

Recommendations of the Depository Library Council to the Public Printer 2000 - 2004



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RECOMMENDATIONS OF THE DEPOSITORY LIBRARY COUNCIL
TO THE PUBLIC PRINTER 2000 –2004
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INTRODUCTION

This document presents the recommendations of the Depository Library Council from the Spring and Fall Meetings 2000–2004. 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. Links referenced in this document may not exist, may be superseded, or changed.

2000

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp00.html

Fall Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rfa00.html

2001

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp01.html

Fall Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rfa01.html

2002

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp02.html

Fall Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rfa02.html

2003

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp03.html

Fall Meeting: *No recommendations supplied for the 2003 Fall Meeting.*

2004

Spring Meeting: http://www.access.gpo.gov/su_docs/fdlp/council/rsp04.html

Fall Meeting: *No recommendations supplied for the 2004 Fall Meeting.*

2000

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, 2000

Recommendation 1: Revision of the Depository Library Public Service Guidelines

Council recommends that GPO reconsider “Proposal 3: Revise the “Depository Library Public Service Guidelines for Government Information in Electronic Formats” to Establish a Service Requirement for Tangible Electronic Products.” (*GPO’s three proposals and the Cataloging and Locator Services Report referenced in these Recommendations were published in Administrative Notes, v. 21, #7 (5/1/00), pp. 41-51.*)

Rationale: Council is concerned that the meaning of the phrase “good faith effort” in Proposal 3 is unclear. Council is cognizant of the responsibility of depository libraries to make a “good faith effort” to make electronic products accessible to the public and we realize that the public may at times require assistance rather than simply being given the option of borrowing these products. However, given the eclectic nature of many depository tangible electronic products and their software (or lack thereof), we ask GPO for a more nuanced approach to the problem, and in particular, a clearer exposition of what constitutes a “good faith effort.” Further, Council will undertake action to clarify the competencies that depository libraries need to have to comply with enhanced service requirements.

Response

At this time, GPO does not plan to resubmit the proposal modifying the “Depository Library Public Service Guidelines for Government Information in Electronic Products” concerning “good faith” effort by depositories in providing in-house assistance to patrons wishing to use CD’s and DVDs. This proposal was initiated because inspectors discovered that many libraries, while still selecting CD-ROMs or DVDs, lacked the equipment to service these electronic products and also never planned to purchase or replace the equipment to make these information products available in the libraries. In April 2000, Council adopted GPO’s proposal number 2 to “Increase the Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries at Regular Intervals.” These Minimum Technical Requirements <http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html> are based on the 1999 Recommended Specifications for Public Access Workstations in Federal Depository Libraries and they specify a DVD drive and compatibility with a CD-ROM drive. In conducting on-site inspections and evaluating self-studies, the inspectors will rate the depository on equipment capabilities using the new minimum requirements for computer workstations.

Recommendation 2: GPO Access Gateways

Council recommends that GPO capitalize on the experiences and innovative contributions of the *GPO Access* Gateway libraries by engaging them in discussion to encourage their participation in the evolution from Gateways to potential new partnerships.

Rationale: Council recognizes the valuable role Gateways have played in the growth of *GPO Access* and the expertise the Gateways have developed in providing tailored instructional, navigational, or interpretive content. Council is aware that some Gateways wish to continue in that capacity. Council is also aware that GPO is committed to continuing operation of the SWAIS interface and to maintaining links useful to Gateway sites. Given GPO’s commitment, Council believes it is reasonable that Gateways as a separate project be ended. However, Council believes that discussion between GPO and the Gateways may lead to new partnerships based on the accomplishments and innovative spirit of Gateway libraries.

Response

The *GPO Access* Gateway services provided by numerous depository libraries were an important step in the transition to a primarily electronic Federal Depository Library Program (FDLP). GPO encouraged depository libraries to become Gateways in order to expand no-fee public access to *GPO Access* and other U.S. Government information on the Internet. In 1995, when the Gateway project began, *GPO Access* was still a subscription service, most users were connecting via modem and using customized client software for search and retrieval, and most FDLP content was still delivered in tangible media. As *GPO Access* and use of the Web have grown, the original purpose of the Gateway project has been accomplished. However, along with other changes in the information infrastructure, the role of the Gateways also changed, and some have provided tailored instructional, navigational, or interpretive content.

GPO acknowledges and appreciates the accomplishments of the Gateways and the effort of many depository librarians and administrators, systems staff, and others in creating those successes. Since the Gateways initiative has served its initial purpose, GPO, as announced in the April 2000 meeting of the Depository Library Council, is discontinuing its formal support of the Gateway project as of September 30, 2000. Some institutions may prefer to continue to operate a Gateway as a local value-added service to their constituencies. The decision to continue operating Gateway services should be based upon local needs, and current Gateways will be able to continue to operate if they so choose. In the future such activities will be acknowledged as outreach activities within normal depository operations, rather than as part of the separate Gateway program effort. GPO will continue to observe the remaining Gateways as a source of ideas for the continuing development of *GPO Access*.

One legacy of the Gateway project is that it serves as a model for cooperative partnerships between depository library institutions and GPO. Today new types of partnerships are needed to advance the cause of no-fee public access to U.S. Government information. GPO will continue to explore new partnership opportunities with depository libraries, Federal agencies, and other institutions.

Recommendation 3: Redefinition of Depository Library Size Categories

Council endorses the “Proposal 1: Redefine Depository Library Size Categories” (April 2000). Council encourages GPO to update the library size categories at more frequent intervals and to begin to articulate definitions of measures for depository libraries in the online environment.

Rationale: Council concurs with GPO that the present definitions, which were articulated in 1987, do not adequately reflect the growth of depository library collections and, therefore, place an undue burden on libraries to select beyond their main mission and scope. More frequent updates of the size categories will avoid this problem in the future. However, Council notes that definition of library size by volume count will not be meaningful in a networked information environment and suggests that GPO begin to consider measures of equipment and public service commitments that might better define depository library “size” in the more electronic environment.

Response

GPO appreciates Council’s endorsement of Proposal 1 to redefine depository size categories effective October 2000 and anticipates recalculating the size categories more frequently. Future revisions will necessarily require additional review of the electronic resources in the FDLP and of the impact of electronic resource sharing on general library collection size measurements. Information about the adoption of the new measurements is included in the July 2000 revision of the *Instructions to Depository Libraries*. The new item number/size comparison chart appears at <www.access.gpo.gov/su_docs/fdlp/coll-dev/itemchrt.html>.

Recommendation 4: Decennial Census Information

Council recommends that GPO pursue special funding in FY2002 to make 2000 Decennial Census publications and data files available for depository library selection as tangible or Internet products, and that GPO initiate a dialog with the Bureau of the Census regarding preferred options for depository library dissemination of such 2000 Census materials as cartographic line files.

Rationale: Decennial census information, including the cartographic line files that are essential to many Census data applications, comprises a fundamental public information resource and a core collection in depository libraries. This data remains useful for many years, and depository libraries provide the permanent public access which communities and researchers need. Online formats alone do not fill the needs of all users, nor are they exact equivalents in every case. The long-term value of this unique body of information justifies distribution in multiple formats. Special funding was obtained and effectively used during the last census cycle to enable the public to have access to this information in multiple formats through depository libraries, and the data still receives heavy use. Council believes that special funds should again be requested to assure similar levels of multi-format access to the 2000 Decennial Census through depository libraries. The continuation of this flexibility in formats will significantly increase the ability of depository libraries to maximize service for their patrons, now and in the future.

Response

LPS has provided Decennial Census information to depository libraries in multiple formats when possible because of the high public usage and the need for long-term public access. LPS recognizes the importance of this information. However, in light of the FY 2001 funding constraints, GPO must reduce duplication of FDLP distribution formats and media to reduce Program expenses. Tangible products will be distributed for the Decennial Census material when the information in the print or tangible electronic product differs significantly in arrangement and function from the material posted at the Census Web site. In addition, if the product is of a significant reference value to most types of depository libraries, the tangible product will be acquired and distributed to the FDLP.

LPS is committed to making these historical materials available for all users, for current and long-term use. Census and LPS are developing a Memorandum of Understanding (MOU) to preserve Census material on the Census Web site for permanent public access. Further information about this MOU will be relayed to the Council as it becomes available.

Recommendation 5: Increasing Minimum Technical Requirements for Public Access Workstations

Council recommends that GPO implement “Proposal 2: Increase The Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries at Regular Intervals” (April 2000).

Rationale: Council recognizes the ongoing need to assure that the technical capabilities of depository libraries are adequate to support access to electronic FDLP publications. Hence, Council supports the proposal that GPO establish a schedule for updating Minimal Technical Requirements for Public Access Workstations at regular intervals. Council is concerned about the impact of these standards upon the inspection process and encourages GPO to articulate their expectations to depository libraries.

Response

GPO appreciates Council’s endorsement of Proposal 2 to “Increase the Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries at Regular Intervals.” The implementation schedule through FY 2001 has been published already at <www.access.gpo.gov/su_docs/fdlp/computers/mtr.html>, in Administrative Notes, v. 21 #7, May 1, 2000, pp. 48-50, and a link appears in the July 2000 *Instructions to Depository Libraries*. GPO plans to update the technical requirements and publicize the changes annually.

Recommendation 6: Electronic Transition Report

Council, having accepted in principle the Electronic Transition Committee's Report on GPO's Transition to a More Electronic FDLP, recommends that as GPO staff develop online resources they keep in mind not only FDLP libraries, but also the broad range of constituents who will have direct access to the Collection, including non-depository libraries and the public.

Rationale: Council has studied a number of issues related to GPO's electronic transition and reported on their deliberations in the Electronic Transition Report. While GPO has a mandate to serve GPO depository libraries, the Internet environment enables non-depository libraries and the general public to directly use GPO online resources. Council recommends that GPO keep in mind this broader range of constituents as it develops online tools and resources, marketing, training, and outreach for the FDLP. Ben's Guide is a successful example of an online resource that satisfies the needs of both the FDLP and the general public. It is Council's opinion that this will enable GPO to play a more vital role in the dissemination of government information in the electronic environment.

Response

As Council has noted, GPO has a legislative mandate to serve the Federal depository libraries. This traditional view of our user community was expanded in the 1998 plan for *Managing the FDLP Electronic Collection*, which stated that:

The primary user community for the [Electronic] Collection is composed of end users gaining access to the Collection through the facilities and resources of the FDLP, including its geographically dispersed network of depository libraries. GPO will strive to accommodate the needs of as broad a range of users as possible within the constraints of time and resources. Collection planning and the effective use of GPO's appropriated funds will focus on depository libraries and depository users as definable, known groups representing the public's need for access to Government information.

GPO recognizes the opportunities of the electronic dissemination environment to reach out to and serve a broader segment of public and other types of libraries. Our Program development and transition activities have been, and are expected to be, guided by an awareness of the needs of all our users, both our mandated user community in depository libraries and the general public. While we will continue to rely on Council as a source for information about those needs, we will also use appropriate input from other sources and communities.

The revised and streamlined "Finding Aids" <www.access.gpo.gov/su_docs/tools.html> on GPO Access exemplify a service that has been redesigned to be more user-friendly to non-depository librarians and the general public. In addition, the EIDS User Support Team receives and acts upon numerous comments and suggestions for GPO Access enhancements that originate outside the depository library community.

Recommendation 7: GPO's Cataloging and Locator Services Report

Council recommends that GPO proceed with the six "Proposals for Council Consideration" articulated in the report, "GPO's Cataloging and Locator Services Actions in Progress and Proposals for Change" (April 2000). While Council endorses each of the six proposals, we do further recommend that GPO consider strategies for continuing a simple index in the paper Monthly Catalog.

Rationale: Council believes that this well thought out review of locator services proposes a reasonable strategy for strengthening cataloging and locator tools on *GPO Access*. These services were initiated approximately four years ago and have reached the point where assessment and retooling are required. Given the low use and high cost of the *Monthly Catalog* on CD-ROM and the ready availability of a much better product on *GPO Access*, the *Catalog of Government Publications* (CGP), resources used

to produce the CD-ROM should be reallocated to other GPO Access efforts. Since the online CGP minimizes the need for the paper Monthly Catalog, desktop publication of the paper product will reduce costs and free resources for other projects, and will meet Title 44 requirements for the production of a list of products.

Response

GPO has either completed or made substantial progress toward completing five of the six proposals outlined in the April 2000 report to Council. A remaining proposal on which work is in progress concerns the use of desktop publishing technology to support the compilation of the abridged paper edition of the Monthly Catalog of United States Government Publications (MOCAT). GPO is investigating the use of desktop publishing software in the context of requirements to replicate, to the extent possible, the features of the current MOCAT. At present it appears that desktop publishing software may not support indexing to the record. However, an index that identifies the page on which a record is located appears to be within the capabilities of most word processing applications.

Superior access to the electronic and tangible publications in the FDLP is available by searching the more than 152,000 freely accessible records of the *Catalog of United States Government Publications* (CGP, located at <www.gpo.gov/catalog>. GPO's ability to maintain records at this application provides the public with a continuously improving product that provides electronic access to more than 11,000 online titles and that provides the physical locations of most tangible publications distributed to depository libraries.

Recommendation 8: Cataloging and Locator Tools

Council recommends that GPO revise *GPO Access* Finding Aids and Cataloging and Locator tools pages to:

- assure that Cataloging and Locator Tools pages conform in look and feel with other pages on the *GPO Access* site;
- include links (buttons) on Cataloging and Locator tools pages which provide easy navigation within and among these tools; and
- establish a Browse Topics pages metatag requirement to conform with CORC standards that will facilitate search engine retrieval of Browse Topics pages.

Rationale: The Cataloging and Locator Tools pages currently have a different look and feel than other *GPO Access* pages, as well as a different schema for navigational devices. Council believes that greater conformity within the overall *GPO Access* site would ease use of these pages, especially to the broader community of users beyond depository libraries. As an example, adding a uniform set of navigational buttons to the Cataloging and Locator tools pages similar to those on the branches of government pages would improve navigation among the tools. Additionally, the establishment of a metatag requirement for Browse Topics would ensure that pages contributed by all volunteers participating in the Browse Topics partnership will be uniform for Web search engines and available for CORC.

Response

Over the past several months GPO has refined and improved the cataloging and indexing suite of tools to add new navigational aids and make the “look and feel” more consistent. This effort was conducted in parallel with the redesign of the FDLP Administration Web site begun in spring 2000. LPS and EIDS staff standardized the graphics and navigational buttons for all of the *GPO Access* Finding Aids. The FDLP Desktop was successfully launched in late July 2000 and provides visual consistency and easier navigation within and among the tools.

LPS has identified a partner to administer the Browse Topics application, and we are approaching finalization of a partnership agreement. The agreement will require the partner to create and maintain the metadata for all topics in this application. LPS staff has established metadata creation guidelines for use by the partner.

