Administrative Notes

Newsletter of the Federal Depository Library Program

Annual Item Selection Update Cycle for FY2004 Begins June 2, 2003

The annual opportunity to add item numbers to depository library selection profiles takes place in June and July, 2003. From June 2 through July 31, depositories may make additions, which will take effect at the beginning of fiscal year 2004 on October 1. The Library Programs Service recommends that libraries review their current selections in terms of their communities' government information needs and change their selections accordingly.

The Library Programs Service strongly encourages libraries to select electronic information products whenever they are available, when they fit the library's collection plan for Federal Government information. About 60% of new Federal Depository Library Program titles are available in electronic format, and in recent months two-thirds of the new FDLP titles were "online only."

The Update Cycle period is the only time that items may be added. Items may be dropped at any time. Adds do not take effect until October 1.

Information about the Item Selection Update Cycle appears in Administrative Notes, on the FDLP Desktop News page at <http://www.access.gpo.gov/su_docs/fdlp/tools/news.html>, and on the GPO-FDLP-L listserv at <http://listserv.access.gpo.gov>.

Note: No information packet will be mailed to depository libraries.

Schedule

June 2, 2003 "Selection Update Cycle 2004" begins.

June-July Depository libraries evaluate selections.

July 31, 2003 Deadline for submission of all additions.

Oct. 1, 2003 New selection profiles become effective.

(Drops will be recorded and activated as soon as they are entered.)

Update Cycle Online on the Web

The 2004 Update Cycle will take place electronically on the Web. Libraries will be responsible for entering their own amendments to selections using the Web site "Amendment to Item Selections" on the FDLP Desktop Web site at: <www.access.gpo.gov/su_docs/fdlp/tools/amendment.html>. On this Web site, you will control the input, and the changes will be recorded instantaneously.

You will need your depository library number and internal password to submit your additions or deletions.

What If We Can't Access the Web?

If your library does not have Web access, please contact:

Joe Paskoski
e-mail: jpaskoski@gpo.gov
fax: 202-512-0877
phone: 202-512-1698

OR

Yvonne Washington
e-mail: ywashington@gpo.gov
fax: 202-512-0877
phone: 202-512-1131

Automatic Confirmation of Selections

Automatic confirmation of the changes you input is a function of the Web application. In addition, if you enter your e-mail address along with your depository library number and internal password when filling out the online selection update form, an e-mail confirmation of your transactions should be sent to you. However, we have, in the past, experienced some problems with the e-mail confirmation component of this application. For your records you may want to print out and/or save the Web page confirmation that appears as soon as you hit the Submit button. When you save the file, change the file name extension from .cgi to .html to view the page in a Web browser.

INSTRUCTIONS

Preparing for Your Library's Selection Evaluation

In preparing to amend your depository's item selection profile for fiscal year 2004, please consider the following:

➢ LPS requests that documents librarians conduct a zero-based review of the depository's current item selections by carefully examining the need for each item.

➢ Librarians should not make their collection development decisions in a vacuum. LPS encourages cooperative collection development to ensure that all relevant items are available within a local area or region without unnecessary duplication of little used documents.

> After consulting with other depositories, documents librarians should delete any items not actually needed to serve current or anticipated future needs of the public. If appropriate, a library should add relevant items needed by its clientele.

> Regional libraries may choose a single format when an item is offered in both microfiche and paper formats.

> Selective libraries must choose only a single format when an item is offered in both microfiche and paper formats.

Depositories should select items at a level at least half the average rate of libraries of a similar size and type. Exceptions are made for depositories with a written collection development policy certifying that their current selection rate of tangible and electronic information products effectively meets the public's government information needs.

Use the chart of selection averages in Administrative Notes, v. 23, # 5 (4/15/02), p. 7, to help determine your appropriate selection rate. This chart is also available on the FDLP Desktop at <www.access.gpo.gov/su_docs/fdlp/coll-dev/itemchrt.html>.

For further information, see "Review of LPS Position on Item Selection Rates" in Administrative Notes, v. 22, # 5 (3/15/01), p. 3.

Tools to Help Evaluate Your Selection Options

Item Lister shows your current item selections and all of the items currently available through the Federal Depository Library Program. Item Lister can be found on the FDLP Desktop Web site at:

<www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html>. Your drops will be reflected in Item Lister the next week after you make them. Adds will be activated, and added to Item Lister, on October 1, 2003. During the Annual Selection Update Cycle only, Option 5, Pending Adds, is added to Item Lister. This will show what adds you have made during the Update Cycle. These adds are pending, and go into effect October 1 at the start of the new fiscal year.

For both drops and pending adds, the library should monitor Item Lister to ensure that the submissions were recorded correctly.

> Consult the List of Classes in paper or download the file on the FDLP Desktop Web site to aid in your evaluation of item numbers and titles. The electronic List of Classes is located at <http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html>.

