

New Features in askGPO – Transcript of Audio

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Hi everyone. Welcome to our webinar today on new askGPO features. My name is Lara Flint. An administrative library, at GBL. A company called course spear. It will give us a demonstration about the new features. For questions and answers at the end, after the demonstration, we will be here to answer any questions that you may have. First, I am going to do an introduction. On askGPO, many are familiar with the site and used it but is the place where you can submit questions to GPO, the government publishing office about any of our work and not just a lover unit. Also any questions you may have about federal.depository library program. Some version of it we have had since 2002. The revised site launched in 2020. August of 2020. That is the site we are still doing development on. Development in sprints, with releases approximately every two months. Sometimes the releases deal with internal things and sometimes like this one, recently, some new development or thinks that affect the site on your end and how you use it. I want to remind you there is an askGPO , the link from the slight here. On that page you can see a list of all we have had and a recap in each release. The most recent one, the one we are talking about and demonstrating today, oh no, sorry. I'm at another reminder page. This reminder is about the askGPO training for federal depository libraries page. That's just a webpage, the link on the slide, where you can get a really nice detailed user manual and screenshots to talk to everything you could do on the site. A lot of people like to have it in that format. You will also find some short tutorial videos on things like login, things you need to do frequently. Now we are at the recent development. This is development that just happened and deployed this month, earlier this month in February. We have a new question category called archives. If you would like to suggest that we include in the web archive or if you have noticed something a little funny about a site that is already in our archives and you want to report it to us, you can use this new category. Also we have some new developments around agreements. Selector and shared house agreements. What we are trying to do here is track these other so we can better understand the national collection of U.S. government information. Where is all this material? Moving things to different places. Who is selecting like a print Copley and keeping that? That's what these agreements are about. I want to do a recap, in case not familiar with the types of agreements, print selectors. These are relatively new. It used to be the regional depository absolutely had to select everything in print, no matter what. Now we have a new policy called, regional depository libraries, that allows for more flex ability. Any depository including selective can select a routine that supersedes. If there is a version of the publication or another official agency or digital site and there is a print selector or agreement, then a regional can ask from the superintendent of documents to not select the title imprint but only in online format. Which will save some space. Which is of some concern. And then shared house agreements. That is when I depository library, any depository can do this. What they are doing is housing some depository material in a location outside their administrative control. Maybe they are having sent to another library. Maybe sent to their library. And then getting moved to a different branch. But wherever it is, it is not under their administrative control. So we need to have an agreement in place so everyone knows where this material is. Everybody can check out it is being housed properly and get access to it. If the agreement terminates, the material can come back to wherever it needs to be. You will see these fairly frequently when a regional was to house a regional copy at another library. This is due to space pressures. Or agreements they have in place. Where they have decided who will collect want. And they gather it in this agreement. You will often see a list, less now but frequently in the past, example, a selective depository, would move the health related material to a different branch. Or even to a different library in town that had a health focus collection. Or see maps moved to a geography department in an academic department instead of the library. Those are

the kind of agreements we are talking about. That is about it for the introduction. I am now going to pass it over to Jagjeet Jassal. He would develop new material for us.