In establishing the Browse Topics service partnership, LPS staff built upon the knowledge gained through recent experience with OCLC's CORC project, as well as from on-going projects with other Federal agencies currently involved in the establishment of metadata standards and the creation of metadata for electronic publications.

Recommendation 9: Microfiche Congressional Bills

Council recommends that GPO continue distribution of the microfiche version of congressional bills until such time as the electronic version can be certified as authentic.

Rationale: Council recognizes that due to fiscal constraints, GPO has to make difficult decisions regarding formats and that Congress is pressuring GPO to eliminate dual distribution of FDLP titles altogether. Nonetheless, Council is aware of concerns within the FDLP community about ending distribution of the microfiche version of congressional bills until the electronic version that is available through *GPO Access* can be authenticated as official. There are currently no government-wide information policies or procedures to address the important issue of authenticating electronic government information, including core legal titles that are increasingly becoming available in electronic formats. Council believes that GPO should take a proactive role in this arena similar to the leadership they have demonstrated in bringing together key stakeholders to discuss solutions to ensure the permanent public access of electronic government information.

Response

The August 25, 2000 letter to the directors of depository libraries <www.access.gpo.gov/su_docs/fdlp/coll-dev/sdltr8-25-00.html> described measures that GPO is implementing in anticipation of the expected \$2 million reduction in the Salaries and Expenses Appropriation (S&E) for the Superintendent of Documents for FY 2001. To operate within the reduced appropriation, GPO will be obliged to curtail some traditional products and services. The Program is not funded at a level that permits us to continue to make dual format distribution on a routine basis. Therefore, we are implementing a policy on distribution to Federal depository libraries that will accelerate the transition to a primarily electronic Program.

As previously announced, LPS will discontinue distribution of the Congressional Bills on microfiche effective with the last of the 106th Congress Bills. We estimate that eliminating the bills on microfiche will save over \$200,000 per year. Bills are permanently accessible on GPO Access beginning with the 103rd Congress. The online bills are easier to search and retrieve than the microfiche versions. The microfiche bills require use of a complicated and cumbersome paper finding aid and the physical space to store the microfiche.

GPO has reviewed the official status of the electronic bills on *GPO Access*. These electronic bills are produced from the same source files as the official printed versions. It is GPO's position that the online bills on *GPO Access* are equally official and authentic.

Action Items

1) Core E-Competencies

Council recognizes the need to revise the service standards for electronic resources along the lines suggested in "Proposal 3: Revise the "Depository Library Public Service Guidelines for Government Information in Electronic Formats" to Establish a Service Requirement for Tangible Electronic Products" (April 2000). In order to help depository libraries comply with such standards, we have charged a working group to examine the service standards and propose to Council and GPO a list of core competencies for the FDLP libraries at the fall 2000 meeting. This list of core competencies will help target training needs and provide standards for evaluating depository services.

2) Partnerships

The Partnership Working Group will work with LPS's Electronic Collection Manager on providing greater visibility and understanding of the partnership program. The group will investigate adding a database of partnership opportunities to the GPO Administrative website for the use of LPS, libraries, consortia, and Federal agencies.

3) Access America

Council will monitor developments regarding Access America and similar initiatives. These initiatives may establish important portals for access to Web based Federal government information and voluntary standards for those information resources.

Commendations

1. Council commends GPO's Cataloging Branch for having attained a nationally recognized level of quality and expertise in cataloging. OCLC has granted National Level Enhanced status to GPO's catalogers, authorizing them to modify all OCLC records. Further evidence of this expertise is provided by an invitation from the Library of Congress to GPO to join the Bibliographic Cooperative program of the national Program for Cooperative Cataloging (PCC). With its prior membership in other PCC organizations, GPO's recent membership in the Bibliographic Cooperative makes GPO a full member of all components of PCC: Bibliographic Cooperative, Name Authority Cooperative, Subject Authority Cooperative, and the Cooperative Online Serials Program. Council further commends GPO's Cataloging Branch for its support of OCLC's CORC (Cooperative Online Resource Catalog) Project. GPO's leadership in the cataloging of online resources has provided OCLC with more than 4,000 GPO-produced records that OCLC has selected for extraction to seed the CORC database. The Branch is to be further commended for its participation in the evaluation of CORC software and the continued development of this important resource.
2. Council commends GPO Electronic Information Dissemination Service (EIDS) for its ground breaking report on search engine indexing of *GPO Access* web pages, and especially the outreach and follow up with commercial search engines, and for continuing efforts to improve web metrics and provide helpful reports on usage of *GPO Access*. These efforts help educate the FDLP community on search engine efficiency and are essential to the further development and enhanced accessibility of *GPO Access*.
3. Council commends GPO for working with the Supreme Court of the United States in developing an official Supreme Court website accessible to the public through *GPO Access*. Special recognition is given to the GPO Production Department and Electronic Information Dissemination Service (EIDS) for their tireless efforts in responding to the unique needs of the Court. Council hopes that this joint initiative between the Court and GPO will serve as a model for other Federal courts.
4. Council commends GPO Library Programs Service (LPS) and Electronic Information Dissemination Service (EIDS) for the development of *Ben's Guide to U.S. Government for Kids*. As the educational component of *GPO Access*, and locator service to age-appropriate online educational resources about government for students, parents, and teachers, *Ben's Guide* provides a vital reference and educational tool for students and the educational community and serves as an important step to increase public awareness of our government and the Federal Depository Library Program.
5. Council commends GPO for its leadership in convening government-wide discussions on the need for the implementation of permanent public access to Federal government information. GPO's leadership role advances understanding of permanent public access and strengthens working relationships between GPO and other Federal agencies.

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

FALL MEETING, 2000

Recommendation 1: Cataloging Priorities

Council recommends that GPO articulate its cataloging priorities for all publications, both tangible and online. Council further recommends that GPO identify the scope of its cataloging activities for online resources; i.e., what will be cataloged, what will not, and whether records for tangible publications will be updated when electronic versions are discovered.

Rationale: Federal depository libraries can make best use of both GPO cataloging records and local staff resources when they are able to dovetail their own work flows and procedures with those used by the GPO Cataloging Branch. Libraries can plan activities such as enhancement of GPO records with URLs for online versions if they know whether or not GPO will add PURLs/URLs to its records retrospectively, or they can catalog online resources that are not a priority for GPO Cataloging.

Response

The scope of GPO's cataloging responsibilities is codified in 44 U.S.C., 1710 and 1711, which requires a "comprehensive index of public documents" that must represent all publications published by all U.S. Government agencies. Within this universe of potential resources we apply judgment to identify publications of immediate or continuing public interest and assign them highest priority cataloging irrespective of publishing agency, format, or media.

GPO Cataloging Priorities (from highest to lowest)

1. Publications of immediate or continuing public interest, irrespective of publisher, format, or media.
2. Partner sites or search engines.
3. Publications sold by GPO.
4. Other publications distributed or made accessible to depository libraries.
5. Technical reports, irrespective of publishing agency or content.
6. Titles not distributed or made accessible to depository libraries.
7. Titles routinely identified through some degree of bibliographic control by GPO partner institutions.

GPO considers the cataloging of partner sites or search engines to be high priority work. Given the close association between public interest and many of the publications chosen for the Sales Program, publications sold by GPO are also among those resources that are considered high priority. High priority levels are one, two, and three in the list above.

In general it is GPO's policy to create a cataloging record based on the format that was distributed or made accessible via the Federal Depository Library Program (FDLP). Therefore, if a publication is included in the FDLP solely in online format, GPO will create a cataloging record for the online version, and appropriate record links will be made from a record describing a physical manifestation of the same content. All other factors being equal, preference is given to an online version of a high priority title distributed to libraries solely in online format rather than to the same title in other media.

When first priority publications are both distributed in physical format and are also available online, both the physical version and the online version are considered high priority. In this circumstance, a cataloging record for the physical version may also include the title, access information and the PURL (Persistent Uniform Resource Locator) for the online version.

Records representing physical forms of high priority titles will be updated as online versions are discovered, as long as such efforts do not impede processing of uncataloged high priority work. Record updates of high priority resources will take precedence over cataloging works of less than high priority.

Recommendation 2: GPO Participation in Government-wide Initiatives

Council recommends that GPO continue to interact with agency and interagency initiatives that focus on access to government information utilizing new and emerging technologies.

Rationale: GPO has much to offer new information access initiatives given its experience in providing government information through the FDLP. FirstGov is the latest in a series of government initiatives that would benefit from the consultation and assistance of GPO in such areas as metadata, PURLs/URLs, Web site design for public access, Web search engines, and policies such as permanent public access.

Response

GPO is involved in numerous Federal Government initiatives utilizing new and emerging technologies to improve access to published Government information. Among the activities in which GPO is participating or monitoring are:

- CENDI, the Commerce, Energy, NASA, Defense, and Interior technical information providers' group.
- Federal Library and Information Center Committee (FLICC), including GPO staff chairing the Personnel and Education Working Groups.
- Federal Publishers' Committee.
- Federal Webmasters' Consortium.
- FirstGov.
- National Archives and Records Administration (NARA) strategic plan review.
- National Commission on Libraries and Information Science (NCLIS) "Comprehensive Assessment of Public Information Dissemination."
- Permanent Public Access (PPA) Working Group.
- U.S. Dept. of Agriculture Digital Publications Preservation Steering Committee.
- U.S. Federal Government Information Clearinghouse Partnership.
- U.S. General Accounting Office (GAO) study of Superintendent of Documents' operations.

In addition, GPO is also involved in several related non-governmental initiatives, including:

- ALA GODORT AD Hoc Committee on Digitization of Government Information
- Cartographic Users Advisory Council.
- Coalition for Networked Information (CNI).
- Council on Professional Associations on Federal Statistics (COPAFS).
- OCLC Cooperative Online Resources Catalog (CORC) project.
- OCLC/GPO digital archiving project.

Recommendation 3: PURL Identification

Council recommends that GPO enhance the online versions of Administrative Notes Technical Supplement and WEBTech Notes by adding a GPO PURL server search box so that URLs may be searched easily to identify associated PURLs. Council further recommends that the URL for the GPO PURL Server Search page be published in each issue of the paper format Administrative Notes Technical Supplement to aid FDLP library staff in resolving PURL issues.

Rationale: Council is aware that many FDLP libraries wish to add PURLs to their catalogs and Web pages when Electronic Library (EL) titles are announced in Administrative Notes Technical Supplement. Recognizing that the time lag between discovery of online titles and PURL assignment would result in an unacceptable delay if inclusion of PURLs were required for announcement of online titles in Administrative Notes Technical Supplement, Council suggests this solution to support timely announcement of accurate information.

Response

The Library Programs Service (LPS) continues its efforts to integrate the use of PURLs in the numerous products and services that are available to the Federal Depository Library community. Recently several applications have been enhanced to include access to PURL resources.

Beginning with the January 31, 2001 issue of the online version of the Administrative Notes Technical Supplement, a link was created to direct users to the PURL server. Additionally, a PURL search box has been added to the WEBTech Notes search screen on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html. These changes will enable users to quickly identify GPO assigned PURLs for online resources in the FDLP Electronic Collection (FDLP/EC).

Recommendation 4: Policy and the Infrastructure for Permanent Public Access

Council recommends that GPO, with assistance from a Council working group and selected members of the depository community, examine policy and infrastructure necessary for the hosting and maintenance at multiple FDLP sites of digital government information for the purpose of providing no-fee permanent public access.

Rationale: In light of the dramatic increase in online products, there is a need to identify the policies and infrastructure necessary to accelerate the partnership processes. Council believes that the establishment of a working group, consisting of the Council Electronic Preservation Committee and selected experts from the depository community, would assist GPO in accomplishing the recommendation. The working group should consult with content partners and others involved in digital preservation for their experiences relating to costs and lessons learned. The issues to be examined should include:

- Official status and authenticity
- Currency (maintenance and updating of serial files)
- Integrity and viability of files
- Costs involved (to include public services)
- File types (source files, PDF, text, HTML, etc.)
- Redundancy (mirror sites).

Response

A working group has been formed, under the leadership of Donna Koepp, consisting of Council members Cathy Hartman, Greta Marlatt, Mary Redmond, and John Stevenson; and Chuck Eckman (Stanford), Barbara Levergood (Univ. of North Carolina Chapel Hill), Tim Byrne (Univ. of Colorado), Elizabeth Cowles (Univ. of California San Diego), and Atifa Rawan

(Arizona State Univ.). A preliminary meeting was held at ALA Midwinter in Washington. The group will address the six specific concerns in the charge, and will give a progress report at the Council meeting in April in San Antonio. Based on an upsurge of recent interest and activity in the FDLP community, GPO has requested that the WG give special attention to local and consortial projects to digitize older or fugitive government information and to advise GPO on the relationship of such projects to the six areas of concern and to the FDLP in general.

Recommendation 5: Draft Superintendent of Documents Policy Statement

Council recommends that GPO proceed with the draft Superintendent of Documents (SOD) Policy Statement dated October 6, 2000. We further recommend that GPO consider a review of the definitions listed in the policy, a clarification of the concepts therein, and an expansion of the essential titles to be available for selection in paper.

Rationale: Council understands that GPO must take serious steps to balance their budget in light of the \$2 million budget reduction directed by Congress. However, the policy can be clarified in the following ways: 1) adding and defining the term announcement and reviewing the definitions for dissemination and distribution in relation to the term announcement; 2) adding the term online product to parallel the term tangible product; 3) reviewing the entire document to reflect these new and changed definitions; and 4) editing and amending the content as Council discussed.

Council is concerned that the list of essential titles needs broader input from the depository community. Council requests that interested parties submit additional titles for consideration to Laurie Hall <lhall@gpo.gov> by November 10, 2000.

Response

The Superintendent of Documents' policy statement on "Dissemination/Distribution Policy for the FDLP" (SOD 71) and the related list of "Essential Titles for Public Use in Paper Format" were presented in draft form and discussed at the fall 2000 Council meeting. The discussions at the meeting resulted in several suggestions for clarifying the draft. LPS staff incorporated the substance and spirit of the discussions at Council and input received as a result of posting the draft to GOVDOC-L.

These are important working documents for LPS staff to use in acquiring publications for the FDLP, and are resulting in a more predictable decision-making process. SOD 71 has been published in Administrative Notes, and is available on the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/pubs/sod71.html>.

The expanded list of "Essential Titles for Public Use in Paper Format" is also available on the FDLP Desktop, at <http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html>. The List contains titles of 42 publications or series that GPO is committed to keeping available for selection in paper format as long as those titles continue to be issued in paper by the publishing agency. These specific titles and series exemplify the application of SOD 71. In October and November LPS received comments and suggestions from the depository library community for the list. LPS received suggestions from 55 persons, recommending 207 specific titles as essential for distribution in paper. Only 105 of the 207 titles were recommended by more than one person. Of the 207 specific titles recommended, we added 22 to the "Essential Titles" list, including the open-ended category for decennial census publications.

