Administrative Notes
Newsletter of the Federal Depository Library Program

Southern Oregon University Named 2004 Federal Depository Library of the Year

Outstanding public service, creativity and innovation are just some of the reasons why the Government Printing Office has selected Southern Oregon University as the recipient of this year's Federal Depository Library of the Year Award.

Superintendent of Documents Judy Russell; Former Oregon State Senator Lenn Hannon; Public Printer Bruce James, and Southern Oregon University Documents Librarian Deborah Hollens

"The Lenn and Dixie Hannon Library staff members have been described as having amazing energy and tireless passion for their work and we at the GPO agree. The library is public-service driven, committed to creative and innovative programs and dedicated to providing access to Government information to the citizens of Oregon through its partnership with the GPO," said Bruce James, Public Printer of the United States.

Public Printer James presented the award to the Southern Oregon University Hannon Library during the Fall Depository Library Council Meeting on Sunday, October 17, 2004.

"Southern Oregon University, and especially our library faculty, staff and students, are being recognized nationally for their innovation in public service, and the University could not be more thrilled with this honor," said Southern Oregon University President Elisabeth Zinser. "I want to personally thank the Government Printing Office for this prestigious honor. The creation of the Southern Oregon Digital Archives exemplifies our long tradition of stewardship and accessibility to an impressive and growing collection of government documents at the Hannon Library," Zinser said.

This is the second year the GPO presents the award to a library participating in its Federal Depository Library Program. Last year the award went to the Tulsa City-County Library.

For more pictures and text, see the Federal Library of the Year Web page at <http://www.access.gpo.cog/su_docs/fdlp/fdlofyear/04.html>.

Greg Walden, U.S. Congressman from the 2nd District of Oregon

Library of the Year Shadow Box

2004 Minimum Technical Requirements Effective October 1, 2004

In accordance with the schedule established to regularly increase workstation requirements, new minimum technical requirements for workstations in Federal depository libraries will go into effect October 1, 2004. These requirements were originally issued as the "2003 Recommended Specifications for Public Access Workstations in Federal Depository Libraries" in Administrative Notes, v. 24, # 7, (6/15/03) <http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad061503.html>.

All Federal depository libraries must meet the minimum technical requirements to keep pace with technological change in order to fulfill their Title 44 obligation to provide access to Government information products. GPO will continue to issue Recommended Specifications for Public Access Workstations in Federal Depository Libraries

each spring to assist depository library staff in planning for new computer purchases.

As another step in the transition to an e-FDLP and in accordance with Depository Library Council recommendations from its spring 2000 meeting, a schedule was established to regularly increase workstation requirements. Fifteen months after issuance, recommended specifications will become minimum technical requirements. The requirements, the recommended specifications, and the schedule are all available from the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/computers>.

Any questions about the Minimum Technical Requirements or Recommended Specifications should be directed to the GPO Contact Center at <http://www.gpoaccess.gov/help/index.html>.

[Handout]

Depository Library Council Meeting Update
October 2004

AUTHENTICATION/PKI - GPO recently completed the operational "stand-up" of a Public Key Infrastructure (PKI) at the U.S. Government Printing Office. As part of this process, GPO completed a key-generation ceremony and also successfully passed an external independent audit of its PKI operation. The Chief Information Officer's (CIO) organization is now taking steps to both test and evaluate several digital signing tools using GPO's PKI. The purpose of this testing is to lead to the future application of digital signatures on GPO Access files. In conjunction with this activity, steps are

underway to cross-certify GPO's PKI operation with the Federal Bridge Certification Authority (FBCA). GPO staff and representatives from the FBCA are currently mapping business and technical processes and discussing FBCA audit requirements. Once certification and testing have been completed, live signatures will be made available on GPO Access files. Additionally, steps are already underway to create a complete redundant backup of GPO's PKI operation at the Alternate Congressional Facility.

CENTER FOR RESEARCH LIBRARIES DECISION FRAMEWORK - GPO contracted with the Center for Research Libraries to develop a decision framework for creating shared federal document repositories. Council commented on the draft version of the framework, and found it a reasonable initial draft for developing regional repositories for tangible federal government documents. Three related decision framework documents were developed for repositories by tangible repository type. These documents provided criteria for establishing accessible, light and dark archives for the CLR. The three documents were merged into a single document and released for public comment on September 20, 2004. Comments should be forwarded to Judy Russell at jrussell@gpo.gov by November 1, 2004.

[Discussed on Tuesday, October 19, 2004 at 10:30-12:00 in Council Session.]

COLLECTION OF LAST RESORT (CLR) - The CLR supports GPO's mission to provide permanent public access to U.S. Government publications in all formats. CLR consists of multiple collections of tangible and digital publications, located in multiple sites and operated with various partners within and beyond the U.S. Government. The CLR includes publications of the federal government of public interest and educational value regardless of format. Although publications produced solely for administrative or operational use are excluded by law from depository distribution, GPO, where possible, will acquire such publications for the CLR and identify them by metadata to include in the National Bibliography. The CLR will also serve as a repository for products from future GPO initiatives. The planning document was released for public comment on June 18, 2004 with comments to be submitted by July 30, 2004. Although this deadline has passed, comments can still be forwarded to Superintendent of Documents Judy Russell at jrussell@gpo.gov. For quick reference, this document is located at: http://www.gpoaccess.gov/about/reports/clr0604draft.pdf.
[Discussed on Tuesday, October 19, 2004 at 10:30-12:00 in Council Session.]

FDLP TRAINING AND CONSULTATION INITIATIVE – The transformation of GPO's mandate to monitor the performance of depository libraries from the traditional inspection process to a proactive model of regional consultation and education is gaining momentum. Draft agreements with various depository partners to place consultants at host institutions are nearing completion. Consultants will be located at the host institutions, close to the depository libraries they will be working with. This work will be focused on close consultation with the depository libraries to improve the quality and effectiveness of library services through sharing best practice, collaborative discussion, and local educational opportunities. The first six host agreements should be signed soon, after which, recruitment and placement of the consultants will take place.