> Check out the collection management tools available on the Documents Data Miner, a cooperative partnership between Wichita State University and the Library Programs Service, at <http://govdoc.wichita.edu/ddm/GdocFrames.asp>.

> New item numbers added to the list of item numbers available for depository selection, can be found in several locations:

New item numbers not appearing in the paper List of Classes can be found in the "Update to the List of Classes, New Item Numbers" column in Administrative Notes Technical Supplement. New item numbers are added to the Item Lister and also to the Documents Data Miner each week.

Postings of new item numbers, discontinued classes, class corrections and other changes to the List of Classes are found in the WEBTech Notes database at: <www.access.gpo.gov/su_docs/fdlp/tools/webtech.html>.

The WEBTech Notes database is also available in dbf format on the Federal Bulletin Board at: <http://fedbbs.access.gpo.gov/library/list/files/?lib=WEBTECN>.

Passwords

Each library is assigned a unique *internal* password for FDLP administrative functions, such as submitting the Biennial Survey, amending item selections, and updating the directory entry.

All libraries also have an *external* password. It is used with external applications, such as special access to agency Web services (there is only one such application in place now: the Environmental Health database at <http://ehis.niehs.nih.gov>). All passwords provided by LPS should be secured and only authorized users should be allowed to submit adds and drops for a library. If you lose your password, or you have problems accessing the system, please contact Joe Paskoski at <jpaskoski@gpo.gov>, or Yvonne Washington at <ywashington@gpo.gov> or by fax at 202-512-0877.

NOTE: For security purposes, password requests should come from designated depository coordinators or library directors only.

For more information on passwords, see <www.access.gpo.gov/su_docs/fdlp/tools/faqs.html#1>.

Making Amendments to Selections

Libraries notify LPS of changes to their selection profile by submitting their adds or drops on the "Amendment of Item Selections" form found on the FDLP Desktop Web site at: <www.access.gpo.gov/su_docs/fdlp/tools/amendment.html>. You will need your depository library number and internal password to process your amendments. Internal passwords begin with "FDLP" followed by a series of numbers. Information on how to fill out the Web form and whom to contact are accessible by clicking on various buttons on the form.

If you have specific questions or comments, please contact Joe Paskoski at <jpaskoski@gpo.gov> or by fax at 202-512-0877.

Reporting Errors

If you mistakenly delete an item number or select an item number that you really wanted to delete, you must contact LPS. Do not try to re-input the correct selection by entering another transaction on the "Amendment to Item Selections" Web form. To report all errors or discrepancies in your selection profile, contact:

    Information Processing Unit
    fax: 202-512-0877
    e-mail: jpaskoski@gpo.gov
    ywashington@gpo.gov

Suggestions for Making Amendments

Changing Formats
If you want to change from paper to microfiche for dual distribution items, LPS suggests the following procedure to reduce gaps in holdings:

1. Add the microfiche item during the update cycle.

2. Once the new selection is distributed in October, delete the paper item.

For example, to change the Federal Register selection from paper to microfiche, add item 0573-D in June or July, for implementation in October. Then use the Web "Amendment to Selections" form to delete item 0573-C after you begin receiving microfiche copies.

Items Distributed to All Libraries
Titles distributed under item numbers **0154-B**, **0556-C**, and **1004-E** are distributed to all depository libraries whether your library selects these items or not. LPS will distribute other titles under these item numbers throughout the year if the informational content is deemed relevant to all depository libraries. Please do not drop these item numbers from your selection profile.

<div align="center">

EFFECTIVE DATES

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Deletions

If you have deleted item numbers for paper and electronic titles, LPS will stop shipping the publications within 1-2 weeks of your Web transaction. You should not claim publications listed under these items on shipping lists dated after the date you submitted the deletion.

Deletion of microfiche item numbers will take effect beginning the week after the amendment was submitted.

Deletions can be submitted to LPS throughout the year.

Additions

Libraries will be able to make additions to their selection profile only during the Annual Selection Update Cycle (June 2, 2003 through July 31, 2003).

All additions must be posted to the Web site by July 31, 2003.

All additions remain pending until they are activated on October 1, 2003. Libraries will begin to receive new publications with shipping lists dated October 1, 2003 and after.

Claims

Do not base your claims for missing depository publications on additions made during this update cycle period until the first shipping list is distributed for FY 2004 (after October 1, 2003). If you do, the claims will not be honored.
LPS will always indicate on the shipping list which selection update period governs the item distributions. Continue to claim from your 2003 selection profile during the update cycle period.