All of the other suggestions were also considered, with the following results:

1. Many of the remaining suggested titles and categories of publications meet the special conditions or needs categories identified in the policy statement, which states that publications in such categories will be distributed in paper. For example, military history titles are included in the "titles of historical significance" clause in policy statement part 4.(b).
2. Other recommended titles, such as the Bureau of Labor Statistics' National Compensation Survey, are not specifically cited on the list because they are considered to be of "significant reference value to most types of FDLP libraries."

3. Some suggested titles did not address the choice between dissemination in paper or online. For example, there were suggestions to include titles that are currently distributed in microfiche.
4. The remaining suggested titles not addressed above will not necessarily be migrated to online dissemination only. They are, however, subject to being migrated to online format as funding or other circumstances change.

Recommendation 6: Official Status of Online Bills

Council recommends that GPO work with the Clerk of the House and the Secretary of the Senate to certify the official status of Congressional bills available through GPO Access. Council requests that GPO report on their progress at the spring 2001 meeting of the Depository Library Council. Council further recommends as an interim solution that GPO add a statement on applicable Web pages that the official print bills are produced from the same source as the online products available on GPO Access.

Rationale: It is the sense of Council that users need to be assured of the official status of the online Congressional bills. We believe that this can be accomplished by a certification statement similar to that used by the National Archives and Records Administration on GPO Access for the Federal Register and the Code of Federal Regulations.

Response

The printed versions of Congressional bills produced by GPO have long been recognized by both Congress and the Courts as the official versions of these important instruments. In making Congressional bills available online through GPO Access, GPO has worked diligently to ensure that the digital versions are exact duplicates of the printed ones. As a result, users downloading a given bill from GPO Access can be assured that they are being sent the same official information. To further increase this assurance, GPO is in the process of procuring public key infrastructure (PKI) technology that will ensure that the official information being downloaded from GPO Access arrives at the user's terminal without being tampered with.

This PKI solution will enable GPO to certify that the user is receiving an unaltered copy of the official Congressional bills that reside on GPO Access. Through the use of a free reader application the user can validate that the official text transmitted from GPO Access has arrived at their computer locked and unchanged. They can then unlock it at their leisure and use it as they see fit.

GPO has been pursuing a broad solution that will assure that users have received the complete and accurate contents of all of the products on GPO Access. While neither this action, nor anything else that GPO can do will force acceptance of electronic versions by outside parties, it is the most positive means of guaranteeing that the user has received the same official text that appeared in the print version. Hopefully, it will also serve as the proof that is needed to foster the acceptance of the electronic version in official matters.

Recommendation 7: Identification of Online Products for Inclusion in the FDLP

Council recommends that GPO establish a working group for the purpose of tracking selected agency Web sites for online-only government publications. The goals of the working group would be to determine the scope of agency online publishing, recommend priorities for inclusion in the FDLP, and examine other issues as identified by the working group.

Rationale: Recent trends by government agencies toward exclusive use of the Internet to publish information have challenged the FDLP, as information dissemination is very different in the digital environment. GPO needs to bring these resources into the FDLP. However, GPO's resources to discover these products are limited. Therefore, Council believes that the depository community should participate in bringing these documents into the FDLP. The above working group will plan this pilot project, seek volunteers, and implement and manage this undertaking.

Response

A working group, consisting of approximately 30 volunteers and chaired by Diane Eidelman, a former member of Council, has been formed to work with LPS to increase the number of electronic resources included in the FDLP Electronic Collection. Fugitive online resources will be identified from periodic reviews of selected agency websites.

To make maximum use of the information this group will provide (titles, URLs, and OCLC records, if available) LPS has established a counterpart team that includes catalogers, publications management specialists, and other LPS staff. The LPS team will respond to information conveyed to it by the online fugitives working group and from other sources. LPS is developing operational guidelines for additional information that will provide guidance to the working group and will assist LPS in processing the discovered online fugitives and adding them to the FDLP Electronic Collection.

Commendations

1. Council commends GPO and the National Library of Medicine (NLM) for their recently completed partnership agreement. This agreement assures permanent public access to many NLM titles and covers important online resources such as PubMed. The agreement exemplifies Council's desire and the stated Electronic Collection Plan goal that GPO partner with agencies to assure permanent public access to Federal Government information.
2. Council commends GPO for the development and implementation of NET: New Electronic Titles. Council is especially pleased with the deliberate and thorough process used in development of NET as evidenced by the April 2000 report on GPO's Cataloging and Locator Services.
3. Council commends GPO for the Conference that now runs in conjunction with the Depository Library Council Meeting. Experts from all fields of government and librarians offer information and advice, and hear input from depository librarians from all across the country. This has been especially valuable during the ongoing transition to an electronic environment as:
 - The Proceedings of the Conference are a concrete body of work depository staff can use for training and referral in their home libraries.
 - Increasing attendance at the Conference provides Council with a variety of valuable input for its deliberations.
 - Library administrations across the country recognize the value of the programs, training opportunities, and networking environment, and show the importance by supporting attendance at the Conference.

Council further commends Sheila M. McGarr (Chief, Library Division, Library Programs Service) for her enthusiasm, energy, organizational skill, and persistence. Her ability to perceive needs in the depository community and to craft programs that address those needs has provided ongoing professional development benefiting thousands of depository librarians and those they serve.

4. Council commends GPO for the superb work on the redesign of the operational pages that resulted in the FDLP Desktop. The unifying nature of the Desktop maximizes the power of the electronic environment to serve the needs of depository staff. Improved navigation and the Site Index and Site Search capabilities ease finding program information, greatly increasing access to FDLP publications.

Action Items

1. Review of NCLIS and GAO Reports

Council will review the forthcoming National Commission on Libraries and Information Science (NCLIS) and General Accounting Office (GAO) reports on government information and the Government Printing Office. Council will send forth comments regarding these two reports to the Public Printer.

(Maggie Farrell)

2. Replacement Value of a Depository Library Collection

Council will organize the information gathered regarding the replacement value, for insurance and other purposes, of a depository library collection and publish the findings on the Depository Library Council Web site.

(Mary Redmond)

3. Letter on FDLP Value in the Digital Age

Council will forward a letter to the Public Printer reaffirming the values of the FDLP in the digital age. The letter will emphasize the key role of the FDLP in assuring no-fee public access to Federal Government information, and will highlight the defining contributions of the FDLP toward this end.

(Sharon Hogan)

2001

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, 2001

Recommendation 1: Program on Baseline Electronic Proficiencies at the October 2001 Conference

Council recommends that the Government Printing Office develop a program for the October 2001 Depository Library Conference on suggested baseline proficiencies for public access to federal electronic resources.

Rationale: Council recognizes the widespread uncertainty regarding the proficiency level needed for accessing electronic government resources when providing public services. It is the sense of Council that a program delineating baseline proficiencies would serve the dual purpose of providing practical information of immediate use, as well as opening a dialog on proficiencies that could become the catalyst for more advanced training opportunities.

Response

The Library Programs Service (LPS), in coordination with Council, has scheduled a session entitled “Baseline Electronic Proficiencies” for the October 2001 Depository Library Conference. Speakers will address the issue from three different perspectives:

- Overview of electronic competencies from a professional educator.
- Implementation of training for baseline electronic proficiencies in an academic library.
- Review of issues and concerns from the American Library Association Government Documents Round Table (GODORT).

Recommendation 2: Basic Collection Proposal

Council recommends that the Government Printing Office proceed with the “Basic Collection” revision proposal. Council also requests that the Government Printing Office regularly review this list. Council further recommends that the Government Printing Office examine the functions and scope of all collection lists in the Federal Depository Library Manual.

Rationale: Council agrees that the Basic Collection list is outdated and in need of revision to reflect the changes in currently available, tangible and online, government products. In order for this to continue as a viable list, Council suggests the list be reviewed for possible revision on a regular basis. Council asks the Government Printing Office to clarify the primary purpose of the Basic Collection and all collection lists in the Federal Depository Library Manual to make sure they are still valid and useful, and that the purpose for each is clearly explained.

Response:

LPS has further revised the changes to the Basic Collection proposed at the spring 2001 Depository Library Council Meeting held in San Antonio, Texas. The updated Basic Collection is located at <www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html>. The revision included updating of some titles, deletion of discontinued products, and inclusion of online equivalents for all titles when available. The Basic Collection will be revised as needed to keep the information current and useful to the libraries in the Federal depository library community.

Depository Services Staff have begun reviewing the Suggested Core Collection lists, Appendix A of the Federal Depository Library Manual. As this list was last updated in 1993, it includes many publications with title changes and discontinued

publications. This review will be carried out as resources permit. LPS intends to solicit assistance from depository community librarians in updating the lists in the future.

Recommendation 3: Clarify the Phrase “select or otherwise make available” in the Basic Collection Proposal

Council recommends that the Government Printing Office clarify the phrase “select or otherwise make available” as used in the Basic Collection proposal.

Rationale: The electronic environment that we work in makes the concept of “selection” more fluid since libraries can access things that they have not selected. Questions that Council raised include: does each library have to point to all items in the basic collection or is one pointer to GPO Access enough; should the online catalog include each title; and are there reference service implications? Council believes that an articulated range of options for depository libraries would be helpful.

Response:

LPS has changed the wording in the Basic Collection proposal from “select or otherwise make available” to “All depositories should select or provide electronic access to titles from this Basic Collection.” This wording is identical to that used in the Instructions to Depository Libraries (p. 5). An article in the July 15, 2001 Administrative Notes advised the depository community of the revision and included several ways for libraries to meet the requirement to select or provide electronic access to these titles:

- Link to all the titles in the Basic Collection from the library’s Web site.
- Catalog the Basic Collection using a collection level record and include a hyperlink.
- Link to the revised Basic Collection Web page from the library’s Web site.
- Purchase and make available commercial equivalents (tangible or electronic) of the titles in the Basic Collection.
- Incorporate titles into topical bibliographies or guides.

In addition, a plenary session dealing with item selection and electronic products has been scheduled for the fall 2001 Federal Depository Library Conference and Depository Library Council Program. The session, entitled, “Item Selection Rates, Electronic Formats, and Collection Development Policies in the More Electronic Federal Depository Library Program” is scheduled for Tuesday, October 16, 2001 from 11:15 to 12:00 noon.

Recommendation 4: Cooperative Cataloging Partnerships

Council recommends that the Government Printing Office investigate the feasibility of entering into cooperative cataloging partnerships with depository libraries. The investigation could include the development of criteria and requirements for cooperative cataloging partners.

Rationale: Through partnerships, depository libraries would have the opportunity to share the results of local and regional cataloging efforts by contributing records for inclusion in the Government Printing Office’s Catalog of U.S. Government Publications and distribution as GPO records. Cooperative cataloging by GPO partners has the potential to add value to other FDLDP initiatives, such as the University of North Texas Cybercemetery and the Permanent Public Access initiative. In addition, cooperative cataloging partnerships may enable the Government Printing Office to discover and obtain cataloging for government information products outside the current GPO cataloging workflow. Once developed, cooperative cataloging partnerships could be used to enable depository libraries engaged in a variety of digitization, retrospective conversion, and discovery projects to share cataloging of GPO-distributed products.

Response

Cooperative cataloging has been and remains an essential component of bibliographic control of U.S. Government publications. For years, GPO has been an active participant in all national cooperative cataloging programs. These programs are managed by the Library of Congress (LC) within the Program for Cooperative Cataloging (PCC), and include components for name authority, subject authority, monographs, and serials (NACO, SACO, BIBCO, and CONSER, respectively).

All these programs support the cataloging of U.S. Government publications. To be effective, cooperative cataloging programs require that catalogers of member institutions must be trained and certified and must produce records that meet national standards. GPO catalogers meet these criteria and they adapt records produced by other certified institutions, when they are available, for use in producing the *Catalog of United States Government Publications* and for distribution to libraries throughout the United States and in many foreign countries.

While not technically a cooperative cataloging program, the efforts of volunteers in the Electronic Fugitives Working Groups to identify online versions of U.S. Government publications show promise as a prototype for identifying and sharing basic bibliographic and location information. Information provided by the Electronic Fugitives Working Groups is passed to GPO catalogers for production of widely disseminated records. Such a model provides some of the benefits of cooperative cataloging, such as shared basic information, but without the administrative costs associated with forging agreements, monitoring compliance, and assuring that volunteers meet requirements for PCC membership.

Given the interest in cooperative cataloging, we have arranged for two representatives of LC PCC programs to make presentations during a plenary session of the fall 2001 Depository Library Council. This session will feature Jean Hiron, CONSER Coordinator, and Carolyn Sturtevant, NACO Coordinator.

Commendations

1. Council commends Sheila M. McGarr for her many contributions to the Federal Depository Library Program during her nineteen-year career with the Government Printing Office and congratulates her on her appointment as Director of the National Library of Education. Through her advocacy, leadership in providing training opportunities, and professional activity in the American Library Association Government Documents Round Table, she helped thousands of depository librarians and those whom they serve.
2. Council commends the U.S. Department of Labor's Wage and Hour Division and the U.S. Government Printing Office for the development and release of the Davis-Bacon Wage Determinations database now freely available on GPO Access. This partnership creates a valuable resource for those affected by local wage scales and for contractors as they bid on government contracts. Council is especially pleased to see the Government Printing Office reaching out to a variety of government agencies that provide important resources for the public.
3. Council commends the Government Printing Office and partner libraries for the innovative and wide-ranging partnerships that have been forged over the past few years. These service and content partnerships provide examples of good work, experts in new fields, and provide an opportunity for FDLP Libraries to serve both their public and other libraries in new and creative ways. In addition to previously recognized partnerships, Council commends:
 - University of Central Oklahoma for Browse Topics (Service Partnership)
 - State University of New York at Buffalo for the Enhanced Shipping List Service (Service Partnership)
 - Louisiana State University for the List of Federal Agency Internet Sites (Service Partnership)
 - Library of Michigan's Regional Federal Depository Libraries Pages (Service Partnership)
 - U.S. Department of State and the University of Illinois at Chicago's Department of State Foreign Affairs Network (DOSFAN) (Content Partnership)

- University of North Texas Research Collections a.k.a. the “Cybercemetery” (Content Partnership).
4. Council commends the Government Printing Office for taking a leadership role in developing and implementing a wide range of web metrics and evaluation methods. These are essential to assuring that GPO Access continues to be as user friendly, useful, and accessible as possible.

Action Items

1. Action Item on FDLP Value in the Digital Age

Council will send to the new Public Printer appointee a letter welcoming the appointee and articulating the values of the FDLP in the digital age. The letter will emphasize the key role of the FDLP in assuring no-fee public access to federal government information and will highlight the defining contribution of the FDLP toward this end.