CONTACT CENTER OPEN FOR BUSINESS - Information Dissemination's new Contact Center is standing by to provide users with the highest quality service. Contact representatives are available to respond to all of your queries about GPO and its information dissemination programs. While there will certainly be times when contacts must be transferred to subject matter experts for handling, the resulting responses will be captured in a knowledgebase for ready access by others. The Contact Center was launched on August 2, 2004, replacing operations such as the GPO Access User Support Team,

askLPS@gpo.gov, and the Order and Information Desk. The knowledgebase has been populated with answers to frequently asked questions related to the following services: GPO Access, the U.S. Government Online Bookstore, and the Federal Depository Library Program. Users can search or browse the knowledgebase as a whole or by category/subcategory. Questions that cannot be answered by the knowledgebase can be sent to GPO using the "Ask a Question" tab, and questions will be routed to the appropriate subject specialists within GPO. The Contact Center is available through the Web at http://www.gpoaccess.gov/help/index.html, by e-mail at contactcenter@gpo.gov, or by phone (Toll-free) 866-512-1800, (Washington Metropolitan Area) at 202-512-1800, Monday through Friday, 7:00 am - 9:00 pm, EST.

DIGITIZATION OF THE LEGACY COLLECTION- GPO is working with the library community on a national digitization plan with the goal of digitizing a complete legacy collection of tangible U.S. Government publications held in libraries participating in the Federal Depository Library Program (FDLP). The objective is a digital collection available, in the public domain, for permanent public access through the FDLP. The legacy collection of what has been distributed since the beginning of the Federal Depository Library Program includes approximately 2.2 million print documents. It is comprised of over 60 million pages, mostly textual, but the documents contain additional information, such as charts, diagrams, and photographs. Digitizing such a large collection is a large undertaking that cannot be accomplished all at once. To focus efforts, GPO conducted a survey of our depository partners to determine which tangible U.S. Government documents are most important to digitize and in which priority. Results of the

Digitization Ranking Survey indicate the five most urgent titles, including the Congressional Record (Bound), the U.S. Congressional Serial Set, the Statistical Abstract of the U. S., the U.S. Statutes At Large and the Code of Federal Regulations. For more detailed information, link to http://www.gpoaccess.gov/legacy/priorities/index.html

[Discussed on Monday, October 18, 2004 at 1:30-3:00 in Council Session.]

FUTURE SYSTEMS - GPO is actively engaged in defining the next generation information life cycle management system for official U.S. Government information. A cross-organizational team has delivered a concept of operations for the system, which will support version control, authentication, and preservation of content as well as access to and delivery of the information. The concept of operations is predicated upon a rules based, policy neutral infrastructure, exhibiting modularity (plug-in components), scalability, extensibility, comprehensiveness and flexibility, optimally incorporating technology as required. Currently, no single system or group of systems adequately meets the needs and mission of GPO. The future digital system for the GPO is being developed in a structured manner beginning with a concept of operations. The Public Printer was briefed on the concept of operations on October 1, 2004.

[Discussed on Sunday, October 17, 2004 at 1:30-3:00 in plenary session and again from 3:30-5:00 in Council session.]

INTEGRATED LIBRARY SYSTEM - GPO awarded a contract to Progressive Technology Federal Systems Inc. (PTFS) of Bethesda, MD, to provide GPO with software and services to create a state-of-the-art integrated library system. The chosen

Integrated Library System (ILS) platform is Ex Libris (USA)'s Aleph 500 software. GPO is also procuring their MetaLib/SFX federated search and reference linking application. These products provide for all metadata needs for GPO's information dissemination programs, including the National Bibliography of U.S. Government Publications. Target date for the availability of the OPAC version of the National Bibliography is April 2005.

MANAGING THE ELECTRONIC COLLECTION (EC): A POLICY AND PLANNING DOCUMENT, 2ⁿᵈ Edition – GPO is engaged in the first major revision of the FDLP Electronic Collection plan since it was originally issued in 1998. The six years since the initial edition was published have seen continuous development and change, both within and beyond GPO, as procedures and mechanisms have developed to manage digital assets. This new edition incorporates advances in the theory, technology, and practice of managing digital collections. Much of the revision recognizes the reality of a program in which over 81% of titles are online, and that every title in FDLP will be available in digital format within five years. The EC is part of GPO's Collection of Last Resort.

New assumptions in the second edition are:

- Information included in the FDLP EC is public information published by an official source, i.e., the publishing agency or other trusted source.

- GPO will certify EC digital content with varying levels of authentication dependent upon provenance, chain of custody, and level of quality assurance in the digitization process.

The second edition of the EC was released for public comment on June 18, 2004 with comments to be submitted by September 7, 2004. Although this deadline has passed, comments can still be forwarded to Judy Russell at jrussell@gpo.gov. For quick reference, this document is located at: http://www.gpoaccess.gov/about/reports/ecplan2004rev1.pdf.

[Discussed on Monday, October 18, 2004 at 10:00-11:30 in Council Session.]

NATIONAL BIBLIOGRAPHY OF U.S. GOVERNMENT PUBLICATIONS: INITIAL PLANNING STATEMENT - GPO intends to develop a comprehensive and authoritative National Bibliography of U.S. Government Publications that will contain descriptions and locations of unclassified publications in all formats. The initial planning statement examines ways to improve the comprehensiveness of GPO cataloging and metadata programs that enhance usability of bibliographic products and services at GPO. Within the scope of the National Bibliography is any information product regardless of form or format that any U.S. Government agency discloses, publishes, disseminates, or makes available to the public, as well as information produced for administrative or operational purposes that is of public interest or educational value. The initial planning statement was released for public comment on June 18, 2004 with comments to be submitted by September 7, 2004. Although this deadline has passed, comments can still be forwarded to Gil Baldwin at ebaldwin@gpo.gov. For quick reference, this document is located at http://www.gpoaccess.gov/about/reports/natbib0604.pdf

[Discussed on Tuesday, October 19, 2004 at 1:30-3:00 in Council Session.]

