



Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 22, no. 11

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July 15, 2001

2001 Federal Depository Conference and Fall Depository Library Council Meeting

The 2001 Federal Depository Conference and fall Depository Library Council is scheduled for October 14-17, 2001. Online registration is available at <www.access.gpo.gov/su_docs/fdlp/tools/01conreg.html>. Please register by October 10, 2001.

The meeting will be held at the Holiday Inn Hotel & Suites, 625 First Street, Alexandria, Virginia 22314. Some attendees will be booked at the nearby Radisson Hotel Old Town Alexandria, 901 North Fairfax Street, Alexandria, VA 22314-1501. Both hotels offer free shuttle service to and from the Ronald Reagan Washington National Airport (DCA) and Metrorail (METRO). Free parking is available at both hotels for conference attendees.

A limited number of rooms are being held for Council/Conference attendees at the Government rate of \$126 (plus tax). The rate is good for the meeting dates as well as the three (3) days prior to the meeting and the three (3) days after the meeting (**Please note, since the General Services Administration Federal per diem rates change October 1, your room rate could be higher when the meeting convenes**). To receive the prevailing Government rate, you must make your reservation no later than September 14, 2001 and **mention that you are with the Government Printing Office Conference**. After that date, rooms will be subject to availability at the best obtainable rate. Reservations can be made by dialing the Holiday Inn directly at 703-548-6300.

Avis has offered our group some special meeting rates for all of their vehicles. The rates range from \$39.99 daily or \$165.99 weekly for a subcompact, to \$61.99 daily or \$266.99 weekly for a min van, sport utility or luxury car. Weekend rates per day range from \$21.99 for a subcompact to \$29.99 for a full size 4-door car. In order to get these rates, contact Avis at 1-800-331-1600 and provide them with the special Avis Worldwide Discount (**AWD**) number **J947660**. These rates are available from October 10, 2001 to October 24, 2001. Should a lower qualifying rate become available, Avis will present a 5% discount on that rate.

The Conference and Council meeting is free to everyone and there is no registration fee.

If you are unable to use the Web registration form, mail, fax, or e-mail the form in this issue of Administrative Notes to:

Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Fax: 202-512-1432
rhaun-mohamed@gpo.gov

Conference Registration Form

http://www.access.gpo.gov/su_docs/fdlp/tools/01conreg.html

PLEASE TYPE:

Depository Library Number (if applicable) _____

Name _____

Institution _____

Library Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail Address _____

I am new to U.S. Government documents (3 years or less)

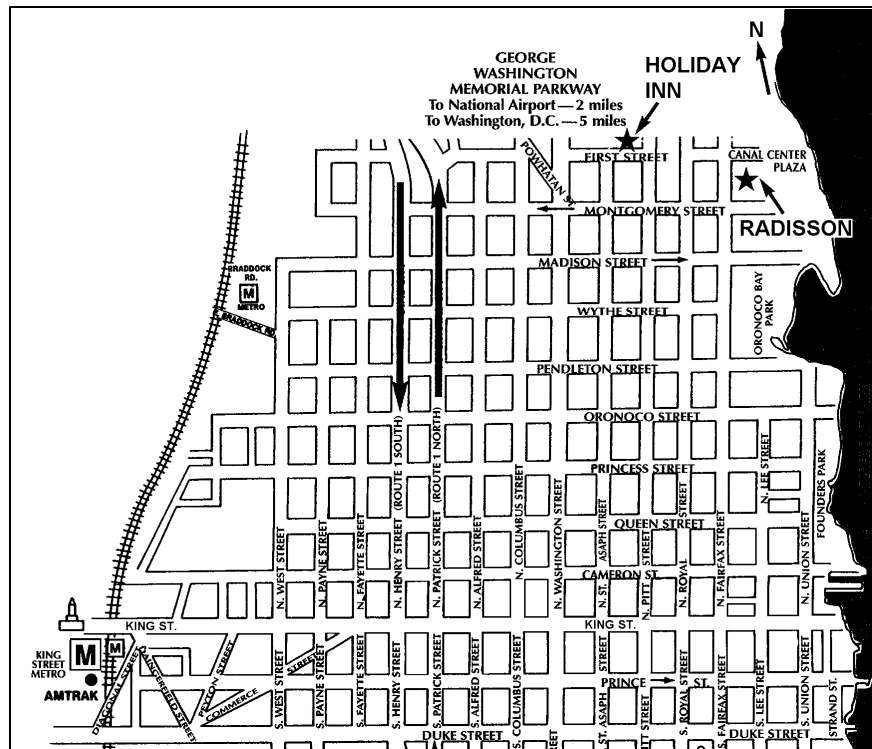
I am a first-time attendee

I am a former Depository Library Council member

I am from a Regional library

Library Type: Academic Public Law Other

Special Needs: (list)



Agenda

Fall 2001 Depository Library Council & Federal Depository Library Conference

Holiday Inn Hotel & Suites
625 First St.

Alexandria, VA
October 14 - 17, 2001

Sunday, October 14

- Morning** **All day meeting of regional librarians**
- 8:30 Coffee
- 8:45 Welcome
- Robin Haun-Mohamed, Chief, Depository Services, LPS, Meeting Coordinator
 - Maureen Olle, Louisiana State University, Meeting Coordinator
 - John Phillips, Oklahoma State University, Meeting Coordinator
- 9:00 State Plans: Update and Revision Strategies Discussion
- Speakers TBA
- 10:15 Break
- 10:45 Regional Superseded List Revision
- Carolyn Kohler, University of Iowa
- 12:00 Lunch
- Afternoon**
- 1:30 Union List of Supplemental Material and Indexes in Regional Libraries
- Ridley Kessler, University of North Carolina, Chapel Hill
 - William Sudduth, University of South Carolina
- 2:45 Wrap Up
- Robin Haun-Mohamed, LPS
- 3:00 Adjourn
- 4:00 - 5:00 Orientation to the Depository Library Council and Federal Depository Library Conference
This session is designed to acquaint first-time attendees with how the Council works
and to preview Conference activities over the next 3 days.
- Andrea Sevetson, Council Chair
 - Robin Haun-Mohamed, LPS, Facilitator

6:00 Informal pre-dinner get-together to network by food preference

7:30 - 10:00 Depository Library Council Working Session [open to all]

Monday, October 15

Morning

8:00 Registration and Coffee with Council and GPO Staff

8:30 Welcome and Remarks

- Michael F. DiMario, Public Printer
- Robin Haun-Mohamed, Chief, Depository Services, LPS
- Andrea Sevetson, Council Chair