Journal of the National Cancer Institute Privatized

In December 1996, LPS was advised that the Journal of the National Cancer Institute (JNCI) [HE 20.3161: item no. 0488] would no longer be available to GPO for the FDLP or GPO Sales. Under a cooperative research and development agreement (CRADA) between Oxford University Press and the National Cancer Institute, the JNCI was to be privatized over a 5 year period. Arrangements were made to continue depository distribution during the duration of the CRADA which ended with the December 2002 issue. JNCI is no longer a government publication and will no longer be distributed to depositories.

Identification Issues in Depository Libraries Reviewed

In light of recent security concerns and the heightened atmosphere for public safety since the events of September 11, 2001, LPS has reviewed the *Instructions to Depository Libraries* and the general guidelines associated with Internet access and service policies to reassess the prohibition on identification requirements. LPS recommends that libraries also review their security policies and procedures currently in place that allow the public to access depository resources. In the past, the *Instructions* have prohibited requirements for patrons to present identification to utilize depository resources. With continued security concerns, it is appropriate for depository library administrators to determine operating hours, access and security procedures.

In developing identification requirements for public patrons to access depository resources, the libraries should take into consideration that some constituents with legitimate library needs may not be able to meet these requirements.   Thus, requiring identification to access the depository collection is allowable, but libraries are encouraged to continue existing procedures that already may be in place for most libraries where identification is not required, such as asking users to sign a guest register and escorting patrons to the depository collection.

Identification requirements should not be so onerous as to impede access to the depository resources. Requirements for a driver's license or state identification card are considered reasonable; provisions should also be made for juvenile users, such as high school and middle school students. Libraries are also reminded the FDLP exists to ensure access for all patrons requesting to use the depository resources, not simply the residents of the local Congressional District or locality.

As a result of this review, the online version of the *Instructions* has been updated to reflect this change in policy. Please take a few minutes to review the changes made to Chapter 7, Public Service, Section A. Access <http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/in_ch7.html#A>. If you have any questions or concerns about these changes, please contact Depository Services staff at (202) 512-1119.

Assuring Free Public Access to Federal Government Information

Free public access to Federal Government information is of paramount importance to the U.S. Government Printing Office. It is at the core of the Federal Depository Library Program, as mandated by Title 44, U.S. Code, Chapter 19. According to the *Instructions to Depository Libraries, July 2000*:

> Free access as defined by GPO means that any member of the general public can use Government information products in all media at the library without impediments. Providing free access by the general public to the resources of the documents collection, including electronic resources, is a fundamental obligation of all Federal depository libraries…
>
> Access policies, posting of signs, World Wide Web pages, and public service hours for depository patrons must conform to this requirement. Depository libraries must ensure that their security or access policies, or those of their parent bodies, do not hinder public access to depository materials.

Some examples of recent instances of impediments to patron access in depository libraries include:

- Limited service hours, i.e., 9:00 a.m. – 5:00 p.m. weekdays only. Depository materials are located in locked rooms without access except during these hours.
- Closed stacks with limited public service hours, limited cataloging, and limited indexes.
- Offsite storage facilities where the material is not cataloged or available for browsing, or retrieval time is longer than 24 hours.
- Age limitations, most commonly applied to children under the age of 16; they cannot use the library unless accompanied by an adult or other responsible individual.
- Age limitations imposed for computer terminal use. Again, these limitations are most commonly applied to children under the age of 16.
- Internet access is limited. Filtering software is employed, or access is restricted to .mil or .gov sites, with other sites added at the discretion of the library.

While depository library administrators may determine local operating hours, access and security procedures, it is important to keep in mind the public access requirements of the FDLP. New policies are not needed to address these issues, which are covered under the following policies updated to reflect the changes associated with identification requirements:

Guidelines for the Federal Depository Library Program
<http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/guidelin.html>

Instructions to Depository Libraries, July 2000
<http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html>

FDLP Internet Use Policy Guidelines
<http://www.access.gpo.gov/su_docs/
fdlp/mgt/iupolicy.html>

**Depository Library Public Service
Guidelines for Government
Information in Electronic Formats**
<http://www.access.gpo.gov/su_docs/
fdlp/mgt/pseguide.html>

**Managing the FDLP Electronic
Collection: A Policy and Planning
Document**
<http://www.access.gpo.gov/su_docs/
fdlp/pubs/ecplan.html>

An additional step libraries may wish to take in reviewing access policies and procedures associated with the Federal depository operation include a review of the operation from a fresh perspective. The review may include any or all of the following suggestions:

- Checking the library for signs that may have a "chilling" effect on public patrons, i.e., "Private," "Not open to the general public," "Open only to authorized persons."
- Reviewing the library's policies and procedures, especially those dealing with age, material placed on reserve, and computer access.
- Searching the library's or parent institution's web pages for limiting policies that depository staff may not know have been developed, implemented, and posted for users to see.
- Taking a fresh look at where the depository operation is situated: is it visible or is it hidden away in a basement?
- For integrated collections, reviewing the cross-training of staff in other departments. Is the reference staff trained to identify depository resources that are relevant to patron requests, even if the patron has not specifically requested U.S. Government information?
- Reviewing hours of operation and service for adverse impact on public access. Have there been reference and support staff hour cuts, essentially preventing anyone with a traditional working schedule from accessing the depository material?

