

Recommendations of the Depository Library Council to the Public Printer 1979



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TO THE PUBLIC PRINTER 1979
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INTRODUCTION

This document presents the recommendations of the Depository Library Council from the Spring and Fall Meetings in 1979. The recommendations are presented in sections sorted by year, then further divided by spring and fall sessions. This document replaces the minutes previously found on the Web pages listed below.

Please Note: This document serves only as an archival record of what was previously published.

1979

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp79.html

Fall Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rfa79.html

1979

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, APRIL 9-11, 1979 • SAN FRANCISCO, CA

No one has been able to locate the Recommendations for the Spring 1979 meeting. Listed below are only the Responses. If you have a copy of the Recommendations, please let the compiler of this list know and they will be added in their proper place.

Response 1

Progress was noted on the development of KWIC or other natural language supplementary indexes to the *Monthly Catalog*; Stuart Greenberg, Chief, Classification and Cataloging Branch, reviewed the proposed KWIC index and the samples of index format were discussed. Plans appear to indicate that this enhancement to the *Monthly Catalog* would be available sometime in mid-1980.

Response 2

Progress was noted on the development of a total data base management system for GPO; as part of this development, by October 1, 1980, there should be compatibility of records in Sales and *Monthly Catalog* products so that data could be shared electronically; personnel have been hired and feasibility studies have been completed for the management system.

Response 3

GPO has provided or will provide assistance to the Colorado State University Library and Penn State University Library for retrospective cataloging of federal documents, which these libraries have identified as not appearing in the *Monthly Catalog*.

Response 4

The Public Printer has communicated Council's concern and GPO staff has provided information to the Interagency Council on Printing and Publications Services of the need for bibliographical standards to be applied to agency publications and the agency's responsibility to cooperate in improving bibliographic control of their own publications.

Response 5

OCLC accepted Council's recommendation and will implement an alpha-numeric government document search key consisting of two alpha characters followed by 10 numeric characters of the SUDOC classification number. This OCLC search capability should be available by July 1, 1980.

Response 6

Library of Congress will no longer change GPO serial records without prior consultation with GPO; GPO is working with OCLC to resolve the problem of OCLC members changing GPO serial records.

Response 7

Library of Congress has instituted programming changes for the monthly tapes to retain local fields in *Monthly Catalog* records.

Response 8:

GPO has monitored the LC shipping list cumulation. This LC list updates the *Monthly Catalog*, and is circulated to various LC departments as an alert of current titles in the depository collection. When titles appear in the *Monthly Catalog*, they are deleted from the list. GPO believes this list is applicable only to depository libraries selecting 100 percent.

Response 9

GPO adopted Council's recommendation for incorporating all JPRS series numbering information in the *Monthly Catalog* Report Number Index with the exception of JPRS continuations, which are defined as JPRS continuing publications, such as periodical type issuances issued more than three times a year. These continuations are listed by title but the numbering information appears in non-indexing fields, and to change the procedure would expand the text portion of the *Monthly Catalog* as well as the index.

Response 10

NTIS and GPO are studying the procedure for obtaining accession numbers and prices of NTIS publications for inclusion in the *Monthly Catalog*.

Response 11

The Council's Bibliographic Control Committee's survey on current and anticipated needs of libraries for cataloging display was not distributed; it will be distributed shortly to depository libraries, and the results will be tabulated and made available to Council.

Response 12

GPO is developing a slide-tape presentation of the training sessions offered at the depository library workshops. This should be available soon and Council will be notified.

Response 13

GPO has expanded its promotional and media efforts to enhance public awareness of the depository library system. GPO has prepared a series of public service radio announcements, and 60 radio stations have been contacted. If this is successful, the series will be sent to additional radio stations. One-hundred eighty-thousand brochures were distributed at the Texas State Fair on the availability of government documents in Texas depository libraries. Articles on the depository system have appeared in the *American Education*, *Wilson Library Bulletin* and *Education Today*, and future articles are scheduled for the *American Legion Magazine* and *FBI Bulletin*. GPO staff have spoken at a number of library meetings.

Response 14

GPO sent clarification to the regional depositories regarding the retention of only one format, either fiche or hard copy, for those items offered in both formats; regionals were also notified that if they did not retain both formats that the other format could be offered to other depositories in their region.

Response 15

GPO personnel are attending both Council Meetings and professional library association meetings to discuss issues affecting depository libraries and the sales program. This will continue, but there has been a 10% reduction in the travel budget.

