Administrative Notes

Newsletter of the Federal Depository Library Program

Call for Presentations at Fall 2006 Federal Depository Library Conference

The 2006 Depository Library Conference Committee invites the Federal Depository Library community to submit proposals for the 15th annual Federal Depository Library Conference this fall. You are invited to attend and participate in this annual forum, which offers numerous opportunities to share your ideas, explore new developments, and network with your colleagues in the field of Federal information dissemination.

The Conference committee invites proposals from introductory to advanced level on topics related to Federal information librarianship and information dissemination, including but not limited to:

- Digitization
- Preservation
- Web Discovery and Harvesting
- Virtual Depository Library Collection
- Best Practices for Stand-Alone or Integrated Depository Library Collections for Collection Development, Public Services, and Staff Development
- Inventive Marketing and Other Promotional Strategies to Maximize Your Library's Participation in the FDLP
- Nuts and Bolts of Daily Library Operations

We received many excellent proposals for previous conferences and look forward to receiving many proposals again this year. To submit a previous proposal or a new one, please fill out the Web form at: http://www.access.gpo.gov/su_docs/fdlp/events/cfp.html

Please send your proposal before August 31, 2006. Presenters of accepted proposals will be notified by September 15, 2006.

If you have questions, please contact Marian MacGilvray at mmacgilvray@gpo.gov or call 202-512-1119.

Preliminary Agenda
Fall 2006 Federal Depository Library Conference
& Depository Library Council Meeting
Washington DC, October 22 – 25, 2006

SUNDAY OCT. 22

8:00	Registration
8:00	Regional Meeting
9:30	New Attendees Orientation
11:30	Lunch Break On Your Own
1:00	Plenary Session: Public Printer
2:30	Library of the Year Award Presentation
3:15	Library of the Year Reception
4:00	Council Session: Key Note Speaker
5:30	Adjourn

MONDAY OCT. 23

8:00   Coffee with Council

8:30   Plenary Session: Superintendent of Documents, Operational, and GPO Agency Updates

- Judy Russell, Superintendent of Documents
- Richard Davis, Director, Library Services & Content Management
- Bob Tapella, Chief of Staff

10:00   Break

10:30   Plenary Session: Panel Discussion with PMO Directors, Master Integrator & Program Management Team - Mike Wash, Facilitator

12:00   Lunch Break On Your Own

1:30   Council Session: New LSCM Policies Related to FDsys

1:30   Educational Program TBD

1:30   Serial Set

- John Graham, Public Library of Cincinnati & Hamilton County, Cincinnati, OH

1:30   Educational Program TBD

3:00   Break

3:30   Council Session: Web Harvesting

- Matt Landgraf, Lead Program Planner, Program Management Office, GPO

3:30   Educational Program TBD

3:30   Educational Program TBD

3:30   CD-ROM Migration

- Lisa Russell, Office of Planning & Development, Content Management

5:00   Adjourn
6:30-9:00   Optional GODORT Meeting

TUESDAY OCT. 24
8:00   Coffee with Council
8:30   Council Session: Vision Document
8:30   Agency Update Educational Program TBD
8:30   Access: Security & Reference Merge
8:30   GPO Operational Open Forum
10:00   Break
10:30   Council Session: Digital Distribution
10:30   Agency Update Educational Program TBD
10:30   Issues Related to Mostly Electronic Collections
10:30   GPO Online Services Open Forum
12:00   Lunch Break On Your Own
1:30   Council Session: SOD 301
1:30   Agency Update Educational Program TBD
1:30   Virtual Reference
1:30   OPAC/CGP Open Forum
3:00   Break
3:30   Council Session: Future of Bibliographic Services
3:30   Agency Update Educational Program TBD
3:30   Managing Collection Resources
3:30   GPO Operational Open Forum
5:00   Adjourn

WEDNESDAY OCT. 25
8:00   Coffee with Council
8:30   Council Session: Regional Selective Issues
8:30   Educational Program TBD
8:30   Educational Program TBD
10:00   Break
10:30   Plenary Council Session: Acquisitions in a Digital Environment
12:00   Lunch Break On Your Own
1:30   Proposed Tour: Library of Congress
1:30   Proposed Tour: National Archives
1:30   Proposed Tour: Supreme Court Library
1:30   Proposed Tour: Senate Library
1:30   Proposed Tour: Smithsonian Institution Libraries
5:00   Adjourn

Federal Per Diem Rate Raised for Washington DC

The U.S. General Services Administration has announced new per diem rates for Fiscal Year 2007, beginning October 1, 2006. The new rate for lodging has increased to $195 in the District of Columbia, from $166. Because of this change, the room charges at the Hyatt Regency Washington will be increased to $195 single and $220 double during the fall Council meeting and Federal Depository Library Conference, October 22-25. This change affects all FDLP conference participants staying at the Hyatt, even if they pre-registered at the previous prevailing rate. (The non-government rate is currently $479 single.)