9:30 GPO Update

- Francis J. Buckley, Jr., Superintendent of Documents

10:00 Break

10:20 **GPO Update (continued)**

- Gil Baldwin, Director, Library Programs Service
- T.C. Evans, Director, Office of Electronic Information Dissemination Services (EIDS)

11:00 GPO Information Exchange: Council and Audience Q&A

11:45 Depository Library Council

12:00 Lunch

Afternoon

2:00 Depository Library Council Working Session [open to all]

- Council Committee Reports and Recommendations for Council Action

2:00 New Documents Staff, Part I

Informal session to answer questions about depository issues

- Robin Haun-Mohamed, Chief, Depository Services, LPS, Facilitator
- Laurie B. Hall, Supervisory Program Analyst, LPS, Facilitator
- Betty M. Jones, Chief, Depository Administration Branch

2:00 GPO Access Open Forum, Part I

- T.C. Evans, Director, EIDS, Facilitator

- 2:00 Access to Web Publications from the Catalog: From Value-Added Service Providers
- Jim Veatch, Library HQ SiteSource
 - Jim Noel, MARCIVE, Inc.
 - Sergio Uribe, Auto-Graphics, Inc.
- 2:00 Federal Agency Update Session, Part I
- U.S. Geological Survey
 - James Lusby, National Imagery and Mapping Agency
 - Patricia B. Banks, Federal Aviation Administration
- 2:00 Tour: U.S. Department of Justice Library
- 2:00 Tour: Dibner Library of the History of Science and Technology (Smithsonian)
- 3:15 Break
- 3:45 Depository Library Council Working Session [open to all]
- Council Committee Reports and Recommendations for Council Action
- 3:45 New Documents Staff Part II
Informal session to answer questions about depository issues
- Robin Haun-Mohamed, LPS, Facilitator
 - Laurie B. Hall, Supervisory Program Analyst, LPS, Facilitator
- 3:45 GPO Access Open Forum, Part II
- T.C. Evans, Director, EIDS, Facilitator
- 3:45 Federal Agency Update Session, Part II
- Roger L. Payne, U.S. Board of Geographic Names
 - Agency TBA
 - Agency TBA
- 3:45 Documents Data Miner 2 (DDM2): An Enhanced Utility
- Nan Myers, Wichita State University
 - John Ellis, Wichita State University
- 5:00 Adjourn

Tuesday, October 16

Morning

- 8:30 Depository Promotion: You Can Do It!
- Earl Shumaker, Northern Illinois University
 - Robert Gaines, University of North Carolina, Greensboro

- 9:15 Cooperative Cataloging Panel Discussion
- Tad Downing, Chief, Cataloging Branch, LPS, Moderator
- 10:00 Break
- 10:30 OCLC Archiving Project
- 11:15 Item Selection Rates, Electronic Formats, and Collection Development Policies in the More Electronic Federal Depository Library Program
- 12:00 Lunch
- Afternoon**
- 2:00 Depository Library Council Working Session [open to all]
- 2:00 Grant Information:
- Michelle Farrell, Institute of Museum and Library Services
 - John Geschwindt, Pennsylvania State Library
 - Elbie Yaworsky, eiNetwork, Carnegie Library of Pittsburgh
- 2:00 Baseline Electronic Proficiencies Program
- Robert B. Allen, College of Information Studies, University of Maryland
 - Loretta Spurling, University of Kansas
 - Speaker TBA
- 2:00 Federal Agency Update Session, Part III
- Marc Wolfson, Federal Emergency Management Agency
 - Monika Edwards Harrison, Office of Entrepreneurial Development, Small Business Administration
 - Agency TBA
- 2:00 LPS System Update Discussion Group
- Bonnie B. Trivizas, Chief, Library Division
 - Laurie B. Hall, Supervisory Program Analyst, LPS, Facilitator
- 2:00 Tour: Library Programs Service, U.S. Government Printing Office
- 2:00 Tour: U.S. Department of Justice Library
- 3:15 Break
- 3:45 Education Resources on the Web: For Students, Parents, Kids, and Homeschoolers
- Suzanne Sears, Tulsa City-County Library System (OK)
 - Adriana Edwards-Johnson, University of Central Oklahoma

- 3:45 Mentoring New Documents Librarians and Organizing or Rejuvenating Local Documents Interest Groups
- Jill Moriearty, University of Utah
 - Karen Russ, University of Arkansas, Little Rock
- 3:45 Federal Agency Update Session, Part IV
- Mary L. Burgess, National Center for Health Statistics
 - Agency TBA
 - Agency TBA
- 3:45 Important Legal Resources (Yes, Even in Your Non-Law Library)
- Mark Gooch, College of Wooster
 - Barbara Selby, Arthur J. Morris Law Library, University of Virginia
- 5:00 Adjourn
- 7:00 - 9:00 Depository Library Council Working Session [open to all]

Wednesday, October 17

Morning

- 8:00 Coffee with Council and GPO Staff
- 8:30 Depository Library Council Working Session [open to all]
- 8:30 Federal Agency Update Session, Part V
- STAT-USA
 - National Center for Education Statistics
 - Agency TBA
- 8:30 FirstGov Update
- Patricia Wood, FirstGov
- NTIS Update
- Walter Finch, National Technical Information Service
- 8:30 TBA
- 8:30 Disaster Plans: Hoping for the Best, But Plan for the Worst
- Stephen Henson, Southern Company Services, Inc.
 - Mary Finley, California State University, Northridge
- 10:00 Break
- 10:30 Depository Library Council Working Session [open to all]

- 10:30 Census Update
- John Kavaliunas, U.S. Bureau of the Census
- Maps for Census 2000: Directions We Can Take
- Barbara Levergood, University of North Carolina, Chapel Hill
- 10:30 Inspections and Self-Studies: Helpful Hints and Fracturing the Myths
- 10:30 Finding Technical Reports and Information: A Librarian's Perspective
- Kay Collins, University of California, Irvine
 - Marcia Meister, University of California, Davis
 - Lynne Reasoner, University of California, Riverside
- 10:30 Roles for Libraries Big and Small in the Digital Preservation of Government Information
- Elizabeth Cowell, University of California, San Diego
- LOCKSS Project
- Chuck Eckman, Stanford University
- Counting California: Integrated Access to and Preservation of Federal and State Information
- Patricia Cruse, California Digital Library, University of California
- 11:00 Tour: Library Programs Service, U.S. Government Printing Office
- 11:00 Tour: U.S. Senate Library
- 12:00 Lunch
- Afternoon**
- 2:00 Depository Library Council: Plenary Session
- Report of draft recommendations and action items, including audience response and comments
- Andrea Sevetson, Council Chair
- 3:30 Adjourn



FDLP Basic Collection Revised

The list of titles constituting the Basic Collection was developed in 1977 to identify the most basic Federal documents for inclusion in depository collections. These documents are vital sources of information that support the public's right to know about the workings and essential activities of their Federal Government. Good collection development and maintenance practices dictate that the list of titles must be kept current. Changes in the publications, including format, must be recognized, and new titles should be added as the user community and agency publication practices change.

