

Chapter 1

Library Programs Service

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Chapter 1 Library Programs Service



The Library Programs Service (LPS) is one of four organizations under the direction of the Superintendent of Documents. Its statutory authority derives from Title 44 of the **United States Code** (USC), Chapters 17 and 19, which describe the Cataloging and Indexing Program, the International Exchange Service Program and the Federal Depository Library Program, and Chapter 41, GPO Access, the principle electronic Federal Depository Library Program delivery vehicle.

The Cataloging and Indexing Program (44 USC 1710-1711) provides for bibliographic control of Government documents.

The International Exchange Service Program (44 USC 1719) allows for the official exchange of public documents between the United States and foreign governments. LPS administers the distribution component of this program for the Library of Congress.

The Federal Depository Library Program (44 USC 19) provides for the establishment and maintenance of depository libraries and the distribution of Government information products to those libraries for use by the public.

Administration of these programs involves tasks in six major functional areas which are reflected in the organizational structure of LPS: acquisitions, classification, format conversion, cataloging, distribution, and inspections.

Section 1

LPS Organizational Structure and Areas of Responsibility

LPS is comprised of two major organizational components: the Library Division and the Depository Distribution Division. Each division has its own area of responsibility as explained below.

Office of the Director

The Director manages LPS and serves as the principal advisor to the Superintendent of Documents on program-related matters.

A. Office of the Director and Electronic Transitions Staff

The Electronic Transitions Staff (ETS) provides research, advisory, and project management support to LPS units for identifying, assessing, and implementing information technology solutions for the transition of LPS to a more electronically based program.

ETS is responsible for developing electronic policies, procedures, and other documentation necessary to support the LPS mission, organization, and operations. A primary function of ETS is initiating and participating in research and development of electronic information products and services, and coordinating Internet applications for LPS and Documents Sales Service.

ETS responsibilities also include the design, development, and implementation of GPO "Pathway" Services to facilitate access to Federal information. Pathway Services utilize advanced indexing, search, and retrieval tools to identify, describe, and dynamically link users to Federal electronic information. Pathway Services uses open systems standards and will be compatible with complimentary initiatives such as the Government Information Locator Service (GILS).

B. Library Division

The Library Division consists of three organizational subdivisions: Depository Services, the Cataloging Branch, and the Depository Administration Branch. The Chief of the Library Division manages these areas and advises the Director of LPS on program-related matters.

1. Depository Services

Depository Services is responsible for areas that relate to the functioning of the Federal depository library system. While other units of LPS are primarily oriented toward the processing and distribution of publications, the focus of Depository Services is on the functioning of the individual libraries and their relation with each other and with GPO.

Depository Services administers the designation and termination of depository libraries and changes of status of existing depositories. A primary responsibility is to monitor the condition of depository libraries, which is accomplished through self studies, periodic inspection visits, and a Biennial Survey of the depositories. Information gathered from these efforts is contained in the PAMALA (Profile Administration Management and Library Analysis) series of databases.

Responsibilities also include the publications of the Federal Depository Library Program, e.g., **Federal Depository Library Manual** and any Supplements, **Instructions to Depository Libraries, Administrative Notes**, etc.; continuing education efforts for documents librarians (Federal Depository Library Conference, Interagency Depository Seminar, speakers, etc.); and liaison activities between regional depository libraries and GPO.

2. Cataloging Branch

The Cataloging Branch is the national authority for cataloging and bibliographic control of U.S. Government publications.

This activity occurs within the context of the Cataloging and Indexing Program, which derives its authority from Title 44, Chapter 17 of the United States Code. The Cataloging Branch catalogs monographs, maps, and serials received at GPO and/or when available via the Internet. Cataloging is performed in accordance with the **Anglo-American Cataloging Rules**, second edition, rev. (AACR2), **Library of Congress Rule Interpretations**, the **CONSER Cataloging Manual**, the **CONSER Editing Guide**, and the **GPO Cataloging Guidelines**. With the exception of NASA reports, subject cataloging for U.S. Government publications is accomplished by applying Library of Congress Subject Headings. NASA Thesaurus terms are applied to NASA reports.

The Cataloging Branch manages the automated database of cataloging records and publishes the Monthly Catalog of United States Government Publications in a hot-linked electronic website edition (http://www.access.gpo.gov/su_docs/dpos/adpos400.html), a CD-ROM edition, an abridged paper edition, and as machine readable cataloging tapes available from the Library of Congress Cataloging Distribution Service. The Cataloging Branch also publishes the Congressional Serial Set Catalog and the annual Periodicals Supplement. Commercial vendors disseminate Monthly Catalog records in various products.

Two selected GPO Cataloging Guidelines associated with cataloging Internet related titles are published as FDLP administrative publications at (http://www.access.gpo.gov/su_docs/dpos/fdlppubs.html#2).

3. Depository Administration Branch

The Depository Administration Branch (DAB) responsibilities include acquisition of Government documents in all formats, assignment of Superintendent of Documents (SuDocs) classification numbers, procurement of depository library microfiche, preparation of shipping lists, and maintenance of the Depository Distribution Information System (DDIS) profiles of the depository libraries and the Acquisition, Classification, and Shipment Information System (ACSIS). DAB also acts as the documents distribution agent to the foreign libraries in the International Exchange Service Program, on behalf of the Library of Congress.

DAB staff handle the acquisition of Government documents; determine the format of publications distributed to depository libraries (i.e. paper, microfiche, or electronic media); inspect LPS-produced microfiche for quality; assign SuDocs classification numbers and item numbers; prepare shipping lists, surveys, and item selection updates. DAB also supplies U.S. Fax Watch with shipping lists so that depository libraries can dial (202) 512-1716 to obtain missing shipping lists.

