Administrative Notes

Newsletter of the Federal Depository Library Program

New Chief of Depository Distribution Division Appointed: James Mauldin

James Mauldin has been selected as Chief of the Depository Distribution Division, effective December 3, 2001. Mr. Mauldin joined the Government Printing Office in 1996 as a Publications Management Specialist for the Depository Administration Branch. He most recently served as a Program Analyst/Network Administrator for the Library Programs Service. Mr. Mauldin is a 1986 graduate of Virginia State University, receiving his B.S. degree in Public Administration.

New Depository Processing Branch Chief Appointed: Cornelius Greene

Cornelius Greene has been selected as chief of the Depository Processing Branch, effective November 26, 2001. Mr. Greene has been with the Library Programs Service since 1974. Prior to his appointment as chief of the Processing Branch, he served as foreman of the Processing Section, where he was responsible for the distribution of publications through the lighted bin system.

New Library Inspector Appointed: Kathy Brazee

Kathryn Brazee recently joined the Library Programs Service as a depository library inspector. Ms. Brazee came to LPS from the University of San Francisco Gleeson Library/Geschke Center, where she was a documents librarian for the past five years. Prior to this, she was a graduate student assistant in the University of Washington Government Publications unit while she was at the university receiving her Master of Librarianship. Other experience includes employment and library directed fieldwork at U.S. Department of State agencies. Her undergraduate degree is from Lewis and Clark College in History and French Studies.

New Procedures in Place to Deal with Returned Shipment Boxes

Depository library shipment boxes and packages that are returned to GPO as undeliverable are causing many problems. These shipments are being sent twice, incurring at least double the postage and taking up staff time in preparing the boxes for shipment.

Libraries are now advised of a new procedure to deal with this issue. When the LPS Distribution Division receives three or more returned packages from a library in a relatively short period of time, LPS staff will contact the library to identify the cause of the problem and make suggestions for possible solutions, such as an address change. (Sending the material to a different location may be necessary because of new security procedures.)

The library must respond to GPO within two weeks to resolve the problems, or all shipment boxes to that library will be stopped.

Shipments will resume only when the library contacts the Distribution Division to clarify the problems.

We appreciate your cooperation and continuing participation in the Program. Remember to report all address changes to LPS. You can do this from the Library Directory Page, located at < www.access. gpo.gov/su_docs/fdlp/tools/ldirect.html> .

Fax-Only Claiming Starts January 1, 2002

Effective January 1, 2002, all claims must be sent to LPS only by fax.

The Depository Distribution Division will no longer accept claims submitted via traditional mail after that date.

Depository libraries should fax claims to:

Primary Claims Fax #: 202-512-1429

If that number is busy, depositories may use the general LPS fax number:

Secondary Fax #   202-512-1432

Enhanced New Electronic Titles (NET) Developed

New Electronic Titles (NET) users will find an improved, more comprehensive product effective January 1, 2002. The enhancements are made possible by changing from a stand-alone, independently maintained application to one based on the Catalog of Government Publications (CGP). These enhancements to NET functionality will also enable the Library Programs Service (LPS) to make the most efficient use of limited personnel resources.

Improvements include:

- The "new" NET will be comprehensive rather than selective. It will list ALL online electronic publications within a specific time period, including those electronic-only titles added to the FDLP Electronic Collection, and those which have tangible counterparts that have been distributed to depositories.

- More information will be provided for each electronic publication. The user may review both the short and full cataloging records, which may contain multiple hyperlinks to various formats of the title (e.g., PDF, HTML, TXT). The current NET listing provides only a single hyperlink.

- Records will be more timely, since cataloging workflow makes records for electronic publications available in CGP before they appear on the NET listing.

- The listings will cumulate, and records will be available as soon as they become available in the CGP. Users will no longer have to wait for the entire listing to be completed before they are able to access any of the items on the list.

GPO's Production Department is working closely with LPS to provide further enhancements to the NET service, including independent search capability of the Cataloging Date field and chronological listing of the search results.

NET remains available at the same URL: < www.access.gpo.gov/su_docs/locators/net> .