2. Action Item on Replacement Cost of a Depository Library Collection

Council will update the information posted to GovDoc-L in January 2001 with the latest average cost figures for Government Printing Office sales items and by May 1, 2001 will send the final version to the Government Printing Office for posting on the Depository Library Council Web site.

3. Action Item on Recommendation Number 3

Council will send examples of acceptable options for “select or otherwise make available” to Robin Haun-Mohamed by June 1, 2001.

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

FALL MEETING, 2001

Recommendation 1: Scheduling

Council recommends that the Government Printing Office (GPO) implement the following schedule changes beginning with the Fall 2003 Council Meeting:

- a. Retain the Sunday night through Wednesday afternoon meeting schedule, but move the Fall Orientation session for new Council members to the Thursday immediately following the meeting;
- b. Consider concurrent or consecutively scheduled meetings with other library conferences (e.g. state associations, Public Library Association, Association of College and Research Libraries).

Rationale: Moving the orientation to Thursday would provide more time for this valuable session, and would give new Council members background information from their first meeting to help them better understand GPO operations before their visit. This schedule change would also not require non-Council members, many of whom pay some or all of their own expenses, to spend more money to stay additional time.

Having Council sessions in conjunction with other organizations' meetings might increase the size of the audience, including librarians not primarily responsible for government information in their respective institutions. Program opportunities might be enhanced by collaboration with these other organizations as well.

Response

Scheduling for the Council and Fall Conference Meetings requires a great deal of coordination and planning, not only with Council members and GPO staff, but also in relation to other activities in the greater Washington metropolitan area. The nation's capital can be a difficult place in which to schedule meetings, and GPO tries to be as flexible as possible in order to obtain the best possible rates for the council/conference meeting rooms and hotel rooms for those registrants who require overnight accommodations.

The orientation session for new Council members is most effective at the beginning of the Council meeting, thus allowing new Council members to be better informed of the mission and operation of the Library Programs Service (LPS). Moving the orientation session to Thursday extends the Council members' stay by at least one more day, thus incurring additional costs for GPO and for Council members in the length of time they must spend away from their institution. Therefore, we plan to retain the Sunday night through Wednesday afternoon meeting schedule, but move the orientation session for new Council members to Sunday afternoon.

We believe the problems arising from scheduling Council/Conference to run concurrently or consecutively with other organizations' meetings would exceed the benefits, and could present unworkable scheduling difficulties for attendees, presenters, and LPS. LPS reviews the evaluations after each Council/Conference meeting, and a frequent comment is that there are too many competing events and sessions. Many attendees also mention that it is difficult for them to be away from their libraries for the full duration of the Conference. GPO now contracts for hotel space and Conference facilities up to three years in advance, another factor that makes concurrent or consecutive scheduling with other events problematic. GPO believes that it is in the best interest of the Federal Depository Library Program (FDLP) and the majority of attendees to continue scheduling our Conference as a stand-alone meeting.

Recommendation 2: Virtual Depository Collections

Council recommends that GPO study the feasibility of a virtual depository library collection. If feasible, Council further recommends that GPO draw on the expertise of the depository library community to serve their Congressional district through an online depository collection and supporting services by carrying out a pilot project.

Rationale: In light of the increasing predominance of online resources in the FDLP, GPO should consider the possible modification of the depository relationship. Exploring the concept of virtual depository collections with the depositories GPO could positively publicize the electronic transition, the fact that the majority of the new depository materials (60%) are now disseminated online, and the new roles that libraries have in building web and catalog resources for the distance learner/customer.

Response

FDLP program managers have discussed the concept of a depository library selecting only those items made available in online format. Nothing in the statute or practice categorically precludes such a selection profile once a depository library has been established. According to 44 U.S.C. 1909, libraries must have at least 10,000 books, other than government publications, to remain a depository library. As the law has not changed, this is still a requirement, even for a library that wishes to adjust its item selection profile to receive only online titles.

GPO is working with the regional librarian at the Arizona State Library, with whom the idea for this recommendation originated, and the University of Arizona in Tucson, which has expressed interest in focusing on online only resources. We have also had discussions with two other libraries in Arizona that may be interested in collecting only electronic resources once the project has been developed. We will be working to develop an evaluative framework to ascertain that the needs of the immediate user community and the Congressional district are adequately met, and that a depository which establishes an all-electronic item selection is able to be evaluated in the Biennial Survey, self-study, and inspection on an equal and fair footing with a traditional depository.

The pilot project is expected to begin in fall 2002, with staff from the University of Arizona Library, the University of Arizona School of Information Resources and Library Science, and the Library Programs Service working together to develop plans to implement and evaluate the one-year project. Periodic progress reports will be developed during this period. A baseline initial assessment will be followed by informal subsequent assessments during the year, and a final assessment will take place by the end of the pilot project. Council will be kept abreast of the progress of the pilot project on a regular basis.

Recommendation 3: Integrated Library System (ILS)

Council recommends that GPO provide a written update by the Spring 2002 Depository Library Council meeting on the progress of the potential acquisition of an Integrated Library System.

Rationale: In the 1999 spring meeting Council recommended that GPO investigate the feasibility of acquiring an Integrated Library System. Council continues to believe that benefits to both GPO and the depository community exist. Additionally, GPO was receptive to the idea of an Integrated Library System but was unable to make a full resource commitment to an Integrated Library System acquisition due to its involvement with the Year 2000 compliance efforts. It is also likely that the migration from GPO's use of a variety of legacy systems to a single Integrated Library System would help streamline internal processes as well as increase responsiveness to the Depository Community.

Response

In the fiscal year 2002 appropriation, GPO received general approval from Congress for systems modernization. LPS intends to acquire an up-to-date cataloging and library data management system. Our goal is to decide what to purchase, and to commit the funds necessary to purchase a commercial off-the-shelf Integrated Library System (ILS) within the next year.

LPS operations will undoubtedly change to make use of the capabilities of a new system, although all of the details of such changes cannot be predicted at this time. LPS expects to use the ILS to support cataloging, classification, acquisitions, serial check-in, preparation work for conversion contracts, library selection and address information, and to provide distribution information to the Lighted Bin System.

To date a working group of LPS staff has:

- Looked at current systems in use by LPS and their functions.
- Developed a statement of work to obtain the services of a library automation consultant. The consultant will assist us with defining our user requirements and with developing the criteria for selecting between competing systems.
- Begun to define system requirements.
- Begun to define data migration strategies.
- Begun investigating existing ILS offerings.
- Begun investigating training opportunities to prepare for an ILS.
- Queried other libraries that have obtained and implemented an ILS.
- Received input from the depository library community regarding interface requirements and service needs.
- Begun to work with Materials Management Service, Network Systems, the Office of Information Resources Management, and other GPO personnel.
- Developed material to request project approval from the Joint Committee on Printing.

Recommendation 4: Superseded List

Council recommends that GPO develop principles that clearly articulate how depository libraries should manage editions of superseded, tangible materials for which the current edition now appears solely in an electronic format. Further, Council urges GPO to provide links to URLs in the electronic Superseded List.

Rationale: Because the last compilation of the Superseded List is approximately 5 years old and more products once distributed in a tangible format have migrated to the electronic environment, the need for an updated Superseded List is critical. Council believes that a statement directing the management of tangible superseded material now available in an electronic only format is necessary, particularly when the tangible material is less than 5 years old. Linking URLs will assist depository libraries in the maintenance of material that is superseded on a regular basis.

Council appreciates the time and effort of GPO and volunteers from the depository community and is looking forward to the new, electronic list in the very near future.

Response

LPS has worked with depository librarians to update the printed 1996 Superseded List, and the revised version is available on the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html>. This data is an extension of the 1996 List as records from the revised Superseded List are complemented with information from the Substitution List.

LPS has revised the preliminary pages of the 1996 Superseded List to develop the “FDLP Guidelines for Determining Superseded Materials,” available at <http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html>. The Guidelines provide guidance on product retention for superseded titles, including the case when a tangible title has been superseded by an online product. These Guidelines were also published in the March 15, 2002 issue of Administrative Notes.

For the future, LPS is investigating the possibilities of attaching supersession information and other FDLP-specific data to the bibliographic records in the ILS.

Recommendation 5: Awareness

Council recommends that GPO expand efforts to increase awareness among library administrators as well as library users of the unique contributions and benefits of the FDLP in the continuously changing information environment.

Rationale: Council recognizes that diverse constituencies may be unaware of the Program’s contributions and benefits. In light of recent trends that include more information offered virtually and a decline in the number of depository libraries nationally, increased promotional and marketing efforts are vital. These efforts should not only be aimed at the various constituencies in the library community (administrators, reference staff, and bibliographers) but at the faculty, business, students, government, and the general public.

Response

In early November 2001 a GPO working group was convened to develop a marketing strategy to increase awareness of the FDLP among various constituencies. Led by the Chief of the Promotion and Advertising Branch, with representation from Library Programs Service (LPS) and the Office of Electronic Information Dissemination Services (EIDS), the Group has drafted a marketing plan around the theme “U.S. Government Information: Make the Connection at Federal Depository Libraries.”

Recommendation 6: Inspections

Council recommends that GPO continue to reorient the depository “inspection” process as mandated in 44 U.S.C. 1909 to a more positive learning and training experience. Whenever possible, the designated inspector should request that a representative from the depository’s regional and/or a local peer expert be included as part of the visiting team. Moreover, GPO should train inspectors how to conduct sessions with ranking library officials to the best advantage for depository operations.

Rationale: Council recognizes concerns among certain libraries regarding the inspection process, noting that nomenclature and emphasis may contribute to a negative perception. It is the sense of Council that a change in the use of the word “inspection” to a more positive term, such as “site visit” may facilitate the sharing of expertise, best practices, and other positive outcomes. These outcomes can be further served by requesting the presence of a regional or local peer expert during the visit, as that person can provide support for the depository coordinator. Finally, Council believes that specialized training will allow inspectors to communicate with library officials on a more equal basis.

Response

The depository library inspection is the “firsthand investigation of conditions” required of the Superintendent of Documents in 44 U.S.C. 1909. The “firsthand investigation” or site visit has two major components. GPO staff act as consultants to the depository staff and administration, offering insights about best practices and suggesting alternatives in the operation of the depository. GPO staff also examine the depository to ascertain compliance with fundamental program requirements, such as

free public access and proper maintenance of the depository collection. GPO views the on-site inspection as a time for depository staff to learn more about the FDLP and the depository community, and GPO staff make every effort to emphasize the consultation function of the visits.

GPO always contacts the regional library prior to inspecting in that state, and encourages regional librarians to accompany the LPS inspector for on-site evaluations. The regional librarian has always had the option of sending another person when he/she is not available on the day of the inspection.

Training depository library inspectors is an on-going process. LPS is in the process of training two new inspectors, and will schedule training sessions as appropriate. While the inspectors continue to look at all the areas shown in “Preparing for a Library Inspection,” there has been a change in emphasis from strict adherence to the Guidelines, Federal Depository Library Manual and Supplements, and the Instructions, to a more results-oriented approach. Emphasis is placed on access—physical and bibliographic—to depository resources located in the library and available via the Internet. In response to this recommendation, a session entitled, “Discussion Session: Inspections & Addition of Peer Experts to Accompany Inspectors for On-Site Library Inspections” has been included as part of the Spring 2002 Council meeting. This session builds upon several other training sessions and presentations on the inspections and self-study processes that have been included in the Federal Depository Library Conference and Council meetings.

Recommendation 7: Self-Studies

Council recommends that GPO assess the value and effectiveness of the self-study process for depository librarians and GPO.

Rationale: Council would like to know whether the self-study process is working to improve depository library operations and the inspection process as anticipated by GPO and depository community. Council also would like to know if the self-study adequately helps GPO determine whether or not a formal inspection is warranted.

Response

In December 2001, libraries in Pennsylvania, Massachusetts, and Michigan were requested to submit self-studies of their depository operations. Most of the self-studies from those states have been received and LPS’ Depository Services staff are reviewing the studies as well as evaluating the effectiveness of the self-study process. While the self-study has been helpful in helping new librarians understand the role of their depository collection in their library and the FDLP, it is an extremely time-intensive undertaking for all parties. A minimum of six months elapses from the time a self-study is requested until the earliest date that the library could be inspected. Libraries are generally given three months to return the self-study, then two months are taken to receive and evaluate the self-studies for a contiguous area, and then inspections are scheduled, providing at least four weeks advance notice for the libraries.

Out of 63 self-studies called for review, 60 libraries returned the self-study on time. Three libraries have been contacted and advised their self-study submission is late.

In response to this recommendation, a session has been scheduled for the discussion of the self-study process and its relation to library inspections during the Regional Meeting at the Spring 2002 Council meeting.

Recommendation 8: Geographically Separate Backup for GPO Access

Council recommends that GPO proceed as quickly as possible to create a geographically separate backup for GPO Access and the Electronic Collection. Council also recommends that GPO begin working toward a complete mirror site, with full content and functionality, for GPO Access and the Electronic Collection.

Rationale: Preservation of electronic government publications in GPO archiving initiatives is vitally important for guaranteeing permanent public access to these core government publications and other content-rich government information resources. The events of September 11th clearly demonstrate the strong need for redundancy of data storage at remote sites. A complete geographically separate backup and mirror site will allow GPO to better serve the needs of a growing user base.

Response

Pursuant to our goal of establishing a geographically separate mirror site and backup facility for GPO Access, an onsite inspection of potential locations in GPO facilities was recently completed. Based on what was learned, a cost benefit analysis is being performed to determine the optimal location for this new facility. When this analysis has been completed, the location for the new site will be selected and work will begin as soon as practicable.

In late 2001, in the aftermath of September 11, Congress provided \$4 million to GPO in supplemental transfer authority for emergency preparedness (P.L. 107-117). Establishing a geographically remote mirror site and backup facility for GPO Access will utilize a portion of these funds, in addition to other project funding from the Salaries and Expenses appropriation to the Superintendent of Documents. Beginning with the most frequently used GPO Access resources, GPO will steadily add to the resources and data at this facility until it is a complete mirror site for GPO Access. This will include the portion of the FDLP Electronic Collection Archive maintained by GPO.

Recommendation 9: Geographically Separate Backup for Partners

Council recommends that GPO investigate the feasibility of providing a geographically separate site for the FDLP partners and agency partners to store data contained on the partner sites.

Rationale: If partners are responsible for locating their own geographically separate storage sites, GPO may or may not have easy access to the data or know where the backup is located in the event of a disruption at a partner site. By providing a data storage site for the FDLP and agency partners, GPO enables the partners to store data contained on their sites in a geographically separate facility. In the event of a disruption at a partner site, GPO can easily retrieve the stored data and assist the partner site with restoring public access to the data.

Response

Two options for providing a geographically separated backup storage site are being investigated at this time. GPO is currently investigating the establishment of a backup facility separate from GPO Central Office in Washington, DC, and as development of that facility progresses, possibilities may exist to include partner data.