To make reservations online, go to: https://resweb.passkey.com/Resweb.do?mode =welcome_ei_new&eventID=31036

A limited number of rooms will be available on a first-come, first-served basis at the Government rate prevailing at the time of the meeting.

Reservations should be made before Tuesday, September 19, 2006 to ensure receiving the prevailing Government rate. The District of Columbia's room tax is 14.5%. If you have any problem making your reservation, please contact the Office of Education and Outreach at (202) 512-1119 for assistance.

The Government rate will be honored beginning Wednesday, October 18 through Saturday, October 28, 2006.

Reservations may also be made by calling 1-888-421-1442. Please mention the GPO's Federal Depository Library Conference and Council meeting to receive the correct rate.

GPO Selects Master Integrator for FDsys

GPO has selected Harris Corporation as its principal system integrator for FDsys, GPO's Future Digital System. This represents a significant milestone in achieving GPO's Strategic Vision by creating a world-class digital content system. When implemented,

FDsys will enable the American public to easily and rapidly access a vast collection of significant Government publications and content—the content within scope of GPO's Federal Depository Library Program.

Keep Up With GPO's Future Digital System (FDsys) Via Blog

GPO is posting news about the development of its Future Digital System (FDsys) on a blog at http://fdsys.blogspot.com/. The blog is updated every other week.

The Future Digital System will be a world-class information life-cycle management system that will transform GPO into a content management agency. The Future Digital System will be system and policy neutral, modular, and adaptable. The FDsys will be designed to accept, organize, manage and output authenticated content for any use or purpose and to preserve the content independent of specific hardware or software. It is scheduled to be operational in 2007.

Contribute to the Registry of U.S. Government Publication Digitization Projects

The U.S. Government Printing Office encourages you to contribute information about your institution's digitization projects containing U.S. Government publications to the Registry of U.S. Government Publication Digitization Projects at http://www.gpoaccess.gov/legacy/registry/.

The Registry's goal is to provide comprehensive coverage of all appropriate digitization projects that include U.S. Government publications. The Registry is designed to:

- Serve as a locator tool for publicly accessible collections of digitized U.S. Government publications;

- Increase awareness of U.S. Government publication digitization projects that are planned, in progress, or completed;

- Foster collaboration for digitization projects; and

- Provide models for future digitization projects.

Projects represented in the Registry must be freely accessible and entirely composed of digitized U.S. Government publications or include a substantial number of them. You may update information about projects as they progress.

GPO Posts Latest Recommended Readings Update

The U.S. Government Printing Office (GPO) has posted the latest up-to-date Recommended Readings list on the FDLP Desktop. The new list includes links to resources that will help you understand some of the major initiatives that are going on in the Superintendent of Documents organization and throughout GPO. The list can be accessed at http://www.gpo.gov/su_docs/fdlp/pubs/reading.html.

Spring Depository Library Council Meeting Summaries Are Online

Summaries are now available of the sessions presented in Seattle, Washington at the 2006 Spring Depository Library Council Meeting. Along with the session summaries, the questions and answers following the sessions have also been summarized.

Summaries are available with the proceedings, which are found at:

http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/06spring/index.html

The webcast of the lead-off plenary session at the spring meeting of the Depository Library Council is also available online, at http://www.vodium.com/goto/gpo/seattle.asp.

GPO Releases Summary of Responses to Questionnaire on Selection Mechanisms Comments

As part of its ongoing efforts to increase flexibility for depository libraries, GPO is continuing to review the item number system used to select publications. During the Spring Depository Library Council Meeting, Superintendent of Documents Judy Russell asked conference participants and others in the depository community for feedback on the proposed models for the selection of online and tangible publications. The questionnaire was posted on the FDLP Desktop to allow individuals not in attendance to respond.

GPO received over 170 responses to the questionnaire on selection mechanisms, and thanks all those who took the time to respond. This data will be used to support finalizing the new models for selecting online and tangible publications

The responses have been summarized and are available for review at <http://www.access.gpo.gov/su_docs/fdlp/selection/index.html>.

