

Depository Library Council

Advisory body to the Director of the U.S. Government Publishing Office

Depository Library Council Meeting

April 22, 2020
1:00 – 5:00 EDT
Virtual Meeting

MINUTES

[NOTE: As the 2020 Spring Meeting of the Depository Library Council (DLC) neared, we found ourselves in the midst of the Coronavirus/COVID-19 pandemic. Many states had issued stay-at-home orders, and libraries of all types faced what is likely one of the biggest operational changes they have ever experienced. It was determined to scale back the DLC meeting to only address Council business, and to have an open forum to hear from the depository library community and to provide an opportunity for them to share their stories of how they were working, facing challenges, and coping during this anything but normal time.]

The Depository Library Council (DLC) meeting convened with 485 people in attendance, including the twelve Council members and forty-one employees of the Government Publishing Office (GPO).

COUNCIL MEMBERS IN ATTENDANCE:

Erik Beck, California State University, Sacramento
Jane Canfield, Pontificia Universidad Católica, Puerto Rico
Mary Clark, State Library of Virginia (Chair)
Gregory Curtis, University of Maine
Alicia Kubas, University of Minnesota
Celina McDonald, University of Maryland
Rick Mikulski, Portland State University
Stephen Parks, State Library of Mississippi
Laura Sare, Texas A&M University
Robbie Sittel, University of North Texas
Will Stringfellow, Vanderbilt University
Yvonne Williams, Memphis Public Library

I. CALL TO ORDER

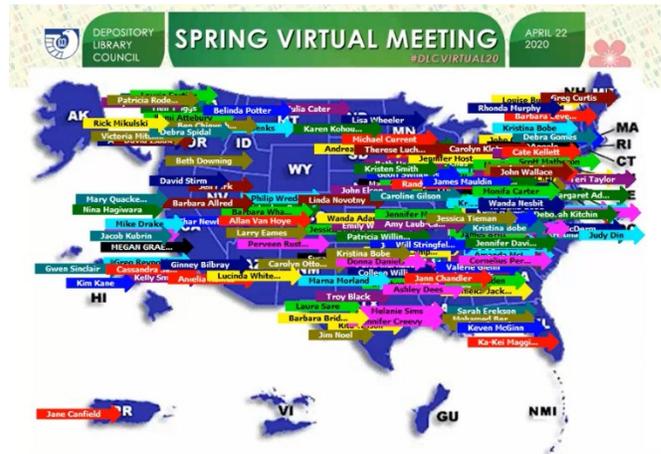
DLC Chair Mary Clark called the meeting to order at 1:00 PM

II. WELCOME & OPENING REMARKS

The Chair shared welcoming remarks:

“Hello Everyone! Welcome to the 2020 Virtual Spring Depository Library Council meeting. I’m Mary Clark, from the Library of Virginia, and Chair of the Council. Thank you all for joining us online today in these most unusual and challenging times of the COVID-19 virus outbreak. I’m hoping that those of you who are participating from your homes, offices, and safe places will enjoy this opportunity to share in the business of our common interest, *Keeping America Informed*.

During this abbreviated meeting we will be sharing updates from GPO’s Library Services and Content Management unit, the working groups of the Depository Library Council will report out, and we will have an open forum where you will be able to share your best thoughts about working in this challenging time.”



Mary introduced the members of the Depository Library Council thank them for their service, hard work, thoughtful participation in our working groups. She then initiated a poll to see from where attendees were participating.

Superintendent of Documents Laurie Hall introduced Hugh Nathaniel Halpern, GPO Director, who delivered remarks:

“I’m happy to have a few minutes to help everyone kickoff today's meeting. While this meeting was always intended to have a virtual component, we’re all getting used to gathering via the Internet conferencing even on those times we wish we could physically be together.

As Laurie mentioned, this is my first meeting with the DLC and all of you as director of GPO. As most of you know I came to GPO after a long career on Capitol Hill where I was one of GPO's customers. I want to thank the library community for supporting my nomination and enabling my speedy confirmation. Having just completed my first few months as director, I'm learning a lot about the needs of the library community and our FDLP customers and partners. I'm always impressed by the work you all do to make sure that your patrons, who are FDLP’s ultimate customers can find the information they need.

This week is National Library Week where we recognize contributions of libraries whether they are in the FDLP or not. This year’s theme is “Find Your Place at the Library.” Even though your doors may be closed, I know your patrons can still find their place with you through your virtual and online services. Under the able direction of Superintendent Hall GPO stands ready to help you help your patrons get the information they need whether it's on the current pandemic, congresses response, the census, or other important government programs.