Library Programs Service (LPS) presented a proposed revision of the Basic Collection to the Depository Library Council for its consideration at its spring 2001 meeting. Following Council action, the Collection was revised, and replaces the Basic Collection found in the Federal Depository Library Manual, Appendix C, pp. 173-174 (1993). The revised list of titles in the Collection shown below is also available via the FDLP Desktop at <www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html>.

All depositories are expected to have the titles in the Basic Collection accessible to their patrons (see Instructions to Depository Libraries, page 5, and the Guidelines for the Federal Depository Library Program, 3-1). How this is accomplished is a local decision; however, merely linking to GPO Access or the Catalog of U.S. Government Publications (CGP) does not provide sufficient access to all of these titles. While access is best accomplished by cataloging the titles and including active hyperlinks in the bibliographic record, other alternatives are available to depositories:

- Link to all the titles in the Basic Collection from the library's Web site
- Catalog the Basic Collection using a collection level record and including a hyperlink
- Link to the revised Basic Collection Web page from the library's Web site
- Purchase and make available commercial equivalents (tangible or electronic) of the Basic Collection titles
- Incorporate Basic Collection titles into topical bibliographies or guides

Basic Collection

Title	SuDoc Number	Item Number
American Factfinder	C 3.300:	0154-B-16 (online)
Ben's Guide to U.S. Government for Kids	GP 3.39:	0556-C (online)
Budget of the United States Government	PREX 2.8:	0853 or 0853-C
Catalog of Federal Domestic Assistance	PREX 2.20:	0853-A-01
Catalog of U.S. Government Publications	GP 3.88-9:	0557-F (online)
Census of Population and Housing	C 3.223/(nos.)	0156-M-(nos.) 0159-B-(nos.) 0159-C-(nos.)
Code of Federal Regulations	AE 2.106/3:	0572-B or 0572-C
Congressional Directory	Y 4.P 93/1:1	0992
Congressional Record (daily)	X 1.1/A:	0994-B or 0994-C
Constitution of the United States of America: Analysis and Interpretation	Y 1.1/3:	1004-E-01
County and City Data Book	C 3.134/2:C 82/2/date	0151 or 0151-D-01
Economic Indicators	Y 4.EC 7:EC 7	0997
Economic Report of the President	PR 43.9:	0848
Federal Register (daily)	AE 2.106:	0573-C or 0573-D
GPO Access		(online)
Historical Statistics of the United States*	C 3.134/2:H 62/970	0151
Occupational Outlook Handbook	L 2.3/4:	0768-C-02
Public Papers of the President	AE 2.114:	0574-A
Sales Product Catalog	GP 3.22/3:	0552-B-01 (online)
Slip Laws (public)	AE 2.110:	0575
Social Security Handbook	SSA 1.8/3:	0516-C-01
STAT-USA (ask librarian for password)	C 1.91:	0128-P (online)
Statistical Abstract of the United States**	C 3.134:	0150 or 0150-B
Statutes at Large	AE 2.111:	0576
Subject Bibliographies	GP 3.22/2:	0552-A (online)
United States Code	Y 1.2/5:	0991-A or 0991-B
United States Government Manual	AE 2.108/2:	0577
United States Reports	JU 6.8:	0741
USA Counties**	C 3.134/6:	0150-B-01 (cd-rom)
Weekly Compilation of Presidential Documents	AE 2.109:	0577-A (online)

* Title may not be available at all depository libraries as it was distributed in 1976. It can be purchased through the GPO Online Bookstore <www.bookstore.gpo.gov>.

** Copyright restrictions prevent the inclusion of some tables in the electronic versions.

New GPO Access Training Manual Now Available

A new GPO Access Training Manual is currently available from the GPO Access help page at <http://www.access.gpo.gov/su_docs/help.html>. The manual is available in Portable Document Format (PDF) and as a self-extracting EXE file that unzips as a PDF. All page and URL references are hotlinked within the PDF document.

An initial print copy will be distributed in double-sided, three-hole, loose-leaf format to each Federal depository library. In order to provide the most current training manual possible, updates to the manual will be available from the GPO Access help page to print and add/replace pages in the booklet. Updates will be announced via this and other listserves (DocTech-L, GOVDOC-L, Gateways, and DocWorld).

Copies of the basic manual will also be available for purchase from the U.S. Government Online Bookstore <<http://bookstore.gpo.gov>>.



GODORT Provides Welcome Wagon for New Documents Librarians

The following web sites are recommended by GODORT's Education Committee as excellent resources for new or inexperienced documents librarians.

21 THINGS TO DO (When Assuming Responsibility for A Federal Depository Library) (University of North Texas)

<http://www.library.unt.edu/govinfo/programs/21things.html>

A useful checklist with links to FDLP and GODORT sites.

Federal Depository Library Program DESKTOP

http://www.access.gpo.gov/su_docs/fdlp/index.html

Provides handy information about the FDLP - policies, publications, GPO Access, finding aids, the electronic collection, and processing tools.

ALA GOVERNMENT DOCUMENTS ROUNDTABLE (GODORT)

<http://www.lib.berkeley.edu/GODORT/>

This is GODORT's organizational page, with links to its committees, conferences and publications.

GOVERNMENT INFORMATION AND DEPOSITORY MANAGEMENT CLEARINGHOUSE (GODORT)

<http://www.library.ucsb.edu/ala/clearing.html>

The 7 Clearinghouse topics provide links to resources created by GODORT committees or by practicing documents librarians; there are also links to several tutorials to aid in the use of government information.

FREQUENTLY USED SITES RELATED TO U.S. GOVERNMENT INFORMATION (GODORT)

<http://www.library.vanderbilt.edu/romans/fdtf.html>

Links to hundreds of sites, organized by governmental branch, agency, and subject area.

GODORT HANDOUT EXCHANGE

<http://www.lib.umich.edu/govdocs/godort.html>

A collection of guides to government information sources written by library staff across the United States and distributed by GODORT's Education Committee; arranged by broad subject classification.