Readers Exchange

Intershelving CD-ROMs:
A Small Depository's Success Story

Barbara Jones
Dalton State College Library
Dalton, Georgia

Abstract – Collection accessibility and patron convenience were the driving force behind the Dalton State College Library's efforts to integrate shelving of electronic format documents within the open stacks of the depository collection. Other factors taken into consideration were security, preservation, usage, and various shelving issues.

Introduction

A planned move into a new library addition in 2002 provided an opportunity to integrate over 900 CD-ROMs, floppy diskettes, and DVDs into open shelving with the depository collection of over 58,000 paper government documents. The addition of 20 percent more shelving, ongoing weeding by depository staff, and the decline of document receipts in tangible formats created more shelf space for the project.

Depository staff have always had to be creative when shelving the various shapes and sizes of documents that arrive in depository shipments while maintaining SuDoc order. Our collection has included vinyl stickers, photographs, business cards, spin wheel gauges, bookmarks, rulers, two documents that were nearly two feet tall by three feet wide, along with the more common microfiche, maps, atlases, loose-leaf materials, posters, standard-size paper documents, pamphlets, videos, etc. Interfiling CD jewel cases really isn't a challenge.

Background

DSC's depository serves Georgia's recently redistricted 10th congressional district, and the College has approximately 5,000 students. The depository selects 23 percent of government documents item numbers and received 50 electronic products in FY 2005-06. There has been a steady downward trend in the selection and receipt of CD-ROMs since FY 1996-97 when the depository received 387 electronic products.

The depository's electronic collection consists of 3.5-inch diskettes, CD-ROMs, and DVDs, but mostly CD-ROMs. Single diskettes are stored in jewel cases from which the plastic section with the spindle has been removed. Two or more diskettes of a title are stored in a clear vinyl envelope. Videos have always been shelved in the depository and have always circulated. All electronic media are cataloged and barcoded and have circulated outside the library since 1995. Loan periods and overdues are the same as for paper documents.

When the depository started receiving the first few diskettes around 1990, the disks

were stored in a file box in the depository office on the second floor. As the collection grew, disks were stored in a large binder in page-size, plastic sleeves. Soon after the receipt of the first CD-ROMs, a decision was made to mount the 5 most important discs on a Local Area Network (LAN) on the first floor and to file the others in media cabinets in the reserves room behind the circulation desk.

The CD-ROM collection grew quickly, and a decision was made to dismantle the LAN and house all electronic documents in the reserves room and install as needed on dedicated depository workstations with a menu for the most popular titles. Boot disks were made for the more difficult discs, and DOS installation instructions were typed on labels and affixed to the remaining jewel cases. With the advent of Windows and html, this step is fortunately no longer necessary. CD-ROMs and disks that accompanied paper documents and kits were removed, placed in jewel cases, barcoded, labeled, and filed in the reserves room. These additional steps required more processing time, more processing materials, and additional storage space.

At the time of the move in 2002, the library's 900 electronic products were still shelved in the reserves room media cabinets. Stacked about 12 drawers high and 2 feet deep by 6 feet wide, the cabinets were compact but not well suited to jewel cases, since they originally housed audio cassettes. This arrangement provided security for the CD-ROMs but limited access by not allowing patrons to browse. It also placed CD-ROMs on a different floor from the depository, which inconvenienced both patrons and staff.

In the mid-1990s, moving the CD-ROMs to a more accessible place was considered, but another depository librarian reported that her depository's discs would disappear almost as soon as they were shelved. A phone call to the library's security gate company revealed the library's old 1970's security system wouldn't be able to detect CD-ROM security strips. Fortunately, the library purchased new security gates during the renovation, erasing that concern.

Guidelines and the Literature

GPO allows depository libraries to set their own policies for shelving arrangements, though in the GPO inspector's report following the depository's 1998 self-study, the inspector commented, "Staff may wish to consider making compact discs more readily accessible by moving them to a public area since they are permitted to circulate." This seemed like an excellent suggestion except for the ancient security system in place at the time.

GPO's guidance regarding the federal electronic collection in GPO's *Managing the FDLP Electronic Collection: A Policy and Planning Document* is, "This Collection requires standard library collection management policies and techniques, such as selection, acquisition, bibliographic control, access, organization, maintenances, deselection, and preservation for access." Therefore, individual libraries have much leeway in the arrangement of their collection.