We’re continuing the work of *Keeping America Informed* during this period of disruption. GPO has recently experienced the pandemic up close. We had our first diagnosed cases and a death over the weekend. While we mourn for our colleague we are as committed as ever to

our mission. Most of LSCM is teleworking like most of the rest of the agency. We're running reduced shifts to ensure vital documents like the *Congressional Record* and the *Federal Register* are available electronically, all with limited print runs. Though we've stopped distributing FDLP materials. We're planning to make sure we can resume those distributions when things begin to open up again. And we're are planning how we can phase in operations when we're able. Through all of this we're going to depend on you, our FDLP partners, to help your patron's access our material. Similarly, we're here to help you complete that mission.

Personally, I am working with everyone at GPO to modernize our operation while we are not physically in our building. Long-overdue improvements to the digital composition system we use to produce congressional documents, along with our acquisition of digital ink-jet press technology, hold the potential to revolutionize our work at GPO. It also gives Congress the opportunity to re-examine the format of their own documents and perhaps start the process of updating the documents for the 21st century in the digital age.

Thank you for all you do to support the FDLP and the GPO. Thank you to all the DLC members for their important work on behalf of the community. I look forward to hearing about your discussions and recommendations for GPO. Thanks again, stay safe and healthy, and enjoy the conference."

Superintendent of Documents Laurie Hall thanked Director Halpern and continued with her opening remarks:

"Thank you, Hugh. I just want to say for the record, Hugh has only been with us since mid-December and I really appreciate his leadership during this crisis. He has held our executive team and all of our employees and team members together. It has been remarkable. His communications have been wonderful. And he's made sure we've gotten so many things accomplished. I just want to thank him in front of the community for being that kind of leader we can all look up to. Thank you Hugh. It's been incredible. We had to deal some pretty tough things lately but you've been there and I appreciate it. And I know the community does, and the staff at GPO does as well. Thanks again."

"Thank you, and good morning to those letter in the Midwest and on the West Coast, and good afternoon for there's on the East Coast. I am Laurie Hall, the Superintendent of Documents, as well as the Managing Director of Library Services and Content Management (LSCM). Like many of you, I come to you today from my office/spare bedroom, and I know many of you are listening in from your basements, kitchen tables, and dining room tables. I'm so glad you found the time to join us today. First things first, I want to extend my thoughts to you and your family. I hope you're all doing well and staying healthy during these trying times.

I also want to extend my thanks to you and your staff members. In the face of this worldwide crisis you all are stepping up, altering operations, continuing and expanding services, and doing your best to serve your patrons in new and creative ways. Now more than ever, your communities need access to reliable government information they can trust, and you are there to meet the challenge head on. At LSCM we're doing our best to keep our operations moving and services moving. Seventy-one of our eighty-eight staff members are working remotely, and have been doing so since early mid-March, to continue to provide you with tools you need to serve your communities. A few of the LSCM staff members have been

handling incoming material in a warehouse in Laurel, Maryland and Pueblo, Colorado, other staff have been processing census material and emergency FEMA materials for distribution throughout the U.S.

It has been a chaotic few months for us, and for all of you as well. We've managed to stay -- I speak for all of us when I say we're happy to serve you remotely and we're grateful to be able to gather virtually with you today. I encourage you to share your thoughts and make your comments known with each session today, and to collaborate with us on issues on FDLP.

This year is our ninth year broadcasting virtual events. In those nine years we have welcomed over 13,000 virtual attendees to many of our FDLP Academy events. Now, more than ever it's so essential for us to work together in this way. In late March we made the decision for the spring DLC meeting to alter the events and condense this to one afternoon, working with the DLC on trying to figure out the best option for this meeting. We made the changes due to the continued effects and interruptions to regular library operations and remote working conditions we are all facing. We thought it would be best for everyone at the time, as you are juggling different workflows, have added responsibilities at home, and unfamiliar work environments. As a reminder, we intend to offer the programs we had originally planned for the spring DLC meeting through the FDLP Academy as webinars in the coming months. Look for those news alerts. We have a few already scheduled.

Remember, if you have step away to answer a work email, to let the dog out, handle a crying baby or a whiny spouse, a kid's school assignment, or to let the dog back in, this event is being recorded. If you missed something you can go back and listen to sessions at a later date. I want to thank the GPO staff members Ashley Dahlen, Corey Holder, Kelly Seifert, and the staff member from our iCohere vendor for going the extra mile to keep the technology going. One thing we always take very seriously, of course, is our feedback from you. Please know that when you complete the post-event evaluation we will carefully analyze and use this data for planning future events. After the meeting you will receive an email with a link to the recording of the session and a link to the meeting evaluation. Please take a few minutes to complete that form for us.