TOOLBOX FOR PROCESSING AND CATALOGING FEDERAL GOVERNMENT DOCUMENTS (GODORT)

<http://www2.lib.udel.edu/godort/cataloging/toolbox.htm>

Provides links to GPO cataloging records and processing tools.

THE 'AGENCY APPROACH' TO LOCATING GOVERNMENT INFORMATION ON THE INTERNET (GODORT)

<http://www.wiu.edu/users/mfcem/agency.htm>

A tutorial created by Chuck Malone, Western Illinois Univ., for GODORT's Education Committee.

GOVDOC-L USER GUIDE

<http://docs.lib.duke.edu/federal/govdoc-l/index.html>

Policies and procedures for the government information Listserv.

UNIVERSITY OF MICHIGAN DOCUMENTS CENTER

<http://www.lib.umich.edu/govdocs/index.html>

A well-organized compilation of web sites for Federal, state, local and international resources; includes useful links to class assignments.

6/01



Depository Library Directors' Survey Results Summarized

Throughout the five years of the transition to a more electronic Federal Depository Library Program there have been discussions and assumptions about the attitudes of librarians and administrators regarding the progress and effects of the shift to electronic resources. LPS has routinely been asked by Congressional committee staff and by other agencies with an interest in the FDLP questions like "Are libraries going to stay in the FDLP?"

In late April, LPS staff developed and conducted an informal poll of 30 directors of depository libraries intended to test some commonly held assumptions about depository libraries in the electronic age, and to establish a basis for further, more rigorous research.

The 30 depository libraries contacted included a variety of library types, selected according to the proportional makeup of the FDLP: 50% academic, 20% public, 12% law, and 18% other (including community colleges, state libraries, and courts), as well as a fair geographic distribution. An impressive 29 of the 30 administrators responded to the poll.

The poll consisted of nine statements, some positive, some negative, rated on a five-point scale ranging from "strongly agree" to "strongly disagree," each with an opportunity for further comments. The statements were based on comments LPS staff have heard informally in conversations with depository librarians, administrators, and government officials.

The poll points to a high level of support among library administrators for the FDLP generally, and for the move to electronic dissemination. For example, 75% of the sample agreed or strongly agreed that the increases in electronic dissemination have made depository designation more relevant to the mission of their libraries. A summary of the results follows this article.

LPS is very grateful for the cooperative and very positive response we received to this poll. The information has been helpful already, and clearly points to the need for a larger and more rigorously conducted study to examine these issues. We are hopeful that such a study will take place within the next year.

The cooperation of the directors by taking time to respond and in providing thoughtful and candid responses and comments, and in supporting the FDLP are all appreciated. Also of great value was the support of depository librarians in helping to arrange interviews and providing supporting information.

Questions about the poll can be directed to Robin Haun-Mohamed, Chief, Depository Services, at <rhaun-mohamed@gpo.gov>, or 202-512-1119.

TOTAL SAMPLE	Strongly Agree	%	Agree	%	Neutral	%	Disagree	%	Strongly Disagree	%	Number Responding
Statement 1: Depository designation for my library provides access to resources for a specific subgroup of library users or a specific set of user needs which would be difficult for us to serve otherwise.	18	62	8	28	1	3	2	7	0	0	29
Statement 2: Depository designation for my library carries a “cachet” or importance in the community that has value for the library.	10	34	12	41	7	24	0	0	0	0	29
Statement 3: Depository designation provides a single channel for acquiring a body of resources which would otherwise be difficult and/or time consuming for us to acquire.	20	69	5	17	3	10	1	3	0	0	29
Statement 4: Depository designation functions as a channel for us to acquire materials for the collection at low or no cost.	19	66	6	21	4	14	0	0	0	0	29
Statement 5: Users of my library depend on being able to have access to the official, authentic Federal Government information in the depository program.	15	52	12	41	2	7	0	0	0	0	29
Statement 6: The support services within the depository program, such as cataloging, training and continuing education, and depository development through the self-study and inspection process, provide value for my library that the staff are able to translate into public service.	8	28	16	55	4	14	1	3	0	0	29
Statement 7: The increase in the number of online publications in the depository program has made our depository designation more relevant in terms of the mission of the library, and our users needs.	10	34	12	41	3	10	3	10	1	3	29
Statement 8: Because so much Government information is available online, there is a diminished need for a depository program that discovers, catalogs, and assures stable, ongoing access to Government information.	0	0	4	14	2	7	6	21	16	55	29
Statement 9: Because of the many changes in the library environment, it is no longer important to have library staff devoted primarily to government documents.	0	0	3	10	2	7	10	34	14	48	29

Readers Exchange

Award Acceptance Remarks By Sheila M McGarr Director, National Library of Education CIS/ALA GODORT Award Breakfast San Francisco Hilton Continental Ballroom June 18, 2001

Good morning, friends. I know so many of you through inspecting your depository operations and your attending Interagency Depository Seminars and Federal Depository Library Conferences. To quote Mark Twain, "The report of my death was an exaggeration." All I did in January 2001 was change jobs. With the various encomiums such as the ALA commendation during its midwinter convention and the Depository Library Council commendation at its April meeting, I've been witnessing my own memorial service (and a very nice one it is). Over the last several months, I've been the subject of many e-mail messages and accolades and to be honest, I'm really not comfortable with such praise for just doing my job. As a Federal Government employee, it's "your tax dollars at work." During the winter, I enjoyed the flattery. Now I'm just embarrassed.

At GPO, I did not work alone. There is little room for a virtuoso performance in an operation as complex as the Federal Depository Library Program. No one can master it all! There is an under-appreciated team at the Library Programs Service and some of them are here today: Gil Baldwin, Tad Downing, George Barnum, and Bonnie Trivizas. Robin Haun-Mohamed is inspecting a library today. Others are back at the office, including Laurie Hall, Colleen Davis, Marian MacGilvray, and many more that you do not know by name. To set the record straight from the June 2001 DTTP announcement of this award, Joe McClane began the Interagency Depository Seminar in 1988 and the Federal Depository Library Conference in 1992. Starting in 1993, I built on his foundation, remodeled it, and added on a lot. The conference started out as a Cape Cod and now it's a tract mansion. Sandy Schwalb, John Tate, and Willie Thompson were key players in the success of these continuing education programs.