Archived FDLP-L Listserv Messages
Available for Viewing

All the messages that have been posted to the FDLP-L Listserv are available for viewing in the list archives. To see the archives, go to <http://listserv.access.gpo.gov>, then click on

Online mailing list archives, and then click on GPO-FDLP-L. GPO uses the FDLP-L listserv to post time-sensitive messages about the Federal Depository Library Program.

Readers Exchange
Promotion of Documents

Ursula Ward
Metropolitan Library System
Oklahoma City, OK
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As one of our promotion efforts, I prepare a bibliography of articles from Oklahoma State and Federal periodicals that I think would be interesting to our library customers. I send the bibliography to the library's Public Relations Office to publish in one of the library's publications. I send one about every two weeks, depending on the number of entries. Books received through the depository program are also included.

I thought of the title for the periodical bibliography when I saw the little figure that I got from Microsoft Gallery to put with the bibliography. I had another name for the bibliography in the beginning. After

looking at the figure I thought it looked like the character on the Crackerjack box. Bingo! Why not call the bibliography "Uncle Sam's Crackerjacks."

I loved Crackerjacks as a child and still do today. I thought the bibliography would be mixture of books and periodicals from both Federal and state agencies. Like Crackerjacks, it is a mixture of good materials. Also like Crackerjacks it has a prize inside: information. So the name was born and stuck.

Attached is a recent list. All the lists feature titles received within the previous two weeks.

UNCLE SAM'S "CRACKERJACKS"

A Bibliography of Federal and State Documents New on the Downtown Library Shelves.
Where you always find a prize inside – Information

PERIODICALS

INSIDE OKDHS MAGAZINE Oklahoma Department of Human Services. Winter 2003. "Georgia Pugh Creates Soul Scenes" story and pictures by Gaylene Murphy. Pp. 5-7.
The author writes about a local artist, Georgia Pugh, who creates clay dolls and putting the dolls in scenes. The artist calls her creative scenes "Soul Scenes." Each "Soul Scene" depicts various scenes of African American community and family life by creating from scratch any objects needed for the scene. The article has pictures of the artist's various "Soul Scenes" she had created.

OKLAHOMA'S SCHOOL HEALTH Oklahoma State Department of Education January 2003. "Bullying Prevention Education in Oklahoma." Pages 4 and 5.
This article briefly describes what bullying is and the harm it can do to the children who are victims of bullying. It gives advice to schools administrators on what they can do to prevent bullying in their schools. At the end of the article is a list of useful web sites for bullying prevention information.

HEALTH VOICE: A PUBLICATION PROVIDED TO MEMBERS OF HEALTH CHOICE
Oklahoma State and Education Employees Group Insurance Board. December 2002
This little publication has a treasure of short articles on health information. Some articles in this issue includes: "Treatment and Understanding Key to Schizophrenia"; "Nutrition tips for Healthy Eating"; "Food Safety tips"; "Early Detection and Treatment Delay Glaucoma"; and "Control Stress Before It Controls You."

EMERGING INFECTIOUS DISEASES National Center for Infectious Diseases February 2003. "Preparing for a Bioterrorist Attack: Legal and Administrative Strategies" by Richard E. Hoffman. Pp. 241-245.
"This article purposes and discusses legal and administrative preparations for a bio-terrorist attack." The article purposes strategies for achieving best possible preparation for an attack as well as for removing legal barriers that discourage agencies, institutions and persons from working together for the overall good of the community. "Issues related to disease surveillance and special considerations regarding public health restrictive orders are discussed."

MONTHLY LABOR REVIEW U.S. Bureau of Labor Statistics. January 2003.
This issue is devoted to changes in each state laws during 2002 for labor, workers' compensation and unemployment insurance.

PARAMETERS U.S. Army War College. Spring, 2003.
"The Concept and Practice of Jihad in Islam" by Michael G. Knapp. Pages 82-94.

"This article traces the development of jihad through the early Islamic history into the present day and focuses on how jihad in concept and practice has been appropriated and distorted by Muslim extremists as part of their violent campaign against the West and their own governments."

PUBLIC HEALTH REPORTS U.S. Public Health Service. January/February 2003. "Neighborhood Environment, Racial Position, and Risk of Police-Reported Domestic Violence: A Contextual Analysis" by Deborah N. Pearlman … (etc.) Pages 44 – 58.
"The purpose of this study was to examine the contribution of neighborhood socioeconomic condition to risk of police-reported domestic violence in relation to the victim's race."

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