As Kelly mentioned already too, we're live tweeting, the hashtag is #DLCvirtual20. We have gotten some photos from you and your new work environments. Please continue to send those to us so we can post them and highlight them on FDLP.gov. We miss seeing you at the meeting. We like to see the photos of your smiling faces. In just a few minutes you will hear about the updates of the great work that is still happening in LSCM. We also have a handout as Kelly mentioned to you. You can download it from the virtual meeting page. I encourage you take a look at that to see what we've been up to since the fall DLC meeting.

On behalf of my entire staff, I thank all of you for your continued hard work and dedication. Especially in these very trying times. I will be online all day and I'll be checking the chat. Please submit any questions you have. Thank you for spending a few hours of your valuable time with us today. Take care and please stay well."

III. STANDING ITEMS

- a. The minutes of the October 21 – 23 meeting of the Depository Library Council were reviewed and approved as written.
- b. Rick Mikulski, Portland State University, was nominated to be DLC secretary. As the sole nominee, he was elected by acclamation. The Chair offered congratulations and thanked Rick for agreeing to serve the Council in this capacity.

IV. LIBRARY SERVICES AND CONTENT MANAGEMENT UPDATE

The LSCM Update included the following topics:

- a. LSCM and Superintendent of Documents Organization
- b. National Collection of U.S. Government Public Information: A Strategy Framework
- c. Library Technical Services
- d. Enhancing Content in govinfo
- e. Partnerships
- f. FDLP Academy
- g. FDLP Promotion
- h. 2019 Biennial Survey
- i. Regional Discard Policy
- j. FDLP LibGuides
- k. LSCM Systems
- l. FDLP Web Archive

[[FDLP Update Handout](#)] [[FDLP Update Slides](#)] [[FDLP Update Recording](#) (30 minute mark)]
[[FDLP Update Closed Captioned Transcripts](#)]

V. WORKING GROUP REPORTS

- a. Collection and Discovery Services, Stephen Kharfen (GPO) reporting:
The establishment of this working group was suggested by GPO, to fill the need of a sounding board, to provide guidance, and feedback when needed. The working group's charge and governance structure was approved and it's first 2 meetings were held January 7th and March 20th. The first topic discussed was GPO's testing of batch processing with NIST records. The working group's response was positive and they suggested GPO continue to develop this work process.
[[Charge of the Working Group](#)] [[Draft Bulk Processing Briefing Document](#)]
- b. Digital Deposit, Robbie Sittel, Chair, reporting:
The charge of this working group is to explore current and future needs related to digital deposit - both dissemination of content and acceptance of content by GPO. The working group was established as a result of a DLC recommendation to GPO from their fall 2018 meeting. The working group held focus groups during the fall 2019 Federal Depository Library Conference. The results helped provide focus to the group for actions to undertake. A pilot project with reporting fugitive documents to GPO as a focus was submitted to DLC for approval to move forward. The goals of the pilot are:
 - Identify opportunities for FDLs to form a collaborative system for reporting publications to GPO.
 - Identify aspects of document reporting which can improve GPO staff workflows for cataloging and ingest.
 - Assess the usefulness of the current LostDocs reporting mechanisms.

- Create from a user perspective requirements for a long-term solution to creating an ecosystem approach and eliciting minimum requirements for “Digital Deposit” and its various human-centered and technology-centered components.

[[Charge of the Working Group](#)] [[Digital Deposit Working Group - Proposed Pilot](#)]

c. Durability of PURLs and Their Alternatives, Will Stringfellow, Chair reporting:

The DLC, had as an action item for itself to establish a working group on the durability of PURLs. A group was formed to develop a charge, working group operating procedures, and goals. The resulting draft document was brought before the spring DLC for approval. GPO has used Persistent Uniform Resource Locators (PURLs) to provide Federal depository libraries, and other parties, stable URL access to online Federal information since 1998. Indicators of change since that time necessitate a review of PURLs and alternatives. The goals for the working group conveyed in the proposed charge are:

- To better understand PURL functionality, research:
 - Information related to how and why GPO assigns PURLs.
 - Relevant information related to the functionality of PURLs.
- Create a report on relevant historic and current information about PURLs.
- Research and consider potential alternatives to PURLs.
- Report to Council potential recommendations for PURL alternatives.

[[Durability of PURLs and their Alternatives - Proposed Charge](#)]

d. Discussion and Working Group Wrap-up:

The primary topic of discussion was PURLs and whether GPO was going to migrate to another persistent identifier scheme. PURL alternatives are being investigated by the DLC PURL Working Group. PURLs and alternatives will be researched and a white paper will be presented to the DLC for consideration.