In searching the literature, I found one reference that suggested mixing collections was a bad idea. In *Organizing Nonprint Materials*, Daily states, "While it is a novel idea to store recorded versions of a work next to the print version, whether textual or musical the end result has been damage to the fragile phonodisc or loss of the readily stolen cassette. The idea is less novel that it seems. It has surfaced regularly during most of the author's career." Of course, phonodiscs and cassettes are different formats than CD-

ROMs and videos, and the average library patron might be a little different than a depository patron, but it is a reminder that damage and theft are valid issues for concern. Daily also states library staff should, "Establish a means for organizing collections of non-print material so that greatest efficiency can match most effective service."

On the supportive side, a very thorough book on the practical aspects of interfiling all types of media and its positive effect on public service is *The Integrated Library: Encouraging Access to Multimedia Materials* by Jean Weihs. Several clever methods for shelving miscellaneous materials are illustrated in this informative book.

Relevant to the DSC collection, a standard for British university law libraries recommends "housing of all relevant collections in regular use as a unified whole in one place". (Salter, 2000) This seems simple and logical, especially when a collection can be consolidated on one floor, and it can help staff provide better public service and access to their patrons.

Accessibility and usage vs. security and preservation

Patron convenience was the primary factor for the decision to integrate the shelving. Integration into open shelving would make the collection accessible, browsable, and decrease the number of government documents holdings locations.

Initially with the new move, the media cabinets were moved to an open location near the depository office, but integrating the shelving seemed like an obvious step toward patron accessibility. Since an access policy was a required element in the FDLP Self-Study required periodically of all depositories, we can assume access is

important to GPO. While asking for a CD-ROM at the circulation desk might not seem like a barrier to those of us in the library 40 hours a week (and probably good friends with the person at the desk), it might limit accessibility to some patrons.

The move to open shelving also provided a more functional and attractive alternative to the vintage black and gold metal media cabinets, which needed to be replaced or at the least painted to match the new library décor to reside in a public part of the library.

Security and preservation are arguments against open shelving and circulation of electronic products which have diminished over the years. CD-ROMs are protected against theft by the same gate system as other library materials. While electronic media at one time was difficult or expensive to replace, the cost of replacing a public domain disc is now minimal. Another depository can burn a replacement (or a disc can be interlibrary loaned and burned in-house) if one can no longer be purchased, or a URL can likely be found at the publishing agency's web site that can be added to the OPAC record or inserted in a document where a lost disc belongs. Discs are protected from incidental damage on the shelves and while on loan by storage in jewel cases, and discs are marked with SuDocs, so they can be traced to the original document or jewel case if they become separated. A popup note appears on the screen in the circulation system when an item with more than one piece is returned which reminds circulation staff to check for all pieces of multi-disc sets, kits, etc. Still, discs are small and easy to misplace or steal, so this must be weighed with the options.

With the increased computer sophistication of the average library patron, the novelty of discs has worn off, making theft less likely.

Also, it has to be considered that CD-ROM and DVD are probably only temporary storage media much like computer tape from the 1970s. It is preferable in my mind to allow unlimited access to information than to watch it go into obsolescence unused.

The verdict is still out on whether usage has increased. Separate statistics for circulation and reshelves of electronic products weren't collected until after the move.

Considerations

- **Is there adequate shelf space for electronic products?** Jewel cases shelved linearly or in pamphlet boxes take up a lot of space. When full, a three-foot shelf holds 85 jewel cases.
- **Is efficient storage important?** The storage space in five cabinet drawers that are three feet deep and hold two rows of jewel cases is equal to <u>ten</u> three-foot linear shelves. As an alternative, discs stored in plastic sleeves in binders at the start of a SuDoc would require little space.
- **Is there shelf space for future receipts?** With the trend toward online documents, receipts are declining. The most recent LPS Annual Reports available report the total number of tangible electronic titles distributed as follows: FY 2002 – 483; FY 2001 – 491; FY 2000 – 617; FY 1999 – 682; FY 1998 – 836; FY 1997 – 741; FY 1996 – 639; FY 1995 – 412.
- **Are the materials rare, expensive, or difficult to replace?** Fortunately most documents are mass produced and public domain.
- **Is the collection heavily used? Will the shelves stay well organized, or do patrons keep the collection in disarray?** Jewel cases can be broken, and superseded discs may be difficult to find in a ransacked collection.