In order to accept this award, I had to undergo the Department of Education's version of "20 Questions." Thank goodness for the GODORT Web site where I could obtain the nomination form and list of previous award winners to prove that the award was not dreamed up just for me. Some of the myriad questions included, "Was ALA paying my transportation?" As if! "Did I hold any office in either ALA or GODORT?" I never have held an office in GODORT due to a possible perception of conflict of interest. In the government, perception becomes reality. The check has been made out to the U.S. Department of Education, not to me personally.

The National Library of Education (NLE) is an umbrella organization that includes the department's library, ED Pubs, and ERIC. In over 5 months at my new position, I have been surprised at the number of times I have spoken at internal meetings about the Federal Depository Library Program. I have also discovered there are "fugitive" documents, especially from awardees of grants and contracts, that are not in either ERIC or the NLE's collection. So NLE will be evangelizing at principal offices and with contract staff to gain access to these information products.

At NLE, we're in the 3rd year of level funding and the proposal for 2002 is identical to previous years. With a new Assistant Secretary in the Office of Educational Research and Improvement, I hope that our allotment can be increased. There are several unique collections of education materials at NLE that are paper-based and non-circulating. I plan to use this award as "seed money" to determine the procedures and costs of digitizing a discrete group of materials. Then NLE will have the data to justify requesting more money in its budget for digitizing and mounting education information on the Internet.

Thank you.



GPO Update

**Remarks by Francis J. Buckley, Jr.
Superintendent of Documents
Before the Federal Documents Task Force
Government Documents Round Table
American Library Association
June 16, 2001
San Francisco, CA**

Good morning! Last week Yogi Berra appeared in Washington, DC at a program sponsored by the Smithsonian Institution. Sandy Schwalb on our staff, whom many of you know as an ardent baseball fan, brought back a few quotes with relevance to the Federal Depository Library Program:

- "When you come to a fork in the road, take it,"
- "You observe a lot by watching," and of course:
- "It ain't over till it's over."

I'll leave it to you to mull over how to apply them!

Library Directors' "Survey"

Earlier this spring, some members of the LPS staff conducted an informal poll of library administrators in the FDLP. This was designed to give us feedback on our performance and test some commonly heard assumptions about participation in the depository program.

Thirty depository libraries were contacted--according to the proportional makeup of the program--50% academic, 20% public, 12% law, and 18% other (this last category included community colleges, state libraries and courts). We attempted to have a fair geographic distribution as well.

The poll indicated strong support among directors for the FDLP, and for the electronic transition. It supported our assumption that libraries are remaining active in the program because it continues to provide value for libraries that would be difficult and costly to obtain otherwise.

I want to share the reaction to a few of the nine statements we posed to the library directors:

In response to the statement that "Depository designation provides a single channel for acquiring a body of resources, which would otherwise be difficult and/or time consuming for us to acquire," 69% strongly agreed and another 17% agreed.

"Depository designation functions as a channel for us to acquire materials for the collection at low or no cost." The response rate was pretty similar to the previous statement in that 66% strongly agreed and 21% agreed.

"Because so much government information is available online, there is a diminished need for a depository program that discovers, catalogs and assures stable, ongoing access to Government information." To this we had 55% strongly disagree and 21% disagree -- overall 76% dissented.

Some comments we heard from the directors included:

- "Some key materials, i.e., reference, etc. should be in both formats -- electronic and paper."
- "The program needs to continue to assure continued responsibility of the government for information."
- One director said he liked "electronics" and that it "adds a whole level of complexity." He was "very pleased with online access."

We are very grateful for the cooperative and very positive response we received for this poll. A report on the poll and its outcomes will appear in an upcoming issue of Administrative Notes. We will be able to use the information from this small poll immediately, and we clearly see the need for a larger and more rigorously conducted study to examine these issues.

Electronic Transition

Gil Baldwin will be discussing in detail the FDLP electronic transition tomorrow at the Fed Docs Work Group session. But I did want to say that the electronic content in the FDLP is steadily rising. For the first six months of this fiscal year, 62% of the new titles were electronic, compared to FY 2000 when 53% of the new FDLP titles made available were disseminated electronically.

In this Internet environment we are adding value to a wide range of electronic government publications. We do this through updated versions of our traditional functions; that is, we identify, evaluate, select, organize and catalog electronic government information products. Further, we assure that they remain permanently accessible to the public on our servers, through agreements with the issuing agencies, or partnership agreements with depository libraries.

OCLC Web Document Digital Archive

There are many roads to explore to ensure permanent public access to government information. We have been convening meetings of representatives of the national libraries, the National Archives, and other Federal agencies and organizations to discuss various approaches and developments in this area.

We will be heading down one path next month when LPS will begin the first phase of a pilot project called OCLC Web Document Digital Archive, a proposed integrated toolkit for libraries and archives to identify, select, bibliographically identify, preserve and maintain access to digital content.

GPO and OCLC have been working together on the complex question of persistent access to digital publications for nearly five years, beginning with a pilot project that involved the National Library of Education, OCLC, and approximately 600 libraries in the FDLP. Based on the information gathered in that project, GPO staff recommended to OCLC, "Build an archive and the tools to use it."

From GPO's perspective, the provision of permanent public access to the information produced by the Federal Government, regardless of form or format, is a responsibility conferred on GPO and the FDLP by Congress in Title 44 of the United States Code. Since the introduction of floppy discs and the CD-ROM in the late 80s, to the present, GPO has been seeking solutions for providing distributed, stable access to Government information in digital formats that emulate the stability of access provided by print publications in depository libraries.

We have been moving forward in the transition to a more electronic FDLP since 1996. Currently half a dozen or more legacy systems, ranging from mainframe based databases to very inexpensive shareware, form the technological landscape in which librarians and paraprofessionals at GPO work. With those systems we acquire hardcopy and electronic publications; classify and catalog them for access; archive electronic publications for permanence; track, control, and ship tangible items; and manage the resources of the FDLP Electronic Collection for use by depository libraries and their users nationwide.

For GPO, the Web Document Digital Archive being developed by OCLC will potentially accomplish several goals:

- Development of a toolkit that will integrate and enhance existing processes for identification, harvest, bibliographic description, and preservation of digital publications
- Creation of new and improved tools to supplement, expand, or replace existing processes
- Build an offsite digital archival facility, organized on the principles of the Open Archival Information System model, and which will work in tandem with other archive solutions.

In the first phase, the CORC interface will be augmented to manage processing and archiving workflow and allow not only creation of a bibliographic record, but a related preservation metadata record as well. In later phases, functionality will be added to identify and harvest digital resources, as well as for storage in OCLC archival servers.

