Administrative Notes

Newsletter of the Federal Depository Library Program

GPO and Depository Libraries Partner To Offer Online Reference Assistance

The U.S. Government Printing Office (GPO) joins the University of Illinois at Chicago (UIC) and Federal Depository Libraries around the country to provide an online reference service to the American public. This unique free web based "Ask a Librarian" service will give the public an opportunity to ask librarians questions about government resources. An example of how this service works: with the current process in the Presidential elections, the public may have questions about the primaries, caucuses and Electoral College process. A librarian is available at http://govtinfo.org to answer those or any other questions about the government.

"This service enables GPO and the depository libraries to help Americans answer questions about their democracy by connecting them to the expertise offered by Government reference librarians," said Ric Davis, Acting Superintendent of Documents. "This is another example of the strong partnership GPO has with the Federal Depository Library community in their commitment of Keeping America Informed."

UIC will manage and maintain this service called "Government Information Online: Ask a Librarian". GIO is supported by nearly 20 public, academic and state libraries throughout the country. Librarians are specialized in finding government information on any topic.

"GIO promotes and complements the growing digital initiatives of both UIC and GPO as well as the digital Government information provided through the Federal Depository Library Program," said Mary Case, University Librarian at UIC. "We are pleased to be able to collaborate on this exciting initiative with GPO, our Committee on Institutional Cooperation colleagues and a growing number of depository libraries around the country."

About UIC:

UIC ranks among the nation's top 50 universities in federal research funding and is Chicago's largest university with 25,000 students, 12,000 faculty and staff, 15 colleges and the state's major public medical center. A hallmark of the campus is the Great Cities Commitment, through which UIC faculty, students and staff engage with community, corporate, foundation and government partners in hundreds of programs to improve the quality of life in metropolitan areas around the world. UIC also is one to twelve research universities in the Midwest with membership in the Committee on Institutional Cooperation (CIC), which strives to advance academic by sharing resources and promoting and coordinating collaborative activities across the member universities. For more information about UIC, please visit www.uic.edu

About GPO:

The GPO is the Federal Government's primary centralized resource for gathering, cataloging, producing, providing, authenticating, and preserving published U.S. Government information in all its forms. GPO is responsible for the production and distribution of information products and services for all three Branches of the Federal Government.
In addition to publication sales, GPO makes government information available at no cost to the public through GPO Access (www.gpoaccess.gov), and through partnerships with more than 1,250 libraries nationwide participating in the Federal Depository Library Program. For more information, please visit www.gpo.gov.

[GPO News Release 08-06, 2/13/08]

Updated Schedule Posted for Depository Library Council Meeting

An updated schedule of events for the spring 2008 Depository Library Council Meeting, showing detailed session topics, is now available at: http://www.fdlp.gov/events/spring08dlc.html.

At this site you can also:

- Get more information on the 2008 Spring Depository Library Council Meeting.
- Register to attend;

- Make your hotel reservation online;
- View airport transportation information

The 3-day meeting will begin at 8:00 a.m. on Monday, March 31, 2008, with registration and coffee. The meeting will conclude at 3:00 p.m. on Wednesday, April 2nd.

To register for the meeting, go to http://www.fdlp.gov/events/spring08dlc.html.

Depository Library Council Meeting
March 31 – April 2, 2008

WESTIN CROWN CENTER HOTEL – 1 East Pershing Road · Kansas City, Missouri 64108

MONDAY MARCH 31

8:00-9:30 Registration

8:00 Coffee with Council

8:30 – 9:00 New Attendees Orientation: - Kathy Brazee, Librarian, Education and Outreach, GPO, Facilitator
- Ric Davis, Director, Library Services and Content Management and Acting Superintendent of Documents
- Geoff Swindells, Government Documents Coordinator, University of Missouri-Columbia and Chair, Depository Library Council
  An overview of the U.S. Government Printing Office and Depository Library Council for new attendees and a preview of the Council Meeting.

9:00- 10:00 New Documents Librarians: Kathy Brazee, Librarian, Education and Outreach, GPO, Facilitator
- Jennie Burroughs, Government Documents & Reference Librarian, University of Montana, Missoula
- Karen Russ, Government Documents Librarian/Assistant Professor, University of Arkansas at Little Rock
  Experienced depository librarians and GPO staff will address your questions in this lively open forum session.