PRINT ON DEMAND (POD) NEEDS SURVEY - The primary purpose of the POD survey was to assess the applicability for utilizing Print-on-Demand technology to improve the FDLP. GPO has discussed the possibility of providing a POD allowance for depository libraries to be used as a tool to augment depository library collections with paper versions of depository titles. The survey results are being analyzed for planning purposes but one possibility is that the depository library could use its allowance to quickly order and receive a printed copy of a publication, regardless of its item number, even if it is an electronic-only title. The policies being developed for use of a POD allowance might even permit libraries to order a second copy or a replacement copy of a print publication that is of interest. A POD allowance might make the selection process of some print titles from GPO more like using a book dealer. For example, libraries would not have to guess in advance what titles will be issued under certain item numbers and then take everything issued under those item numbers. They could wait until the items are issued and then order only the titles they actually want. This added flexibility allows libraries to order print titles "just in time" rather than "just in case." We will continue to involve the FDLP community in our planning process as we strive to provide more flexibility and enhanced benefits to each library. The survey showed considerable interest in a POD program, with most interest in items from the sample list such as the Weekly Compilation of Presidential Documents, Crime in the United States, Sourcebook of Criminal Justice Statistics, Condition of Education (Annual) and United States Health (Annual). The most recent results from the survey can be viewed online at: http://www.gpoaccess.gov/pod/pod_stats.html.

WITHDRAWAL OF FEDERAL INFORMATION PRODUCTS FROM INFORMATION DISSEMINATION PROGRAMS - In the light of working on several potential publishing agency withdrawals in the past few months, GPO is revising policy, SOD 72, on the withdrawal of federal information products from information dissemination programs. The revision effort seeks to clarify the conditions under which publications can be withdrawn, outlines the potential ramifications, and encourages the publishing agencies to make the least restrictive decision. This includes working to ensure that it is a fully considered decision endorsed by the head of the publishing agency. As part of the process, GPO will notify professional library associations as soon as a final publishing agency decision has been officially received.

STATISTICS – During Fiscal Year 2004, GPO distributed a total of 32,821 titles in various formats. When multiple formats of the same title are removed, approximately 81% of the new titles were electronic and about 19% were tangible distributions.

June 2004 marked the 10th Anniversary of *GPO Access* Keeping America Informed. Since its inception, users have retrieved more than two billion documents from *GPO Access*. Usage has increased from an average of about 20,000 monthly retrievals in 1994 to an average of about 34 million a month in 2004. Users have also downloaded a total of 195 terabytes of information from *GPO Access*, which is equivalent to more than 98 billion typewritten pages.

Remarks of Superintendent of Documents
Judith C. Russell

Depository Library Conference
Washington, DC
October 18, 2004

I want to join Bill [Turri, Deputy Public Printer] and John [Phillips, Chair of the Depository Library Council] in welcoming you to Washington, DC, for this meeting of the Depository Library Council. It is a pleasure to be with you again and to continue our discussions on the future of the Government Printing Office (GPO) and the Federal Depository Library Program (FDLP).

I am delighted that so many of you have made the effort to be here. As of Friday, there were over 700 people registered for this meeting. That is an increase of over 200 registrants from last fall's meeting – and the largest registration we have ever had for a depository meeting.

Many of you were with us last night for the reception honoring the Federal Depository Library of the Year. For those of you that were not there, I would like to announce that Southern Oregon University was chosen for this honor. I know you will join me in congratulating SOU for their outstanding efforts on behalf of the Federal Depository Library Program. I urge you to visit the SOU website [http://www.sou.edu/] to learn more about their programs and services. Please take time to speak to Deb Hollens from SOU, who is attending the conference, to offer her your congratulations. [The press release is available at

http://www.gpoaccess.gov/pr/media/2004/04 news25.pdf.]

I am also conscious that many of our colleagues were not able to be here with us. I urge you to take home all that you learn from this conference and share it with others in your institution and in your community. Encourage them to review the documents that we are discussing and submit their comments to GPO. It is important that we include the entire library community – not just the depository libraries – in these discussions and provide them with an opportunity to participate and make their views known.

Most of you were here yesterday afternoon for the presentation by the Public Printer and GPO's Chief Technology Officer on the future digital system for managing official Government content. I think that you can see from that presentation that GPO is poised to move forward to establish a world class system that will help us obtain, manage, deliver and preserve digital content. [The presentation is available at http://www.gpo.gov/news/2004/04_10_18_dl c_presentation.pdf.]

In keeping with that presentation, the overall theme of the meeting is planning for the digital future – and many of the reports and initiatives that we will discuss over the next few days will help us set priorities and keep

our forward momentum, even as we continue work on the design of the next generation system and the preparation of GPO's strategic plan, which will be presented to Congress by December 1st. I look forward to some lively discussions with Council and expect to go back to the office with lots of good ideas that can be incorporated into the next versions of our planning documents.

EMBRACE THE CHURN

A few days ago, I was at a meeting with David Seaman of the Digital Library Federation. He spoke of the fact that we are still in the early stages of our efforts to create digital libraries, saying that we are still at the "bug-eyed creatures in the primordial swamp" stage, where "seismic events are routine and continuing." He used a quotation from Clifford Stoll's book, *Silicon Snake Oil*, that I would like to share with you because I feel it is equally appropriate to the state of change in the Federal Depository Library Program:

> "Fear, nostalgia, dizziness: they tempt us to attitudes of rigidity and polemic – dangerous at a time better suited to exploration and to an exciting and empowering uncertainty."

Let me repeat that – this is a time for exploration and "an exciting and empowering uncertainty." I don't think most of us think of uncertainty as empowering, but in fact, it creates an opportunity to reinvent ourselves and our environment, to establish new skill sets and new work habits.

David encouraged his audience to "embrace the churn" and to "take comfort in the enduring value of library and publishing core skills," which are the things that we turn to over and over again to help us validate the decisions we are making and the paths we are

taking. I encourage you to do the same – to approach this meeting as an opportunity to explore the changes that are already occurring as a result of our increasingly digital environment and to "embrace the churn" of the "exciting and empowering uncertainty" of other changes that will surely come.