Thank you. Thanks for joining. I will start my presentation by sharing the screen. Hopefully everyone is able to see my screen. Today's illustration is based as Laura mentioned, development we have done on the GPO site. The GPO site, I'm sure everyone is fairly aware. The demonstration I will be doing is in a sign box. How the actual site is. A couple of developments we have done is incorporate a new category called submitting an inquiry. And agent user, you can login. In the portal by clicking the login button. I am already logged in. You can see my name here. I am the login user. To submit an inquiry in a new category, the archive, you can either click on, submit an inquiry, or select, the title that is applicable for your depository. Let's say you are in FDL user. You can click on the title. It would take you to this form here that allows you to submit an inquiry. Since you will be a logged in user, most of your details will automatic populate, as you can see. Over here, we have a, select a category. You can click on this field, and it will give you a list of options. Here is the new category called, at the LP, web archive. Upon selection, a new field pops up, a sub category. The user is able to either pull up a new website, website request. Or select, report an issue. As Laura said, you can either, a website you want to be archive, select the first option. Or select the second option. This is a sign box as other inquiries as well. Type in your request. I would just put in a sample magic here. I would like to archive. A website. The personal note works in a similar fashion. You can add a note. This is for your purpose only. Also upload any attachments or images. I would do that. I will add a test image. You can see, it is attached here. If it is done by mistake you can remove it, use this cross. The system asked you to identify yourself as, not a robot. You can do that. Click, submit. Upon submission you will see this message, your inquiry has been successfully submitted. Here is says, your question is submitted. Since you are a logged in user you will see this as a hyperlink. With an inquiry number that is created. It is with every submission. Also, there is a new add-on to the message that says, please check your spam or junk folder if you have not received any response. A lot of times, some emails might go to your junk. So make sure you check that as well. Upon submission, the submitter will also receive an email notification that your request has been received. I can show a sample of that. There you go. This is a sample of the email I just submitted. This is a new inquiry is a sign. Has been received. Here it is. So basically, it will let you know a new inquiry, GPO has received it. And will give you a reference number as well. And any information associated with that. Going back to my askGPO. GPO can reach out to you if they have further questions or if there is any update on the request you have submitted. Also, you can verify the same under, my inquiries. You are logged in. You can check your my askGPO page to see the status of the inquiry. This is the one I just submitted. If you have any questions, feel free to add it to the chat. We are monitoring the chat as well and we can come back to all the Q&A's later on. All right? The next one I want to show, if you work with my FDL page. There are a few figures as a logged in user. You can see the fields. For example, the social media fields are available now build also the CR DP fields are available. If you are a depository coordinator you have the ability to edit these fields. You can see the small pencil. If you are a coordinator you will be able to edit these fields on your page. For example, if you want to add another social media here. Facebook.com., You are able to do that using this pencil icon. If you're not a coordinator you will be able to view them but not edit them. All right? Moving on. The next piece of work we have done is called agreements. We have a new selection for a logged in user here. It is called, my agreements. Your routed when you selected to this page. I have already submitted a few so you're able to see these. If you have not submitted previously any agreements, this will be empty. But this new button over here. It allows you to submit the type of agreement and select and share housing agreement. Let me show you how to submit one. Upon clicking, new. It brings up this portal in front of you. Similarly, like inquiries. Based on your depository number and phone number, et cetera. Here, we have agreement type. You can go ahead and select the group agreement type. Let's let, print selector

agreement. Upon selection, a small message pops up. It tells you, if you want a template you can visit this particular link on regional online selections. You can right-click and open the link. Basically it takes you on FDL P where the templates are. Pretty much similar for Sheldon housing as well. If I select shared housing agreement. It gives me a pop up here that lets me go to selective housing agreements. Let me select one first. When someone selects this, you have a template and you fill it out, the library has signed it and now you want to upload the agreement. When submitting a agreement it will be in a dock mode with GPO. I will add a sample print selector agreement for demo purposes. You can see the agreement is here. If I need to remove, I can use this cross button. Upon saved, similar, a new agreement I.D. is stated. You will receive this. Let me show you at as well. This is the acknowledgment of receipt of agreement. Is this GPO has received your submission. It is pretty much similar for showered housing as well. Upon submission, you can see a new line item is here. A dash 0000036. The status is new. When GPO receives that agreement they will work on their end. If they need further information, they can reject to the coordinator. It can be shared and whatever details they need, once it is dated, you will see an updated information, something like this. Some other fields will be updated, like a title. They can also make the agreement active. Once a particular agreement is made active, I will show the shared housing agreement, example. The agreement, once active you can see the status as active, here. You will be able to download the agreement from this page, itself. If you need to see other information, click on Dello. It downloads a PDF on your local system. I will show you how to submit a shared housing agreement as well. Similarly, you can click on new. Select, shared housing agreement. You are able to select subtype. If it is between regional or a depository, select a regional copy. If it's between a couple of other selected depositories, pick the second option. Since shared housing is between two or more depositories, you are able to select those participants. We are calling them participants. Let's say it is between eight depository, with one that is none FDL, example, Alabama Supreme Court you can select that as well. On this particular search item. You can search by the library name. The parent institution name. Or just by the depository number. Let's just try one, two, three. It gives me options related to that number. Example, 0001. That is related to that number. You can select up to 15 participants. Each will get added as the line item below this. You can add additional information, if needed. You can upload the agreement as needed. Similarly as I added earlier. Select here. Being signed by all the parties. And then I click, save. It submits a shared housing agreement. And you will receive an email saying they have received that agreement. I want to point out a couple of things. One thing is, when GPO makes a status active, you will also receive an email for that particular agreement that it has been activated. The submitter will receive this information. This agreement is active now. You can go to your active agreement within the system and download it. If an agreement has been deactivated by GPO, you will not be able to view the document. This is an inactive example. Once inactivated, you can no logo Dello. That's pretty much it for my presentation. Please feel free to ask any questions.