DAB staff also compile and publish the **List of Classes, Inactive or Discontinued Items from the 1950 Revision of the Classified List, the GPO Classification Manual, An Explanation of the Superintendent of Documents Classification System, Superseded List, and the Union List of Item Selections** available in microfiche, and are responsible for the production of the **Cumulative Finding Aid for Congressional Bills and Resolutions**.

In addition, DAB staff respond to numerous inquiries from depository libraries on all issues under their purview.

B. Depository Distribution Division

The Depository Distribution Division performs all functions relating to the receipt at GPO and the shipping to depository libraries of U.S. Government publications in tangible formats.

The Chief of the Depository Distribution Division directs all functions relating to receipt, storage, allotment, and preparation for shipment of publications distributed to depository libraries. These activities include initial preparation of material to be distributed to depositories, shipping of the material, and overseeing supplying material claimed as unreceived by the depository libraries. There are two branches within the Depository Distribution Division: the Depository Processing Branch and the Depository Mailing Branch.

1. Depository Processing Branch

The Depository Processing Branch prepares and distributes Government publications, shipping lists, and other information to depository libraries. It also gathers and collates publications of the same series or item number, and coordinates contractor mailings of separate titles to depository libraries.

It also operates the "lighted bin system" which automatically allocates depository publications to selecting libraries via a tape derived from DDIS. Finally, the Depository Mailing Branch oversees contractor claims fulfillment of hard copy, electronic, and microfiche document claims.

2. Depository Mailing Branch

The Depository Mailing Branch performs all tasks relating to distribution of publications to depository libraries, including packaging, wrapping, metering, and mailing. The Branch also maintains a supply of shipping labels for depository libraries and prepares address labels for items mailed in separate shipments.

Section 2

How and When to Contact the Library Programs Service

Depository libraries are required to submit their inquiries on a Depository Library Inquiry Form, GPO Form 3794 (see Exhibit J of the **Instructions to Depository Libraries**) via mail or fax.

The Depository Library Inquiry Form greatly facilitates LPS' ability to respond to the majority of questions submitted. Additional copies of the Depository Library Inquiry Form can be obtained by writing to:

U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, DC 20401

Some problems or questions are not suitable for the Depository Library Inquiry Form and should be handled differently:

- 1) Certain questions or services (e.g. obtaining copies of missing shipping lists) are best handled at the local or regional level. Depository libraries should contact a local or regional depository library if available, instead of contacting LPS.
- 2) Complex problems should be addressed to the specific unit within LPS that deals with that area of responsibility. Correspondence directed to LPS should always include the depository library number, business phone number, fax number if available, and best time to call.

Contact points within LPS for specific areas of responsibility are listed below:

Library Programs Service policy

Director
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1114
Fax: (202) 512-1432
e-mail: directlps@access.digex.net

or

Chief, Library Division
Library Programs Service (SLL)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1002
Fax: (202) 512-1432
e-mail: manage@access.digex.net

Electronic Transition policies Pathway services

Coordinator
Electronic Transition Staff
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1698
Fax: (202) 512-1432
e-mail: ets@gpo.gov

GPO Access: Gateways

Program Analyst
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1125
Fax: (202) 512-1432
e-mail: staf1lps@access.digex.net

Acquisitions, all formats

Automatic/Direct mail

Inquiry forms

Acquisitions and Inquiry Group
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1063
Fax: (202) 512-1636
e-mail: elewter@gpo.gov

Administrative Notes

Biennial Survey

Depository designations or operations

Depository Library and Regional

depository

responsibilities

Federal Depository Library Conference

Federal Depository Library Manual

Inspections

Instructions to Depository Libraries

Interagency Depository Seminar

Requests for Speakers & GPO

Access Training/Demonstrations

Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1119
Fax: (202) 512-1432
e-mail: inspect@access.digex.net

Microfiche

Micrographics Control Section
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1060
Fax: (202) 512-1636
e-mail: lpsmail@access.digex.net

GPO Cataloging Guidelines

GPO cataloging policy

GPO cataloging tapes

Monthly Catalog

U.S. Congressional Serial Set Catalog

Chief, Cataloging Branch
Library Programs Service (SLLC)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1121
Fax: (202) 512-1432
e-mail: catlps@access.digex.net

Classification

An Explanation of the Superintendent of

Documents Classification System

GPO Classification Manual

Superseded List

Acquisitions and Inquiry Group
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1063
Fax: (202) 512-1636
e-mail: elewter@gpo.gov

Inactive List

Item selection update cycle

Item surveys

List of Classes

Shipping lists

Shipment Control and Administration
Group
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1153
Fax: (202) 512-1636
e-mail: lhall@gpo.gov

Claims

The library **must** follow the claiming procedure outlined in Chapter 3 of the **Instructions to Depository Libraries** and in **Administrative Notes**. If the library does not receive a claim response within four weeks, then the librarian may inquire about the claim by submitting the Depository Library Inquiry Form. (Do not submit a second claim.)

Claims may be submitted by fax at **(202) 512-1429**.

Chronic distribution problems Missing or delayed shipments

Chief, Depository Distribution Division
Library Programs Service (SLD)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1014
Fax: (202) 512-1429
e-mail: lpmail@access.digex.net

Unusual claim problems (any format)

Chief, Depository Distribution Division
Library Programs Service (SLDM)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1007
Fax: (202) 512-1429
e-mail: lpmail@access.digex.net