Chapter

# 11

# Chapter 11 Collaborative Efforts

*Discusses partnering with GPO, the types of partnerships, who can form a partnership with GPO, benefits of partnering with GPO, partnership requirements.  It also describes collaboration among Federal depository libraries and state plans.*

## What's New or Important

- Your Federal depository library may wish to establish a formal partnership with LSCM to increase access to or to provide service in the use of government information resources.

- To help you to understand and to consider formal partnerships with LSCM, partnership web pages have been created on the new FDLP desktop at http://www.fdlp.gov/partnerships/about.html.

- There are many benefits to formal partnering with LSCM to include demonstrating to your administration the value of your depository collection and your expertise in providing content and services.

- Your Federal depository library, including other entities, may formally partner with LSCM when you have a project or service that would benefit the depository community.

- All formal partnerships MUST be documented as written proposals to LSCM; LSCM, management, in turn, reviews each proposal based on a set of criteria and makes a determination regarding acceptance.

- Accepted proposals are documented as Memorandums of Understanding (MOU) or other appropriate agreement format between the various parties.

- The FDLP is a system of collaborating libraries dedicated to public access to and services in their use of Federal Government information resources; depository libraries are expected to cooperate with LSCM, their regional library, and neighboring depositories.

## Partnering with LSCM

The increasing shift toward a more electronic environment has resulted in a possible new role for your depository library: that of partnering with LSCM to increase permanent public access to electronic materials.  Formal partnerships can benefit each depository library, the depository community, and LSCM by offering services to help librarians navigate the electronic environment or providing server space to help store electronic materials.  Partnerships can develop along various lines, with varying degrees of formality, and at various points in the information life cycle.

Federal Depository Library Program (FDLP) partnerships are official agreements between LSCM and one or more parties that may include government, corporate, educational, and other institutions in joint projects that benefit the FDLP.

Types of Partnerships

While FDLP partnerships will vary based on the type of project, to date partnerships have fallen into 3 categories.  However, partnerships are not limited to these categories, and LSCM will consider partnership proposals that fall outside of these categories.

Content Partnerships

In content partnerships, partners host part of the FDLP Electronic Collection for the free use of the general public.  Agencies and depository libraries enter into LSCM-brokered agreements to provide the environment and resources for permanent access to agency products not previously managed via GPO Access.

In general, a content partnership REQUIRES that an institution or organization provide storage capacity and cooperate with the agency and LSCM in providing user access to the product or products.  LSCM acts as broker of the agreement and agrees to receive custody of data and software in the event that the partner institution withdraws from the arrangement.  Other provisions may be negotiated into individual agreements.

When considering a content partnership, remember that the core of legislative and regulatory information managed on GPO's servers will remain with GPO permanently, while partner institutions will provide storage capacity and free public access to a wide variety of executive and judicial information.

Service Partnerships

In service partnerships, partners offer services that assist LSCM and depository libraries with the administration of FDLP collections.

Your depository library may develop services that enhance the use of FDLP government information.  After determining that a service developed for depository

operations or administration has a broad appeal and utility, LSCM enters into an understanding with the creating library to offer the service across the FDLP. Examples of service partnerships include [Enhanced Shipping List Service](http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/) (http://ublib.buffalo.edu/libraries/units/cts/acq/gpo/) which gives depositories the ability to produce labels for publications, and [Browse Topics](http://www.browsetopics.gov/) (http://www.browsetopics.gov/) which provides a subject-oriented approach to electronic Federal agency information.

## Hybrid Partnerships

In hybrid partnerships, partners offer a mixture of content and service partnerships, for example, hosting part of the Electronic Collection and also offering a service important to the administration of the FDLP collection.  Assisting LSCM to develop a more comprehensive Catalog of U.S. Government Publications (CGP) through cooperative cataloging would be a hybrid partnership.  An example of a current hybrid partnership is the Clemson University Pilot Light Project to facilitate the migration of tangible publications distribution to electronic (EL) dissemination for Federal depository libraries while also assessing the operational and service implications of a regional Federal depository library with a primarily electronic collection.

## Who Can Form a Partnership?

Institutions that have a project or a resource that would benefit the depository community as whole may be eligible to form a partnership with LSCM.  Partner institutions may include individual depository libraries, library consortia, or other institutions, such as Federal agencies.  Partnerships may also include more than two parties.  For examples, LSCM formed a partnership with both Case Western Reserve University and the Census Bureau to create a mirror site for certain files from the 2000 Census.  Look for additional ideas on possible partnership agreements with LSCM at [http://www.fdlp.gov/partnerships/about.html](http://www.fdlp.gov/partnerships/about.html).