Thanks very much went well. In the chat we are just getting into specifics of the shared housing agreement questions. There is some material in another department of the library that is the still building you need a SHA. It's an interest in question. It boils down to whether the library director, the library director has responsibility for all the depository materials in her strict selection. That space in your building is controlled by someone other than the current director. Probably yes you would need a SHA. There is some danger when someone else chose that part of the building. They can just move that material. SHA would be the guard against it happening. If it's in the same building, and the director is in charge of all the portions of the building, you would not need shared housing agreement. I hope that helped. If not, if still unclear let us know that yet. Mark is asking, does askGPO host legacy shared housing agreements from the 1970s or 1980s? The answer to that is, no. They are not. GPO does have a file, the official file for any depository library. They have been digitized. But those are internal files. If you think you had a shared housing agreement in the 1970s or 1980s and want a copy, it is not there

now. We have not retroactively put them in. We will moving forward. But we can get you a copy. Just contact us through askGPO or give us a call. If you want to know about past agreements your library had. Carol asked, if we have an old shared housing agreement that is still active, is this the type of agreement you would like uploaded. Yes, that is a great follow-up question. It's a different version of what I was just saying about going for. If you should have a shared housing agreement and you know it still active, that would be great if you uploaded it here in FBO. Beth asked, agreements that existed before this feature was created will they be automatically added to account or do I need to add them myself? I do not think we have entirely decided what we are going to do with the bulk of agreements that are sitting in those official files. If you want to be proactive, and older agreements, you can certainly go ahead and do that. What we might do, if you add one, and we see that it is not an active agreement but expired, that's fine. You can put it on there. We can market as inactive. And they both you and we can see the account. That would be helpful. Both to you and who comes after you and the depository coordinator. I think that's the questions and the chat so far. Are there other questions? Okay, Beth has an agreement signed recently. It is relatively new. That would be a great one to come in here and add, or upload. We will look at over and on the GPO side, we would market as active. And then you would see a copy of it as Jagjeet Jassal said. Any other questions? Jagjeet Jassal, could you pass me that blue and green ball.

Yes.

So, what are your questions and you don't have any at the moment. The minute the webinar ends, you think of more. If you do, my email is here. You can contact me directly with questions about anything we talked about in the webinar. You can also always use askGPO to contact us with questions as well. An insider tip is that if you do not really know who you need to talk to, you can just choose other depository questions or issues and it will come to the federal depository unit and we can find you the right person. I cannot answer Ashley's question. I do remember, when I found this picture in the library with prints and photos, it said who she was. I do not remember her name. If you follow the link in the slide, you can find out her name. Okay. I think we are good. As a sick, you can contact us anytime. Feel free to upload your shared housing agreement or different selector agreements, give it a try. Ashley has put the link to the survey in the chat. If you would fill that out. I believe it's only three questions. Nice and short. That would be great. Thank you so much for attending today. We will send you all a link to the recording. The slides will also be there. We hope to see you, at another Academy webinar soon. Thanks everybody. And thanks for 2012 Jagjeet Jassal [Event Concluded] [Event Concluded]