Two working group-related actions were addressed by the DLC:

1. The Digital Deposit Working Group’s proposed pilot project was accepted by the DLC and a recommendation will be made to GPO that they work with the Digital Deposit Working Group to implement its pilot project.
2. The Durability of PURLs and Their Alternatives Working Group’s proposed charge, operating procedures, and goals was accepted and approved.

[[DLC Working Group Slides](#)] [[DLC Working Group Closed Captioned Transcripts](#)]

[[DLC Working Group Recording](#) (1 hour, 45 minute mark)] [[Working Group Roster](#)]

VI. DEPOSITORY LIBRARIES IN A TIME OF STAY-AT-HOME ORDERS: OPEN FORUM

During the Open Forum there was a mix of polls and discussion questions to which attendees could respond. To obtain a very general overview of libraries’ situations, the Open Forum began with this poll:

My library is ...

- | | |
|---|--|
| <input type="checkbox"/> Open as usual | <input type="checkbox"/> Open only for staff to work |
| <input type="checkbox"/> Open with reduced hours | <input type="checkbox"/> Closed, but providing services remotely |
| <input type="checkbox"/> Open, but serving only primary clientele | <input type="checkbox"/> Closed |

There were 406 attendees at the time the poll was launched. Responses were received from 54% or 218 people. Nobody indicated their library was open as usual, and five indicated their libraries

were closed. Of those who participated, the scenario with the most responses, 88% or 192, was “Closed, but providing services remotely.”

The discussion for question 2, related to technical services work, concluded with a poll to determine if work is accounted for when teleworking:

Are you recording or quantifying telework?

- a. Yes
- b. No

While 388 attendees were online to respond to the poll, only 229 or 59% opted to participate. Of those 229, 72% or 165 indicated they do quantify their telework in some manner.

Leading into the third discussion question was a poll to get a feel for which communication mechanisms are being used by depository libraries:

What tools are people using to communicate while people are self-isolating during the COVID-19 crisis?

- a. Telephone
- b. Video conferencing
- c. Social Media
- d. Email
- e. Chat
- f. Postal mail
- g. Other

There were 387 attendees at the time this poll was launched; 228 or 59% responded. Email, video conferencing, and chat received the greatest number of responses with 99 (43%), 79 (35%), and 36 (16%) respectively.

The final poll was used to introduce the Wellbeing and Equilibrium discussion topic in order to get a sense of institutional support that is offered to library employees:

My institution provides resources for coping with work at home or social isolation through the following:

- a. Information on COVID-19 and appropriate social practices and health measures
- b. Information on psychological coping skills and maintenance of wellbeing techniques
- c. Virtual access to counselors, psychologists or psychiatrists
- d. I don't know what my institution provides
- e. My institution does not provide such resources

The questions posed to the depository community during the open forum were:

1. What are some of the new and creative ways that you and your library have been able to offer services and access in this new remote environment?
2. Due to the limitations imposed by workplace access restrictions and teleworking, how have your non-public service workflows been impacted?
3. How has the coronavirus affected the way you communicate with the people you serve, supervise, coworkers, supervisors, etc.?
4. How are you and your colleagues maintaining calm and coping with social isolation?
5. As you continue to provide access to and services for government information under unprecedented circumstances, what else can GPO do to support you and your work?

Discussion details from the open forum can be followed in:

[[Open Forum Slides](#)] [[Open Forum Recording](#) (2 hour, 37 minute mark)]
[[Chat Log](#)] [[Report of the DLC Open Forum](#)]

VII. DLC WRAP-UP AND CLOSING REMARKS

Superintendent of Documents Laurie Hall offered closing remarks. She thanked all Council members for their working group progress and reports, their participation, and help in planning and participating in the open forum. Superintendent Hall thanked everyone for attending the meeting, saying, “It was great to see so much participation in the open form. It was awesome to see your enthusiasm in addressing the questions, and wanting to connect with each other in this community.”

Alicia Kubas (in-coming Chair of Council), for Council Chair Mary Clark: Council will review any comments or suggestions we have heard today or we found in the chat. An action item for Council resulting from this meeting will be to make formal recommendations to GPO. Look for them at a later date; keep an eye out for a news alert announcing them. They will be posted to the [DLC website](#) on FDLP.gov. Thank you everyone for joining us today. Feel free to email Mary as the current chair, or email me as the incoming chair, for anything you'd like to see us follow up with. We would love to hear about that. Thank you everyone.

VIII. ADJOURN

The spring 2020 meeting of the Depository Library Council adjourned at 5:00 PM EDT.

Respectfully submitted,

/s/

CYNTHIA ETKIN
Office of the Superintendent of Documents
10/20/2020