



# FDLP Forecast Study: Summary Report for State Focused Action Plans

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NOVEMBER 4, 2013

## INTRODUCTION AND BACKGROUND

State Focused Action Plans (SFAP) – Unlike the Library and State Forecast surveys, this instrument posed open-ended questions, allowing each state or Federal depository region/multi-state region to provide unprompted, thoughtful and often detailed responses.<sup>1</sup> Respondents could provide up to five key initiatives and activities they planned to undertake in the next five years. The open-ended format allowed SFAPs respondents to provide open-ended responses, and present plans tailored specifically to their state or multi-state region. Respondents could submit initiatives they had already developed within their state or multi-state region, or create new ones for their state or multi-state region. As one of three instruments in the Forecast Study, GPO anticipated respondents would build upon issues already identified in their Library and State Questionnaires.

Respondents were informed that their responses would be analyzed, and information gathered from the SFAPs, along with results from the Library and State forecasts, would influence the development of a LSCM Strategic Plan and the FDLP National Plan.

### **Initial Review – Summer/Fall 2012**

In preparation for the 2012 Depository Library Council Meeting and Federal Depository Library Conference (Meeting & Conference), LSCM staff analyzed preliminary results of the 33 SFAPs submitted through September 2012. The findings were presented at the Meeting & Conference. The community expressed interest in reading the SFAPs from other states and multi-state regions. All responses were posted in their entirety on the beta.FDLP.gov Web site after the meeting. One state submitted a revised response, and an additional submission was received. Altogether, 33 SFAPs were submitted, representing 39 states.

### **Second Review – Winter/Spring 2013**

A second, more rigorous review was completed after all responses were received. The final count was 34 submissions representing 40 states, and all responses were posted to the FDLP Web site, as well. Themes were adjusted slightly to better parallel the actions states and multi-state regions reported in the State Forecasts. Thematic coding of submitted initiatives was conducted, paralleling the analysis and theming from the library and state forecasts.

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<sup>1</sup> Some states within a multi-state region prepared and submitted a separate SFAP.

## THEMES

Ten themes were clustered from the identified initiatives:

- Access -- 17
- Cataloging/Retrospective Cataloging -- 15
- Collaboration/State Group/Network/Communication -- 31
- Collection Sharing/Selective Housing Agreements/Collaborative Collection Development -- 19
- Digitization/Digital Projects -- 18
- Marketing/Outreach/Promotion/Awareness -- 30
- Preservation -- 8
- Services/ILL/Reference/Collection Development -- 22
- Training/Mentoring/Teaching Standards/CEUs -- 30
- Weeding/Rules-- 11

Important distinctions were noted in the final analysis:

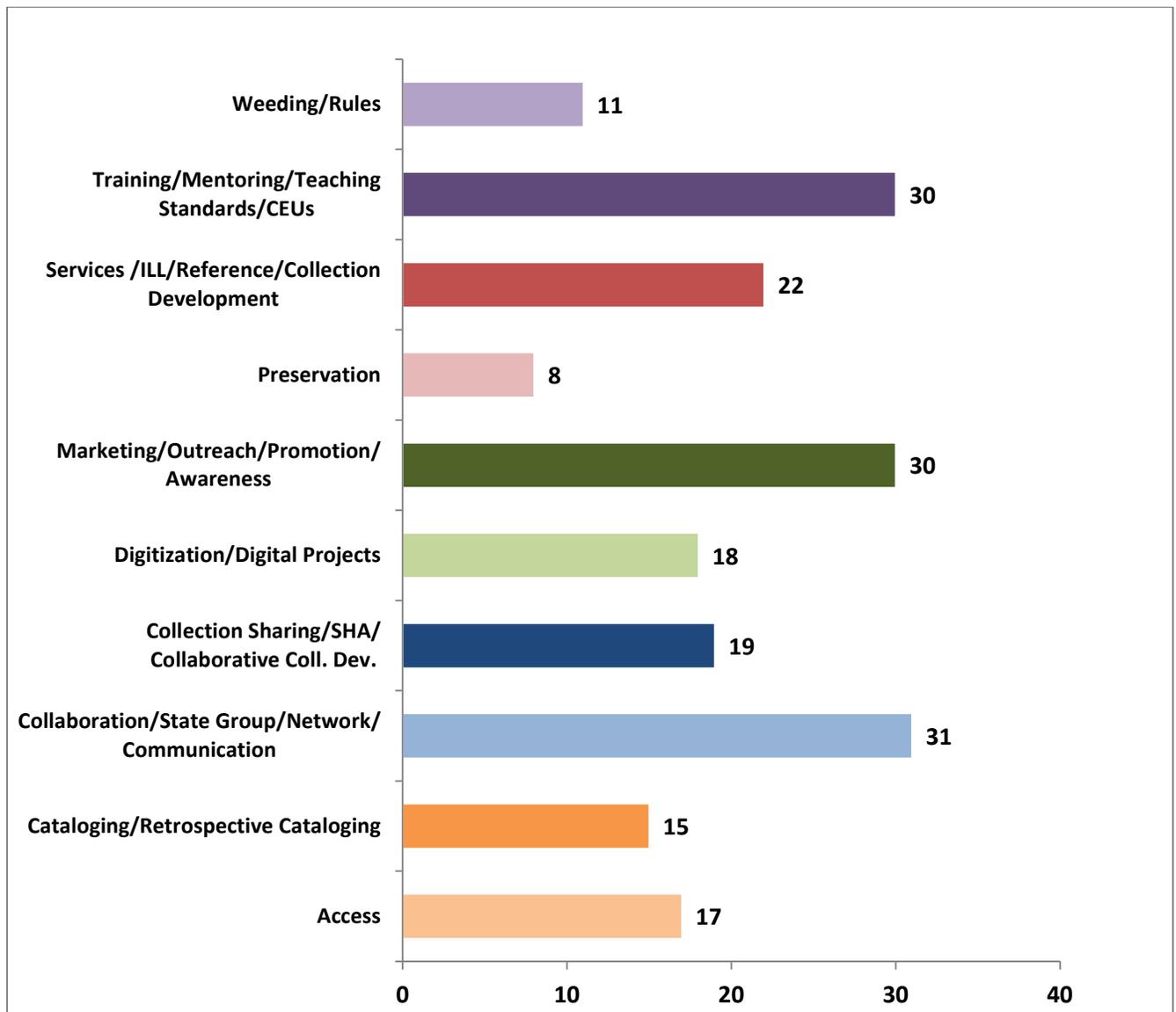
- The coding team coded communication as form of collaboration rather than outreach. Outreach to groups was distinguished from initiatives focused on increasing communication among groups.
- Digital Collection Development and Digitization of Historic Collections were combined, since both activities were often described together.
- Weeding/Rules was identified as a unique theme.
- Collaborative collection development was different than an individual library's collection development. The final review noted a trend toward collaborative work and collaborative collection development.

The final themes captured actionable work that states and multi-state regions intend to undertake in the next five years. Many goals are interrelated, such as cataloging. Cataloging to:

- promote awareness of collections
- increase interlibrary loan services
- identify publications for digitization

In other examples, revision of local weeding rules may contribute to the goals of collaborative collection development, and may operate as a component in preserving collections. As a result, the themes identified were viewed as cyclical, with themes often relating to other themes. The identified goals varied across states or multi-state regions based on individual strengths and existing foundations within each location.

Figure 1: Frequency of Types of Initiatives Planned in the Next Five Years



### SUMMARY OF FINDINGS

SFAPs asked states and multi-state regions what initiatives they had already planned, and/or intended to work on in the next five years. Responses reflected realistic, achievable goals given economic realities, and concerns about staffing, space, and technology. Key initiatives and actions are summarized below.

- **Access** includes all manner and means to discover and find collections in all publishing formats, including Web site accessibility and collection discovery tools.

Libraries want accessible or user-friendly Web sites and high-quality Library Guides, to:

- Increase the visibility and access to government information on Web sites
  - Libraries are encouraged to create FAQs and pathfinders
  - Libraries will review/improve their Web presence to better serve library patrons
  - Depository librarians can work together to develop best practices for government information on Web sites
  - Inform FDLP libraries in one state what other regional and national resources are available
- **Cataloging/Retrospective Cataloging** includes cataloging new tangible and digital resources, and retroactive cataloging of material already within collections.

Cataloging of digitized material is deemed important for discoverability,

- Digitized materials should be accessible via the library's catalog
- Digitized materials could be discoverable via the [Digitization Projects Registry](#)

Cataloging is not the only method/way to discover Federal materials.