- **Can the move be easily undone?** Cabinets can be retained in storage until a verdict is reached on the permanency of the change.
- **Will the OPAC allow global changes for holdings locations which would save cataloging manpower? Can global changes be reversed?**
- **How should jewel cases be shelved?** A few can lie flat or on edge at the ends of shelves, or they can be interfiled with paper documents, preferably in pamphlet boxes.
- **Will discs stay in place on the shelves?** Small items can easily slip behind shelves or get wedged into larger documents. Shelving with a ledge on the back and bookends that attach to the bottom of each shelf are ideal. Pamphlet boxes will help discs stay in place, but require more shelf space and add additional cost.
- **Should exact SuDoc order be maintained?** In the interest of tidiness, shelves at the beginning of a SuDoc could be dedicated to discs.
- **Would a collection of discs in open shelving at the beginning or end of the paper depository collection be more manageable?** Aside from adding another holdings location and separating users manuals from discs, this would be an attractive and functional shelving alternative. To maximize space, shelf height could be reduced to 9 inches allowing for the larger disc cases.
- **Will much manpower be required to shift the collection to make room for the discs**? A good estimate of where the discs will be shelved is needed before shifting begins.
- **Is it important to keep user manuals and discs together?**
- **Is a theft prevention system in place?** Two-sided DVDs can't be stripped.
- **Is theft a problem in other parts of the library?** Loss rates are difficult to

predict, but overdues and theft from other parts of the library might offer a clue.

- **Which disc housing is better?** Jewel cases are sturdy and stand up well on shelves, while disc-size vinyl sleeves or extra thin CD cases take up less space but must be purchased.
- **Do the materials need to be available for patron use at all times?** Items in open shelving need not circulate.
- **Are policies in place for circulation, replacement costs, and overdues?**
- **Who should have some input on the decision?** Ideally anyone that the change will impact – those responsible for the collection, the cataloger, and individuals involved in the shelving and retrieval process. Also, the decision may be influenced by other library policies.

Steps involved in DSC's shelving integration

1. Paper documents were shifted to allow space where needed.
2. Most discs were moved to the stacks.
3. The remaining discs and diskettes that were received in paper documents were returned to the original documents.
   a. Holdings and item records were removed from the OPAC for the accompanying disc in each document's holding record, and a note was added to the document's item record regarding the number of pieces to the document.
   b. Paper documents containing discs were reshelved.
4. Holdings locations were changed globally in the OPAC by the cataloger.

As documents were shifted from the second floor to the first, several shelves were left vacant for the discs. Steps 1-3 (for 900 discs) were then completed in less than a day, and the global holdings location change (step 4) was practically as fast as the speed of light. The old holdings location was retained in the cataloging system in case there is a need for it in the future. Also, the media cabinets were retained briefly in case an early decision was made against the change.

The actually shelving of the items went much faster and easier than hoped. The way item numbers are assigned to electronic products allowed large groups of discs to be shelved together. In some instances, discs fill an entire shelf and most other discs fall at the end of a shelf before a new SuDoc stem begins. Since each shelf has a file box at the bookend to keep paper documents from flopping over, the discs at the end of each shelf fit neatly between the file boxes and the bookends. Retaining the jewel cases that the discs arrived in made for easy upright shelving. The new shelving has a 1½" high ledge at the back of each shelf, which provides a stabilizing influence and prevents jewel cases and other documents from falling behind shelves. The new bookends are attached to the back ledge, which gives better support for short items than bookends that suspend from the shelf above. The very few discs that belonged in the middle of a shelf and appeared that they might get lost in a shuffle of documents were placed at the right end of the shelf with the pamphlets.

Processing procedures that changed

Processing electronic format documents has changed minimally. Jewel cases, which were previously labeled on the upper right corner, are now labeled on the left so the call number is more visible to patrons and shelvers; discs and diskettes are now left in paper documents and kits; and "Do not desensitize" stickers are

applied to the front cover of books with diskettes.

Other depositories' shelving methods for CD-ROMS

In March 2003, eighty-two depositories responded to the following survey on GOVDOC-L.

1. How many electronic format documents are in your depository?
   a. Less than 1,000
   b. Between 1,000 and 5,000
   c. More than 5,000

2. Are the electronic products shelved in an open area for patron access or must staff retrieve them from closed stacks?
   a. Open area
   b. Closed stacks
   c. Some in open; some in closed

3. How are the electronic products shelved?
   a. In media cabinets
   b. On shelving but separate from the paper documents
   c. Intershelved with the paper documents
   d. Other. Please elaborate.