Response 16

Public Documents Highlights has changed from folded pages to a straight forward typical paging, and two new features were introduced in the June issue: Document Review and Our Best Effort. Divider lines now separate the “Wants and Offers” section.

Response 17

The Automated Services Steering Committee has granted top A-1 priority for the library automation programs, described in the Data Automation Plans for 1980-1984. The first project to be implemented was the distribution of item selection printouts.

Response 18

As part of GPO’s automation plan, there is the capability for the generation of union lists; this should be ready in late 1980 or early 1981. By mid-1980 regionals will be able to get lists of selections made by depositories served by the regional.

Response 19

The waste factor in the label plan would be considerable; only about half of the depository libraries file by SUDOC classification number. At present it appears that the top quality fabric label materials with the best possible adhesive would be necessary to meet the wide variety of environmental conditions found in the depository library community. To provide the labels on a subscription basis would require additional staff and equipment and would probably result in an annual subscription cost of about \$500.00

Response 20

GPO announced a moratorium on item number adds and drops on April 16, 1979, in order to complete the automation of item books and the reconciliation of item selection records. Upon completion of the project, GPO will provide the announcement to the depository community. The cost for establishing a hotline is very expensive and was rejected.

Response 21

Without establishing an acquisitions unit within the GPO operation, the Library and Statutory Distribution Service has expanded its activity in seeking documents for inclusion in the *Monthly Catalog* and for depository distribution. GPO staff have increased the number of visits to government agencies, boards and commissions in the Washington area and have visited regional publication offices. In addition, there is a strong directive from Senators Ribicoff and Percy to OMB to insure that all government documents are made available for inclusion in the *Monthly Catalog*.

Response 22

Wherever possible, and including new surveys, GPO will provide the necessary breakdown of item numbers, which lend themselves to such a distribution plan, to provide a much higher degree of selectivity for selective depositories.

Response 23

GPO, in an attempt to speed the distribution of slip-laws, will institute a first class mailing arrangement. The distribution of slip-laws has been removed from routine depository operations, and a mailing contractor will process the slip-laws for mailing. Because of additional costs, it would not be economically feasible to include public laws as part of the *Congressional Record*.

Response 24

GPO has welcomed the Library of Congress as a depository library.

Response 25

On the June 12, 1979, shipping list GPO provided a status report on the microform publishing activity. The status report included a tabulation of titles converted up to that date and reported on the bound *Congressional Record* and *Public and Private Reports* of the House and Senate.

Response 26

On October 10, 1979, the Joint Committee on Printing authorized the microform conversion of all series within the Congressional Serial Set, and depository libraries will be surveyed to choose either the hard copy or microfiche copy.

Response 27

GPO is studying the split format (hard copy and microfiche) distribution within item numbers. All parts of a title may not lend themselves to the film format, although GPO is experimenting to see if one format can be adapted.

Response 28

GPO will include all *GAO Reports* to Congress, including letter reports, in depository distribution. Letter reports are not truly reports and these will carry a different SUDOC classification number because they are not reports.

Response 29

In May 1979, GPO distributed to all depository libraries the Council's Micrographics Committee publication *Guidelines and Recommendations for Depository Libraries - Equipment for the Storage and Use of Depository Microfiche*.

Response 30

GPO has distributed the Spring 1979 survey regarding depository microfiche. As a result of the survey, the new contract for production of microfiche contains a provision for the insertion of a piece of acid-free paper behind the first fiche in multi-fiche sets.

Response 31

Upon receipt of the copy of the ALA Resources and Technical Services Division document providing guidelines for operation of a library microform facility a copy will be sent to all depository libraries.

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

FALL MEETING, OCTOBER 15-17, 1979 • ALEXANDRIA, CA

Recommendation 1

To encourage public access to depository publications the Depository Library Council recommends to the Public Printer:

- a. That the Superintendent of Documents, or his representative, personally inform the director of each new depository library of the requirement that depository publications be made available for use by the general public beyond the specific clientele of the library.
- b. That a letter be sent by the Superintendent of Documents to library directors of all depository libraries, except libraries exempt by law, reminding them of the public access requirement, providing them with a copy of the revised depository decal, and strongly urging that the decal be prominently displayed. The letter should warn the directors that failure to provide public access may generate adverse publicity which could jeopardize the entire depository program and result in loss of depository status for those libraries denying access. A copy of the letter will be simultaneously sent to the depository librarian.
- c. That the inspectors continue to look for any signs that public usage of depository publications is being discouraged or denied. The official inspection report should comment on any evidence of discouragement or denial of use.
- d. That the Superintendent of Documents continue to closely monitor any libraries which are not providing public access and to remove depository status from any library which continues to deny access.

