, maintenance, and service:

- Providing for free public access to Federal Government information products regardless of format.
- Providing for the proper maintenance of the Federal depository materials entrusted to the individual depository's care.
- Providing service to meet Government information needs of the local community and surrounding area.

## Resources for Librarians

- Instructions to Depository Libraries
- Federal Depository Library Manual Guidelines
- Other sources, such as Superseded List, shipping lists and item lister

[All of these resources are available on the FDLP Desktop  
[http://www.access.gpo.gov/su\\_docs/fdlp/index.html](http://www.access.gpo.gov/su_docs/fdlp/index.html)]

## Source of “Basics”

- Instructions to Depository Libraries

[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/instructions/in\\_tp.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/in_tp.html)

- Official rules and regulations of the Federal Depository Library Program (FDLP)
- Basis for evaluating depository libraries in self studies and inspections
- Written by LPS staff

## Instructions to Depository Libraries

Chapter 1 - Federal Depository Status

Chapter 2 - Collection Development

Chapter 3 - Bibliographic Control

Chapter 4 - Maintenance

Chapter 5 - Human Resources

Chapter 6 - Physical Facilities

Chapter 7 - Public Service

Chapter 8 - Cooperative Efforts

Chapter 9 - Regional Services

# Chapter 1: Federal Depository Status

- A. Federal Depository Library Program
- B. Designation
- C. Depository Termination Procedure

# Chapter 2: Collection Development

- A. Purpose
- B. Scope of Collection Development
- C. Selection Tools
- D. Item Number System
- E. Updating Selection Profiles
- F. Selective Housing

## Chapter 3: Bibliographic Control

- A. Bibliographic Control
- B. Shipping List
- C. Separates
- D. Processing
- E. Arrangement
- F. Duplicate Publications and Shipments

## Chapter 4: Maintenance

- A. Proprietary Interest
- B. Insuring Depository Collections
- C. Discards-General Information
- D. Superseded Publications
- E. Discards by Selective Depositories
- F. Discards by Regional Depositories

## Chapter 4: Maintenance (continued)

- G. Discards by Federal Libraries
- H. Discards by Highest State Appellate Court Libraries
- I. Secondary Copies
- J. Substitution of Depository Materials
- K. Microfiche

## Chapter 4: Maintenance (continued)

- L. Maps
- M. Posters
- N. Electronic Products



## Chapter 5: Human Resources

- A. Responsible Officials
- B. Staffing
- C. Training

## Chapter 6: Physical Facilities

- A. Physical Access
- B. Housing
- C. Equipment
- D. Signage

## Chapter 7: Public Service

- A. Access
- B. Reference Service
- C. Referrals
- D. Public Awareness

## Chapter 8: Cooperative Efforts

- A. Program Administration
- B. Regional/Selective Cooperation
- C. Local Cooperation
- D. Communications with GPO

## Chapter 9: Regional Services

- A. Designation
- B. Responsibilities
- C. Publication Disposal Process
- D. Regional Administration
- E. Regional Consultation

## Other resources that provide information for depository libraries:

- FDLP Manual
  - Suggestions and recommendations for methods of operation
  - Prepared by Committee of depository librarians and LPS staff
- FDLP Guidelines
  - Program and performance goals for depository libraries and GPO
  - Prepared by the Depository Library Council to the Public Printer
  - Endorsed by the Public Printer

Location for more resources

***FDLP Desktop***

[http://www.access.gpo.gov/su\\_docs/fdlp/index.html](http://www.access.gpo.gov/su_docs/fdlp/index.html)

Regionals page –

<https://www.mel.org/fdlp/regional.html>

Regional contacts:

[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/regionals2004.pdf](http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals2004.pdf)

ALA Government Documents Roundtable  
**(GODORT)**

<http://sunsite.berkeley.edu/GODORT/>