8:30 – 10:00 Educational Session: 'WebScraping:' Government Information For Your Depository Library
- Michael Samson, Public Service Librarian, Wayne State University
  This presentation will introduce government documents librarians to several exciting, easy-to-use and free web 2.0 information harvesting tools. These tools will help provide automated 'webscraping' of Internet government information and archival harvesting procedures so that librarians will be able to provide customized depository library information to their patrons via library web pages, course web systems (e.g., Blackboard, Pipeline), and online catalogs (e.g., Innovative).

10:00 Break

10:30 - 12:00 Plenary Session: Council/GPO Welcome and Update
- Geoffrey Swindells, Chair, Depository Library Council
- Robert C. Tapella, Public Printer, GPO
- Richard G. Davis, Director, Library Services & Content Management, Acting Superintendent of Documents, GPO

12:00 – 2:00 Lunch Break On Your Own (Regionals/Selectives)

2:00 - 3:00	Plenary Session: FDsys Update
	Panel Discussion with Program Management Office Directors & Program Management Team - Mike Wash, Chief Information Officer, Information Technology & Systems, GPO, Facilitator
	• Carrie Gibb, Market Research Manager, Office of the Chief Technical Officer, GPO
	• Matt Landgraf, Lead Program Planner, Program Management Office, GPO
	• Lisa LaPlant, Lead Program Planner, Program Management Office, GPO
	• Gil Baldwin, Associate Director, Program Management Office, GPO
3:00	Break
3:30 – 5:00	Plenary Session: Web Harvesting
	• Robin Haun-Mohamed, Director Collection Management & Preservation, GPO
5:00 – 6:30	Council Working Session
6:00	Adjourn
7:00-9:00	GODORT

TUESDAY APRIL 1

8:00 – 8:30	Coffee with Council
8:30 -10:00	Plenary Session: Web 2.0
	• Cynthia Etkin, Senior Program Planning Specialist, Office of the Superintendent of Documents, GPO
10:00 -10:30	Break
10:30 -12:00	Council Session: Integrated Library System & Library Directory
	• Linda Resler, Manager, Library Technical Service Support, GPO
	• Laurie Hall, Director, Library Technical Information Services, GPO
10:30 -12:00	Web 2.0 for Document Librarians
	• Michele Reilly, State Publications Librarian, Arizona State Library, Archives and Public Records
	While the vast majority of Web 2.0 products best serve the general public and academic librarians, there are some out there that can make the job of a documents librarian easier. These sites help with communication, reference and collection. Learn which new technologies can be effectively used by document librarians.
12:00 -1:30	Lunch Break On Your Own – (By library type)
1:30 – 3:00	Council Session: Digitization
	• Robin Haun-Mohamed, Director Collection Management & Preservation, GPO
1:30 – 3:00	FDLP.GOV – Desktop Update
	• John Dowgiallo, Web Content Specialist, GPO
	• Karen Sieger, Manager, Web Content Management, GPO
3:00 – 3:30	Break

3:30 – 5:00   Council Session: Public Access Assessments

- Kathy Brazee, Librarian, Education and Outreach, GPO
- Denise M. Davis, Director, Office for Research and Statistics, American Library Association
- Gwen Sinclair, Librarian, Government Documents & Maps, University of Hawaii at Manoa Library
  Hear the latest about Public Access Assessments, the new individual library assessment program, and participate in a discussion about free public access best practices.

3:30 – 5:00   Online Programming for All Libraries: Using OPAL

- Tom Peters, OPAL Coordinator, TAP Information Systems
- Sarah E. Handgraaf , Web Content Developer, Johnson County Library
- Jennifer Mahnken, Adult Program Manager, Johnson County Library, Kansas
  Learn how you can use web conferencing to present educational and training sessions for the benefit of the depository community.

5:00 - 6:30   Council Working Session

6:30   Adjourn

7:00-9:00   Regional Meeting

WEDNESDAY APRIL 2

8:00   Coffee with Council

8:30 – 10:00   Council Session: Council Recommendations
- Geoff Swindells, Council Chair

8:30-9:15   Getting Published – You Can Do It!
- Peter Kraus, Federal Documents Librarian, J. Willard Marriott library, University of Utah

  Tenure requirements are becoming increasingly stringent at colleges and universities around the country. More and more university administrators are looking at the scholarly productivity of those with faculty status to judge their performance as professionals. Learn about the ins and outs of publishing in academia, you can do it!