Shipping Lists Have a New Look in 2002

Shipping lists for FY 2002 have a new, more open appearance, with a larger, sharper typeface and less clutter. (For a sneak preview, see SL 2002-0051-P, dated 12/5/01.)

The claim form at the bottom of the sheet has been removed (see "Fax Only Claiming Starts January 1, 2002," above). One addition is the repetition of item numbers when several titles on the list are shipped under the same item number. LPS hopes these changes will make the shipping lists easier to process and use.

These changes are made possible by a new software platform. This is one of several actions intended to move LPS away from obsolete, stand-alone software applications into a fuller utilization of the networked environment. These changes are initial steps in the LPS systems modernization process.

Federal Web Sites: Laws, Policies & Measurements
New Web Page by the Law Librarians' Society of Washington DC

[Announcement from the Law Librarians' Society of Washington DC]

The Law Librarians' Society of Washington D.C. is pleased to announce the availability on its Legislative Source Book Web site < www.llsdc.org/sourcebook/> of a new document entitled "Laws, Policies, and Performance Measurements Relating to Federal Agency Web Sites" < www.llsdc. org/sourcebook/lawsonwebsites.html> .

The new Web page alphabetically lists and links to laws and policies relating to Federal agency Web sites and also lists performance measures useful in evaluating agency Web sites. The Web page is based on a 2001 government study entitled "Performance Measures for Federal Agency Web Sites" < http://fedbbs.access.gpo.gov/measures. htm> .

Readers Exchange

Publicizing Documents & Indexing Online Subject Indexes

Thanks to Mardi Mahaffy of East Central University, OK, for alerting documents librarians to a listing of online newsletters developed by Oklahoma Federal depository librarians. The sites illustrate a variety of approaches toward publicizing government information. The listing, shown below, may be found at < www.ecok.edu/library/depts/ govdoc/oknews.html> .

Oklahoma Up to Date

Newsletters from the Oklahoma Government Documents Community

AgriDocs
Mardi Mahaffy, East Central University
http://www.ecok.edu/library/depts/govdoc/agdocs.html

Document Tidbits
Suzanne Sears, Tulsa City County Library
http://www.tulsalibrary.org/govdocs/tidbits.htm

Gov-Line Online
Adriana Edwards-Johnson, University of Central Oklahoma
http://library.ucok.edu/gov/line/5_3.html

Red Dirt Depositories Newsletter
Suzanne Holcombe, Oklahoma State University, Steve Beleu, Oklahoma Department of Libraries
http://regdocs.okstate.edu/news.htm

U.S. Government Information on the Web Subject Index

And thanks to Kathy Amen, St. Mary's University, TX, for compiling a meta-index to over 20 wonderful subject index pages developed by documents librarians and others. The main page for the index, which includes a list of the institutions covered and a link to a search page, is at < http://library. stmarytx.edu/acadlib/doc/us/subjects/ submain.htm> .

In Kathy's post to GOVDOC-L, she said "I learned a lot just compiling the index and was constantly impressed with the wonderful work you all are doing to make government information more easily accessible. I want to thank Stephen Woods at Idaho State especially for his "Subject Indexes to Government Information on the Internet" list, which made working with the subject pages a lot easier.

"My index was not intended to be as comprehensive as his "Meta-Index," but to provide another alternative place to look for subject info.

"As always, suggestions for improvement are welcome, and feel free to link to the index if you think it would be useful for visitors to your pages."

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Recommendations, Commendations and Action Items
Depository Library Council
Fall 2001

1. Scheduling

Council recommends that the Government Printing Office implement the following schedule changes beginning with the Fall 2003 Council Meeting:

a) Retain the Sunday night through Wednesday afternoon meeting schedule, but move the Fall Orientation session for new Council Members to the Thursday immediately following the meeting;

b) Consider concurrent or consecutively scheduled meetings with other library conferences (e.g. state associations, Public Library Association, Association of College and Research Libraries).

Rationale: Moving the orientation to Thursday would provide more time for this valuable session, and would give new Council members background information from their first meeting to help them better understand Government Printing Office operations before their visit. This schedule change would also not require non-Council members, many of whom pay some or all of their own expenses, to spend more money to stay additional time.