In 1996, when GPO published the report entitled "*Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program,*" only about 5% of the titles that GPO distributed were electronic – mostly on floppy diskettes or CD-ROMs. At that time we "guesstimated" – that is a word used frequently in my family) and that is really what it was, a guess, not a prediction, estimate or a goal – we "guesstimated" that the FDLP distribution would be 95% electronic by 2005.

Most of you see the monthly reports that we issue on distribution of depository titles. This week I received the analysis for FY 2004, which just ended on September 30th.

For fiscal year 2004, 11,932 online titles and 9,141 links to agency titles were added to *GPO Access*, for a total of 21,073 new online titles. During the same period, GPO distributed 11,275 tangible titles. The tangible titles consisted of 6,232 paper titles, 3,613 microfiche titles, 252 CD-ROM/DVDs, and 1,178 USGS maps. Thus, the total number of titles added to the Federal Depository Library Program was 32,348 of which 65% were made available online.

Let me also note that these additions bring the total number of titles on *GPO Access* to 165,280 and the total number of titles linked from *GPO Access* to 110,690 for a grand total of 275,970 titles available through GPO Access as of September 2004. I think David

would be pleased to hear these numbers. That is a decent sized digital library.

However, there is an interesting thing about the way these numbers have been compiled through the years. For the *Congressional Record, Federal Register, Code of Federal Regulations* and a number of other titles, GPO has the full text on line on *GPO Access* and also offers depository libraries the choice of paper or microfiche. Consequently, these titles are counted three times in our distribution statistics, once for each format. Since there are two tangible copies of each issue (title) and only one electronic copy, we are putting our thumb on the scale (so to speak) and weighting the numbers more heavily toward the tangible collection.

I asked the staff to compile an additional set of statistics, identifying the tangible items that are distributed for which there is no electronic counterpart. Our progress toward the 1996 "guesstimate" looks very different when analyzed this way.

Through August of FY 2004, the total number of online titles added was 18,958 (about 1,000 titles short of the 21,073 new online titles reported for the full fiscal year). The total number of tangible items distributed in the same 11 months for which there was no electronic distribution was only 3,117 (not even close to the 11,275 reported for the full fiscal year using the traditional method of reporting).

Through August, only 14% of the new tangible titles were available to the FDLP only in tangible form. The FDLP distribution is already 86% electronic. 95% by 2005 is looking amazingly accurate for a guess made 8 years ago.

What does this mean for the FDLP as a whole and for each of your libraries? It clearly

means that we have been successful beyond our wildest dreams. We have vastly improved public access to U.S. government information. We can all be enormously proud of that accomplishment.

It also means that – whether we like it or not – whether we are experiencing "fear, nostalgia, dizziness" as a result of this rapid transformation or finding this a time of "exciting and empowering uncertainty" – the ground has shifted and a seismic change has occurred. Every selective depository library could be an 86% selective without accepting a single tangible item. Every library in the country (and for that matter in the world) could be an 86% selective without becoming an officially designated Federal Depository Library.

We are no longer exclusive with respect to content entering the program. But we are exclusive with one particular and invaluable resource – the skills of each and every one of you and of your colleagues, who are dedicated and professional documents librarians.

We need to continue our joint efforts to redefine the characteristics and roles of depository libraries and to identify the services that GPO should provide to depository libraries in the future to ensure that invaluable resource remains vital. Participation in this conference is an important part of professional development through the educational sessions that are being offered and of planning for the future that will occur in the Council sessions.

As you can see, we have an agenda that is filled to overflowing. Your packets include the traditional "GPO Update" which provides some quick facts or status reports on some items of general interest. I want to mention a few other things here that are not covered in

the update and will not be topics at any of the sessions.

DISASTER RECOVERY

Several years ago, in the wake of the September 11th attacks, GPO was provided with funds to develop a disaster recovery site to ensure our electronic data is protected and remains accessible. The original plan was for a backup/mirror site in Pueblo, Colorado. When GPO's CIO came on board last year, he quickly recognized that the Pueblo facility was not the best place for our disaster recovery operation, primarily due to the lack of local technical support and the investment necessary to replicate our existing hardware, software and data storage at that site, and he began an effort to identify alternatives.

The alternative has been identified and GPO is moving forward on the implementation of a disaster recovery plan. This will ensure that an offsite backup system will continue to offer all of GPO's Web services to users in event of an unforeseen system failure or catastrophe. It will also maintain an archival copy of GPO data for redundant, off-site backup. A statement of work for disaster recovery hosting services was sent to several companies offering such services back in September and a procurement has been completed for the EdgeSuite service from Akamai Technologies, Inc. Work on an expedited implementation will begin later this month, with the full capability scheduled to launch in February/March of 2005.

The Akamai disaster recovery service makes use of a globally distributed and highly scalable content caching and delivery network that is comprised of over 14,000 servers deployed in over 1,100 networks across more than 65 countries. The Akamai system identifies and deploys the most efficient routes for data throughout the Internet, based on the individual user needs and application and content demands. By pushing GPO's data to the edge of the Internet through Akamai's distributed, secure network, we will ensure the reliability and stability of the *GPO Access* services in the event of an internal system failure at GPO or an external catastrophe that prevents GPO from delivering its services directly to users.

Akamai is probably most familiar to you as the means by which GPO "akamaizes" high demand files to distribute the load and make sure that it is possible for many users to rapidly access a popular document, such as the 9/11 Commission report. GPO could not have handled over 1.2 million downloads in the first few weeks after the report was released without using the Akamai service. EdgeSuite is a different service from the same company.

NEW *GPO ACCESS* DATABASES

When GPO completed the survey to prioritize titles for digitization, the most requested title was the bound *Congressional Record*. It is one of three major publications produced by GPO that have never been made available as a *GPO Access* database – until now.

Most of the 1999 volumes of the bound *Record* have been converted from typesetting files to a WAIS database. The web interface and documentation have been completed, and the database functionality has been tested. The bound *Record* database will be demonstrated at the *GPO Access* open forum at 3:30 p.m. this afternoon and launched shortly after the conclusion of the conference. We will continue to update the database as additional volumes of the bound *Record* are published.