9:15 – 10:00   Governmental Resources on Space Warfare and Defense
- Bert Chapman, Government Information and Political Science Librarian, HSSE Library, Purdue University

  This presentation will focus on U.S. government and military resources on space warfare and defense. These are produced by military agencies such as the Air Force and Defense Department, and by intelligence agencies such as the National Reconnaissance Office.

10:00 -10:30   Break

10:30 -12:00   Council Session: Collaboration with GPO
- Suzanne Ebanues, Senior Planning and Development Specialist, Library Services, GPO

10:30 -12:00 "Now it's Your Turn: Gi21 Hits the Road"

- Debra S Van Tassel, University of Colorado at Boulder
- Kirsten Clark, University of Minnesota
- Jennifer Gerke, University of Colorado at Boulder
- Peggy Jobe, University of Colorado at Boulder

    The success of the Government Information in the 21st Century IMLS grant project continues to exceed expectations, but this project ends in September, 2008. Now it's your turn to consider how this model can be implemented in your geographic area. Members of the current Gi21 team will provide a brief overview of the process and discuss the plans and timeline for a new grant. Breakout sessions, moderated by current team members, will provide an opportunity for regional and selective librarians to consider how they might partner and participate in a new grant and training opportunity. A wrap-up will bring everyone together to share their ideas and questions.

12:00 Lunch Break On Your Own

1:30 – 3:00 Council Plenary Session: Future FDLP

- Cynthia Etkin, Senior Program Planning Specialist, Office of the Superintendent of Documents, GPO

3:00 Adjourn

Making Hotel Reservations
For the Spring 2008 Council Meeting

The Spring 2008 Depository Library Council Meeting will be held at the Westin Crown Center Hotel located at 1 East Pershing Road, Kansas City, Missouri 64108.

Hotel reservations must be made prior to Friday March 7, 2008 to ensure the prevailing Government rate of $103.00 a night. Any reservations made after the cut-off date will only be reserved on a space-available basis at the prevailing commercial rate which could be up to $299.00.

The Westin Crown Center has created a Reservation page specifically for the 2008 Depository Library Council meeting. The online reservation system on the hotel's main web page will not reflect the group rate.

To make your reservation online for the Westin Crown Center please copy and paste the link below into your web browser:

http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0711293702&key=510A6

Or go to http://www.fdlp.gov/events/spring08dlc.html and click the first banner.

If you have any problem making your reservation, please contact the Office of Education and Outreach at 202-512-1119 for assistance.

2008 Annual Interagency Depository
Seminar Scheduled

The 21st Annual Interagency Depository Seminar will be held in Washington, DC from July 28, 2008 through August 1, 2008. During the weeklong seminar, representatives from various Federal agencies will present an overview of their information products and activities as they relate to Federal depository libraries.

To register or for more information, please check the events page at: <http://www.fdlp.gov/events/ia08.html>.

A block of 30 rooms has been set aside for seminar participants at the Residence Inn

Marriott, 1199 Vermont Avenue, NW, Washington DC 20005. Reservations may be made through the Residence Inn Marriott's Web site.

This will connect to the property's home page with the access code already entered in the appropriate field. Reservation can also be made by phone: 202-898-1100. Please provide access code "IASIASA" and state you are with the GPO Interagency Depository Seminar group in order to receive the rate of $162.00 per night plus 14.5% tax.

"Locate in a Library" Enhancements Added to Catalog of U.S. Government Publications

The Catalog of U.S. Government Publications' (CGP) http://catalog.gpo.gov "Locate in a Library" feature has been enhanced to display two new fields: "Catalog Website" and "Public Notes." These fields provide additional depository-related information to assist users searching for a library that has their publication of interest.

Public Interface Released for Federal Depository Library Directory

The release in February 2008 of the public interface of the Federal Depository Library Directory (FDLD) completed phase 2 of the FDLD transition. The FDLD is a service of the Catalog of U.S. Government Publications, http://catalog.gpo.gov, produced by Library Services and Content Management.

The release of the public interface replaces many of the existing library directory tools, including the PDF version of the directory on GPO Access and the library directory files on the Federal Bulletin Board. All old links to the directory have been redirected to the new directory pages. The main FDLP public page is:
http://catalog.gpo.gov/fdlpdir/public.jsp.

