## Depository Library 101: Depository Library Basics

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## The FDLP is based upon three principles:

- With certain specified exceptions, all Federal Government information products shall be made available to Federal depository libraries.
- Federal depository libraries shall be located in each State and U.S. Congressional District in order to make Government information products widely available.
- That Federal Government information in all media shall be available for the free use of the general public.

The legal responsibilities of Federal depository libraries fall into the broad categories of access, maintenance, and service:

- Providing for free public access to Federal Government information products regardless of format.
- Providing for the proper maintenance of the Federal depository materials entrusted to the individual depository's care.
- Providing service to meet Government information needs of the local community and surrounding area.

### Resources for Librarians

- Instructions to Depository Libraries
- Federal Depository Library Manual Guidelines
- Other sources, such as Superseded List, shipping lists and item lister

[All of these resources are available on the FDLP Desktop http://www.access.gpo.gov/su\_docs/fdlp/index.html]

## Source of "Basics"

Instructions to Depository Libraries

 $\underline{http://www.access.gpo.gov/su\ docs/fdlp/pubs/instructions/in\ tp.html}$ 

- Official rules and regulations of the Federal Depository Library Program (FDLP)
- Basis for evaluating depository libraries in self studies and inspections
- Written by LPS staff

## Instructions to Depository Libraries

Chapter 1 - Federal Depository Status

Chapter 2 - Collection Development

Chapter 3 - Bibliographic Control

Chapter 4 - Maintenance

Chapter 5 - Human Resources

Chapter 6 - Physical Facilities

Chapter 7 - Public Service

Chapter 8 - Cooperative Efforts Chapter 9 - Regional Services

## Chapter 1: Federal Depository Status A. Federal Depository Library Program B. Designation C. Depository Termination Procedure

## Chapter 2: Collection Development A. Purpose B. Scope of Collection Development C. Selection Tools D. Item Number System E. Updating Selection Profiles F. Selective Housing

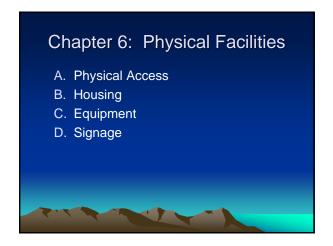
## Chapter 3: Bibliographic Control A. Bibliographic Control B. Shipping List C. Separates D. Processing E. Arrangement F. Duplicate Publications and Shipments



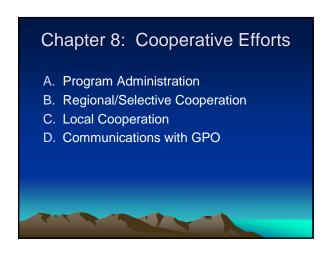
# Chapter 4: Maintenance (continued) G. Discards by Federal Libraries H. Discards by Highest State Appellate Court Libraries I. Secondary Copies J. Substitution of Depository Materials K. Microfiche



# Chapter 5: Human Resources A. Responsible Officials B. Staffing C. Training



## Chapter 7: Public Service A. Access B. Reference Service C. Referrals D. Public Awareness



# Chapter 9: Regional Services A. Designation B. Responsibilities C. Publication Disposal Process D. Regional Administration E. Regional Consultation

