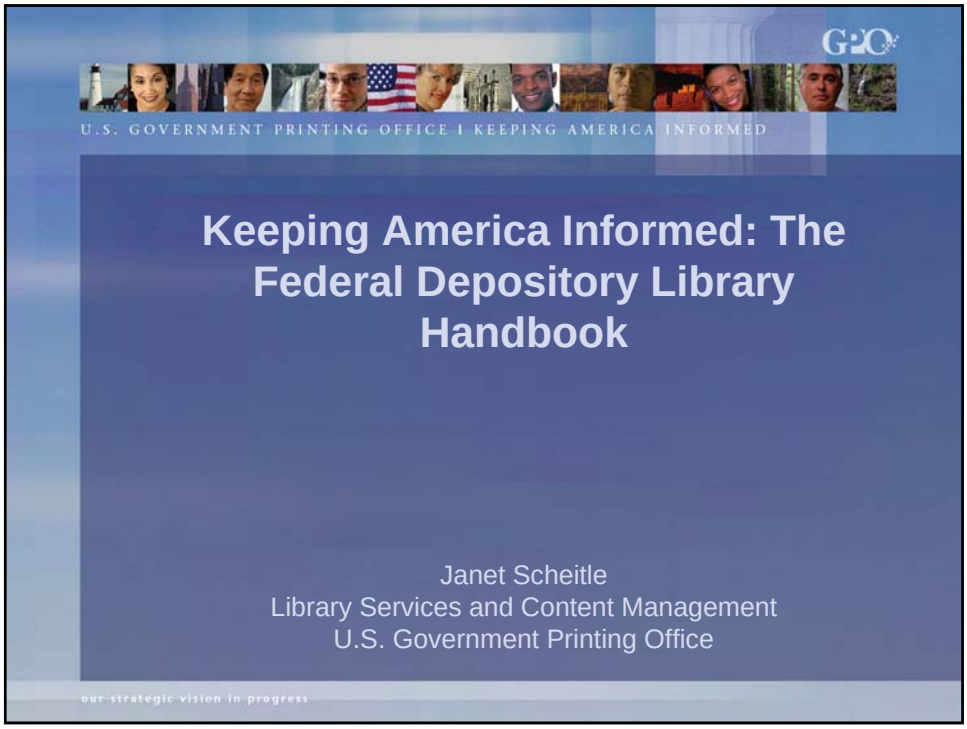
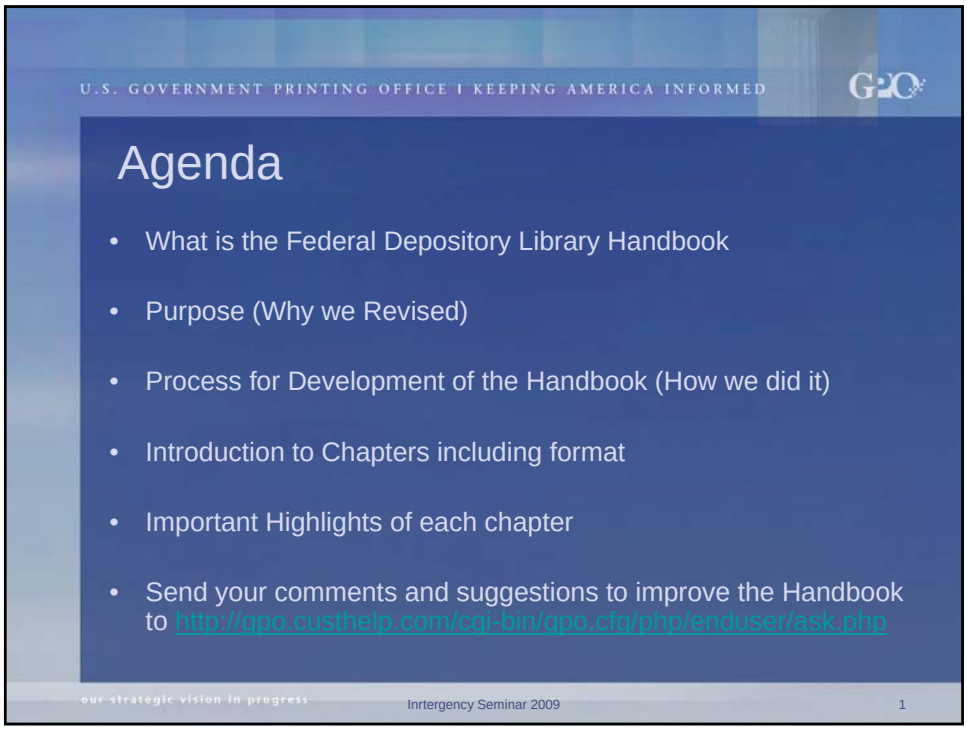
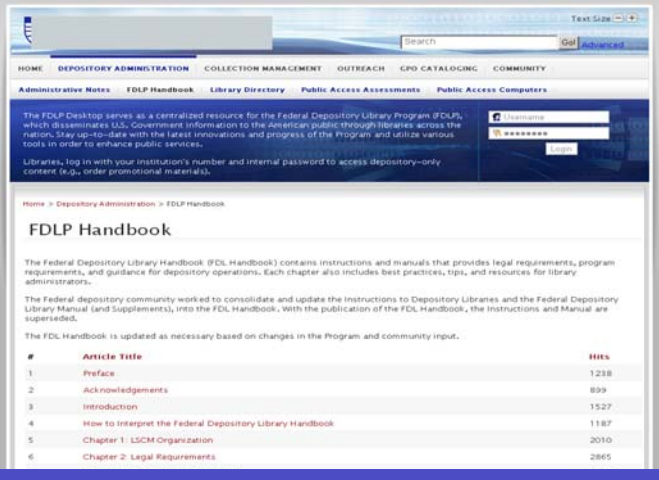