We are also working on a database for the *Statutes at Large*. The Office of the Federal

Register (OFR) will finish proofreading the *Statutes at Large* of the first session of the 108th Congress shortly. Once that is done, and the files are corrected, it will take GPO a month or two to create the database, develop and test the web interface, and prepare the documentation. We estimate release of this database in December or January. As with the bound *Record*, we will continue to update the database as additional volumes of the *Statutes at Large* are published.

The third new database will be the *U.S. Reports*. It is in the queue behind the bound *Record* and the *Statutes at Large*, and we will report on a likely release date when we have more information.

DEPOSITORY SERVICES CONSULTANTS

As you know, GPO is transforming the depository inspection program into one of consultation, education, and training with GPO employees physically located in the field.

The depository services consultants will facilitate communication with GPO, assess depository operations in a consultative spirit, and serve as training assets in the field for depository libraries. Regional libraries are expected to be closely involved with the activities of any consultant placed in their region, although it is not a requirement that a regional library serve as the host institution.

On Friday I signed the Memorandum of Understanding (MOU) with the Library of Michigan that will let us place the first depository services consultant out into the community to provide training and work directly with local depository libraries. We have several other proposals in-house or promised, and we are eager to move forward to fill the positions that we have allocated for

this purpose. We have prepared our FY 2005 budget based on the funding and staffing approved by the Senate Appropriations Committee. Under that scenario, we can hire 6 consultants this fiscal year. If the House appropriations provisions prevail in the conference, we will be able to hire 12 consultants this year.

These will be GPO employees, and their salaries, benefits and travel expenses will be paid by GPO, but we are hoping that each consultant will have a sponsoring depository that will provide office space and other support, as the Library of Michigan is doing.

The MOU with the Library of Michigan will be posted after the conference, along with other information on the plans for creating additional consultant positions. Although there may be variations depending on the circumstances and requirements of other hosting institutions, this MOU will serve as a template. You can share the MOU with your general counsel or others in your institutions who are reviewing hosting issues.

If you are interested in serving as a consultant or offering to host a consultant, or just need more information, please talk to Kevin [O'Toole, Director, Library and Customer Relations] or Larry [Blevins, Director of Education and Development] during the meeting or contact them after it is over.

GPO ACCESS 10TH ANNIVERSARY

As you know, the roots of the Federal Depository Library Program go back to 1813. GPO has been working to "Keep America Informed" since the program was transferred here in 1895. In 1993, GPO was authorized to begin online distribution of U.S. Government information and GPO Access was launched in June of 1994. So *GPO Access* has now

passed the 10 year mark for "Keeping American Informed".

Since its inception, users have retrieved more than 2 billion documents from *GPO Access*. Usage has increased from an average of 20,000 retrievals a month in 1994 to an average of 34 million a month in 2004. Users have also downloaded a total of 195 terabytes of information from *GPO Access*, which is equivalent to more than 98 billion typewritten pages.

COUNCIL AGENDA

Finally, let me remind you that Council has a very full plate at this meeting, focused on a variety of important policy issues and planning documents. There has already been an excellent session on the future digital system for managing official Government content. Later today there will be sessions on managing the FDLP electronic collection and the initiative to digitize the legacy collection of U.S. government documents.

Tomorrow morning we will begin with breakout sessions by library type to discuss two important topics, the priorities for digitization and incentives to remain in the FDLP, including an allowance for print on demand publications. Council will then discuss the Collection of Last Resort – which the regional documents librarians recommended renaming the National Collection of U.S. Government Publications. This would make its name parallel and complimentary to the National Bibliography of U.S. Government Publications, which the Council will also discuss.

On Wednesday, Council will listen to a panel presentation on issues related to version control of U.S. government publications, and then discuss this important issue. You may recall that Bruce identified three major

technological challenges for GPO to address: authentication, preservation and version control. We have made significant progress on digital signatures as a means of authentication (which will be discussed more fully during the GPO Access open forum) and preservation. The sessions on Wednesday will help us focus on the challenges of version control.

CONCLUSION

We have an exciting meeting ahead of us. This meeting will help GPO prepare for the work of the coming year. We will expand our efforts to plan for – and obtain materials from the community for – the National Collection of U.S. Government Publications. GPO will work with you to begin the digitization of the legacy documents collection for both preservation and public access. We will begin cataloging of the retrospective (pre-1976) materials by conversion of our shelf list and other means, and we will pursue other initiatives to help you better mange the retrospective materials and make them more accessible to users in and outside of your libraries.

Simultaneously, we will continue working with you on an orderly, but accelerated, transition to a digital FDLP, which will continue to cause depository librarians to change from managers of collections into managers of electronic services, a trend in libraries that is not limited to government documents. This transformation will change the ways that GPO acquires, preserves and provides access to electronic files. It will also require GPO to offer different services to depository libraries, including increased training and other support. We are eager to learn about services that you would like to have from GPO in the future.

Finally, the impact of the transition to a digital FDLP is already substantial and will become more substantial with the passage of time. So we have an urgent need to plan for the future of the Federal Depository Library Program and of GPO in order to ensure public access to authentic government information, now and in the future. I have said it before – and I will say it again now –

we must "get out of the box" and take a fresh look at the mission we share and determine the best means to accomplish it. This meeting is an opportunity to explore options and begin to shape the future. I am looking forward to our discussions.

Incentives Document
Progress Report: How's the Carrot Crop Doing?
October 2004

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

BACKGROUND

To encourage depositories to remain in the Federal Depository Library Program, the Depository Library Council identified a number of services/added benefits that GPO could provide. Some of these were viewed as short-term (less than two years) implementation projects. It was recognized that others would require more time or need further study. With the addition of these services, the depositories will get a better return on their investment, their partnership with GPO will be strengthened, and the public will receive enhanced access and better services.

Incentives that could be implemented within two years

I. PROCEDURAL

Provide depository libraries with access to fee-based government information database services.

Databases identified as being of particular interest to the depository community include: Internal Revenue Service's Business Master

File, MILSPECS database, Davis-Bacon Wage Rate Database and Service Contract Wage Rate Database, NTIS database (pre-1990), World News Connection, and EuroTrade Online.