Response

GPO has reemphasized to depository libraries the requirement for public access to the depository collection. A letter was sent to the director of each library, stating the requirement and a copy of the revised depository decal was included with the letter. Depository library inspectors continue to watch for situations that would suggest that the general public may be denied access to the depository library that may be considered as not complying with the letter or spirit of Chapter 19, Title 44, *United States Code*.

Recommendation 2

The Council supports and commends the Government Printing Office on its government publications publicity program employing pamphlets designed for geographic regions and recommends to the Public Printer that the program be encouraged and expanded to include all geographic regions.

Response

GPO has prepared and forwarded a suggested format for an expanded depository program publicity series, by state, to the Joint Committee on Printing, approval is expected, and a pilot project will be initiated. If approved, at least two years will be required to have all states included in the project.

Recommendation 3

The Council recommends that the Public Printer explore the possibility of embarking on a cooperative advertising program with the General Services Administration to publicize depository libraries, GPO bookstores, Federal Information Centers, and the Consumer Information Center. The Council further recommends that the Public Printer contact other federal agencies to explore similar cooperative publicity ventures.

Response

GPO has increased the publicity coverage informing the public of the availability of the Government documents in the depository library program. The *Consumers Guide to Federal Publications* includes this information, posters have been prepared and are available, and radio and written articles publicizing the depository library program have been undertaken. GPO has written to the Executive Director of the Federal Information Center about referrals from the FIC to depository collections in FIC regions, and all FIC staff will be instructed about the depository program.

Recommendation 4

The Depository Library Council recommends to the Public Printer that workshops for regional depository librarians be held immediately following the Spring and Fall, 1980 Depository Library Council meetings. The format of the meetings should include an opportunity for regional depository librarians to consult with GPO staff, to discuss concerns which they have in common, and to share ideas and actual practices which the individual regional librarian may have developed and implemented in connection with being a regional depository. GPO should not be responsible for the expenses incurred by regional librarians attending the meetings. The Superintendent of Documents should issue an invitation to each regional librarian early in 1980.

Response

GPO has initiated a meeting of all regional librarians prior to this meeting (April 1980) to discuss common problems and to exchange views. Francis Buckley will later report to Council on this meeting. Since all regional librarians did not attend, a verbatim transcript will be made and sent to all regionals.

Recommendation 5

In view of the increased activities, duties and responsibilities in the Acquisitions and Classification Section of the Cataloging and Classifications Branch, the Depository Library Council recommends that the Section be staffed by personnel with professional library education and experience; further, in view of the reported continued turnover in staff resources and the associated problems of being unable to provide a continuity in service levels, and further, in view of the apparent differences in grade levels within the Section for similar work performed, as between this Section and other units within the Federal Government for similar work performed, the Depository Library Council recommends that action be taken to ensure equal pay for equal work at appropriate levels.

Response

GPO has requested their personnel office to review positions in the Acquisitions and Classification Section of the Cataloging and Classification Branch.

Recommendation 6

The Depository Library Council recommends that the approved joint recommendations of the Bibliographic Control Committee and the Government Printing Office Operations Committee as reflected in the minutes of the Council meeting held in San Francisco on April 9-11, 1979, page 19, line 14, through line 17, page 20, be reexamined by the Government Printing Office for possible implementation of each item, with a full report available at the April 1980 meeting.

Response

GPO has continued progress in acquiring more publications for depository libraries. Until the GPO operation is completely relocated, it is not possible to create an acquisitions unit because of the limitations in the current facility and staff limitations. Once the move is completed, GPO will consider Council's suggestions.

Recommendation 7

The Council hereby transmits the report of the Study Committee of the Federal Documents Task Force on Depository Survey items to the Public Printer for his consideration and recommends the implementation of the recommendations found on page 13 (see attached copy). Appreciation is expressed for the very evident improvement in the recent past in the content of the annotations.

Response

GPO is making an effort to improve the quality of annotations appearing on new item survey cards. There is a limit on how much can appear on a 3x5 card and GPO may eliminate the card in favor of computer printouts on which more information would be possible. When survey items represent title or classification changes, the former SuDocs classification number and former item number will be included. Expense, staff time and equipment limitations prohibit GPO from providing reproduction of title pages, contents, preface and/or introduction from publications when there are insufficient copies to include as samples with surveys.