There are variables to weigh in deciding if your library wants to become an official partner.  Your library may have paid for proprietary software and cannot promise that software to LSCM if the project ceases.  The library might wish to maintain total control over content and not be subject to LSCM in matters of performance or alterations to the project.  The library might have an idea that will mix depository content with other kinds of materials.

If your institution has an idea for a digital or other project, first be sure that you are not repeating another institution's work by:

- Posting your idea to GOVDOC-L and ask for comments from your depository librarian colleagues;
- Doing a thorough search of the Web; and
- Checking the Registry of [U.S. Government Publication Digitization Projects](#)

(http://registry.fdlp.gov/).

Then ask yourself these questions:

- Do you have an ongoing program in your library that could be shared with other depository libraries?

- Does your library have a digitization effort?

- Does your staff have time to devote to a special program?

- Does your library have fugitive publications?  Providing access to these electronically would benefit all depositories.

- Would your library administration support your participation in a nationwide effort?

- Would participation on a national level such as this help to justify your continuing as a depository library to your director?

- Do you have a realistic idea as to the financial and technical resources necessary to maintain the partnership?

Benefits of Partnering with LSCM

The benefits to participating in a partnership with LSCM include:

- Making a contribution to the depository community;

- Strengthening LSCM's outreach and collection use by contributing additional staff time, expertise, and server space;

- Receiving national recognition of your institution as a leader in the depository community;

- Demonstrating to your administration the value of your collection and your expertise in handling and providing services in the use of Federal Government information which, in turn, helps you to justify continued participation in the depository program;

- Developing and growing professionally through innovative use of online resources;

- Answering a need of the general public by creating a resource and linking from GPO's national pages;

- Committing a library to a project that is not subject to participation by specific individuals.  The partnership may help to ensure the project's continuation should a staff member be promoted, retire, or otherwise leave an institution; and

- Being involved in a project that has direct impact upon citizens' access and use of government information.

Partnership Requirements

In general, partnerships share the common element of being formalized through an agreement between LSCM and the library or agency.  The following points from LSCM are important considerations for partnership arrangements:

- Access is paramount.  The purpose of the partnership is to provide the public with unrestricted, no-fee access to specific Federal Government information products and services.

- A MOU or other appropriate partnership agreement between the participating library and LSCM will formalize the partnership.  The formal agreement will require LSCM to agree to receive custody of data and software in the event that the partner can no longer support permanent public access.  The partnership agreement should also include wording concerning software and server requirements for the participating library, specific duties required of the library staff, and other requirements.

- Partner sites may be able to indicate that the site is an official source for the product content.  In the case of partnership agreements that include the originating agency, the partnership agreement may specify that the site be recognized as an official source.

- It is critical to include a stipulation in the partnership agreement that the partner will impose no restrictions on re-dissemination that might impede the public's ability to use the information.

- Locators and bibliographic control are necessary.  LSCM will provide pointers and bibliographic access to in-scope products held by the partner.

- The partnership agreement MUST recognize that the content of the information products in the collection is in the public domain, and that a copy of any software developed as an integral part of the collection must accompany the content if the product is transferred back to LSCM. However, the partnership agreement should recognize that the partner retains the intellectual property rights associated with any value-added software the partner develops for the project.

- An important Web page to consult for copyright considerations in any digital project involving government publications is *Frequently Asked Questions About Copyright* (http://cendi.dtic.mil/publications/04-8copyright.html) maintained by CENDI.

- The partnership agreement should specify the performance measures for the number of simultaneous users and the percentage of time that the service MUST be available.  This may take the form of a regular report to LSCM on statistics or status of the partnership.

- Security MUST be addressed.  The partnership agreement MUST address system security issues such as providing adequate backup procedures

and firewalls.

- Consultation with LSCM is necessary.  It is critical in any partnership to keep the lines of communication open.  The partnership agreement should provide for regular consultation between the partners on a number of issues pertaining to the electronic products such as utilization rates, operational details, or any significant alterations in the way in which the collection is organized or accessed.  Remember that any significant changes made to the project appearance or function MUST be approved by LSCM.

- Both LSCM and the partner will publicize and promote the partnership.

For more information on partnerships, contact the Office of Planning and Development, Library Services (lpplanning@gpo.gov).

## Other Types of Collaboration with LSCM

If your depository library is unable to enter into a formal partnership with LSCM, there are other opportunities to work with LSCM to improve the FDLP by assisting with special and ongoing projects and tasks and fulfilling the requirements of the FDLP. Recent examples include:

- Updating your depository's information in the Federal Depository Library Directory (a requirement of FDLs);

- Working with LSCM staff to develop a Web-based training session

- Promote programs at your depository via the FDLP Desktop;

- Testing LSCM's new OPAC;

- Participating in the updating of the new *Federal Depository Library Handbook;*

- Evaluating the *GPO Access* disaster recovery site;

- Submitting fugitive publications to LostDocs using the "Fugitive Publications/Lostdocs" category on askGPO (http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php); and

- Having at least one staff member at the depository library subscribe to the RSS feed (http://www.gpoaccess.gov/rss/index.html) from the FDLP Desktop News and Updates to keep current on news and issues in the FDLP program.

