


U.S. GOVERNMENT PRINTING OFFICE | KEEPING AMERICA INFORMED

# Keeping America Informed: The Federal Depository Library Handbook

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our strategic vision in progress



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## 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.ctg/php/senduser/ask.php>

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Interagency 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- Superseded the former *Instructions to Depository Libraries* and the *Federal Depository Library Manual* in January 2008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

The screenshot shows the FDLP Handbook website interface. At the top, there is a navigation menu with links for HOME, DEPOSITORY ADMINISTRATION, COLLECTION MANAGEMENT, OUTREACH, GPO CATALOGING, and COMMUNITY. Below the menu is a search bar and a login section with fields for Username and Password, and a Login button. The main content area features the title "FDLP Handbook" and a brief description of the handbook's purpose. Below this is a table of contents with columns for page number, article title, and hits.

#	ARTICLE TITLE	HITS
1	Preface	1238
2	Acknowledgements	899
3	Introduction	1527
4	How to Interpret the Federal Depository Library Handbook	1187
5	Chapter 1: LSCM Organization	2010
6	Chapter 2: Legal Requirements	2865

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

## 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

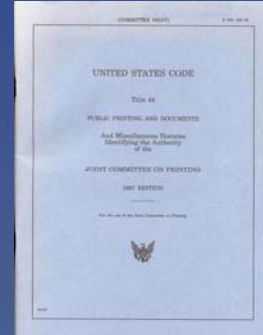
Example at <http://www.fdlp.gov/administration/handbook/T7-chapter2>

## 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.cfq/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

## Federal Depository Library Handbook Chapter 4: Public Services

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

## 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

The FDLDP Desktop serves as a centralized resource for the Federal Depository Library Program (FDLP), which disseminates U.S. Government information to the American public through libraries across the nation. Stay up-to-date with the latest innovations and progress of the Program and utilize various tools in order to enhance public services.

Librarians, log in with your institution's number and internal password to access depository-only content (e.g., order promotional materials).

Home > Outreach > Partnerships

### Partnerships

GPO has been developing partnerships with Federal depository libraries and other Federal agencies to increase access to electronic Federal information since 1997. With an increasing amount of Federal information available electronically, partnerships ensure permanent public access to electronic content and provide services to assist depositories in providing access to electronic material and in managing their depository collections. These partnerships also allow GPO to take advantage of the expertise of Federal depository librarians and the services they have developed. While FDLDP partnerships will vary based on the type of project, partnerships generally fall into three categories. However, partnerships are not limited to these categories, and GPO will consider partnership proposals that fall outside of these categories.

#### Content Partnerships

Written on Tuesday, 21 June 2008

Content partnerships assist with providing permanent public access to electronic U.S. Government information. Partners agree to provide storage capacity and user access without restrictions on re-dissemination. In the event the partner is no longer able to provide free, public access to this electronic information, the partnership requires the

#### Partnerships News

- GPO Partnership Logo Now Available
- Marketing GPO's Partnerships
- Access STAT-USA's Online Services
- GPO Announces New Partnership with GAO
- FINCER Access
- Homeland Security Digital Library questions
- List of Federal Agency Internet Sites Partnership Renewed
- Census 2000 Partnership Renewed
- Browse Topics Redesign

## 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/dslp/needs\\_of/index.html](http://www.gpo.gov/su_docs/dslp/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

- FDL Desktop: <http://fdlp.gov/>
- FDL 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/>