The public interface enables the user to search and view directory information as well as to extract and export specific data in three file formats. The FDLD 'Help' section, available from the FDLD left hand navigation menu, provides export instructions for this process and other useful information.

Phase 1 of the FDLD provided libraries the administrative module to access and edit depository directory information. Phase 2 enables the public to view that directory information.

We thank all the libraries who updated their data in the new Federal Depository Library Directory (FDLD) during our data update period. We encourage the depository community to use the FDLD to keep directory information current as changes occur.

Information about the FDLD can be found at:
http://www.fdlp.gov/fdld/about.html

Frequently asked questions about the FDLD can be found at:
http://www.fdlp.gov/fdld/faqs/index.html

Nominate the 2008 Library of the Year

Nominations are now being accepted for the 2008 Federal Depository Library of the Year Award. The chosen library will be announced during the fall 2008 Federal Depository Library Conference and meeting of the Depository Library Council. GPO will provide travel and lodging to the Conference for the depository coordinator and the library director from the winning library.

You are invited to nominate any Federal Depository Library, regardless of its size or type. (Past winners, libraries of current Depository Library Council members and libraries on probation are ineligible for consideration.)

The nomination deadline is June 30, 2008. The winning library will be notified by the end of July, 2008.

Nomination guidelines, information about the award, past winners and the nomination form are available on the FDLP Desktop under the drop down menu of Outreach and Education > Library of the Year.

Take time to nominate an outstanding library using the newly simplified submission form! Nominations must be submitted via the FDLP Desktop at: http://www.fdlp.gov/loty/nominate.html.

Library Closures or Other Disruptions to Depository Service Require GPO Notification

Disruptions

When a disruption occurs in access and services for Federal depository library resources, Federal depository library administrators must notify the U.S. Government Printing Office (GPO) about the disruption. A disruption is any event, whether planned or unexpected, that involves significant changes in access to and services for the depository collection. For example:

- The library experiences a natural or other disaster (e.g., flood or fire);
- The institution and library closes for several days between quarters or semesters (if academic) or during a holiday season;

- The library is being remodeled or collections are being shifted over several days (or months).

If a disruption affects other collections but access to and services for Federal depository library resources are not and will not be affected, the depository does not need to notify GPO.

Public Service Responsibilities

Federal depository resources remain Federal property, and depository libraries have a fundamental responsibility to keep depository services available to the public. All depositories should have a strategy for ensuring that both primary clientele and the general public have continual access to Federal depository resources in all formats.

Notification
As soon as possible after a disaster (e.g., fire or flood), depository personnel must notify GPO by phone, email, or faxed letter. The library must follow up with a more detailed report after more is learned about the extent of damage to depository resources.

If the disruption in service is a planned event, the depository administrator should notify GPO well in advance of the effective dates.

The notice for both planned and unplanned disruptions must include the library's alternative strategies for providing public services to U.S. Government information.

As with any issue, depository personnel are encouraged to consult with GPO and regional library personnel regarding any questions about potential actions before submitting a notice.

Contact GPO through one of the following:
- Email: lpplanning@gpo.gov (Planning and Development, Library Services)
- Fax: 202-512-2300
- AskGPO: Subject Categories of "Federal Depository Libraries Depository Management Access Issues"
- AskGPO: Subject Categories of "Federal Depository Libraries Natural Disaster Issues"

Notification should include the following:
- Known dates affected
- The extent of the temporary curtailment of service
- A plan for managing new shipments of depository publications
- Alternative strategies to be employed to fulfill Federal Government information requests

- Techniques (e.g., Web page and signage) for notifying primary clientele, other depository and non-depository libraries, and the public of the changes in access and services.

Use your normal public communication channels to notify the public about alternate resource and service sites during a disruption in service. In addition, you can use a new option in the Federal Depository Library Directory (FDLD) to add a Public Note about the temporary change in service.

GPO Response
GPO will review each notification to ensure that depository services remain available and will respond as soon as possible.

GPO may halt regular depository shipments or redirect shipments to another location on a temporary basis when the depository's normal mail delivery is disrupted. To request this, please refer to the contact information under Notification, above.

Planning for Disruptions
GPO is aware that disruptions in service, planned or not, are very time-consuming for you and your colleagues. We appreciate your careful consideration of the fundamental responsibility to maintain access to U.S. Government information, contacting us about plans or events, and keeping us up-to-date on progress as well.