Of these to date, access to World News Connection, NTIS' version of the Davis-Bacon Wage Rate Database, and PACER have been sought unsuccessfully. In seeking access to PACER, GPO sent a letter to the Administrative Office of the Courts (AOC) proposing free access to PACER from one workstation in every Federal depository library. While AOC did not reject the proposal, approval of the Judicial Conference was required. The proposal was sent forward to their Electronic Public Access Working Group for approval but was rejected. It was rejected on the grounds that they already provide free public access. They currently provide public access terminals in every courthouse, they don't charge for the first $10 of searches, and people can apply for fee waivers. They have been authorized by Congress to charge a reasonable fee.

GPO is continuing to work to seek access to these and other Government databases.

Create a GPO Web page listing accessible databases.

Since the FDLP Desktop was launched in July 2000, there has been a Web page that lists all the databases to which GPO has negotiated access for Federal depository libraries. Some of these services no longer require passwords. The page will be updated as GPO negotiates access to more databases. The URL for this page is: http://www.access.gpo.gov/su_docs/fdlp/coll-dev/pw-serv.html.

Allow certain titles, ephemera and posters to be more easily weeded.

FDLP Guidelines for Determining Superseded Materials, which can be found on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html, give depository libraries some flexibility in using their professional judgment to discard materials not specifically addressed in the Superseded List. The Guidelines allow discard, before the five-year holding requirement is met, for the following:

- Separates, slip opinions, slip laws, advance or preliminary reports only upon receipt of the bound volumes or cumulated issues or products;
- Reprints, provided the library has received the original edition;
- Publications upon receipt of a revised edition or an edition that states it supersedes. If a later edition is distributed through the Federal Depository Library Program or is otherwise available to the library, the superseded edition can be discarded by the library, even though that library has since deselected the item number and does not possess the new edition;
- Pages from loose-leaf publications that are replaced by new pages;
- Transmittals, corrections, changes, errata, etc., to a basic text or manual

that the depository has yet to receive, are considered superseded and can be discarded after being retained for one year;

- Lists and indexes of publications of various agencies upon receipt of complete new editions. Small spot-lists, such as publication announcements, may be discarded 90 days after receipt;
- Annual or biennial publications that merely revise information and bring it up to date, such as Index of Specifications and Standards, Light Lists, etc., upon receipt of a new issue. This permission does not apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time;
- Materials that have an effective expiration date, unless otherwise covered, may be discarded after expiration of the event. These items include, but are not limited to, press releases; dated posters; calendars; announcements of seminars, workshops, meetings, or events; announcements of products or publications; and grant applications; and
- Materials that have been superseded by online versions.

Notify depository libraries of new electronic titles added to the FDLP.

New Electronic Titles (NET) has made depository librarians aware of electronic-only titles within the FDLP since 2000. Archives are maintained as well. These are available from the FDLP Desktop at: http://www.access.gpo.gov/su_docs/locators/net/. At present there is no e-mail notification of new online titles in the FDLP. One of the features of Ex Libris' Aleph 500, the Integrated Library System that GPO

procured, is the ability for selective dissemination of information. The ILS team is investigating how this might be used to notify the community of online titles added to the FDLP. A related service of interest is GPO-ELSALE, an awareness service of FDLP electronic titles that are available for sale. Subscribe, or search the GPO-ELSALE archive that dates from July 2000, by pointing your browser to: http://listserv.access.gpo.gov/archives/gpo-elsale-l.html.

Publish, in Administrative Notes, the 1995 memorandum on eliminating microfiche from future discard lists.

The 1995 memorandum on eliminating microfiche form future discard lists will be printed in the next edition of *Administrative Notes*. Many of the recommendations from this memo were incorporated into the 2000 revision of the *Instructions to Depository Libraries*. In Chapter 9 (Regional Services) section C Publication Disposal Process, regional depositories are given the option to "exempt specific categories or formats from the disposal listing requirement." The regional is given the discretion to decide what those categories or formats should be, taking into consideration the collections in their state or region.

Add OCLC holding symbols for regional depositories.

Working with GPO, OCLC has begun to develop an automated process to set the holdings of the 53 regional depository libraries in bibliographic records contributed by GPO. This process will initially include records GPO creates "live" on OCLC and any records GPO may contribute for batchloading after the implementation of the ILS. The project is open to all regional depository libraries; the library may decide whether or not to participate. Regionals were given an opportunity to sign on to this project while at

the fall conference. GPO expects to start adding these holdings in early 2005, or approximately 90 days after OCLC receives the list of participants.

Provide branded recognition of GPO/FDLP electronic information.

GPO is currently investigating the ability to provide branded recognition of authentic GPO/FDLP files from search results in Google and Yahoo.

II. FUNDING

Allow depository libraries to purchase the print edition of the Serial Set from GPO Sales at a discounted price.

GPO is exploring the possibility of depositories purchasing the Serial Set from GPO at a discounted price.

Provide depository libraries with allowances, discounts, and free shipping for Print on Demand (POD) services.

GPO has discussed the possibility of providing a POD allowance for depository libraries to be used as a tool to augment depository library collections with paper versions of depository titles. GPO is still in the process of evaluating different options but one possible scenario is that the depository library could use an allowance to quickly order and receive a printed copy of a publication regardless of its item number. The policies being developed for use of a POD allowance will permit libraries to order multiple copies, replacement copies, or to supplement item selections with print publications that are of interest.

A survey of Federal depository libraries was conducted from September 8 to 27, 2004 to help gauge the future demand for print on demand (POD) publications. The survey presented two different hypothetical scenarios

and enabled GPO to gather data regarding the level of interest for a representative sample of potential POD publications. For the purposes of the survey, the cost of each title was the estimated POD sale price, less a 25% (book dealer discount).

The top titles identified by participating libraries as the most desirable for purchase with $500 POD allowance are:

- Weekly compilation of Presidential Documents
- Crime in the United States (annual)
- Sourcebook of Criminal Justice Statistics (annual)
- Condition of Education (annual)
- Health, United States (annual)
- Morbidity and Mortality Weekly Report
- Yearbook of Immigration Statistics (annual)
- Safeguarding Privacy in the Fight Against Terrorism. Report of the Technology and Privacy Advisory Committee, 2004
- Where to Write for Vital Records (triennial)

Complete survey results are on *GPO Access* at: http://www.gpoaccess.gov/pod/pod_stats.html.