## FDP Desktop

The screenshot shows the FDP Desktop website interface. At the top, there is a search bar and a 'Text Size' dropdown. Below the search bar is a navigation menu with links: HOME, DEPOSITORY ADMINISTRATION, COLLECTION MANAGEMENT, OUTREACH, GPO CATALOGING, and COMMUNITY. Underneath the navigation menu are links for 'About the FDP', 'News Directory', 'RSS Feeds', 'File Repository', 'Tutorials', 'askGPO', 'Contact Us', and 'Site Map'. A blue banner contains the text: 'The FDP Desktop serves as a centralized resource for the Federal Depository Library Program (FDLP), which disseminates U.S. Government information to the American public through libraries across the nation. Stay up-to-date with the latest innovations and progress of the Program and utilize various tools in order to enhance public services.' Below this banner is a login section for librarians with fields for 'Username' and 'Password', and a 'Log In' button. The main content area is divided into several sections: 'General Announcements' with a 'Display' dropdown (0, 5, 10, 15) and 'Articles' link, featuring a 'Public Printer Names New Members To Depository Library Council' article; 'Cataloging' with a similar 'Display' dropdown and 'Articles' link, featuring a 'Shelflist Records Continually Added to CGP' article; and 'Upcoming Events' with a calendar view showing dates from July 21 to October 13, including events like 'Interagency Depository Seminar 2009' and 'Annual Meeting & Conference 2009'.

## Authentication

The screenshot shows the 'Authentication' page on the FDP Desktop website. The layout is similar to the previous page, with the same navigation and search elements. The main content area features a blue banner with the text: 'The FDP Desktop serves as a centralized resource for the Federal Depository Library Program (FDLP), which disseminates U.S. Government information to the American public through libraries across the nation. Stay up-to-date with the latest innovations and progress of the Program and utilize various tools in order to enhance public services.' Below this banner is a login section for librarians. The main article is titled 'Beta Authenticated Congressional Bills (110th Congress)' and includes the following text: 'GPO is pleased to announce the release of a Beta Authenticated Congressional Bills application on GPO Access. GPO's Authentication initiative focuses on establishing GPO as the trusted information disseminator and providing the assurance that an electronic document has not been altered since GPO disseminated it. The Beta Authenticated Congressional Bills application provides authenticated PDF files for a sample set of Congressional Bills from the 110th Congress. GPO has signed and certified the House and Senate bills (PDF files) within this application as part of GPO's initiative to reassure users that the online documents are official and authentic. Read more information on GPO's authentication initiative.' Below the article text are social bookmarking icons and a footer with links: 'U.S. GOVERNMENT PRINTING OFFICE', 'GPO ACCESS', 'BEN'S GUIDE TO U.S. GOVERNMENT', and 'U.S. GOVERNMENT BOOKSTORE'. At the bottom of the page, there is a navigation menu with links: Home, Depository Administration, Collection Management, Outreach, Events, and Help.

## Online tutorials

[About the FDLP](#) | [News Directory](#) | [RSS Feeds](#) | [File Repository](#) | [Tutorials](#) | [askGPO](#) | [Contact Us](#) | [Site Map](#)

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Libraries, log in with your institution's number and internal password to access depository-only content (e.g., order promotional materials).

Home > Tutorials

### Tutorials

**FDLP Desktop** (2 articles)  
Answers questions about the content, organization, and special features of the FDLP Desktop. Additional tutorials will be added shortly.

**New Depository Coordinators** (11 articles)  
These tutorials provide an overview of the basics of being a depository coordinator, a list of resources with descriptions of what they are and how they can be used, and more. They are intended to help new coordinators learn about their collections and the responsibilities of being a depository coordinator.

**Depository Administration** (2 articles)  
These tutorials provide an overview of general management activities and issues related to a library's participation in the FDLP.

**GPO Cataloging** (1 article)  
These tutorials provide an overview of GPO's cataloging practices and technologies, including Z39.50.

U.S. GOVERNMENT PRINTING OFFICE | GPO ACCESS | BEN'S GUIDE TO U.S. GOVERNMENT | U.S. GOVERNMENT BOOKSTORE

<a href="#">Home</a>	<a href="#">Depository Administration</a>	<a href="#">Collection Management</a>	<a href="#">Outreach</a>	<a href="#">Events</a>	<a href="#">Help</a>
<a href="#">About the FDLP</a> <a href="#">News Directory</a> <a href="#">RSS Feeds</a> <a href="#">File Repository</a>	<a href="#">Administrative Files</a> <a href="#">FDLP Handbook</a> <a href="#">Library Directory</a> <a href="#">Public Access Assessments</a>	<a href="#">Building Collections</a> <a href="#">Selection Profile</a> <a href="#">Catalog of U.S. Gov't Publ.</a> <a href="#">Collection Maintenance</a>	<a href="#">Marketing</a> <a href="#">Online Learning</a> <a href="#">Partnerships</a> <a href="#">Prom. Resources</a>	<a href="#">Calendar</a> <a href="#">Registrations</a>	<a href="#">askGPO</a> <a href="#">Contact Us</a> <a href="#">Privacy Policy</a> <a href="#">Site Map</a>