We encourage you to plan ahead as much as possible for a building closure or other disruption, so that personnel at your regional library and neighboring depository libraries are aware of your library's situation. Gaining additional resource sharing and other assistance from neighboring depository libraries is one strategy for ensuring continued access and service.

We encourage you to contact GPO and as well as your regional librarian to discuss your approach. Certainly, if your library has lost parts of the depository collection or the ability to provide certain types of services, we are aware that it will take some time to rebuild a collection and reinstate full public services.

Federal Depository Library Handbook
The Federal Depository Library Handbook will be updated with this information to ensure that it is easily accessible with other Handbook content. Information on disruptions in service will appear in both Chapter 4, Public Services, and Chapter 14, Disaster Preparedness and Recovery. Please see these chapters for additional information. (http://www.fdlp.gov/handbook/index.php?option=com_content&task=view&id=160&Itemid=1)

Federal Depository Library Handbook Published

With the release of the "Federal Depository Library Handbook", the "Instructions to Depository Libraries" and "Federal Depository Library Manual" (including its four supplements) are superseded. Effective January 2, 2008 Depository staff need to refer to the Handbook for legal and Federal depository Library requirements as well as guidance on depository operations and practices. The Handbook is available online at: http://www.fdlp.gov/handbook/index.html and will not be distributed to libraries in a tangible format.

As previously announced, the Handbook is being developed in two phases. Phase 1 is now complete with the consolidation of the Instructions and Manual into one online publication. In Phase 2, GPO will further update the publication, develop needed policies, and revise any policies that require it. The chapter on Public Access Assessments will be added this spring. Revisions to the Handbook will be made as new content is developed and old content is identified for removal. Changes will be announced via FDLP-L.

LSCM would like to thank all the volunteers from the depository community who initially drafted the chapters, who reviewed them, and who offered comments. It is not too late to provide us your thoughts. LSCM will continue to take comments about and suggestions for the Handbook. They can be submitted at any time through AskGPO at: http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php. Please select Federal Depository Libraries, sub-category Federal Depository Library Handbook, to make comments. Any changes will be implemented following review by a LSCM working group.

"How a Bill Becomes a Law" Poster Available to Depositories

The poster "How a Bill Becomes a Law" that was unveiled at the Fall DLC meeting in Arlington is now available to depositories free of charge from the FDLP Desktop.

Using clear graphics and an organized flow chart, this poster makes the bill-to-law process easy to understand. The GPO logos on the poster indicate where GPO is involved in the process. The poster comes in two sizes, so be sure to indicate which size you want in the drop down menu. The small size is great for handouts.

Hang this poster in your library to give your patrons a clear picture of the law-making process.

To request a copy of the poster, please go to: http://www.fdlp.gov/order/index.html

Vi Moorhouse Remembered: 1927 – 2007

Those who knew Vi Moorhouse, a longtime map cataloger at GPO, were saddened to hear of her death in early December 2007. She had retired after almost 40 years of Federal service in July, 2007. Vi was a good friend, devoted to public service, documents, and especially government maps. She was generous in sharing her knowledge, expertise and enthusiasm with anyone who asked.

Vi was born in Peking, China, and moved with her family to Coronado, California in 1940 after living under Japanese occupation for over two years during World War II.

She worked at the Coronado Public Library while attending San Diego State University, and obtained her master's in library science at the University of California at Berkeley. She moved to New York City in 1958 as a librarian at the New York Public Library, then on to the Government Printing Office in Washington, DC in 1968 for nearly 40 years until her retirement.

Her friends and colleagues at GPO are collecting remembrances and appreciations to forward to her family. Any contributions from the depository community should be emailed to Patricia Duplantis at pduplantis @gpo.gov by March 10, 2008.

Questions and Answers
From the New Documents Librarians Open Forum
At the Fall 2007 Federal Depository Library Conference

What is Council? Why do they get to sit up on the stage and get first dibs on asking questions?

The 15-member Depository Library Council to the Public Printer counsels the Public Printer on future trends, innovation, and new concepts in libraries and information dissemination, particularly as they relate to the Federal Depository Library Program (FDLP).

Council meetings are organized as a discussion between GPO managers and the Council as a group, with audience participation as time permits. During both the spring and fall meetings, numerous educational programs are presented by GPO and other Federal agency staff and by depository librarians. These offer practical information on a wide variety of topics.