Having Council sessions in conjunction with other organizations' meetings might increase the size of the audience, including librarians not primarily responsible for government information in their respective institutions. Program opportunities might be enhanced by collaboration with these other organizations as well.

2. Virtual Depositories

Council recommends that the Government Printing Office study the feasibility of a Virtual Depository Library. If feasible, Council further recommends that the

Government Printing Office draw on the expertise of the depository library community to serve their Congressional district through an online depository collection and supporting services by carrying out a pilot project.

Rationale: In light of the increasing predominance of online resources in the Federal Depository Library Program, the Government Printing Office should consider the possible modification of the depository relationship. Exploring the concept of virtual libraries with the depositories the Government Printing Office could positively publicize the electronic transition, the fact that the majority of the new depository materials (60%) are now disseminated online, and the new roles that libraries have in building Web and catalog resources for the distance learner/customer.

3. Integrated Library System (ILS)

Council recommends that the Government Printing Office provide a written update by the Spring 2002 Depository Library Council meeting on the progress of the potential acquisition of an Integrated Library System.

Rationale: In the 1999 Spring meeting Council recommended that the Government Printing Office investigate the feasibility of acquiring an Integrated Library System. Council continues to believe that benefits to both the Government Printing Office and the depository community exist. Additionally, the Government Printing Office was receptive to the idea of an Integrated Library System but was unable to make a full resource commitment to an Integrated Library System acquisition due to its involvement with the Year 2000 compliance efforts. It is also likely that the migration from the Government Printing Office's use

of a variety of legacy systems to a single Integrated Library System would help streamline internal processes as well as increase responsiveness to the Depository Community.

4. Superseded List

Council recommends that the Government Printing Office develop principles that clearly articulate how depository libraries should manage editions of superseded, tangible materials for which the current edition now appears solely in an electronic format. Further, Council urges the Government Printing Office to provide links to URLs in the electronic Superseded List.

Rationale: Because the last compilation of the Superseded List is approximately 5 years old and more products once distributed in a tangible format have migrated to the electronic environment, the need for an updated Superseded List is critical. Council believes that a statement directing the management of tangible superseded material now available in an electronic only format is necessary, particularly when the tangible material is less than 5 years old. Linking URLs will assist depository libraries in the maintenance of material that is superseded on a regular basis.

Council appreciates the time and effort of the Government Printing Office and volunteers from the depository community and is looking forward to the new, electronic list in the very near future.

5. Awareness

Council recommends that the Government Printing Office expand efforts to increase awareness among library administrators as well as library users of the unique contributions and benefits of the Federal

Depository Library Program in the continuously changing information environment.

Rationale: Council recognizes that diverse constituencies may be unaware of the Program's contributions and benefits. In light of recent trends that include more information offered virtually and a decline in the number of depository libraries nationally, increased promotional and marketing efforts are vital. These efforts should not only be aimed at the various constituencies in the library community (administrators, reference staff, and bibliographers) but at the faculty, business, government, and the general public.

6. Inspections

Council recommends that the Government Printing Office continue to reorient the depository "inspection" process as mandated in 44 United States Code 1909 to a more positive learning and training experience. Whenever possible, the designated inspector should request that a representative from the depository's regional and/or a local peer expert be included as part of the visiting team. Moreover, the Government Printing Office should train inspectors how to conduct sessions with ranking library officials to the best advantage for depository operations.

Rationale: Council recognizes concerns among certain libraries regarding the inspection process, noting that nomenclature and emphasis may contribute to a negative perception. It is the sense of Council that a change in the use of the word "inspection" to a more positive term, such as "site visit" may facilitate the sharing of expertise, best practices, and other positive outcomes. These outcomes can be further served by requesting the presence of a regional or local

peer expert during the visit, as that person can provide support for the depository coordinator. Finally, Council believes that specialized training will allow inspectors to communicate with library officials on a more equal basis.

7. Self Study

Council recommends that the Government Printing Office assess the value and effectiveness of the self-study process for depository librarians and the Government Printing Office.