GPO is also actively working with OCLC, Inc. on the establishment of OCLC's Digital Archive services. GPO expects to store material in OCLC's Digital Archive with supporting preservation metadata, and could conceivably place partner material in this arrangement as well.

Both these options are developing rapidly, but some details remain to be clarified, particularly with regard to costs. We will continue to monitor developments and communicate with Council and our partners as it is feasible and appropriate.

Recommendation 10: Distribution of Electronic Publications

Council recommends that GPO and a working group of Council examine the concept of establishing the systematic distribution of Federal government electronic publications through the FDLP in order to assure further redundancy in free public access to that body of information.

Rationale: In response to concerns for permanent public access to electronic government information expressed by some in the depository community, Council believes that GPO and the Council working group should examine the following issues: legal issues; issues including technology; authenticity and data integrity; feasibility; and the nature and level of interest in pursuing the proposed distribution concept in the depository community.

Response

LPS staff is participating in the discussions of the Electronic Distribution Working Group that is examining the concept of establishing the systematic distribution of Federal Government electronic publications through the FDLP.

One of the Working Group's tasks is to develop a model or a proposal describing the ideal system for the distribution of electronic publications to depository libraries. The proposal should address the purpose and goals of electronic document distribution through the FDLP, the short and long-term responsibilities of participating libraries, and technological issues including authenticity, security, and data integrity.

GPO has reviewed the legal issues for an FDLP electronic publication distribution system. The salient point is that the law governing the FDLP has not changed. Consequently, the responsibilities of libraries for their depository collections have not changed either. Therefore, under existing law every regional depository would be required to participate, and would have to permanently preserve, maintain, and provide access to every electronic publication in the FDLP. This requirement may place a disproportionate burden on regional depositories in an area of responsibility and development that differs significantly from earlier expectations. The impact of this must be addressed in any proposal.

One of the Working Group's tasks is to determine the nature and level of interest in pursuing the proposed distribution concept. It has been suggested that libraries be surveyed as to whether they favor a program of electronic distribution that emulates the traditional FDLP for tangible publications. Before any such survey can be responsibly conducted, the Working Group must clarify what responsibilities would be incumbent upon participating libraries from a program designed in accordance with existing law. Library administrations should not be expected to commit their libraries' resources to an electronic version of the traditional FDLP without knowing the scope of their responsibilities.

Recommendation 11: Shared Bibliographic Information

Council recommends that GPO appoint a working group to examine options for Federal Depository Libraries to share bibliographic information about government publications with GPO Cataloging Branch with the goal of sharing this cataloging information with all participants in the FDLP via GPO cataloging records. Options to be considered might include:

1. Sharing information to aid in the identification, description, and subject cataloging of Federal government publications via the process developed for the Electronic Publications Working Group;
2. A pilot project in which national libraries would contribute cataloging records for online publications to GPO Cataloging Branch; and
3. A pilot project in which other Federal Depository Libraries would contribute cataloging of Federal publications to GPO Cataloging Branch.

For options 2) and 3), only libraries currently qualified to participate in the Program for Cooperative Cataloging (PCC) would be eligible for participation in pilot projects.

Rationale: Council appreciates the panel discussion by representatives of the Program for Cooperative Cataloging held at this Depository Library Conference. This presentation stimulated discussions of the several options for Federal Depository Libraries to share cataloging records or bibliographic information needed to create cataloging records with other FDLP participants

via GPO cataloging records. A working group is needed to examine the feasibility of these options, weighing the benefits of augmenting the cataloging available for government information products outside the current GPO cataloging workflow and distribution of that cataloging to FDLP participants against possible negative impact on GPO Cataloging Branch's workload.

Response

GPO's Cataloging Branch, as the national authority for cataloging U.S. Government publications in all formats, actively supports the goal of sharing bibliographic information with other libraries through participation in all national cooperative cataloging programs. However, the administration of a cooperative cataloging program requires a different level of commitment and resources than does participation in such projects. Council's recommendation to establish a working group to investigate options for sharing bibliographic data is not feasible at this time, in part because the acquisition and implementation of an ILS may bring significant changes in LPS' ability to share bibliographic data.

Not only is LPS devoting significant resources to planning for and acquiring an ILS, but LPS lacks sufficient personnel to establish and successfully work with such a group. The Cataloging Branch has experienced a serious loss of staff and has yet to replace a number of essential staff members. Within the past twelve months the Branch has lost both of its section chiefs (one to promotion, one to retirement) and 30% of its catalogers (all to promotions elsewhere). The Cataloging Branch's current top priority is to address this crisis of recruitment and retention, and LPS is working closely with GPO's Office of Personnel Service to develop solutions.

GPO intends to defer any action on this recommendation until such time as LPS' Integrated Library System is in place, and the Cataloging Branch is fully staffed. However, this deferral should not impede depository or other libraries from joining together to share bibliographic data, as the panel discussion suggested during the October 2001 Federal Depository Library Conference.

Commendations

- a. Council commends the new service partner, University of North Dakota, for the editing and hosting of the Needs & Offers (N&O) List. The List provides a method for libraries to responsibly dispose of their withdrawn publications, and for other libraries to provide new homes for them. Council appreciates the contributions of Kevin Reynolds for editing and hosting the list from 1996-2001.
- b. Council commends the National Renewable Energy Laboratory (NREL) and the Government Printing Office for their new partnership to provide permanent public access to NREL information. This partnership continues the growth in the number of agencies that have partnered with the Government Printing Office to provide permanent public access for their electronic information.
- c. Council commends the Department of Energy's Office of Scientific and Technical Information and the Government Printing Office for the new partnership, Energy Citations Database, which provides citations to publications from 1948-present. The database provides access to publications available in depository libraries, and provides access to publications available online.
- d. Council commends the Government Printing Office for their extraordinary work in communicating ever-fluctuating travel arrangements to meeting attendees and for their work with the hotel due to all of the recent tragedies.
- e. Council commends Barbara Levergood and the University of North Carolina, Chapel Hill for their efforts in establishing and maintaining REGIONAL-L, a discussion list for Regional Depository Libraries. Barbara excelled at maintaining REGIONAL-L, acting as a liaison between Regional Depository Libraries and the Government Printing Office, and providing timely information exchange between the two groups.

- f. Council commends the Government Printing Office and the depository library community for their continuing efforts to maintain public access to government information in this time of crisis. Council takes note of the extraordinary circumstances driving the current political climate and the effect they may have on public access to historical and current government information. We commend the Government Printing Office for its leadership in pursuing a policy of maintaining access to information that does not compromise the nation's security.

Action Items

1. Council will write a letter to the Public Printer outlining suggested promotional and image activities to assist the Government Printing Office with implementing Recommendation #5.
 - a. Conduct focus groups at Public Library Association, American Library Association, Special Libraries Association and other national and state related professional association meetings to determine library directors' perceptions of the Federal Depository Library Program and potential services they would value in the future.
 - b. Develop a comprehensive plan to increase the visibility of the Federal Depository Library Program that targets various constituencies and their specific needs. Such groups may include library directors, government officials, the business community, and the public.
 - c. Participate more actively in the activities of other library organizations, specific presentations and workshops, and strategically placed articles in library journals and other library publications and web sites.
 - d. Offer an interactive map of the United States to help the public locate the Federal depository libraries nearest to them.
 - e. Begin collecting testimonials from directors and others regarding benefits and successes of the Federal Depository Library Program, to be used in promotional materials.
 - f. Create a variety of press kits, materials, videos, etc. to promote the Federal Depository Library Program to a variety of audiences.
2. Council suggests that the Government Printing Office provide a program at the Spring 2002 conference that would bring together inspectors, regional librarians, and other parties interested in serving as "expert peers" to review the process and goals of the site visit.
3. Council will work with Government Printing Office produced information and other resources, including Documents Data Miner, to conduct an analysis of libraries that have relinquished depository status, identify what factors might have contributed to their decision, and recommend strategies to encourage at-risk depositories to weigh their options and make an informed decision.
4. Council will continue to study issues related to those problems with Persistent Uniform Resource Locators (PURLs) that have the potential to discourage public access to online titles. Problems reported include PURLs that do not work with all Internet browser software and the difficulty in identifying and selecting access points that support access to all online issues of serial titles.
5. Council will monitor the function of the Electronic Publications Working Group, a collaborative effort of the Government Printing Office whole-book cataloging teams and volunteers from the library community. The Working Group has recently implemented an electronic form supporting standardized notification of Library Program Staff of online titles that fall within the scope of the Federal Depository Library Program. Council would like programs for the recruitment and training of potential librarian volunteers scheduled for the spring and Fall 2002 Depository Library Council meetings.

6. The Cataloging and Locator Committee will investigate the issue of the Government Printing Office's cataloging of tangible formats to represent titles distributed or disseminated by the program in electronic formats.
7. Council will follow up to encourage the Superintendent of Document policy and rationale for withdrawal of electronic materials to be published in Administrative Notes.

2002

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, 2002 • MOBILE, AL

Recommendation 1: Standardization of Procedures

Council recommends that the Government Printing Office review and standardize procedures for the termination of depository status.

Procedures should include:

- the creation of a timetable that allows for consultation time between the library requesting the termination of status and the regional depository library and the Government Printing Office;
- terminating libraries' responsibilities to other depositories.

Rationale: Currently, there is no required communication to the regional or the Government Printing Office (GPO) prior to the decision to terminate status on the part of the library. Communication between program partners would be beneficial for all parties to understand the library's circumstances, and might possibly mitigate or forestall the termination decision.

An additional issue that must be remedied is that termination procedures vary from state to state and library to library depending on the regional depository library. This leads to variance in how the libraries dispose of the depository collection and the amount of time and effort a library spends in this process.

Response

The Library Programs Service (LPS) is engaging the regional librarians in developing a plan for standardizing the termination process for depository libraries. In the Regional Meeting of the Federal Depository Library Conference, on Sunday, October 20, 2002, there will be a discussion of issues related to designation and termination of libraries in the FDLP. With feedback from the regional librarians and with additional assistance from library community volunteers, LPS intends to have an initial draft proposal on this issue for Council's consideration at the spring 2003 Council meeting.

LPS also published an article in Administrative Notes (AN-v23-#12-9/15/02) encouraging depository libraries that are reconsidering depository status to contact LPS and the their regional depository librarian well in advance of any final decision. When contacted early in the decision making process, LPS can often help the library by clarifying issues or discussing areas of concern that may have contributed to the library's review of its depository status.

Recommendation 2: Congressional Redistricting

Council recommends that GPO develop a list of Congressional districts with their related depository libraries for the purpose of identifying districts without Federal Depository Library Program libraries. This list should be shared with Council and the library community at the Fall 2002 Federal Depository Library Conference and Council meeting.

Rationale: Redistricting after Census 2000 presents new opportunities to reach out to Congress and others about the values and benefits of the Federal Depository Library Program, to bring new libraries into the Federal Depository Library Program, and to re-evaluate state plans. Sharing the information broadly increases the opportunities for new Federal Depository Library Program libraries.

Response

LPS has compiled a listing of Congressional districts without Federal depository libraries. By law each Congressional district may have two libraries designated by the Representative; i.e. “representative designations.” LPS works with regional depositories to update the list of all Federal depository libraries and the corresponding Congressional districts. This enables the identification of vacancies in each state and opportunities for designations. This list identifies all vacancies, not just those districts where there are representative designation vacancies. Maintenance of this list project is an ongoing project as the Congressional district boundaries change.

Recommendation 3: Outreach to New Depository Librarians

Council recommends that GPO send a letter of welcome to newly appointed depository librarians outlining a willingness to assist in the development of the program within their institutions and directing them to other resources in their area, including their regional depositories. The letter might also include a description of training opportunities and services provided by the Federal Depository Library Program. A copy of the letter should be sent to the regional depository librarian.

Rationale: Council believes that additional outreach efforts are needed to make new librarians aware of the responsibilities and benefits involved in managing depository library collections and to introduce them to resources and mentoring available within the depository library community.

Response

LPS has developed a letter of welcome for new documents coordinators in the FDLP. A list of “Resources for Federal Depository Library Administration” with corresponding Web addresses has also been developed and it will accompany the letter of welcome. Procedures have been developed to systematically respond to notices via the PAMALA update process to coordinate the welcome letter with the regional librarian. The letter of welcome will be sent via U.S. Postal Service and via e-mail.

Recommendation 4: Format Migration Notification

Council recommends that GPO communicate to the depository community in a more timely and efficient manner titles that migrate from paper to an electronic format and provide information on availability through the US Government Online Bookstore.

Rationale: Council believes that many in the depository community continue to use tangible products. At a time when the depository community is witnessing a rapid transition of tangible depository products to an electronic format, it is important that a communication mechanism be developed to alert the depository community of these changes. Many in the depository community would like to purchase a title in a tangible format when the depository copy is distributed electronically. Council views this as an opportunity to enhance communication with the depository community, increase demand in the US Government Online Bookstore, and improve access for all users of depository libraries.

Response:

GPO has established a new LISTSERV available as part of the New Titles by Topic E-mail Alert Service. This free service, known as the FDLP Electronic Only Titles Available for Sale, automatically notifies subscribers when Federal depository library publications have migrated to an electronic format and are available for purchase in tangible format from the U.S. Government Online Bookstore.

Once the LISTSERV was established, a review of titles declared electronic-only during the past several years was conducted to determine which of those titles were still available for sale as of July 2002. The initial four e-mails for the LISTSERV included a

publication's title, stock number, SuDocs number, price, and an order link. Postings to the LISTSERV began on July 22, 2002. All postings, including the initial four postings, are being made available in an archive; however, in order to meet customer expectations for pricing and availability, the archive of postings for the LISTSERV is purged after three months.

All subsequent e-mails will include newly declared electronic-only titles available for purchase. These messages include a publication's title, short description, thumbnail image of the publication (if available), stock number, SuDocs number, price, and an order link.

For more information or to sign up, go to <<http://bookstore.gpo.gov/alertservice.html>>.

Recommendation 5: Electronic Depository Library Logo

Council recommends that GPO make available an electronic depository library logo, including the statutory language on public access that depository libraries may use on their web sites.

Rationale: The depository logo, including the public access language, is the most recognizable symbol of the program. Availability of the logo and the language, in a format and size that will provide optimum visibility and communication of information, will assist depository libraries that wish to include this information on their web sites.

Response

The depository library logo, with accompanying text, is available for download from the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/pr/graphics.html>.

Recommendation 6: Removal of Information from the Web

After reviewing SOD 72, Agency Request to Withdraw Information Products from Superintendent of Documents Programs, the Council recommends that GPO create a system to notify depository libraries of those specific documents an agency has removed from the Federal Depository Library Program's Electronic Collection.

Rationale: Federal depositories are very concerned about having bibliographic records in their catalogs that contain links that no longer point to the original document. Notification of titles will support depository libraries in catalog and web page maintenance.