U.S. GOVERNMENT PRINTING OFFICE I KEEPING AMERICA INFORMED
Keeping America Informed: The Federal Depository Library Handbook
Janet Scheitle
Library Services and Content Management
U.S. Government Printing Office
our strategic vision in progress


U.S. GOVERNMENT PRINTING OFFICE I KEEPING AMERICA INFORMED
Agenda
• What is the Federal Depository Library Handbook
• Purpose (Why we Revised)
• Process for Development of the Handbook (How we did it)
• Introduction to Chapters including format
• Important Highlights of each chapter
• Send your comments and suggestions to improve the Handbook to http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php
our strategic vision in progress
Inrtergency Seminar 2009
1

Federal Depository Library Handbook: What is it?

- Official source from GPO for guidance, best practices, legal and program requirements for Federal depository libraries
- Superseded the former *Instructions to Depository Libraries* and the *Federal Depository Library Manual in January 2008*
- Online document available on the FDLP Desktop at http://www.fdlp.gov/administration/handbook

FDLP Handbook



Federal Depository Library Handbook: Purpose

- Consolidate the *Federal Depository Library Manual* and *Instructions to Depository Libraries* onto one document
- Update existing and add new content
- Emphasize legal and program requirements
- Document best practices, lessons learned
- Create a more user friendly one stop shop

Federal Depository Library Handbook: Development Process

- Volunteer teams formed
- Template
- Draft chapters
- Review drafts/incorporate comments
- Public comments
- Edit entire Handbook
- Post on FDLP Desktop

Federal Depository Library Handbook Chapter Outline

1- LSCM Organization
2 - Legal Requirements & Policies (NEW)
3 - Federal Depository Status
4 - Public Services
5 - Depository Collections
6 - Technical Services
7 - Public Access Assessments (NEW)
8 - Preservation
9 - Housing
10 – Staffing
11 – Collaborative Efforts
12 - Regional Services
13 – Transitioning Depository Libraries (NEW)
14 - Disaster Preparedness and Recovery (NEW)
15 - Federal Libraries
Appendix A: Suggested Core Collections
Appendix B: Important for Library Administrators (NEW)
Appendix C: Important for Map Librarians (NEW)
Appendix D: Sample Selective Housing Agreement
Appendix E: Acronyms, Abbreviations & Glossary
Appendix F: Change Control Log (NEW)