- Cataloging provides bibliographic access to all titles, regardless of format, via the online catalog, finding aids, research guides
  - Libraries are seeking ways to utilize current and emerging technology, such as Web 2.0, to promote government information products and boost end-user awareness of and use of government information
- **Collaboration/State Group/Network/Communication:** This category included responses about collaborative efforts through state and local groups, the development of networks, and improved communication among libraries and library groups.

State groups and associations can be used to provide a forum for collaboration between depositories.

- Libraries want to create opportunities for new coordinators to work with veteran librarians before they retire
- Develop/enhance peer sharing programs through professional organizations

Using technology to develop better communication or enhance communication is critical. Responses included:

- Alerting government documents coordinators about training workshops; creating a better online presence
- Create a communication network so depository libraries can share, exchange, and collaborate on ideas to promote government materials

- **Collection Sharing/Selective Housing Agreements/Collaborative Collection Development** includes responses on the creation of comprehensive collections, awareness of other libraries' collections, coordination between nearby libraries to de-duplicate items selected, and the development of selective housing agreements.

Libraries are emphasizing the importance of identifying what institutions have in their

collections. By doing this, they are facilitating comprehensive collection development, ILL, preservation, and future digitization projects. Responses included:

- Informing libraries in one state or multi-state region what other libraries are using to maintain their collections
  - Creating a database of collections within a state or multi-state region to assist in libraries collection development plans
- **Digitization/Digitization Projects** includes digitization of publications, preparing for future digitization projects, working with born-digital content, and establishing priorities for what material should be digitized.

Responses indicated that most libraries are not committed to digitizing documents. Instead, many responses indicated libraries are preparing for digitization projects, identifying content to be digitized, or monitoring what others are doing. Responses indicated that libraries want to:

- Explore digitizing titles on microfiche
  - Archive digital government information and digitize currently tangible only documents
  - Undertake digitization projects for material of interest to their local patrons
- **Marketing/Outreach/Promotion/Awareness** includes initiatives to market or promote awareness to specific audiences, and other actions to publicize particular collections and services provided at depository libraries.

Marketing is generally focused within the state or at the local level, working collaboratively within a state or multi-state region to develop and promote awareness and access to collections of interest to residents of a particular region. In general, responses indicated that:

- Marketing includes various media, e.g., flyers, widgets, webinars, brochures to promote government information, and includes items being customizable
  - Marketing can be targeted to specific audiences, including public, school, and non-depository libraries
- **Preservation** includes activities to preserve tangible collections and the preservation of digital content.
    - Preservation and digitization are often combined
    - Preservation of tangible collections depends on knowing what's in collections, e.g., create a National Union Catalog of government information holdings indicating what titles are in need of preservation/digitization
  - **Services/ILL/Reference/Collection Development** includes daily tasks, such as providing reference assistance, inter-library loan, and developing individual library collections to meet user needs.

- Discoverability of services was highlighted
- The Government Information Online (GIO) is viewed as a valuable online reference service
- **Training/Mentoring/Teaching Standards/CEUs** includes training and mentoring staff, non-depository library staff, and researchers. Responses included the importance of:
  - Training non-depository library staff
  - Continuing education of depository staff
  - Mentoring and training of new depository coordinators, in addition to creating and maintaining training tools
  - The creation of teaching standards and continuing education credits/programs for ongoing training
- **Weeding/Rules** includes plans to carry out weeding projects, conduct weeding projects as a means to another goal, and the revision of weeding rules within a state or multi-state region.

Libraries want to utilize weeding projects and retention projects to aid in the development of a comprehensive collection by:

- Developing a union needs list as a way to develop comprehensive collections within the state or multi-state region
- Reviewing existing legacy collections at each library to establish a baseline of retention needed at the local, state and regional level
- Streamlining the discard process within states or multi-state regions.

## **CONCLUSION**

GPO greatly values the time and careful attention respondents put into the SFAP plans they submitted. Responses provide detailed, measurable initiatives for depository libraries to accomplish to strengthen the FDLP in their state or multi-state region in the next five years. GPO also appreciates the leadership roles libraries are taking upon themselves, and their commitment to the mission and vision of the FDLP.

Most of the initiatives included in the SFAPs parallel the identified “needs of libraries” or characteristics of “an ideal depository library program” conveyed in the library and state forecast responses. As such, GPO will be able to complement and support many of the SFAP efforts. With depository libraries and GPO working on similar initiatives, there is opportunity for more collaboration and additional partnerships.

The SFAP results will inform the development of the LSCM Strategic Plan and the National Plan for the Future of the FDLP.