Response

LPS uses three means for announcing that agencies have withdrawn titles from the Federal Depository Library Program's Electronic Collection (FDLP/EC). Two traditional means of notification, the "Letter to libraries from the Superintendent of Documents" issued in paper, and "Administrative Notes" available in both paper and online will continue to be used for notifying people of withdrawn FDLP/EC titles. In addition, those interested in the most timely notification of these titles and of other matters of particular FDLP interest may now register for GPO-FLDP-L, the new official FDLP Announcement Service, at <<http://listserv.access.gpo.gov/>>.

Recommendation 7: Retention and Recruitment of GPO Catalogers

Council recommends that the Public Printer take action to ensure that GPO's Cataloging staff attains career ladder parity with national libraries as well as other professional positions in the Government Printing Office.

Rationale: GPO's ability to fulfill the statutory mandates of the Cataloging and Indexing Program is in jeopardy due to a crisis of librarian recruitment and retention. Not only is LPS' Cataloging Branch losing experienced catalogers at an unprecedented rate, but the recruitment process, as it is currently configured, cannot bring in new staff quickly enough to keep up with attrition, much less enlarge the operation as authorized by Congress. Council believes that this situation threatens access to government information and compromises GPO's ability to carry out its mission with regard to the Federal Depository Library Program.

Cataloging is a gateway to bringing online titles into the Electronic Collection. LPS' acute staffing problem means that countless opportunities are being missed to ensure permanent public access to online titles published by U.S. Government agencies. Online access has already substantially replaced the distribution of tangible products to the federal depository libraries, but the Federal Depository Library Program Electronic Collection is not being developed at a pace that even approximates the rate with which agencies publish titles via the Internet. Unless promptly discovered, cataloged, and archived, online titles may disappear from the agency servers and never be added to the Electronic Collection. In the electronic information age, GPO's inability to fully staff the Cataloging Branch is becoming the primary cause of fugitive documents.

Response

During the past twelve months GPO personnel specialists and personnel of its Library Programs Service have made exceptional efforts to recruit librarians with interests in cataloging. These efforts are devoted to filling positions of critical importance to sustaining the national Cataloging and Indexing Program, a statutory program that is supported through appropriations. During this period it has become evident that recruitment is a very competitive enterprise that engages the efforts of U.S. Government agencies as well as universities and public libraries. Hiring librarians is particularly challenging because significant numbers of librarians are retiring from government service at a time when enrollments in graduate programs in library and information science have decreased.

During the past twelve months, nearly 50 candidates have been considered for cataloging positions. Seven persons have been hired. Thirty-one candidates (as of 9/19/02) have declined interviews, declined further consideration, or declined appointments that have been offered to them. Five cataloging vacancies remain to be filled, and the recruiting process continues.

A personnel specialist from the Office of Personnel Management (OPM) conducted an in-depth examination of the catalogers' positions. This review, which began in May, is expected to result in a non-binding advisory determination concerning the proper grade of the catalogers' positions. However, to date no report has been received from OPM.

Recommendation 8: Integrated Library System

Council recommends the Government Printing Office consider all of the following issues in their procurement of a new integrated library system to ensure the system meets the needs of the Government Printing Office and its users. The system must support or allow for:

- a. Current AACR II cataloging rules
- b. Current MARC and Dublin Core standards
- c. Current MARC serials standards
- d. Serials management
- e. Manipulation of the data without going through the Integrated Library System
- f. The Government Printing Office to own and / or customize the source code
- g. Attachment of digital objects and easy linking to web sites

Rationale: This recommendation was done at the request of the Government Printing Office to outline some of the concerns of depository libraries.

Response

The Library Programs Service is working closely with our ILS automation consulting firm, RMG Consultants, Inc., of Chicago, IL, to assess LPS systems requirements, and to determine which commercial, off-the-shelf, application best fulfills those requirements. LPS and RMG have considered these suggestions as part of our process of developing criteria for system evaluation.

The process of working with RMG is expected to continue through February 2003, and is very challenging and time-intensive for LPS' staff. This is an exciting effort, and LPS is confident that the result will be to identify the best possible ILS in the marketplace to meet our needs and improve services to libraries and the public.

Recommendation 9: Electronic Holdings Management

Council recommends that, in the course of acquiring and implementing an Integrated Library System (ILS), the GPO Cataloging Branch give attention to the problem of holdings management for electronic serials and other multi-part items in the Federal Depository Library Program Electronic Collection.

Rationale: In cataloging tangible government documents, GPO does not deal with holdings management issues because the actual volumes, microfiche, CD-ROMs, etc. are maintained in the depository libraries. However, holdings management becomes an issue that GPO can and should address in the Federal Depository Library Program Electronic Collection. GPO's automated systems currently do not provide the ability to maintain serial and multi-part holdings, but this type of activity could be facilitated and should be planned for as the GPO acquires and implements an Integrated Library System.

Response

The depository community may not be aware that LPS' current automated system (the Acquisitions, Classification, and Shipment Information System, or ACSIS) contains holding records for serials and multi-part titles. The problem lies with the inability of this information to be viewed by the public, as we do not have an online public access catalog that creates a display by pulling information from various modules. Serials management and holdings issues are a priority for LPS, not only for the FDLP Electronic Collection but for tangible products as well, and this function will be a major consideration when acquiring an ILS.

Commendations

- a. Council commends the Government Printing Office for its quick response in developing a quality marketing plan as a result of a recommendation at the Fall 2001 Depository Library Council meeting. Council encourages the Government Printing Office to be alert to marketing opportunities and to update the plan on an ongoing basis.
- b. Council commends the Government Printing Office on the development of email list services for the delivery of the Federal Register table of contents, Merit Systems Protection Board decisions and studies, and especially the development of New Titles by Topic lists as part of the US Government Online Bookstore. Council encourages the Government Printing Office to pursue additional update services with this email list software.

- c. Council commends the Government Printing Office for taking a proactive stance to ensure open access to government information in light of recent attempts to restrict access. Activities that Council commends include:
- Responding to attempts by unofficial agents to restrict access to Federal Depository Library Program/Nuclear Regulatory Commission microfiche collections.
 - Updating of policy documents on the removal of materials from Federal Depository Libraries and from the Federal Depository Library Program Electronic Collection.

Council also commends the efforts of the Government Printing Office to educate the public about the Government Printing Office's role in providing permanent public access to information products in the Federal Depository Library Program by aggressively responding to misinformation in the media.

- Council commends the efforts of the Electronic Documents Working Group (EDWG) and the American Association of Law Libraries Government Documents Special Interest Section's (AALL GD-SIS) Fugitive & Electronic-Only Documents Committee for their efforts in bringing online titles into the Federal Depository Library Program. Their efforts in discovering titles, examining OCLC records, assigning SuDocs classification, and analyzing appropriate distribution format in accordance with SOD 71 and other collection policies allow GPO's Cataloging Branch staff to expeditiously acquire and catalog many new online titles into the Federal Depository Library Program's Electronic Collection.
- Council commends the Government Printing Office and the Superseded List Committee volunteers for their efforts in producing the 2002 edition of the Superseded List, a born-digital web resource designed to be updated incrementally as new titles are identified for inclusion.

Action Items

1. Council will maintain contact with Library Programs Service staff regarding the Self-Study process and will monitor data and evaluation findings to determine the effectiveness of the self-study mechanism.
2. Council will follow-up with the Government Printing Office regarding their efforts to foster awareness and market the Federal Depository Library Program to library directors. Such outreach efforts might include invitations to meetings with the Government Printing Office staff and individualized letters to new library directors (upon advice and consent of the institution's depository librarian).
3. Council will forward a letter to the next Public Printer reaffirming the values of the Federal Depository Library Program in the digital age. The letter will emphasize the key role of the Federal Depository Library Program in assuring no-fee public access to federal government information and highlight the defining contributions of the Federal Depository Library Program towards this end, the functions of the Council, and issues and opportunities facing the Federal Depository Library Program in the next several years.
4. Council will work with the Government Printing Office staff to identify ways to foster networking between depository libraries at the state and local levels, such as a conference program on successful state documents librarians' groups.
5. The Operations Committee hereby creates the Subcommittee on Attrition and Retention (SOAR). This subcommittee will develop different techniques to encourage and support depositories to remain active in the Federal Depository Library Program. This subcommittee will investigate and analyze the following possibilities:
 - Establish profiles of the libraries most likely to drop their depository status
 - Encourage the Government Printing Office to facilitate programs at the Depository Library Council meeting to train the Regionals how to reach out to library directors in their states. (The recent Georgia experience is one example.)
 - Appoint Council members to act as liaisons to regions across the country
 - Encourage depository support through local professional organizations

- Improve the communication from and to Regionals
 - Provide training and mentoring for new regional librarians
 - Inform new library directors of the value of the Depository Library Program
 - Have library patrons provide testimonials to Library Directors on how the depository has helped them
 - Encourage more States to have more than one regional library
 - Encourage Regionals to consider selective housing agreements with selected libraries to reduce the strain on the regional depository
 - Define and publicize the benefits of being a depository library
 - Work with vendors to provide “shelf ready” materials
 - Provide additional flexibility to libraries (e.g., allow small depositories to become predominately virtual)
 - Leverage products that are exclusively available to depository libraries
6. Council will work with the Government Printing Office to offer guidelines, or examples of best practices, for display of serial titles on agency web sites hosted by the Government Printing Office.

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

FALL MEETING, 2002 • ARLINGTON, VA

Recommendation 1: PURL Statistics

The Depository Library Council recommends the Government Printing Office develop statistical reports of PURL referrals to enable libraries to determine how often documents within the Federal Depository Library Program Electronic Collection are being accessed through library catalogs and Web pages. In addition, the Government Printing Office should examine the response time of the PURL server to ensure access to resources within a reasonable time frame.

Rationale: Currently the Government Printing Office (GPO) provides URL referral statistics for depository libraries. In addition, PURL statistical reports will allow librarians to monitor the effectiveness of the access provided to online government publications through depository library catalogs and Web pages.

Response

Staff from the Office of Electronic Information Dissemination Services (EIDS) have investigated the server log files and have determined that such statistical information can be gathered. However, individual depositories need to provide more information on the actual sites from which the referrals are received before the data can be related back to specific institutions. EIDS and the Library Programs Service (LPS) have developed a mechanism as part of the Directory update page on the FDLP Desktop <http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html#2> by which libraries may inform GPO of their desire to receive these statistics and provide the necessary information. GPO will then be able to create a PURL referral report similar to the URL referral report for depository libraries available on the Federal Bulletin Board at <<http://fedbbs.access.gpo.gov/referral.htm>>. Once completed, the PURL referral report will be available at the same location and will be updated on a monthly basis.

Recommendation 2: WAIS Migration

The Depository Library Council recommends the Government Printing Office migrate the WAIS databases to more current search engine technology as soon as possible.

Rationale: GPO has been exploring the purchase of new search engine technology for several years. Due to the severe limitations of WAIS technology, it is imperative that GPO Access migrate to a new XML-based technology. Advantages inherent in newer database architectures will also improve products through more advanced interfaces with the Integrated Library System being acquired by GPO.

Response

Work continues toward procuring a new platform to replace the WAIS search and retrieval software for GPO Access in order to improve system performance and enhance customer usability. Staff members from SuDocs and Production Services are working closely on developing a detailed Statement of Work (SOW) that will allow GPO to select the most effective platform for GPO Access. The SOW will outline both the customer functionality and the technical requirements needed to move forward with the procurement and implementation of the next generation of software in FY 2004. The SOW will also include a requirement to migrate all WAIS databases on GPO Access to the new platform simultaneously to ensure continuity throughout the site. This will eliminate any issues with inconsistent database structure that affect searchability, such as the lack of page number references in the History of Bills databases prior to 1993.

Recommendation 3: Regional Library Conference

The Depository Library Council recommends that GPO request funding to sponsor a multi-day Regional Library Conference.

Rationale: The August 1997 Regionals Conference in Minnesota was extremely successful in providing all 53 regional depositories and all states the opportunity to discuss and assess the services, responsibilities, and problems that are unique to Regionals, as well as identify areas for service to selective depositories. The meeting would allow an opportunity for GPO staff to consult with the Regionals, train them in Government Printing Office policies and procedures and discuss services that Regionals should provide to selective depositories.

Response

LPS staff met with Council members John Phillips and Dan Barkley and Council Chair Cathy Hartman during the ALA Midwinter Meeting to begin discussions and planning for a Regionals Conference. Various agendas and themes were discussed, and Phillips and Barkley will bring back a more specific proposal to GPO after consultation with other Regional librarians.

Recommendation 4: Communication with Administrators

The Depository Library Council recommends that GPO communicate the importance and benefits of the Federal Depository Library Program to key groups of library administrators, preferably at their association meetings (e.g., Association of Research Libraries, Public Library Association, American Library Association, Association of College and Research Libraries, and state library associations, etc.).

Rationale: The Depository Library Council recognizes the need for communication from GPO to directors at depository libraries in order to reinforce the importance of the program, to inform directors of current issues facing depositories, and to form a basis of discussion between depository librarians and their administrators. The proposed communications would assist in building awareness and support at higher levels and would hopefully interest library directors in joining the program. A special presentation on the Federal Depository Library Program held at the American Library Association Midwinter Meeting in 1995 was very successful and attracted 150 attendees. A similar successful meeting, sponsored by the regional library, was held on the state level in Georgia in 2001.

Response

Robin Haun-Mohamed has contacted the ALA GODORT Program Committee with a request to organize a meeting for directors of depository libraries at the ALA Annual Meeting in Orlando in June 2004. The request was favorably received, and LPS staff will continue to work with the Program Committee.

Every depository library director received a letter of invitation to attend the spring 2003 Council meeting and to participate in planning for the future of the FDLP. In addition, the Superintendent of Documents will address Association of Research Libraries directors at the ARL meeting in Kentucky in mid-May. GPO is also interested in communicating with directors at other meetings, and asks that the depository community make suggestions for or facilitate invitations to appropriate events.

Effective communication with depository directors depends in part on GPO having accurate and up to date information about directors. All depository libraries are urged to update their directory information on the FDLP Desktop using the application at http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html#2.

Recommendation 5: Guidelines for Regionals

The Depository Library Council recommends that GPO review and develop expanded guidelines to assist regional depositories in working with depository libraries that may be considering withdrawing from the Federal Depository Library Program. Guidelines for the Regional might include:

Instructions requiring the withdrawing library to notify its Regional and GPO of its intent to withdraw six to twelve months before the intended date of withdrawal;

- Notification to the withdrawing library of the procedures it must follow with respect to:
 - What the library can retain versus what it must or will surrender;
 - What the library must provide for public access during the withdrawal process;
- Announcement to other libraries within that Congressional district of its intent to withdraw;
- Communication by the Regional with the withdrawing library's Congressional delegation;
 - Informing the delegation of the library's intent to withdraw;
 - Informing the delegation of their ability to appoint a library to fill that vacancy;
- Establishment of a time frame that the library must follow in the disposition of the withdrawing library's materials.