Rationale: Council would like to know whether the self-study process is working to improve depository library operations and the inspection process as anticipated by the Government Printing Office and depository community. Council also would like to know if the self-study adequately helps the Government Printing Office determine whether or not a formal inspection is warranted.

8. Geographically Separate Backup for GPO Access

Council recommends that the Government Printing Office proceed as quickly as possible to create a geographically separate backup for GPO Access and the Electronic Collection. Council also recommends that the Government Printing Office begin working toward a complete mirror site, with full content and functionality, for GPO Access and the Electronic Collection.

Rationale: Preservation of electronic government publications in the Government Printing Office archiving initiatives is vitally important for guaranteeing permanent public access to these core government publications and other content-rich government information resources. The events of

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September 11th clearly demonstrate the strong need for redundancy of data storage at remote sites. A complete geographically separate backup and mirror site will allow the Government Printing Office to better serve the needs of a growing user base.

9. Geographically Separate Backup for Partners

Council recommends that the Government Printing Office investigate the feasibility of providing a geographically separate site for the Federal Depository Library Program partners and agency partners to store data contained on the partner sites.

Rationale: If partners are responsible for locating their own geographically separate storage sites, the Government Printing Office may or may not have easy access to the data or know where the backup is located in the event of a disruption at a partner site. By providing a data storage site for the Federal Depository Library Program and agency partners, the Government Printing Office enables the partners to store data contained on their sites in a geographically separate facility. In the event of a disruption at a partner site, the Government Printing Office can easily retrieve the stored data and assist the partner site with restoring public access to the data.

10. Distribution of Electronic Publications

Council recommends that the Government Printing Office and a working group of Council examine the concept of establishing the systematic distribution of Federal government electronic publications through the Federal Depository Library Program in order to assure further redundancy in free public access to that body of information.

Rationale: In response to concerns for permanent public access to electronic government information expressed by some in the depository community, Council believes that the Government Printing Office and the Council working group should examine the following issues: legal issues; issues including technology; authenticity and data integrity; feasibility; and the nature and level of interest in pursuing the proposed distribution concept in the depository community.

11. Shared Bibliographic Information

Council recommends that the Government Printing Office appoint a working group to examine options for Federal Depository Libraries to share bibliographic information about government publications with the Government Printing Office Cataloging Branch with the goal of sharing this cataloging information with all participants in the Federal Depository Library Program via the Government Printing Office cataloging records. Options to be considered might include:

1) Sharing information to aid in the identification, description, and subject cataloging of Federal government publications via the process developed for the Electronic Publications Working Group;

2) A pilot project in which national libraries would contribute cataloging records for online publications to the Government Printing Office Cataloging Branch; and

3) A pilot project in which other Federal Depository Libraries would contribute cataloging of Federal

publications to the Government Printing Office Cataloging Branch.

For options 2) and 3), only libraries currently qualified to participate in the Program for Cooperative Cataloging (PCC) would be eligible for participation in pilot projects.

Rationale: Council appreciates the panel discussion by representatives of the Program for Cooperative Cataloging held at this Depository Library Conference. This presentation stimulated discussions of the several options for Federal Depository Libraries to share cataloging records or bibliographic information needed to create cataloging records with other Federal Depository Library Program participants via the Government Printing Office cataloging records. A working group is needed to examine the feasibility of these options, weighing the benefits of augmenting the cataloging available for government information products outside the current Government Printing Office cataloging workflow and distribution of that cataloging to Federal Depository Library Program participants against possible negative impact on the Government Printing Office Cataloging Branch's workload.

COMMENDATIONS

A. Council commends the new service partner, University of North Dakota, for the editing and hosting of the Needs & Offers (N&O) List. The List provides a method for libraries to responsibly dispose of their withdrawn publications, and for other libraries to provide new homes for them. Council appreciates the contributions of Kevin Reynolds for editing and hosting the list from 1996-2001.

B. Council commends the National Renewable Energy Laboratory (NREL) and the Government Printing Office for their new partnership to provide permanent public access to NREL information. This partnership continues the growth in the number of agencies that have partnered with the Government Printing Office to provide permanent public access for their electronic information.

