

Writing the Depository Self-Study

Gail Snider,
Government Printing Office
&
Stephen Henson,
Louisiana Tech University



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Writing The Depository Self-Study

Background

- 1994 - Review of the inspection process, self-study proposed
- 1995 - Process tested and reviewed
- June 1996 - Self-study adopted as an evaluation tool
- September 1996 - Self-study process implemented



Writing The Depository Self-Study

Preparation

- Understand reason for self-study
- Understand self-study process
- Gather documentation
- Notify appropriate stakeholders
- Develop a timeline
- Check computer equipment



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Self-Study/Inspection Timeline

- Now - gather documentation and draft answers
- Informal notice
- 3 weeks before due date - finish drafting answers and begin polishing
- 2 weeks before due date - finish polishing and get director's signature



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Self-Study/Inspection Timeline (2)

- 1 week before due date - mail self-study
- Due date
- Receive "Self-Study Evaluation: Summary of Findings and Recommendations"
- Possible site visit from inspector
- Receive "Inspection Report: Summary of Findings and Recommendations"



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Gather Documentation

- Previous Inspection Reports
- Annual reports
- Procedures manuals
- Written collection development plan
- Other planning documents



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Notify Appropriate Stakeholders

- Library administration
- Support staff
- Reference & technical services librarians
- Regional librarian(s)
- Interested colleagues



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Develop Timeline

- Set a start date
- Budget adequate time
- Set a finish date before deadline allowing down time
- Allow for equipment failures and other unexpected events



Writing The Depository Self-Study

Check Equipment

- Computer able to download self-study?
- Staff can work on template?
- Staff can print finished report?
- Secure nonpublic work area available?



Writing The Depository Self-Study

Writing the Self-Study

- Format
- Audience
- Writing style
- Finishing touches



Writing The Depository Self-Study

Format

- Font size
- Font style
- Retain questions
- Distinguish questions from answers



Writing The Depository Self-Study

Audience

- GPO Inspection Team is primary audience
- Regional Librarian
- Administration and other officials
- Your depository department



Writing The Depository Self-Study

Writing Style

- Clear
- Concise
- Consistent



Writing The Depository Self-Study

Finishing Touches

- Packaging the product
- Mailing the product
- Who receives a copy



Writing The Depository Self-Study

Attachments to the Self-Study

- Required elements
 - Collection development policy
 - Access policy
 - Relevant pages of procedures manuals
- Optional elements
 - Annual reports
 - Map of the library
 - Organization chart
 - Position description
 - Community description



Writing The Depository Self-Study

Common Errors

- Not enough information
- Misleading information
- Unanswered questions
- Answering "yes" or "no" with no accompanying information
- Discrepancies between self-study, policies, and/or web page



Writing The Depository Self-Study

Citations

- Federal Depository Library Manual Supplement 3
- Administrative Notes 18(14):9-12
- Administrative Notes 18(8):27-34
- Study to Identify Measures . . .
pp. E10-11 (GP 3.2:EL 2/3/Final)
- A technical writing manual