Recommendation 8

The Depository Library Council commends the GPO for its report on the development of a KWIC index to the Monthly Catalog. We recommend that the Monthly Catalog be supplemented with a KWIC index consisting of terms from the title, other title information fields, and supplied natural language terms. We recommend that this be a truncated title index, similar to the attached example. Realizing that the success or failure of a key word index is heavily dependent on the format, redundancy stop words, etc., we recommend that discussion continue on these questions, and that examples of a provisional final format be made available for comment by January 1980. This will permit consultation with the Committee and other concerned groups and collection of advice to permit a definite recommendation by Council in April with implementation in a 1980 semi-annual or annual index.

Response

GPO has tested and formatted a KWIC index for the title/key word index to the *Monthly Catalog*. Implementation is scheduled for the 1980 semi-annual index and will be a regular feature beginning with the July 1980 issue.

Recommendation 9

The Depository Library Council recommends that corporate author and subject entries are reconciled before the production of the 1976-80 quinquennial cumulative index. It further recommends publishing these indexes in both paper and microfiche formats.

Response

The reconciliation of the author name for the 1976-1980 quinquennial index will be easier to pursue after the implementation of AACRII; until the move of the GPO operation is completed, (January 1981), it is not possible to begin the project. There has been no decision on publishing the index in both a paper and microfiche format.

Recommendation 10

The Depository Library Council recommends that GPO catalog all serial titles as serials beginning with the implementation of AACRII. At present GPO catalogs individual publications in many monographic series; it does not catalog the series as a whole under the title of the series. Many libraries need the cover record for the series as a whole to expedite the cataloging of their depository serials. The record should appear in the *Serials Supplement*.

Response:

With the adoption of AACRII, GPO will catalog all serial titles as serials.

Recommendation 11

The Depository Library Council recommends that GPO evaluate and report on cataloging microform as microform editions, identifying them as microforms following the Superintendent of Documents classification number.

Response

GPO catalogs publications from hard-copy. If depository distribution is in microform, this fact does not change the interpretation of cataloging rules to permit us to catalog the publication as microform publications when these publications are not originally produced in a microform format. When the publications are received by a depository library, a local cataloging approach is possible.

Recommendation 12

The Depository Library Council recommends that GPO negotiate with OCLC so that when GPO catalogers find an OCLC number input record for an item being cataloged by GPO, that this item be cataloged by GPO in the Master Mode, so that the GPO cataloging will replace the member input cataloging. The GPO OCLC record will thus match the Monthly Catalog. In the interim required for negotiation, Council recommends that GPO use its present authorization to add or correct the SUDOCS classification number and depository item number.

Response

GPO has continued the discussion with LC about GPO use of the master mode for routine cataloging and with the assistance of FEDLINK, we are hopeful that OCLC will agree that GPO cataloging will replace the member input cataloging. Since November 1979, GPO has been regularly inputting the classification number and item number on all records treated or adapted by GPO. A retrospective project has begun whereby GPO is putting classification numbers for items that have appeared in the Monthly Catalog since the July 1976 issue.

Recommendation 13

The Depository Library Council recommends that GPO review the retrospective cataloging tapes. We are especially concerned about existing errors in field tagging, typographic and spacing errors which inhibit computer search programs, and the reconciliation of varying forms of entries for authors and subjects.

Response

It is not economically feasible to review and correct all possible errors in the 75,000 records in the OCLC data base since June 1976.

Recommendation 14

The Depository Library Council recommends that the Library Division assign classification numbers to House and Senate documents and reports in the *Serial Set*.

Response

GPO has assigned classification numbers to all House and Senate Documents and Reports and the Serial Set as well as Senate Executive Documents and Executive Reports.

Recommendation 15

The Depository Library Council recommends that the Library Division of GPO extend its current practice of notifying depository libraries on the shipping list of missing issues of periodical publications to numbered and dated series, and that an internal record be kept of action taken to secure these missing issues.

Response

GPO will continue to issue on shipping lists announcements providing information on serial titles that have been discontinued in those instances where individual issuances are combined. We will also continue to make every effort to be certain serial publications are provided on a continuing basis. GPO will not publish a retrospective listing of all serials distributed to the depository libraries.