Your depository is required to complete the Biennial Survey.  This is an important resource for LSCM.  The Biennial Survey serves to:

- Provide LSCM with information about conditions in individual depository libraries;

- Identifies trends; and

- Assists LSCM with planning for the FDLP.

## Collaboration among Federal Depository Libraries

The FDLP functions best as a system of cooperating libraries.  No single depository can meet all potential community needs.  Frequent communication among neighboring depositories is strongly encouraged.  Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.

LSCM encourages depositories to collaborate on projects such as digitization, retrospective cataloging, and storage of tangible collections.  A variety of depositories have pursed projects that enhance the FDLP.  Here are a few of those efforts:

- Five Colleges of Ohio:  The Five Colleges Documents group (Denison, Kenyon, Oberlin, Ohio Wesleyan, and Wooster) have worked together to provide current and retrospective cataloging of U.S. Government publications.
  (http://www.wooster.edu/Library/Gov/Ohio5Docs/Catalog.html)
- Government Information Online (GIO): Over 30 depositories participated in this pilot project to establish a model for virtual reference for government information. (http://govtinfo.org/)
- Various depository libraries have provided copies of Web sites and handouts to the GODORT Handout Exchange.
  (http://www.lib.umich.edu/govdocs/godort.html)

There are many innovative projects underway in the depository library community.  GPO's Registry of U.S. Government Publication Digitization Projects (http://registry.fdlp.gov/) is a good place to start a search for digitization projects.  If your library is unable to take on a project, consider contacting a depository managing a project and offer to contribute.  The opportunity for contributions is unlimited.

## State Plans

The effectiveness of the FDLP depends on close cooperation between selective Federal depositories and their regional Federal depository.  To assist in developing and coordinating this cooperation, LSCM encourages each state to draft a state plan.

State plans should be used to:

- Develop a comprehensive government publications collection in the state;
- Assist in cooperative collection development by providing a framework

for determining what is acquired by whom;

- Facilitate interlibrary loan between depositories especially for rarely used items;

- Foster accurate referrals;

- Provide depository staff with knowledge of the resources of neighboring depositories; and

- Address the implications of substituting electronic-only versions of depository publications still available for selection in a tangible format.

Remember that an individual depository library's collection is only one part of a much larger information bank known as the FDLP. Cooperation, communication, and coordination among the custodians of government information are essential to the efficiency and effectiveness of the FDLP.

Your depository library should take into account its collection and expertise strengths and weaknesses regarding retrospective and current materials as compared to nearby depositories, and incorporate this information into its collection development policy. For an example, the collection of a public library Federal depository close to a university library that has been a depository since 1895 will be quite different from that of a single Federal depository library in an isolated small town.

Your depository is strongly encouraged to be aware of neighboring collections and to actively coordinate item number selection to provide the best coverage of government information within the Congressional district. Such cooperative arrangements should be delineated in the collection development policy. Many states have also developed a written state plan for government publications that can provide overall guidance on collection development issues. Copies of existing state plans are available from either LSCM or your regional library.

Many states have already created state plans and have made them available online. For example, in 2004 Michigan revised its state plan (http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649-109592--,00.html), and Texas (http://zavala.tsl.state.tx.us/ref/fedinfo/stateplan.html) created a new one. They may provide useful background on some of the issues currently being discussed by LSCM and depository libraries. Additional plans are linked from the Library of Michigan's Regional Federal depository library Web site (http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18649---,00.html).

A program conducted by Stephen Henson and Paula Kaczmarek at the 7th Annual Federal Depository Library Conference, entitled "How to Draft a State Plan" (http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/98pro2.html) will provide additional information if your depository is beginning to develop a state plan.

When partnering with LSCM:

- Begin with a business proposal. Before approaching LSCM about a partnership, the best first step is to create a formal business proposal.  This proposal should explain why your library can make a difference in the government information arena and why you can be an effective partner. Include a realistic "game plan" that includes your vision of financial responsibility, staff time involved, server space, and any financial or other gain for your parent institution or community and LSCM.   Make sure the mission statement of the partnership is clear.

- Obtain the approval of your library administration.  Remember that a partnership with LSCM will REQUIRE approval from your library or parent institution's administration.  Make sure that you have obtained this approval before you contact LSCM and begin negotiations.

- Enlist the cooperation of the Systems or Information Technology department that services your larger library to get approval for server space and technical support for your project.