4. Any other comments, concerns, experiences, related to shelving CD-ROMs, etc.

Of the eighty-two respondents, thirty-eight have collections of less than 1,000 tangible electronic products, thirty-nine have collections of 1,000 - 5,000, and five have collections of more than 5,000.

On average, for all sizes of collections: 38% shelve discs in an open area, 35% shelve in a closed area, and 27% shelve in both open and closed areas, 46% shelve in cabinets, 29% shelve on shelves, 5% interfile with paper documents, and the remaining 20% use a combination of shelving methods, other shelving methods, or didn't answer the question.

Of the libraries that shelve all discs in an open area: 45% shelve in cabinets, 26% shelve on open shelves separate from the paper documents, 13% interfile with paper documents, and the remaining 16% use a combination of shelving methods.

Size of collection	Number of respondents	Open area	Open & closed areas	Closed area
TOTAL	**82**	**31 (38%)**	**22 (27%)**	**29 (35%)**
< 1,000	38	15 (39%)	9 (37%)	14 (24%)
1,000 – 5,000	39	16 (41%)	10 (26%)	13 (33%)
> 5,000	5	0	3 (60%)	2 (40%)

Location of collection	<1,000 (38 libraries)	1,000 – 5,000 (39 libraries)	>5,000 (5 libraries)
In cabinets	16 (42%)	19 (49%)	3 (60%)
On separate shelving	11 (29%)	5 (13%)	0
Interfiled with documents	2 (5%)	2 (5%)	0
All of the above	0	1 (3%)	1 (20%)
Cabinets & shelving	3 (8%)	9 (23%)	1 (20%)
Cabinets & interfiled	3 (8%)	2 (5%)	0
Separate shelving & interfiled	1 (3%)	0	0
Other or No answer	2 (5%)	1 (3%)	0

Shelving location of collections totally in open areas	% of 31 responses
In cabinets	45%
On shelving separate from other documents	26%
Interfiled with other documents	13%
All of the above	10%
Some in cabinets & some on separate shelving	3%
Some in cabinets & some interfiled	0%
Some on separate shelving & some interfiled	3%
Other or No answer	0%

Summary

The critical component to the change was adequate shelving. This project couldn't have been attempted without the additional shelving the depository gained in the move. Also, with more documents available on the Internet, the need for growth space has decreased.

Accessibility and usage were considerations that I felt outweighed the security risks and preservation issues. Usage hasn't seemed to increase but neither have security problems. All superseded discs have been found when the new discs have arrived, and the jewel cases have remained intact and neatly shelved.

Access to government information should be free and easy. Combining the depository collections into open stacks makes finding information simpler for patrons and processing and shelving more convenient for staff and more accessible for everyone.

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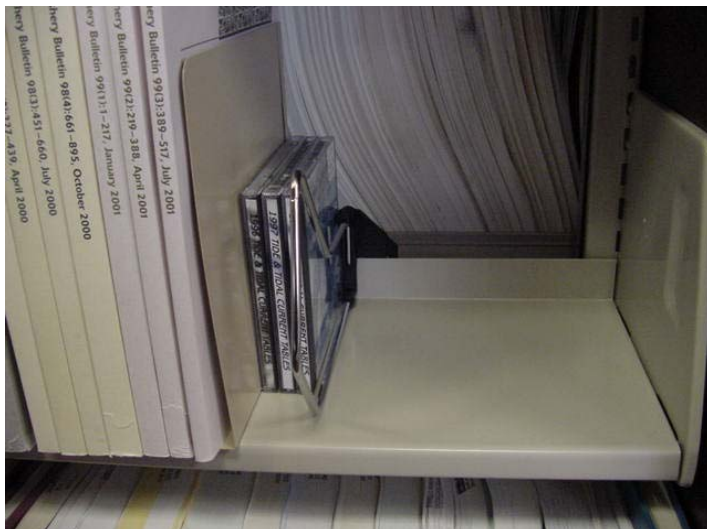
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http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php

To ensure that your question is routed to the correct area, please choose the category "Federal Depository Libraries" and the appropriate subcategory, if any.

You may also contact the GPO Customer Contact Center at 866-512-1800 (Toll-free), or at 202-512-1800 (DC Metropolitan Area), Monday through Friday, 7:00 a.m. - 8:00 p.m., EST.

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