C. Council commends the Department of Energy's Office of Scientific and Technical Information and the Government Printing Office for the new partnership, Energy Citations Database, which provides citations to publications from 1948-present. The database provides access to publications available in depository libraries, and provides access to publications available online.

D. Council commends the Government Printing Office for their extraordinary work in communicating ever-fluctuating travel arrangements to meeting attendees and for their work with the hotel due to all of the recent tragedies.

E. Council commends Barbara Levergood and the University of North Carolina, Chapel Hill for their efforts in establishing and maintaining REGIONAL-L, a discussion list for Regional Depository Libraries. Barbara

excelled at maintaining REGIONAL-L, acting as a liaison between Regional Depository Libraries and the Government Printing Office, and providing timely information exchange between the two groups.

F. Council commends the Government Printing Office and the depository library community for their continuing efforts to maintain public access to government information in this time of crisis. Council takes note of the extraordinary circumstances driving the current political climate and the effect they may have on public access to historical and current government information. We commend the Government Printing Office for its leadership in pursuing a policy of maintaining access to information that does not compromise the nation's security.

ACTION ITEMS

1. Council will write a letter to the Public Printer outlining suggested promotional and image activities to assist the Government Printing Office with implementing Recommendation #5.

   - Conduct focus groups at Public Library Association, American Library Association, Special Libraries Association and other national and state related professional association meetings to determine library directors' perceptions of the Federal Depository Library Program and potential services they would value in the future.

   - Develop a comprehensive plan to increase the visibility of the Federal Depository Library Program that targets various constituencies and their specific needs. Such groups may include library directors, government officials, the business community, and the public.

   - Participate more actively in the activities of other library organizations, specific presentations and workshops, and strategically placed articles in library journals and other library publications and Web sites.

   - Offer an interactive map of the United States to help the public locate the Federal depository libraries nearest to them.

   - Begin collecting testimonials from directors and others regarding benefits and successes of the Federal Depository Library Program, to be used in promotional materials.
   - Create a variety of press kits, materials, videos, etc. to promote the Federal Depository Library Program to a variety of audiences.

2. Council suggests that the Government Printing Office provide a program at the Spring 2002 conference that would bring together inspectors, regional librarians, and other parties interested in serving as "expert peers" to review the process and goals of the site visit.

3. Council will work with Government Printing Office produced information and other resources, including Documents Data Miner, to conduct an analysis of libraries that have relinquished depository status, identify what factors might have contributed to their decision, and recommend strategies to encourage at-risk depositories to weigh their options and make an informed decision.

4. Council will continue to study issues related to those problems with Persistent Uniform Resource Locators (PURLs) that have the potential to discourage public access to online titles. Problems reported include PURLs that do not work with all Internet browser software and the difficulty in identifying and selecting access points that support access to all online issues of serial titles.

5. Council will monitor the function of the Electronic Publications Working Group, a collaborative effort of the Government Printing Office whole-book cataloging

teams and volunteers from the library community. The Working Group has recently implemented an electronic form supporting standardized notification of Library Program Staff of online titles that fall within the scope of the Federal Depository Library Program. Council would like programs for the recruitment and training of potential librarian volunteers scheduled for the Spring and Fall 2002 Depository Library Council meetings.

6. The Cataloging and Locator Committee will investigate the issue of the Government Printing Office's cataloging of tangible formats to represent titles distributed or disseminated by the program in electronic formats.

7. Council will follow up to encourage the Superintendent of Document policy and rationale for withdrawal of electronic materials to be published in Administrative Notes.

Your Advice Needed on Redesigning Administrative Notes

The new look of this issue of Administrative Notes is intended to improve the readability of the newsletter and to enhance its usefulness to depository library staff.

We added a sidebar on the front page to give a quick synopsis of the contents, changed

typefaces, placed the text in two columns, and replaced lines with white space.

Please let us know what you think! We welcome all suggestions, which you may send to the editor at fax 202-512-1432 or email < mmacgilvray@gpo.com> .

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December 2001

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