In just over a year, GPO's fledgling internal digital archiving activities have already preserved about 1300 electronic publications. The OCLC/GPO pilot project will make significant progress toward scaling up GPO's capacity to preserve digital publications, to help meet the growing demands of the American public for electronic Government information.

FirstGov

In recent months, there have been discussions between staffs of GPO and FirstGov, the new General Services Administration (GSA) portal being developed as a one-stop index to government information and services (Federal, state, and local). Our goal has been to work cooperatively with the developers of FirstGov to ensure that their coverage of the resources of GPO Access is maximized.

We have provided feedback on the organization of their site and search results. We are working on taxonomy and content committees, a Cross Agency Portal Working Group and a Cross Agency Feedback Working Group. We are currently exploring a partnership with FirstGov that would:

- enable us to utilize the FirstGov search engine as a replacement for the Pathway Indexer in our suite of finding aids on GPO Access and
- result in FirstGov adjusting several of the pages on their site to inform users about depository libraries and provide a linkage to the locate libraries page on GPO Access.

Electronic Documents Working Group

Tomorrow Gil will also be talking in greater detail about efforts in the depository community to help GPO bring online documents into the FDLP Electronic Collection (FDLP/EC).

Following up on a recommendation from the Depository Library Council to the Public Printer at its fall 2000 meeting, a group of approximately 30 volunteers will work with LPS to increase the number of electronic resources included in the FDLP/EC. Diane Eidelman, a former member of

Council, will lead the working group. Information about this group and its activities will be linked from the FDLP Desktop.

There is an effort underway in the law library community to check agency Web sites each week for legal and regulatory documents that are not in the FDLP/EC. Then those “missing” documents are reported to us via askLPS. The Fugitive and Electronic-Only Documents Committee is part of the Government Documents Special Interest Section of the American Association of Law Libraries.

We certainly appreciate these efforts to help us locate electronic government information products that should be, but are not currently, part of our collection.

Status of Needs and Offers

Speaking of partnerships and voluntary efforts to help the FDLP, I want to take this opportunity to thank Kevin Reynolds, who has stepped down as editor of the Needs and Offers list after almost five years. Kevin began working on this project when the list migrated from print to electronic format. We appreciate his excellent service and wish him well in his new position at Smyrna Public Library.

LPS staff have temporarily assumed responsibility for the list, and we are actively seeking a new editor. We have had conversations with a couple of librarians, but if you are interested, please contact either Robin Haun-Mohamed or George Barnum who are here at the conference.

Conclusion

I always appreciate the opportunity to talk with you -- to let you know what is happening in the red brick building back in Washington and to hear your ideas, questions, and suggestions. I'm looking forward to our dialog over the next few days.

To end with a quote, Rudyard Kipling said in his “American Notes” in 1891, that “San Francisco has only one drawback, ‘tis hard to leave.”

Fortunately, many of us have just gotten here, so we don't have to think about leaving quite yet.

Thank you.



FDLP Developments

Remarks by Gil Baldwin Director, Library Programs Service Before the Federal Documents Task Force Working Group Government Documents Round Table American Library Association June 17, 2001 San Francisco, CA

I appreciate being here for the FDTF Work Group's session today, because it gives us all a change to do things a little less formally. I want to cover just a few topics this morning, and then my colleagues and I will open things up for questions. Yesterday you heard the Public Printer and the Superintendent of Documents talk about some of the issues before us in Washington, but today we're going to get down to the nitty-gritty. I'm going to try to stay away from the things in the LPS Update handout, but please feel free to ask questions about those items if you'd like more information.

LPS Personnel

Now the first thing I'm going to do is break the rules, because I'm going to talk about an issue that is in the handout. The topic is personnel, because I feel this is critical to LPS' ability to manage the Depository Library and Cataloging and Indexing Programs. So far 2001 has been filled with staffing challenges. Obviously you all know about Sheila McGarr leaving LPS, but that's just the tip of the iceberg. Vicki Barber, formerly Chief of the Depository Distribution Division, recently left LPS for a promotion to Chief of the Documents Technical Support Group. We are recruiting to fill Vicki's position now, and I hope to have someone on board soon. Colleen Davis, an LPS veteran who has been acting as Chief of the Depository Distribution Division, is expected to retire in a couple of weeks. We have also put in the paperwork to fill her job.

Bonnie Trivizas has returned to LPS as Chief of the Library Division. Bonnie, who previously served in LPS from 1986-92, has management responsibility for the Cataloging Branch (CB), the Depository Administration Branch (DAB), and the Depository Services Staff (DSS).

DSS' library inspection team is presently staffed with only one library inspector, Walter Zoller, since Charles Bradsher has just left LPS for the Defense Technical Information Center. LPS intends to select two new inspectors this summer.

Thomas A. Downing, Chief of the Cataloging Branch, has been the acting Chief of the Depository Administration Branch, in addition to continuing as Chief of the Cataloging Branch. LPS is in the process of filling the DAB Chief position. The "all sources" vacancy announcement closed on May 17. We are also in the process of filling the Chief of

Micrographics Section, a position that is critical to meeting our microfiche contracting obligations.

LPS is working with GPO's Personnel Office to address the ongoing brain drain of professional librarians to other Federal agencies. The impact of this out-migration has been particularly marked among our library inspectors and catalogers. We are going to try to fill these positions on an ongoing "flow" basis, rather than reacting to individual vacancies.

FDLP Electronic Transition

What I see for the future of the FDLP is three major trends: more online access to content, continuing resource squeezes, and changing relationships between GPO and the partner libraries. Since 1996 we have made big changes in the FDLP in terms of collection building and content delivery, but as Yogi Berra said, "it's not over 'til it's over." Yet the program mission is unchanged: providing free and unrestricted public access to the published works of the U.S. Government, both today and into the future, and to make Government information accessible to the public through a network of depository libraries. What is changing is our means to carry out this mission and our emphasis within LPS.

As we move toward an essentially "all-electronic" Program, LPS' role is moving toward managing an electronic collection for current and future public access. And one of the most important elements in accomplishing this is by cataloging and organizing the innumerable Government publications on the Internet.

Transition to More Electronic Dissemination

The transition to a more electronic FDLP is continuing, as required by Congress, and consistent with the trends in Government publishing. Throughout FY 2000, LPS staff searched the Web for online versions of Government publications for inclusion in the FDLP Electronic Collection. At the beginning of FY 2001, LPS amended over 100 agency term printing contracts to eliminate the requirement for paper copies for FDLP distribution. In January 2001, the Superintendent of Documents issued policy guidance (produced with library community input) to assist GPO staff in determining which products should be disseminated solely online. As a result, there are now more online-only titles in the FDLP than ever before. For the first half of FY 2001, 62 percent of the new titles available to the public through the FDLP have been online.