## Especially for New Depository Coordinators

[About the FDLP](#) | [News Directory](#) | [RSS Feeds](#) | [File Repository](#) | [Tutorials](#) | [askGPO](#) | [Contact Us](#) | [Site Map](#)

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Home > Tutorials > New Depository Coordinators

### New Depository Coordinators

These tutorials provide an overview of the basics of being a depository coordinator, a list of resources with descriptions of what they are and how they can be used, and more. They are intended to help new coordinators learn about their collections and the responsibilities of being a depository coordinator.

#	Article Title	Hits
1	Introduction	752
2	Getting Started as a New Coordinator	1003
3	Learn About Your Library's Depository Operation and Services	622
4	Visibility of the Collection and Promotional Efforts	611
5	Review Your Collection and Item Selection Profile	319
6	Communicating Within the FDLP	521
7	Training Opportunities	597
8	Key Dates Relating to Depository Management Activities	548
9	New Regional Depository Library Coordinators	493
10	What To Do When You Have Depository Management Questions	522
11	Additional Resources	519

U.S. GOVERNMENT PRINTING OFFICE | GPO ACCESS | BEN'S GUIDE TO U.S. GOVERNMENT | U.S. GOVERNMENT BOOKSTORE

## Directory of Federal Depository Libraries

**MENU OPTIONS**

- Options
- Search FDLD Profiles
- Help
- About the FDLP
- FDLP Desktop
- Sign In

**Locate a Federal Depository Library (FDL)**

Welcome to the Federal Depository Library Directory (FDLD), a service of the Catalog of U.S. Government Publications (COP). There are three methods for retrieving Federal Depository Library information:

- Clickable Map: clicking on the applicable state, commonwealth or territory on the map below
- Basic FDLD Search: search by keyword in the Keyword search box below the map
- Advanced FDLD Search: search by specific types of data, such as Depository number, ZIP or area code, etc. in a single or multiple field search below the Basic search

**CLICKABLE MAP OF FEDERAL DEPOSITORY LIBRARIES**

Find all Regional Libraries

**BASIC FDLD SEARCH**

Search all of the fields listed by entering a search term or phrase into the Keyword field. Use the \* wildcard to perform a fuzzy search on the terms.

Keyword:

**ADVANCED FDLD SEARCH**

You must use the \* wildcard to perform a fuzzy search. Search all of the fields listed by entering a search term into the Keyword field above.

Depository Library Number:

Congressional District:

Depository Type:

## Promotional Resources

which disseminates U.S. Government information to the American public through libraries across the nation. Stay up-to-date with the latest innovations and progress of the Program and utilize various tools in order to enhance public services.

Libraries, log in with your institution's number and internal password to access Depository-only content (e.g., order promotional materials).

Home > Outreach > Promotional Resources

### Promotional Resources

Federal depository libraries play an essential role to educators, researchers, professionals and to the American public by providing Federal government information at no cost. These promotional tools are designed to empower Federal depository libraries with the ability to effectively encourage the general public to use the services that are provided. Targeted strategic marketing plans, give-away items, logos for download, posters and informative resources are just some of the tools available for implementation.

**What Does the Public Know About the FDLP? GPO Takes to the Streets**

Written on Tuesday, 27 July 2009

GPO staffers took to the streets of Washington, DC to interview the public and find out how much they know about the FDLP. View GPO's Person on the Street interviews here.

[Read more...](#)

**FDLP Promotional Materials**

Written on Tuesday, 27 July 2009

The U.S. Government Printing Office provides promotional materials at no charge to Federal Depository Libraries to increase public awareness of the Federal Depository Library Program (FDLP).

[Read more...](#)

**FDLP Marketing Plan**

Written on Tuesday, 24 July 2009



## FDLP Marketing Plan

## Catalog of U.S. Government Publications