Rationale: Currently the communication process between the Regional and the withdrawing library remains unclear. Better communication involving all parties may encourage the library to reconsider its decision. Refining the process will also enhance the redistribution of depository materials to other interested Federal depository libraries.

Response

Development of uniform practices to be followed by Regionals when selective depositories announce an intention to leave the program was discussed in a meeting at ALA Midwinter between LPS staff and John Phillips, Cathy Hartman, and Dan Barkley. Some preliminary work and discussion has taken place at GPO, and a full discussion will be one of the main agenda items at the Regional Libraries session at the Depository Library Conference in October 2003.

Recommendation 6: Historic Document Preservation

The Depository Library Council recommends that GPO, in cooperation with other library preservation organizations, begin to identify historic documents and investigate means for depository libraries to preserve them.

Rationale: Many depositories housing historical collections are witnessing a rapid deterioration of these valuable collections. Council shares the depository community's concerns and urges work with such organizations to develop and implement guidelines that will assist libraries in preserving and archiving these collections.

Response

The recommendation specifies two steps: identification of historic documents and guidelines to preserve them. Identification of documents considered "historic" or "valuable" is very much a matter of local concern for individual depository libraries. From a program-wide standpoint, what is needed is support and coordination for preservation planning. GPO is also interested in the digitization of historic documents to enhance public access to the content without further degrading the paper copies.

GPO proposes that one or more large depositories with the potential for rich historical holdings seek a National Endowment for the Humanities Preservation Assistance Grant to conduct a general preservation assessment as a kind of pilot project for

the FDLP. Ideally, the library should engage a preservation consultant to assess the collection and conditions and help draft a long-range plan for preservation. GPO will be an active partner in the grant application or administration, and will coordinate the dissemination of findings to other libraries in the FDLP who face the same challenges. Information on the grant program is available at: <http://www.neh.gov/grants/guidelines/pag.html>.

When an assessment is complete we will be able to develop uniform guidelines and practices for tangible document preservation that will be of benefit across the program.

Recommendation 7: GPO-Hosted Web Sites

The Depository Library Council recommends that GPO provide guidance to Federal government agencies on the organization of content on GPO-hosted Web sites. Examples of such guidance may include the GPO Access Web design guidelines, Web site templates, or examples of best practices at existing government Web sites.

Rationale: A careful analysis of the organization of GPO-hosted Web sites shows that many agencies fail to provide direct access to discrete government information titles. The lack of clear and consistent organization may make it difficult for the public to locate desired information at these Web sites, and it is difficult to provide bibliographic access or create PURLs for multipart titles. GPO typically provides guidance to government agencies on the layout and organization of printed publications. Providing guidance for the organization of Web site content is a natural extension of this activity in the electronic environment.

Response

EIDS is currently working with other areas of GPO to finalize the GPO Access Web Design Guidelines. These guidelines are expected to prove beneficial for internal staff working on GPO Access, and also serve as guidance to other Federal agencies whose web sites are hosted on GPO Access. We plan to make these guidelines available as a model to other agencies as part of the range of business services provided by GPO.

In addition, the new guidelines contain the following statement, which will provide guidance for hosted sites:

Even though the Web Committee has no authority over the design and development of hosted Web pages, based on its expertise and experience, the Web Committee may suggest to the funding party certain elements of Web design and structure that promote the accessibility and usability of those pages.

Recommendation 8: Benefits of Being a Depository

The Depository Library Council recommends that GPO distribute to the depository community the following items provided by Council:

“List of Benefits of Being a Federal Depository Library”

“Testimonials from Depository Librarians”

“Suggested Responses to Frequently Cited Reasons for Leaving the Depository Library System”

Council also recommends that GPO begin integrating this information into the Depository Library Program documentation.

Rationale: Recognizing the increasing number of departures from the Federal Depository Library Program, GPO requested assistance with compiling a list of benefits of remaining a depository library.

Response

The three documents described in the recommendation have been received. The Depository Services Staff is currently reviewing and formatting them for dissemination on the FDLP Desktop.

In addition, three programs are offered on this topic at the April 2003 Depository Library Council meeting, between 10:30 a.m. and noon on Tuesday, April 8.

Recommendation 9: FDLP-L

The Depository Library Council recommends that GPO require each depository to subscribe to the FDLP-L email announcement list, which was developed to convey official Federal Depository Library Program announcements.

Response

A notice explaining the FDLP-L list and recommending that all depositories subscribe was published in the November 15, 2002 issue of Administrative Notes, and disseminated on GOVDOC-L, DocTech-L, and FDLP-L. There are currently 1,339 subscribers to the list.

Recommendation 10: Anniversary Packets

The Depository Library Council recommends that GPO develop a packet of materials suitable for use by libraries celebrating anniversaries of their designations as depositories. This packet may include a certificate by GPO recognizing the library's longevity within the program and contributions thereto. The packet may also include a letter from GPO to the library director expressing appreciation for the library's past work, examples of newspaper articles that mention not only the library's anniversary but also the importance of the Federal Depository Library Program, a list of suggested celebratory activities, and sample texts of press releases and radio spots.

Rationale: Several Federal depository libraries will be celebrating centennial and other significant anniversaries in the next several years. Currently there is no such packet of materials and this would be an invaluable resource for libraries wishing to raise the level of awareness of the role of the Federal Depository Library Program in their local communities.

Response

The packets are under development. Until completed, the Depository Services Staff is still able to supply certificates and other commemorative materials in response to individual requests. Depository staff should contact Robin Haun-Mohamed for commemorative materials.

Commendations

- a. Council commends the Government Printing Office for the creation of the Web-based "Clickable Map of Federal Depository Libraries," which provides all citizens with easy identification and location of Federal depository libraries.
- b. Council commends the Government Printing Office for designing and making available a selection of electronic depository logos containing statutory language on access that depositories can use on their Web pages, in presentations, and in promotional materials.

- c. Council commends the Government Printing Office for creating the FDLP-L email list to provide timely and official notification on matters of importance and interest to depositories. This email announcement list is valuable as a direct and easy-to-monitor conduit of communication from the Government Printing Office to the depository community.
- d. Council commends the Government Printing Office for creating the GPO-ELSALE-L email list to notify interested depositories of titles that remain available in tangible format from the sales program although they have been converted to online-only distribution through the depository program.
- e. Council commends the Government Printing Office for responding to the problem of incomplete text files in GPO Access through the addition of disclaimer notices to the text files and by emphasizing the availability of complete PDF versions to users. The text versions of many files on GPO Access lack TIFF images, which appear in the PDF versions. A process is underway to flag those text files that contain notices of missing content.
- f. Council commends the Government Printing Office for responding to the need to break large PDF files into smaller and logically usable sub-files and for its efforts to develop procedures for evaluating existing GPO Access files and incoming files for usability. Some files provided to the Government Printing Office are extremely large, making downloading difficult or impossible for many users. Breaking large files into discrete parts, especially along logical division points (e.g., chapters), enhances the public's ability to access electronic files.
- g. Council commends the Government Printing Office for including in the spring and fall meetings of the Depository Library Council time for a separate meeting of the regional libraries. This meeting provides a forum for sharing ideas and discussing common concerns. Council encourages the Government Printing Office to continue to provide the opportunity for an all-day session at the fall meeting and a half-day session at the spring meeting.
- h. Council commends the Government Printing Office for the creation and implementation of an online claiming system to replace the paper method.
- i. Council commends the Indiana University Libraries and the CIC (Committee on Institutional Cooperation) Government Documents Group for their partnership with the Government Printing Office on the innovative Floppy Disk Project, which preserves access to information originally distributed to Federal depositories on now outdated floppy disk media.
- j. Council commends the Government Printing Office for its successful recruitment of professional catalogers and supervisors during the past year. Because of these efforts, staffing levels of the Government Printing Office Cataloging Branch are now at an all-time high. Having a full complement of cataloging staff will enhance the Government Printing Office's ability to identify and provide access to Federal government information.
- k. Council commends the Government Printing Office for developing a mechanism for providing Continuing Education Units and certificates for Government Printing Office sponsored education and training activities.

2003

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, 2003 • RENO, NV

Recommendation 1: Online MoCat

Council recommends that the Government Printing Office suspend publication of the printed version of the *Monthly Catalog of United States Government Publications* and its *Serials Supplement* as soon as it is possible to replace these tools with dynamic online versions. *The United States Congressional Serial Set Catalog's Numerical Lists and Schedule of Volumes*, however, should continue to be published in the printed version.

Rationale: The expense of producing and printing the paper version of the *Monthly Catalog of United States Government Publications* and its supplements far outweighs its usefulness to libraries and the public. The new Integrated Library System, when implemented, will allow the Government Printing Office to create timely, dynamic lists of bibliographic records produced by the Government Printing Office by any time interval or format, which could then be printed, downloaded, or used online. This dynamic online version would meet the spirit of the statutory requirement mandating monthly publication of a list of government documents available to the public and indeed would exceed the usefulness of the current printed versions. Because of the unique value of the *United States Congressional Serial Set Catalog's Numerical Lists and Schedule of Volumes* for reference and collection management, these products should continue to be published in the printed version.

Response

GPO intends to suspend publication of the printed version of the *Monthly Catalog of United States Government Publications* and its *Serials Supplement* as soon as fully functional online versions are available. The *Numerical Lists* and *Schedule of Volumes*, which are part of the *United States Congressional Serial Set Catalog*, will continue to be published in ink-on-paper format.

These product changes are contingent upon the implementation of the Integrated Library System and development of its on-line public access catalog components.

Recommendation 2: United States Library of Public Information

Council recommends that as the Government Printing Office pursues its initiative in creating a *United States Library of Public Information*, the Government Printing Office, along with members of the depository library community, develop a cogent, flexible collection that is:

1. Comprehensive in scope and content
2. Fully cataloged
3. Widely accessible
4. Permanently archived

Rationale: In today's increasingly electronic environment, the need for a United States Library of Public Information providing permanent public access, full cataloging records, widely accessible and comprehensive in scope, becomes more of a national need. GPO's pursuit of this library will address the current and future needs of the new depository environment.

Response

The library of public information collection is intended to support and strengthen the U.S. Government Printing Office mission to provide comprehensive, timely, permanent public access to U.S. Government publications in all formats. GPO will acquire and preserve copies of government publications, and digitize them when necessary. GPO will provide online access to electronic format publications and make them available for other GPO dissemination programs. Through access to stored digital objects, and by repurposing those objects for print-on-demand and document delivery services, the collection will support diverse GPO organizations and operations. In addition to publications acquired, harvested, or created for the Federal Depository Library Program (FDLP), the collection will include agency source data files acquired pursuant to the OMB compact, or the digital objects representing E-docket submissions. The collection will serve as the collection of last resort for Federal depository libraries, in the sense the depository libraries will be able to obtain replacement copies for damaged or lost print items in their legacy collections.

GPO is developing a collection plan that is focused on the digital collection and related document delivery functions of the library of public information. These concepts will be discussed at the Regional Librarians' Meeting, and will be made available to the Council and the library community for review and public comment prior to its finalization. It is GPO's goal to have collection operations begin in fiscal year 2005.

Commendation

Council commends Bonnie B. Trivizas upon her retirement after more than twenty years of federal service, including that with the Library Programs Service from 1985 to 1992 and 2001 to 2003. Ms. Trivizas has served in several capacities at the Government Printing Office, including service as director of the Library Programs Service from 1990 to 1992 and twice serving as Chief of the Library Division of the Library Programs Service. In addition, she has been involved with many important Government Printing Office activities, from the early development of GPO Access and the Federal Bulletin Board to the current procurement process for an integrated library system. Council thanks Ms. Trivizas for her dedication and wishes her well in her future endeavors.

*There were no recommendations
submitted from the
Depository Library Council
during the
fall meeting in 2003.*

2004

DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS AND RESPONSES

SPRING MEETING, 2004 • ST. LOUIS, MO

Recommendation 1. Training Recommendations to GPO from the Depository Library Council

A. Establish Core Competencies for Government Information Specialists (long term goal)

Council recommends that GPO assemble a training taskforce with representatives from the various library associations, library schools, federal agencies and GPO to identify the basic core competencies that any government information specialist should possess. This taskforce should also examine what rewards would entice government information specialist and their institutions to attend a basic training session.

Rationale: No one entity (GPO) can provide all the training for government information specialists due to significant geographic and budgetary limitations. Training is a mission that can and should be shared by all interested parties. GPO, acting as coordinator of training, should identify a list of basic core competencies agreed to by all parties since most of the training will be decentralized. This standardized set of competencies will keep the education level provided consistent and will drive the curriculum development choices in the future. Some of the core competencies identified by the Council are listed below:

- Knowledge of how to manage the legacy collection
- Knowledge of how to perform community demographic analysis and the development of user needs surveys
- Knowledge of tools and procedures for evaluating depository library services
- Knowledge of GPO's true polices that might hopefully debunk many of the myths
- Knowledge of document processing requirements
- Knowledge of the technical competencies required of a government information specialist.
- Knowledge of copy cataloging for both online and print government documents
- Knowledge of tangible and Web-based government information resources required to facilitate discovery and access

GPO, as chief coordinator of training, might also be able to create a clearinghouse of training materials that currently exist and have been developed by several of the library associations, federal agencies and library schools. As coordinator, GPO might be able to save on the redundancy of training efforts.

The Council wants training to be attractive to depository libraries but fears that the creation of a mandated certification requirement for training might be detrimental to the FDLP. A mandated certification might be looked at as a carrot for some institutions but it might be considered onerous and another reason to leave the depository program for others. The committee might look at some of the following carrots for training government information specialists.

- Awarding basic training certificates, but not required to be part of the FDLP
- Providing the basic training at minimal costs to government information specialists by providing the instruction through the web, teleconferencing, field representative, etc...
- Awarding continuing education credits to those who attend any officially sanctioned government information specialist training session whether it is delivered at a Local, State or National library association meeting, through a federal agency or through GPO itself.

B. Pilot Projects on Training

Council recommends that GPO, in partnership with Federal agencies and interested depository libraries, create pilot training projects using many different mediums to reach as many people as possible. Each pilot project should also be required to establish a list of “best practices” in the delivery of that type of instruction format. Council feels that these projects can be implemented right now. For example, the Bureau of the Census performed a LandView VI pic-tel training session for one of the Depository Library Council members on February 5, 2004. Council recommends that GPO, in partnership with Federal agencies and interested depository libraries, create pilot training projects using many different mediums to reach as many people as possible. Each pilot project should also be required to establish a list of “best practices” in the delivery of that type of instruction format. Council feels that these projects can be implemented right now. For example, the Bureau of the Census performed a LandView VI pic-tel training session for one of the Depository Library Council members on February 5, 2004.