In the electronic era, we have also expanded our cataloging and locator services efforts. We've moved beyond the traditional Monthly Catalog as our principal output. Even though our MARC/AACR2 cataloging work is still a major operation, we also have a whole family of browsable locator tools available through GPO Access.

Electronic Documents Working Group

In its Fall 2000 Recommendations to the Public Printer, the Depository Library Council recommended that "GPO establish a working group for the purpose of tracking selected agency Web sites for online-only government publications, determine the scope of agency online

publishing, recommend priorities for inclusion in the FDLP, and examine other issues as identified by the working group.”

Volunteer members of the depository community will assist GPO in its efforts to bring online documents into the FDLP Electronic Collection (FDLP/EC). Under the leadership of Diane Eidelman, a group of approximately 30 volunteers was established to work with LPS to increase the number of electronic resources included in the FDLP/EC.

On May 24, 2001, Diane Eidelman and John Stevenson, Council chair of the Operations committee, met with members of LPS staff in Washington to discuss the project. The purpose of the meeting was to plan the activities between the community volunteers and LPS staff, familiarize John and Diane with the online documents workflow in LPS and determine the tasks to be accomplished.

The main functions of community volunteers will be to:

1. Identify online titles/products currently in the program in tangible format for possible migration to “e-only.”
2. Identify new titles/products that are not in the Program. Evaluate for inclusion in the FDLP/EC.
3. Identify titles/products that are currently in the Program that have become fugitive. Determine status and availability.

In each, the Working Group volunteers will be asked to provide the most complete information possible to GPO, following procedures that will be outlined by GPO.

Working Group Resources

LPS will design a web page linked from the FDLP Desktop that will have a listing of all of the working group participants; their contact information, the agencies that they will be covering and their LPS staff contact. Links will be created to various resources that should be used as guidance in determining if titles/products should be included in the FDLP/EC.

Resources available:

- a. *USC, Title 44*
- b. *GPO Circular Letter No. 456*
- c. *SOD 71, January 2001*
- d. *Managing the FDLP Electronic Collection, Oct. 1998*
- e. *Essential Titles, January 2001*
- f. *Classification policy for online materials: Draft, May 2001*
- g. *Classification Manual, 1993*
- h. *GPO Cataloging Guidelines, 4th ed, 2001*
- i. *Cataloging Priorities, Fall 2000 Council Recommendation*
- j. *List of Classes*
- k. *Triage of E-Material, May 2001*

In addition, this page will include a template for submitting proposed electronic resources to LPS. By following a suggested set of procedures, and using the template, Working Group members will be able to provide the most complete information to LPS. The page will also include a list of agencies that have been “claimed” and identify who the miner is.

Working Group/LPS Relationship

We envision that an LPS staff member and a volunteer might work together to identify online titles/products for a specific bureau or office within a larger agency. This is a good way to develop agency contacts, guarantee that all necessary information is passed to LPS, and that all tasks in the LPS processing cycle are completed. We decided that a “Review Board” would not be necessary if a submission form was designed to include specific information and a volunteer and LPS staff member worked together on a specific agency or bureau.

State Plans

I want to shift now to an entirely different topic. Last month I traveled down to Georgia, and spoke at a meeting of all of the Georgia depository coordinators and their directors. This meeting was hosted by the regional, the University of Georgia, and coordinated by Susan Field. One of the principal topics was state plans, since the Georgians are in the process of updating theirs. I provided them with some background on how state plans came to be, and some elements that GPO thinks are important for state plans in the 21st century.

The state plan effort may be traced back to a Resolution of the Depository Library Council to the Public Printer in April 1981. The idea was that the development of state plans for the FDLP would provide a cost-effective means of enabling depository libraries to share the responsibility for the development of collections and provision of services within a state.

Another major cause for state plans was the problems being experienced by regional depositories. By the early 1980's the law establishing the regionals had been in effect for nearly 20 years. Some serious collection management and space issues had emerged. Remember, this was the pre-electronic era, and mostly the pre-microfiche era. We were distributing paper products literally by the ton, and regional collections were bursting at the seams. Coordination at the state level was seen as one possibility for alleviating this problem. Early state plans emphasized the management and retention of physical products.

Today, GPO has state plans on file covering some 34 states and Puerto Rico, and we know there are some more out there that we don't have on file. But all of the plans we know about in detail date from the pre-electronic era. There are several states that are somewhere in the revision process: Minnesota, Texas, Kentucky, Wisconsin, Georgia and Florida are the ones that we know about.

State Plans for the E-FDLP

In recent years the transition to the electronic Federal depository library program, what we call the E-FDLP has caused major re-examination of the roles and responsibilities of GPO and the regional and selective depositories. Users and their expectations have changed, too. The demands for instant gratification put stresses upon traditional library services. And the way in which many libraries organize their Government information areas has evolved to the point that separate documents areas in libraries are going the way of the dinosaur. So we need to look at state plans against this backdrop, and revise them to fit the E-FDLP environment.

Features of a 21st Century State Plan

From GPO's perspective, the time for state plans has come around again. Born about 20 years ago to address the problems of regionals, a state plan for the 21st century is an opportunity to demonstrate the leadership and an enhanced role for regionals. As the FDLP has become more electronic, it depends on access to decentralized virtual collections. A parallel development is that GPO is trying to decentralize management of the FDLP, while still working within the confines of the statutes. We would like to see regionals act as leaders within their service areas; in effect becoming the field commanders for the FDLP. There are many decisions that are best made locally, and we see this kind of meeting as a very positive stride in that direction.

To sum up, here are some features that you might want to consider as you develop your next state plan:

- How to manage the transition from the physical to the online world of information.
- Focus on electronic resource delivery, including issues of access policies for the general public, selections, service guidelines, security, and infrastructure.
- The role of the regional depository; both with the selective depositories it serves, and coordination with other regionals.
- Retention issues when substituting online versions for physical products.
- Contingency planning for service interruptions of various types.
- Provision of service in a 24 by 7 world.

[In the discussion following the presentation, the Superintendent of Documents agreed to write to the directors of depository libraries to encourage state planning efforts.]