Handbook Continues Development in Two Phases

- Phase I
  - Consolidation of Instructions and Manual into one document
  - Determine Chapters in the consolidated HB
  - Write chapters
  - Update content
  - No new policy or guidance
  - Chapters written by depository community volunteers
  - Completed January 2008
  - Revised twice since
- Phase II
  - Review HB for new/revised policies or guidance needed
  - Form teams to work policies and guidelines
  - To be written by LSCM staff
  - Three teams working in the areas of supersession, collection development policy and electronic collections
  - Work is happening now
  - SOP written for HB maintenance (July 2009)

Federal Depository Library Handbook Chapter Formats

Chapters typically structured with same look, feel and content elements

- What's New and Important
- Tips, Practical Advice, and Lessons Learned
- Did you realize that you don't have to…?
- Important for Library Administrators

Plus updated content based upon current best practices

Pumpkin highlights for section titles; yellow highlights for legal requirements

Example at http://www.fdlp.gov/administration/handbook/77-chapter2

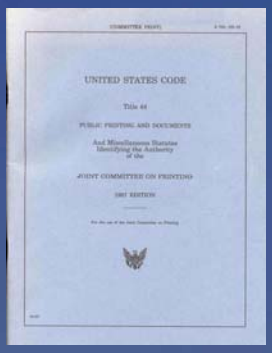
Federal Depository Library Handbook

Chapter 1: Library Services & Content Management Organization

- LSCM Organizational Leaders
- Contact Center is main Point of Contact
- Submit a question to askGPO http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php
- Call Mon-Fri, 8-6:30 (202) 512-1800 / Toll Free (866) 512-1800
- Richard Davis, Acting Superintendent of Documents
- When you contact GPO, know your depository library name and depository number

Federal Depository Library Handbook
Chapter 2: Legal Requirements

- Providing free public access to Federal Government information products
- Maintaining Federal Government information products
- Providing services in the use of Federal Government information products
- Completing the Biennial Survey
- Adhering to the Retention Rules



Federal Depository Library Handbook
Chapter 3: Depository Library Status

- Title 44 of United States Code basis
- Types of Designations
- *Designation Handbook for Federal Depository Libraries*
- Requests for designation
- Contact your regional depository coordinator who will consult with GPO

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Federal Depository Library Handbook
Chapter 4: Public Services

- Principle of Comparable Treatment
- Signage
- Security
- Written access policy
- Internet Access
- Filtering

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Federal Depository Library Handbook
Chapter 5: Depository Collections

- Relevant and valuable resources
- No minimum level of selection
- Do not need to be housed in basements
- Some collections are migrating to increasingly electronic formats - sharing legacy tangible collections

Federal Depository Library Handbook

Chapter 6: Technical Services

- Catalog of U.S. Government Publications (1976-forward)
- Contract for pre-1976 shelflist conversion
- Catalog everything printed by all 3 branches of government
- National authority for cataloging U.S. Government publications
- FDLP Desktop, National Bibliography location of information
- Don't have to classify government publications in a separate classification system
- May be integrated into the classification system the library uses
- Don't have to create catalog records but strongly encouraged because it increases usage, provides bibliographic control

Federal Depository Library Handbook

Chapter 7: Public Access Assessments

- Fulfills the Superintendent of Documents' responsibility to conduct "first hand investigations"
- Focuses upon outcomes and not the how
- On-site visits scheduled to begin Winter 2009
- Libraries will NOT be automatically evaluated
- Emphasizes access, collections, services, and collaborative efforts
  - Free public access to Government information products in all formats
  - Federal government information products in all formats are maintained so they are accessible to users and general public
  - Services in the access and use of Federal Government information products
  - Activities undertaken to participate effectively with LSCM and all libraries in the FDLP

Federal Depository Library Handbook
Chapter 8: Preservation

- Preservation strongly encouraged
- Principal of Comparable Treatment
- Written preservation policy strongly encouraged
- Method for systematic review of preservation needs
- Articulate preservation priorities
- Non-preservation also a realistic option for some
- Preservation of tangible materials distributed through the FDLP is a responsibility of a regional depository library