Rationale: There is no need to wait for the long-term development of core competencies in order to explore and take advantage of the many different technological and cost effective modes of delivering training. Exploration of a wide variety of training mediums will also enable GPO to reach out to those depository libraries that don't have large enough budgets to send their specialists for training. A few mediums are identified below:

- Web-based training including CHAT
- Teleconferencing
- Using Microsoft Netmeeting for hands on computer training
- Face to face training provided by the field consultants
- Training at State and National Library Association Meetings
- Use of video streaming.

C. Regional Consultants Identify and Report to GPO the Training Needs of Libraries in their Regions.

Council recommends that one high priority of Regional Consultants is to identify and regularly disseminate to GPO the training needs of the depository libraries in their region

Rationale: Requiring the Regional Consultants to provide regular feedback to GPO on the training needs of their depository libraries will enable GPO to filter those needs to all of its training partners. This feedback will help the training partners develop more relevant and practical curricula.

Appendix 1: Training task force time line

Timeline	Project
Immediate implementation	Training Pilot Projects
2 months out	GPO select representatives to serve on the training/certification task force
12 months out	Task force identifies the core competencies for the professional and paraprofessional government information specialist.
18 months out	Task force determines the positive and negative impact certificates and continuing education will have on depository libraries.
24 months out	If certificates & continuing education are viable, then the task force will develop accreditation standards for assessment of various certificates.
2.5 years out	Implementation of the accreditation process
3 years out	Get feedback from the Regional Consultants and the pilot projects to determine the feasibility of offering similar training programs to non-FDLP libraries for free or on a cost recovery basis, depending on market demand.
3.5 years out	If feasible, begin to offer training to non-FDLP libraries for free or on a cost-recovery basis.

Recommendation 2: Improving communication between GPO staff and the Depository Community on cataloging and other issues

Council recommends that GPO proactively consult and communicate with the depository library community on cataloging policies and priorities, possibly through a listserv or blog dedicated to GPO cataloging issues. This model could be expanded to other areas such as the digitizing projects.

As libraries continue to load GPO cataloging records into their online catalogs, it becomes critical that GPO understand the uses to which their cataloging is being put, the implications of rule application, and of seemingly small changes in procedure. Further, as GPO implements its Integrated Library System (ILS), close communication with depository librarians and catalogers, who have years of ILS experience, may ease the transition. As titles migrate to the Internet, and as standards evolve for the cataloging of these titles, it's important to have a mechanism for communication and feedback between depository libraries and GPO.

A GPO hosted listserv or announcement service, similar to FDLP-L, could be useful for communication in both directions. GPO could announce upcoming projects and rule interpretations, send reminders of current practice, and ask for feedback from the community. Because responsibility for cataloging U.S. materials varies among depository libraries, sometimes falling under cataloging departments, sometimes under government information departments, it is desirable that a separate cataloging list be developed.

Recommendation 3: National Bibliography

Council recommends that GPO use the best available bibliographic information from The Monthly Catalog and the GPO Shelf list and other bibliographic sources as the basis for pre-1976 bibliographic records in the National Bibliography. Care should be taken to note which materials were distributed via the Federal Depository Library Program. The possibility of

posting holdings for regionals to either OCLC or to the GPO National Bibliography should be explored. Council further recommends that GPO explore partnering opportunities with depository libraries and other cataloging consortia to more quickly catalog pre-1976 materials.

Recommendation 4: Procedure for libraries leaving the program

Procedure for Selective Depository Libraries Wishing to Leave the Program

The Depository Library Council recommends that GPO establish a procedure for libraries wishing to leave the program. An earlier recommendation (Spring 2001) was never fully acted upon.

Since the Regional Conference did not address standardized procedures for the termination of depository status and libraries continue to leave the program. DLC suggests implementation of guidelines based on the following:

Depository Termination Guidelines For Kansas Selectives

a. Authorization

- Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on 1) Instructions to Depository Libraries, Chapter 1, Section C, and 2) Administrative Notes, vol. 23, no. 15 (December 15, 2002), pp. 6-7.
 - As stated in the Instructions, an FDLP participating library “has the right to voluntarily relinquish its depository privilege if the library finds that it cannot meet the legal obligations set forth in the Instructions and other administrative directives.”
- The Depository Library Council has requested (AN, 12-15-02) the Government Printing Office to review and develop expanded guidelines to assist regional libraries in their attempts to deal with depository libraries that may be considering withdrawal from the FDLP. Such guidelines will be added to this document as they become available.

b. Review of Depository Library Benefits and Consequences of Withdrawal

- Communication with the Regional Librarian at the earliest possible time prior to the finalization of a decision to withdraw is crucial to review FDLP benefits and to consider possible consequences of withdrawal.
- meeting should be held with the Regional Librarian and leadership of the library considering withdrawal to emphasize the benefits of continuation in the FDLP and to articulate the consequences of withdrawal.
 - Implications for the terminating library with regard to the loss of any or all of its federal documents collection as stated in Section D below (Disposal Requirements) will be emphasized at this interview.
 - Immediately upon receipt of a termination letter from a member library, GPO systematically discontinues all standing orders for serial titles received as part of the library’s depository status. Consequently, arrangements for continued receipt of GPO standing order titles must be made with a commercial library vendor prior to sending the termination letter to avoid possible gaps in receipt.
- Prior to the finalization of a selective library’s decision to withdraw, and provided that the library holds a congressional designation, the Regional Librarian will communicate with the library’s congressional delegation to indicate the possibility of withdrawal.
- Notes from a panel discussion held at the 9 th Annual Federal Depository Library Conference (Oct. 22-25, 2000), entitled “Questions for ‘Reconsidering Depository Status,’” are available on the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro29.html> and should be consulted as background information if and when a decision to withdraw from the program is being considered.

c. Announcement of Decision to Withdraw

- The withdrawing library will be expected to notify the Government Printing Office and the Regional Librarian of its intent to withdraw no less than six months before the intended date of withdrawal. The withdrawal letter should be addressed to the Superintendent of Documents at the following address, and should be faxed to GPO at 202-512-1434 and 202-512-1432:

Superintendent of Documents
U.S. Government Printing Office (SD)
Washington, DC 20402

- A copy of the withdrawal letter should be sent to the Regional Librarian at the address below, and a copy should also be faxed to 785-864-5705:

Regional Documents Librarian
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537

- When the decision to withdraw is announced, the terminating library must inform other depository libraries within the same Congressional district of its intent to withdraw.
- Upon receiving notification of a library's intent to withdraw, the Regional Librarian will communicate once again with the withdrawing library's Congressional delegation, informing the delegation of the library's intent and informing the delegation of their right to appoint another library if the withdrawal creates a vacancy in the FDLP program.

d. Disposal Requirements

- The Regional Librarian and the terminating library will negotiate the issue of whether the library will be permitted to retain any materials in its documents collection. Potentially, all documents held by the library are eligible for claiming by documents libraries remaining in the program.
- Requirements for listing of the library's holdings for the benefit of other libraries in the program will be finalized at this time. A time frame will be established for the withdrawing library's preparation of offers lists that will be made available to other documents libraries in the state.
- The terminating library should expect onsite visits from other documents librarians in the state as part of the review and claiming of items from their collection.

Prepared by
Kenneth P. Lohrentz
Regional Documents Librarian
Reference Librarian & Bibliographer
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537
rev. 6/18/03

Further Council recommends that regionals wishing to withdraw or change their status within the FDLP adhere to the following guidelines:

The withdrawal of a regional from the FDLP can result in a significant risk to the historical and cultural heritage of the nation. For this reason, a regional library wishing to withdraw from or change its status to a selective within the FDLP should be required to:

1. Formally notify GPO of the intention to withdraw from the FDLP a minimum of 2 years prior to the effective date of withdrawal. Additional notification to selective libraries within the state or service area the state library authority and congressional delegation are also required. In the case of a Regional that serves more than one state or designated with another library, this notification process must include all interested parties.
2. Establish with GPO a collection review team composed of experienced documents librarians from all types and sizes of depositories from within the state or region.
3. Pay consultants' fees and other appropriate expenses to the librarians on this team.
4. Carry out the recommendations of the review team for the disposition of the collection, before depository status is relinquished.
5. Pay for the cost of the transferring the depository materials.

Review team members will:

1. Determine the interest of other libraries in the state or region in assuming regional status.
 - a. If a library can be found to assume regional status, a representative of the new regional should be on the review team.
 - b. The new regional has first refusal on items from the depository collection of the regional surrendering depository status.
2. Survey the collection for rare and/or culturally or historically significant materials.
3. Assure that materials which might be considered for discard are available elsewhere within the state or region.
4. In collaboration with GPO, select materials for the Collection of Last Resort at GPO.
5. In cooperation with the selective depositories previously served by the regional, investigate other housing options for important materials available nowhere else in the state or region.

Recommendation 5: Management of Regional Withdrawal

Council recommends that GPO prepare a plan to assist selectives in the event their regional library withdraws from the FDLP or drops regional status.

Recommendation 6: Born Digital Information is at Risk

Council commends GPO's existing efforts to acquire, capture, catalog, preserve and disseminate at no-fee born-digital government information. Digital government information has an extremely short life-span according to several recent studies. Council recommends that GPO assign a very high strategic planning priority to developing a systematic approach to their efforts in this area. The targeted content should include a range of formats, including but not limited to documents, cartographic files and dynamic databases.

Recommendation 7: GPO Digitization Standards

Council thanks GPO for spearheading a meeting, for a wide variety of stakeholders, on establishing GPO digitization standards. Such standards are crucial for creating, preserving, and providing no-fee access to high quality digital government information. Council urges GPO to continue its leadership in identifying digitization best practices.

Council recommends that GPO provide opportunities for all libraries to participate in this project by leveraging skills and expertise that may be available. Participation could take several forms, including provision of metadata, MARC cataloging, OCR scanning, user interface design, and other appropriate digitization activities.

Council further recommends that GPO provide training, guidance, a communication forum, and technical support for federal depositories participating in the digitization project.

Recommendation 8: Web-based Government Information Reference

Council recommends that GPO explore collaborative strategies for providing real-time government information reference assistance on the Web. This effort should be done in collaboration with the library community, appropriate government providers such as FirstGov and the Library of Congress, and with existing state or regional Web-based reference projects.

Commendations

1. William “Willie” Thompson

Council commends William “Willie” Thompson upon his retirement after over 40 years of federal service. During most of his career at GPO he worked in the Documents Sales Service, where he held a number of positions, culminating in the position of Program Analyst. He came to LPS in 1994 and shortly after that he took on the logistical planning responsibilities for the Depository Library Council meeting and the Federal Depository Conference. Willie always greeted attendees at these meetings with his winning smile and helpful attitude. His assistance was not limited to logistics and his work day was endless during these events. Council would like to thank Willie for staying with the group through many late night meetings year after year.

At nearly every meeting, Willie was asked to appear at the backdoor of the meeting area to receive a well deserved ovation from the assembled group. On many occasions he was always able to find a way to be absent so as not to be embarrassed by the thanks he received for “doing his job;” this year he was even craftier in that he retired before the meeting.

In a commendation from the 1997 spring meeting of the Depository Library Council, the following statement was made: “We deeply appreciate his efforts on our behalf, including the planning and coordination he does prior to the meetings and his cooperative “can-do” spirit when we need him to work his magic to smooth out logistical problems....” We will miss Willie’s magic and on behalf of the entire depository library community wish him the best of luck in retirement.

Once again, Willie, thank you for all your hard work.

2. Sheila M. McGarr

Council commends Sheila M. McGarr for her many years of federal service, including twenty one years at the Library Programs Service of the Government Printing Office. Sheila served in many capacities at GPO: Library Inspector (1981-1987), Chief of the Depository Administration Branch (1987-1992), Chief of the Depository Services Staff (1992-1999), Chief of the Library Division of the Library Programs Service (1999-2001), and finally as the Director, Collections Management Service (2003-2004).

Sheila was direct and insightful. She will be widely remember for her phrase “the FDLs: they want it all, they want it now and they want it for free.” Sheila truly understood the program and the libraries within it. She was a forceful advocate for the LPS and for access to government information. Depository librarians celebrated her return to GPO in 2003 and will greatly miss her knowledge and support. Council thanks Sheila for her devotion to the FDLP and wishes her well.

3. Documents Expediting Project at the Library of Congress

Council applauds the Documents Expediting Project (DocEx) within the Library of Congress for the many years of outstanding service which benefited the Federal Depository Library Community. Until the distribution system within the FDLP matured, DocEx provided vital materials which served the needs of the depository community. Since its beginning in July 1946, DocEx has been the model of outstanding service to the library community and has enriched library collections around the world. Council wishes the DocEx Staff the very best in their future endeavors.

4. Stakeholder and Expert Meetings

Council commends GPO for initiating dialog with various stakeholders such as library directors, digitization experts, the information industry, and Federal agencies and for sharing information from the meetings on the future of the sales program and the digitization preservation standards with the depository library community.

5. Strategic Planning

Council commends GPO for embarking on a strategic planning process as initially described in the Public Printer's presentation Keeping America Informed in the 21st Century. In addition to its implications for GPO, this process affects depository library partners and the public's continued no-fee access to government information.

As it moves forward in the strategic planning process GPO should also consider the following:

- **Standards**

The best practices as articulated in the meeting of experts on digitization are an excellent beginning. A similar meeting on metadata, including MARC cataloging, will continue the process of developing GPO standards. As this proceeds DLC urges GPO to consider web capture, delivery and preservation requirements as well (see Recommendation number 7).

- **Technology**

The Council strongly supports GPO's efforts to upgrade its technical infrastructure. GPO should continue to seek best practices, new technologies and state-of-the-art hardware and software for gathering, authenticating, disseminating, storing, and preserving no-fee permanent public access to Federal Government information.

- **Fully digital FDLP**

As it develops a comprehensive digital collection, GPO should pay particular attention to "born digital" federal information (See Recommendation number 6). Council wholeheartedly supports GPO's efforts to partner with libraries of all sizes and types to realize a fully digital FDLP. Partner opportunities could include:

- supplying cataloging and other metadata for digital and tangible information sources (See Recommendation number 3)
- digitizing partner materials (as envisioned in the Collection of Last Resort document) (See Recommendation number 7)
- providing real-time reference for government information (See Recommendation number 8)
- hosting topical listservs to foster communication (See Recommendation number 2)
- developing customized portals for various sizes and types of libraries.

- **Agency Service**

GPO's enhanced services to its Federal agency customers should ameliorate the fugitive document problem while providing opportunities to more readily capture "born-digital" and paper publications.

- **Training**

GPO should be mindful that just as its own employees need training so do government information specialists. (See Recommendation number 1).

*There were no recommendations
submitted from the
Depository Library Council
during the
fall meeting in 2004.*