- Consider the timeframe for completing and obtaining approvals of a partnership agreement.  To form a partnership, the participating library and LSCM will have to sign a partnership agreement.  Remember that your library administration and parent institution's legal counsel will most likely require time to examine the partnership agreement before approval.  Equally, LSCM MUST also have the partnership agreement reviewed by legal counsel.  Several months should be allowed to send the documents back and forth before both parties approve it.

- Network with other partnership institutions to get advice.  If you are interested in forming a partnership, contact other institutions that have ongoing partnerships with LSCM to get advice on such things as amount of time required to formulate the partnership agreement, staff time required, server space required, available grants to support the program, and anything else you might not have considered.  For a list of current partnerships see http://www.fdlp.gov/partnerships/about.html.

- The partnership site design is a consideration.  Your partnership site may be designed or redesigned by LSCM to coordinate with the rest of GPO's Web pages.  LSCM will need to map your partnership site appropriately from its site, so that users will be able to easily locate your partnership's material.

- Site maintenance is your responsibility.  In a service partnership, most of the maintenance for the partnership site will be up to the partnering institution, and not LSCM.  If you wish to make changes to the characteristics of the service, you will NEED to get approval from LSCM. You will also be required to give up some control of the editorial service that you provide.

- Remember that in the spirit of cooperation, depository libraries are responsible for periodically updating your depository information through the FDLP Desktop.

- Complete the Biennial Survey.  The survey provides LSCM with valuable data that

is used to plan for the future of the FDLP.

If you are interested in partnering, contact information is available.
If you have an idea for a new partnership project, contact the Office of Planning and Development, Library Services (lpplanning@gpo.gov).

## Collaboration among Federal Depository Libraries

- Remember the FDLP works best when depositories work together.

- Share resources by submitting and fulfilling interlibrary loan requests.

- Local depositories can work together to share collection development responsibilities.

- Make other near-by depositories aware of your collections strengths.  This will help facilitate referrals.

## State Plans

- Each state is unique so there is no right or wrong way to develop a state plan. The number of regional depositories and selective depositories in each state will influence the way the state plan is created and organized.  For example, California has one regional depository and 90 selective depositories while New Mexico has two regional depositories and nine selective depositories.  Some states, such as South Carolina, have shared regional depositories, while other regional depositories are responsible for more than one state.

- If you are developing a state plan for the first time, review the plans of other states to find out if there is one that you could use as a guide.

- Include state documents groups, such as a state chapter of GODORT in the state plan process.
  (http://www.ala.org/ala/godort/godortcommittees/godortmembership/stateregional.cfm)

- The regional librarian or librarians should take an active role in creating or revising a state plan.  They should serve as the coordinator for the process, can be chair of the committee, can ask interested persons to volunteer, can appoint committee members, can serve in an advisory capacity, etc.

- Writing a state plan is an opportunity to involve the depository library directors in the state and to further educate them about the FDLP and LSCM.  For example, the director of the regional depository at the University of Georgia hosted a daylong seminar in Athens for depository library directors and depository coordinators.  The director also invited a staff member from the FDLP to participate in the seminar and give the keynote address.  This seminar provided the directors an opportunity to ask questions and learn more about LSCM and the FDLP from a LSCM official.

- The state plan process gives depository coordinators a chance to promote the FDLP to the depository library director and to other library staff members.

- An approval process and procedure should be included in state plan.  The type of approval process may differ between states.

- Include a timetable in the text of the plan for future revisions.  The revision process should also provide an opportunity for the depository libraries to review general library policy in regards to its U.S. Government publications collection.

- The state plan should be placed on a Web site so that it is easily available.

## Did you realize that you don't have to .....?

Go it alone.  Working with other depositories in your region will enhance your ability to develop the depository collection, promote the depository, and hold education activities.

## Important for Library Administrators

Partnering with LSCM

If your staff is considering a partnership with LSCM, the administration of the larger library or parent institution MUST give specific approval.  You may be asked to write a letter on behalf of your depository indicating that you are aware of the staff and financial commitments involved and the benefit that this collaboration has for your library and library community.  You will be consulting with your depository coordinator during all phases of planning.  An effective business plan will be REQUIRED and will demonstrate the support and understanding for the partnership by the library administration.

State Plans

The state plan provides guidance and procedures concerning the FDLP that are specific to the state.  The state plan is an agreement between the regional depository library's administration and the selective depository libraries in the state.  Selective housing agreements or collection development agreements between or among depositories can also be incorporated into the state plan.

Your depository library staff is encouraged to network with staff at neighboring depositories.  Collaboration between depository libraries can facilitate the sharing of resources, collaborative collection development, referrals, and efficiencies.