Federal Depository Library Handbook
Chapter 9: Housing Collections

- Environment that provides access to and usage of depository resources
- Maintained in conditions comparable to those for commercially purchased materials
- May house parts of the collection in offsite storage or in another facility using a selective housing agreement as long as it meets same access/maintenance standards/ADA compliance
- Don't need a Memorandum of Understanding to house publications in other parts of the library or even other buildings managed by the same library administration

Federal Depository Library Handbook
Chapter 10: Staffing

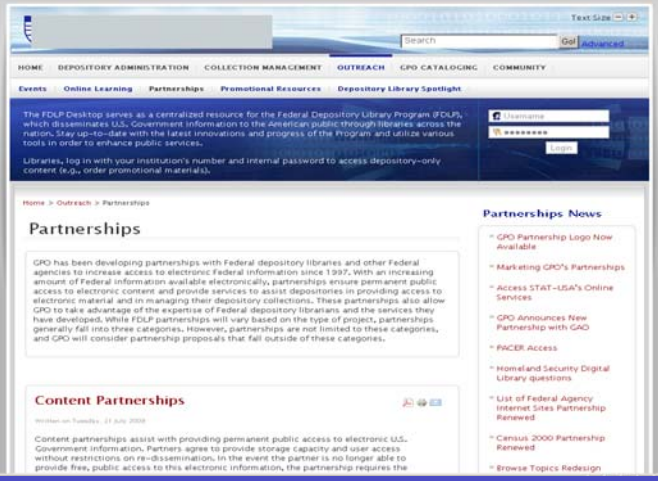
- No Set formula for staffing levels
- Must have one person designated as the depository coordinator
- Designated officials
  - Ensuring depository operations conform to legal requirements
  - Responsible for depository administration
- Shared staffing responsibilities
- Training and Professional Development
  - Remember GPO sponsors three training events per year
    - Interagency Seminar
    - Spring Depository Council Meeting
    - Fall Depository Library Conference

Federal Depository Library Handbook
Chapter 11: Collaborative Efforts

- FDLP itself is a collaborative effort
- FDLs encouraged to develop partnerships with GPO
- Three types of Partnerships
  - Content
  - Service
  - Hybrid
- Formal partnerships are documented in an MOU that must be negotiated and signed
- State Plans are a partnership between regionals and selectives within a region/state

For more information, see our web site at
http://www.fdlp.gov/outreach/partnerships?layout=blog

Partnerships Web page



Federal Depository Library Handbook

Chapter 12: Regional Services

- Uphold minimum service requirements in Title 44
- Supervise the discard process of selectives
- Work collaboratively to develop a State Plan that benefits the state/region
- Guide selectives through designation and relinquishment
- Organize systematic/periodic training for region
- Consider not requiring selectives to list publications in microfiche on their needs and offers list
- Retain materials permanently

Federal Depository Library Handbook

Chapter 13: Transitioning Depository Libraries

- There is no totally electronic depository library
- More depositories are in a transition between print and electronic
- 98% of what GPO distributes is in electronic format
- Includes *Tips to Effectively Transition to a More Online Federal Depository Collection*
- Talk to other depositories that have migrated to online
- Start with a small electronic collection and grow
- Remember not everything is online

Federal Depository Library Handbook

Chapter 14: Disaster Preparedness & Recovery

- Have a disaster plan
- Communicate with GPO to stop (hold) and resume shipments
- Be prepared
  - Develop a disaster plan with an evacuation plan
  - Keep backup lists of personnel, emergency contacts and materials off-site
  - Keep a list of salvage priorities
- Do not assume the depository coordinator will control the process of recovery
- Keep written documentation when discussing replacement costs
- Use National Needs and Offers available at http://www.gpo.gov/su_docs/fdlp/tools/needs_of/index.html