[Handout]

Library Programs Service Update

American Library Association Annual Conference

June 2001

LPS PERSONNEL

The year 2001 has brought a number of staffing challenges to the Library Programs Service (LPS). Vicki Barber, formerly Chief of the Depository Distribution Division, recently left LPS for a promotion to Chief of the Documents Technical Support Group. LPS is in the process of recruiting to fill this key position. Colleen Davis, an LPS veteran who has been acting as Chief of the Depository Distribution Division, is expected to retire in July.

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LPS is working with GPO's Personnel Office to address the ongoing brain drain of professional librarians to other Federal agencies. The impact of this out-migration has been particularly marked among our library inspectors and catalogers. We are investigating possible approaches to filling these positions on an ongoing "flow" basis, rather than reacting to individual vacancies.

INSPECTION PROGRAM

LPS' library inspection program has been severely curtailed by the staffing situation. With the exception of investigating serious public access complaints, we are not scheduling additional inspections pending rebuilding the staff. LPS has no near-term plans to request additional self-studies, again because of the staffing situation. We are developing a plan to expedite the review of the 80 self-studies in our backlog.

ITEM SELECTION UPDATE

The annual amendment of item selections "open season" continues through July 31. Selection update information is located at <http://www.access.gpo.gov/su_docs/fdlp/tools/updatein.html>. New selections will be effective October 1, 2001.

FEDERAL DEPOSITORY CONFERENCE

The 10th annual Federal Depository Conference and fall 2001 meeting of the Depository Library Council to the Public Printer will meet at the Holiday Inn Hotel & Suites in Alexandria, Virginia, on October 14-17. You may register online beginning in July.

PROGRAM FUNDING

GPO is requesting \$29.6 million for the Superintendent of Documents' Salaries and Expenses (S&E) appropriation for FY2002. This is an increase of slightly more than 6% above the current level, but still below the FY2000 funding. The requested amount is allocated to the four S&E programs:

• Depository Library Distribution (includes GPO Access)	\$24,214,000
• Cataloging and Indexing	4,252,000
• International Exchange	728,000
• By-Law Distribution	<u>445,000</u>
	\$29,639,000

Six additional full-time equivalent employees (FTEs) are being requested for the Cataloging and Indexing Program, to improve GPO's capability to discover, catalog, and process online Government information. Two additional FTEs are requested for the Federal Depository Library Program (FDLP), specifically to work on activities related to managing the FDLP Electronic Collection. The new FTEs would support the highly detailed high-tech tasks associated with preservation of electronic publications, such as handling large digital collections and to work with further integration of existing systems and development of new procedures and strategies for digital preservation activities.

OCLC DIGITAL PRESERVATION PROJECT

In July 2001, LPS will begin the first phase of a pilot project using OCLC's Web Document Digital Archive, an effort to develop tools for libraries and archives to preserve and maintain access to digital content.

The OCLC/GPO pilot project will create a set of integrated tools, processes, and options. The Web Document Digital Archive has several goals:

- Development of a toolkit that will integrate and enhance existing processes for identification, harvest, bibliographic description, and preservation of digital publications.
- Creation of new and improved tools to supplement, expand, or replace existing processes.
- Building an offsite digital archival facility, organized on the principles of the Open Archival Information System model, and which will work in tandem with other archive solutions.
- Building a working set of preservation metadata elements to facilitate long-term preservation of digital publications.

CATALOGING GUIDELINES NOW ONLINE

The 2001 edition of the *GPO Cataloging Guidelines* is now available on the FDLP Desktop at <www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf>. This edition is available only electronically.

BIENNIAL SURVEY

LPS has completed the analysis of the results of the 1999 Biennial Survey of depository libraries. The 1999 and 1997 reports, accompanied by other Biennial Survey items, may be found on the new Biennial Survey of Depository Libraries page on the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/bisurvey/index.html>. The 2001 Biennial Survey, with questions that vary only slightly from the 1999 version, will be conducted this fall.

DISTRIBUTION TO LIBRARIES

During the first half of FY 2001, 62% of the 21,976 new titles made available through the FDLP were online.

DEPOSITORY PRODUCT UPDATE: RECENT ADDITIONS TO THE FDLP

Balancing the Needs of Families and Employers: The Family and Medical Leave Surveys, 2000 Update

Item No. 0745, SuDocs No. L 1.2:2001011790
<http://purl.access.gpo.gov/GPO/LPS11311>
<http://www.dol.gov/dol/asp/public/fmla/main2000.htm>

Climate Atlas of the United States, September 2000

Item No. 0274-F, SuDocs. No. C 55.281/2-2:C 61/CD/DISK 1
SL No. 2001-0021-E, SL Date 03/14/2001

Critter Crossings: Linking Habitats and Reducing Roadkill

Item No. 0982-G-05, SuDocs No. TD 2.2:2001008542
<http://purl.access.gpo.gov/GPO/LPS11043>
<http://www.fhwa.dot.gov/environment/wildlifecrossings/index.htm>

Disaster Assistance: A Guide to Recovery Programs, December 2000

Item No. 0216-A-07, SuDocs No. FEM 1.8:D 63/21
SL No. 2001-0200-P, SL Date 05/16/2001

Managing Major Public Events: A Planning Guide for Municipal Officers, Law Enforcement, Community Leaders, Organizers, and Promoters, November 2000

Item No. 0208-A-01, SuDocs No. J 23.2:2001005174
<http://purl.access.gpo.gov/GPO/LPS11274>
<http://www.usdoj.gov/crs/pubs/majorevents.pdf>

Manual on Uniform Traffic Control Devices, December 2000

Item No. 0982-G-02, SuDocs No. TD 2.8:2001012438

<http://purl.access.gpo.gov/GPO/LPS11723>
<http://mutcd.fhwa.dot.gov/>

New Paradigms for a New Century: Rethinking Civil Rights Enforcement, June 13, 2000

Item No. 1063-H, SuDocs No. Y 3.D 63/3:2/2001012306
<http://purl.access.gpo.gov/GPO/LPS11640>
<http://www.ncd.gov/newsroom/publications/pdf/paradigms.pdf>

Redistricting Summary Files Public Use Training Modules, February 2001

Item No. 0154, SuDocs No. C 3.223:2001011695
<http://purl.access.gpo.gov/GPO/LPS11193>
<http://www.census.gov/mso/www/rsf/index.html>

Women and Smoking, A Report of the Surgeon General, 2001

Item No. 0483-L-06, SuDocs No. HE 20.7615:W 84
SL No. 2001-0024-S, SL Date: 05/01/2001

VISIT THE FDLP DESKTOP!

http://www.access.gpo.gov/su_docs/fdlp/index.html

Library Programs Service, June 5, 2001



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