GPO has been testing potential vendors to see exactly what capabilities are practicable now, as well as investigating future POD capabilities. The results are encouraging in most cases and the ability to deliver quality reproductions through POD is available now. The goal for the application of POD in the FDLP would be to offer POD publications as close to the original quality as possible, without sacrificing the ability to use the information. Quality access to authentic Government information remains an essential goal to GPO and will always be considered in

the deliberations of how POD could be used to benefit the FDLP.

Samples from the vendor tests are available for viewing at the conference. Any questions regarding POD may be directed to Bill Grennon at wgrennon@gpo.gov.

III. TRAINING

Reorganization of the Superintendent of Documents organization has allowed the creation of the Office of Education and Development, which will focus on education, training, and outreach. Dr. Larry Blevins, who has extensive experience in training and distance learning technologies, was hired to head this office. GPO is in the process of hiring additional staff for this area.

Produce a GPO PowerPoint for the Web.

An Interagency Agreement (IA) was recently finalized, which provides a mechanism for producing Web-based tutorials and other training tools. Through this IA GPO will produce training materials in the use of *GPO Access* as well as for the community to assist with depository administration and operations.

Provide small competitive grants for new documents librarians to attend DLC and other GPO sponsored meetings.

GPO does not have grant-giving authority. GPO does have the ability to issue invitations to travel and will explore how this might be used to support training efforts for new documents librarians. GPO currently provides support to members of Council to attend the Fall Depository Library Conference and Depository Council Meeting and the Spring Depository Library Council Meeting. GPO has also provided support to representatives from the regional libraries for attendance at the regional meeting preceding the Fall

Depository Conference last year and is doing so this year as well.

Support training for small non-depository libraries.

Once consultants are placed in the field through the Consultant Initiative, members of the community have suggested that training sessions be extended to non-depository libraries. Since *GPO Access* training has been provided to interested parties regardless of depository library affiliation, the expectation is that this will be the case in FDLP-related training conducted by consultants in the field. Non-depository libraries, or anyone with Internet access, will be able to use the Web-based tutorials once they become available.

Provide training for new technology.

The consultants in the field are expected to provide training as the FDLP moves toward an increasingly electronic dissemination service that may require additional technology-related skills from depository staff.

INCENTIVE THAT COULD BE IMPLEMENTED WITHIN TWO YEARS THAT GPO NEEDS TO ADDRESS:

- Add shipping list numbers to the map tubes
- Provide a list of official electronic titles on GPO Access.

INCENTIVES THAT COULD BE IMPLEMENTED BEYOND TWO YEARS

I. PROCEDURAL

Clarify and simplify the "Instructions to Depository Libraries".

The Instructions were reviewed to update links and contact information. The Office of Library Program Planning, responsible for

policy for the FDLP, will be reviewing FDLP policies and administrative publications.

Update the List of Classes.

Updating the List of Classes is an ongoing process. To facilitate identifying and deleting obsolete items, a file was generated of item numbers for which nothing has been distributed within the last five years. The entire item number process will come under review as part of the ILS implementation and the development of the National Bibliography.

Provide cataloging for pre-1976 cataloging projects.

GPO established a working group to develop a retrospective conversion plan for pre-1976 publications. This project will be contracted out and GPO is in the process of conducting market research. Conversion record samples of shelflist cards, old Monthly Catalogs, and microfiche versions of the Monthly Catalog will be produced and used to help determine the strategic directions for the project. Statement of Work (SOW) drafting is in process.

Provide credits to libraries that provide pre-1976 cataloging to GPO.

GPO is exploring what type of credits or incentives could be provided to libraries for providing cataloging to GPO.

Coordinate a list of retrospective cataloging projects.

The 2003 Biennial Survey of Depository Libraries asked libraries to identify their retrospective cataloging activities. GPO is reviewing these results in relation to its retrospective conversion plans and this can become the basis for a "clearinghouse" of retrospective cataloging projects.

Create a consultant program based in geographically dispersed areas.

The Consultant Program, as envisioned, is for the consultants to visit selectives within their specified region and improve communications between the depositories and GPO as well as with their regional library and with each other. They will also assess depository operations in a consultative spirit, identify and share best practices for depository management as well as provide training. It is expected that regional libraries will play an instrumental role in establishing the duties of the consultant, although the host institution does not have to be a regional. The consultant program resides in the Office of Education and Development. To date proposals have been received from:

- Michigan
- North Carolina/South Carolina/Georgia
- Colorado/Arizona/New Mexico/Wyoming/Utah
- California
- New England
- Kentucky/Virginia/Tennessee

The first consultant will be placed in Michigan. The Memorandum of Understanding between Michigan and GPO was signed at the regional meeting this week. GPO is still accepting proposals.

II. Funding

Fund library school students for projects and/or clearinghouse of library school practicum.

GPO funded the use of library school students for the University of Arizona Electronic Depository Pilot Project, which was recently completed. In this project electronic titles were identified and systematically substituted for tangible titles they receive from GPO as a selective

depository library. GPO is willing to consider other proposals.

Provide cataloging records free to libraries.

At present libraries can download GPO's cataloging records are available for downloading from the Federal Bulletin Board (FBB). When the ILS is implemented, libraries will be able to download records from the OPAC. The ILS Team is exploring how this service can be enhanced.

Provide grants for equipment.

GPO does not have grant-giving authority. Other projects guided by legal agreements, may provide opportunities for libraries to receive equipment. GPO is working with the University of Arkansas, Pine Bluff (UAPB) to test the feasibility of an Economic Development Program (EDP) for Federal depository libraries located in economically depressed areas. This pilot project, located in UAPB's Watson Library, seeks to create community awareness of existing Federal, state and county resources available for small business development in the local area. GPO has enhanced the depository's collections by providing a dedicated computer workstation and a customized Web page template with links to area economic development agencies, small business concerns and minority business services and opportunities.