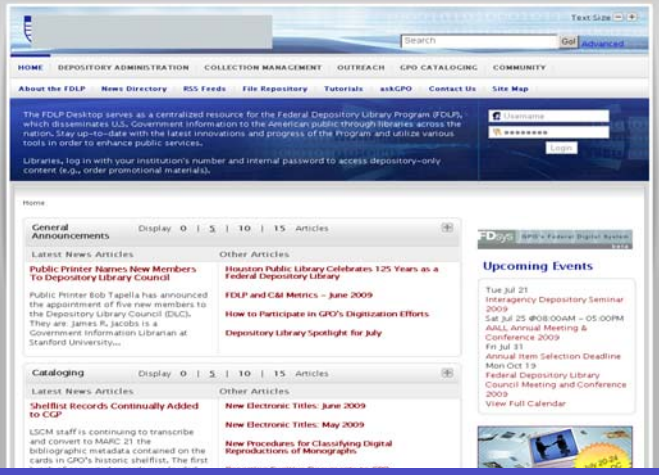
Federal Depository Library Handbook
Chapter 15: Federal Libraries

- Federal libraries are designated as depositories “By law” under Title 44
- Security issues since September 2001
- If access is denied, library must still assist the patron by phone, e-mail, or some other form of remote communication
- Regional libraries have no jurisdiction over depository libraries of the various Federal agencies
- The discard procedures are different for Federal libraries

Federal Depository Library Handbook
Useful Tips and Links

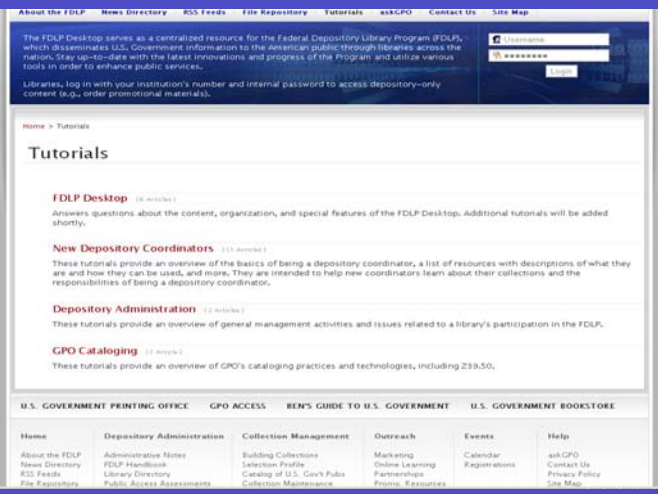
- FDLP Desktop: http://fdlp.gov/
- FDLP Handbook: http://www.fdlp.gov/administration/handbook
- Authentication: http://www.gpoaccess.gov/authentication/
- Online Learning and Tutorials: http://www.fdlp.gov/outreach/onlinelearning?layout=blog
- Federal Depository Library Directory: http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp
- FDL Promotional Resources & Marketing Campaign: http://www.fdlp.gov/outreach/promotionalresources?layout=blog
- Catalog of US Government Publications (CGP): http://catalog.gpo.gov/

FDLP Desktop



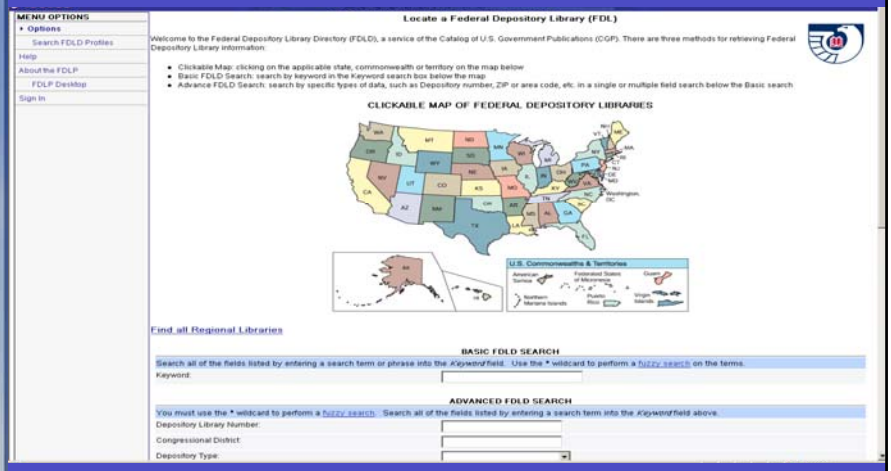
Authentication

Online tutorials



Especially for New Depository Coordinators

Directory of Federal Depository Libraries



Promotional Resources

FDLP Marketing Plan

Catalog of U.S. Government Publications