Provide funding for depository librarians to attend one FDLP meeting per year.

GPO does have the ability to issue invitations to travel and will explore how this might be used to support attendance at FDLP meetings for documents librarians. GPO currently provides support to members of Council to attend the Fall Depository Library Conference and Depository Council Meeting and the Spring Depository Library Council

Meeting. GPO has also provided support to representatives from the regional libraries for attendance at the regional meeting preceding the Fall Depository Conference last year and is doing so this year as well.

Provide allowance for travel to support training at selectives.

The intent of the Consultant Program is to place consultants in the field to bring the training to the selective depository libraries, both on-site at the hosting regional or depository library and at selective depository libraries within the consultants' assigned regions.

Develop web and video based training modules.

The Office of Education and Development is planning to develop Web-based training modules covering the eight areas of the *Instructions to Depository Libraries*: Collection Development; Bibliographic Control; Maintenance; Human Resources; Physical Facilities; Public Service; Cooperative Efforts; and Regional Services. There will be capabilities to pre-test to determine existing knowledge and to post-test. The training will be available via the Internet twenty-four hours a day. An Interagency Agreement was recently finalized, which provides a mechanism for assisting GPO to produce Web-based tutorials and other training tools.

III. ARCHIVAL MATTERS

Digitization, preservation, legacy collections.

GPO's mission is to provide comprehensive, timely, permanent public access to U.S. Government publications in all formats, which is carried out through the mandates of 44 U.S.C. Chapters 19 and 41. This is a

period of continuous development and change, both within and beyond GPO as procedures and mechanisms have been developed to manage both our digital and tangible assets. In recent months meetings of experts were convened and plans were developed and made available for comment. Highlights are below:

The Collection of Last Resort (CLR) is comprehensive and includes publications of the Federal government, which are of public interest and educational value, regardless of format. Publications classified for reasons of national security and those produced solely for administrative or operational use are excluded by law from depository distribution. However, whenever possible administrative and operational publications will be acquired for the CLR, identified by metadata and included in the National Bibliography. Since the legal scope of the GPO Cataloging and Indexing Program is broader than that of the FDLP, some products will be included in the CLR solely because they are represented in the National Bibliography. The CLR will also serve as the repository for products from future GPO business initiatives. The CLR consists of multiple collections of tangible and digital publications, located at multiple sites, and operated by various partners within and beyond the U.S. Government.

The CLR plan is online at: http://www.gpoaccess.gov/about/reports/clr0604draft.pdf

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The second edition of the **FDLP EC plan** incorporates advances in the theory, technology, and practice of managing digital collections. Much of the revision recognizes the reality of a program in which over 81% of titles are online, and that every title in FDLP will be available in digital format within five years. The EC is part of GPO's Collection of Last Resort.

This second-generation plan defines parameters and requirements for the EC, and refines the policy framework on which development and maintenance of the Collection are based. In managing the EC, the guiding principle that the public has a right of access to Government information prepared and published at Government expense is the same principle that has guided the FDLP throughout its history.

The FDLP EC plan is online at: http://www.gpoaccess.gov/about/reports/ecplan2004rev1.pdf

✦ ✦ ✦

GPO is encouraging the movement toward **shared repositories,** or shared housing agreements, that allow libraries to eliminate some of the redundancy among their collections. Though still in the early stages, these initiatives are very important since they assure active preservation of the government documents collections in Federal depository libraries by moving toward a smaller number of comprehensive sets of tangible publications that can be more readily preserved. GPO contracted with Center for Research Libraries (CRL) for the development of a Decision Framework for Federal Document Repositories that can be used to evaluate the level of assurance provided by such repositories based on their physical characteristics, resources, governance and other factors.

"Federal Document Repositories: Decision Framework by Tangible Repository Type" is online at: http://www.access.gpo.gov/su_docs/fdlp/pubs/matrix_repository_type.pdf. This draft document is open for comment until November 1, 2004.

✦ ✦ ✦

GPO is working with the library community on a **national digitization plan** with the goal of digitizing a complete legacy collection of tangible U.S. Government publications held in libraries participating in the Federal Depository Library Program (FDLP). The objective is to ensure that the digital collection is available, in the public domain, for no-fee permanent public access through the FDLP. The project will ensure that the collection is digitally reformatted for preservation purposes. The digital preservation masters and the associated metadata will be preserved in the GPO electronic archive (in addition to any other places that the materials might be held) and there will be no-fee public access to the content through derivative files on *GPO Access*.

For more information on GPO's digitization and preservation initiatives, including the Report from the Meeting of Experts on Digital Preservation and the digital priorities survey results, see http://www.gpoaccess.gov/legacy/index.html.

GPO could serve as a clearinghouse for digitization projects.

GPO has been working with the Government Information Technology Committee (GITCO) of ALA GODORT. GITCO is transferring their Clearinghouse of Government Documents Digital Projects to GPO. GPO developed a matrix that compares various digital registry elements.

Agree to take over a database of digital material if a library is no longer able to maintain the site.

Standard language to this affect is included in all Memorandums of Understanding that relate to "official content" to which GPO agrees.

INCENTIVES THAT COULD BE IMPLEMENTED BEYOND TWO YEARS THAT GPO NEEDS TO ADDRESS:

- Place SuDoc numbers on publications
- Allow selection by title and not item/class number
- Provide smart barcodes to be added to publications to allow scanning for discard lists
- Develop a portal/template for electronic collections management

Readers Exchange

Vernon Parish Library Displays WWII Posters

The Vernon Parish Library in Leesville, LA recently mounted a display of historical World War II posters to showcase a part of their Federal Depository Library collection.

The display was noted in the Libraries Southwest newsletter (Fall, 2004).

Readers Exchange

Georgia Southern University Library Home Page Features FDLP Link

The online home page for the Zach S. Henderson Library, Georgia Southern University, in Statesboro, GA, now features a prominent link to online government documents resources <http://library.georgiasouthern.edu/>.

Stephen L. Sexton, Government Documents Librarian, notes that this feature helps to promote the Henderson Library as a Federal depository library, and highlights the availability of online Federal government information resources through depository libraries.

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