You can learn more about the Council through the FDLP Desktop at http://www.fdlp.gov/.

What do conference sessions have to do with my library's workflow? What is the best way to get info from these conferences?

The best way for you to get the most from the conference is to attend the educational sessions that deal with topics that impact your library, and to meet and talk with your colleagues from similar types of libraries.

Also take advantage of the opportunity to talk with the GPO staff, who will be happy to discuss any depository issues with you.

How do I keep the program from going up in flames in my library? How do I plan for the appropriate amount of time to spend on depository matters? What resources are needed to go to the administration for support?

Support from your library administration is essential in running a successful depository operation. The "Important for Library Administrators" sections at the end of each chapter in the new Federal Depository Library Handbook (collected in Appendix B) outline the essential requirements of the program, while the "Did You Realize That You Don't Have To...?" sections in each chapter may put to rest some misconceptions. http://www.fdlp.gov/handbook/index.html

The Stay With the Program page at http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html provides links to Web pages that detail reasons to continue participation in the Federal Depository Library Program. We are currently working on an update to this Web page.

And don't forget, GPO staff and your regional depository librarian can offer advice and support.

How can I find people who are in similar situations to my own? (Don't want to duplicate effort. Networking desired.)

Your regional depository coordinator can be of immense help to you, so that should always be your first contact. If there is a local documents group in your area, go to the meetings and get to know your colleagues from other institutions. Ask your administration for support in attending national meetings, such as the Federal Depository Library Conference, and join national documents groups such as ALA's Government Documents Round Table (GODORT).

A discussion list for documents librarians, GOVDOC-L, is maintained by and for the depository members. You may want to subscribe to this list at: http://govdoc-l.org/ where you'll be able to ask depository coordinators across the country for input.

Where can we find regulations for processing depository materials?

The online "Federal Depository Library Handbook" was released in January 2008. The Handbook is available online at: http://www.fdlp.gov/handbook/index.html and will not be distributed to libraries in a tangible format.

With its publication, "Instructions to Depository Libraries" and "Federal Depository Library Manual" (including its four supplements) are superseded. Effective January, 2008, depository staff need to refer to the Handbook for Federal depository library requirements as well as guidance on depository operations and practices. The Handbook also explains the sections in Title 44 United States Code that cover the Federal Depository Library Program.

What is AskGPO and how can it help me?

Ask GPO is our Customer Relationship Management and online help system. It's your first point of contact with GPO and has three basic components. These include a Knowledgebase that contains previously asked questions with answers, Ask A Question feature that allows you to submit new questions, and the My Account area with specific information for each end-user of the system.

To get to AskGPO, go to the FDLP Desktop at http://www.fdlp.gov/ and click on Help.

What is FDLP.gov? Is this being branded? New interface redesign?

In the fall of 2007, the FDLP Desktop moved to a new domain: fdlp.gov. The new Desktop is designed to be an online interactive community. Interactive elements are accessed through individual user accounts.

Your password enables you to:
- Subscribe to FDLP Express and get only the news you want right to your inbox.
- Order promotional Items to showcase your status as a Federal depository library.
- Register (or unregister) for FDLP events and conferences online.
- Weed and enhance your collections through the Needs & Offers service.
- Share events and news from your library.
- Stay informed of community events with our event calendar.
- Create and customize your individual profile and enhance your community outreach. Your

profile features include private messaging, buddy list, registered events, and Needs & Offers ads.

The previous version of the FDLP Desktop will remain available at http://www.gpo.gov/su_docs/fdlp/index.html until content migration to the new site is complete.

How does the new FDLP Desktop affect links?

LSCM staff are conducting a comprehensive analysis of the information disseminated on the FDLP Desktop in order to ensure that it is current and presented appropriately for the Web in a way that meets our community's expectations. We are launching features as they are completed so that our community can take advantage of them and provide feedback on making the site as useful as possible. Due to the size of the site and scope of the redesign, we are maintaining dual sites during the migration and creating redirects to migrated content.

How do we get FDLP logins and passwords for the present coordinator? We can't find the information sent to the former coordinator.

Send the new coordinator information and your depository library number together with your request to AskGPO at http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php. Choose category "Federal Depository Libraries" and subcategory "Depository Management > Passwords." GPO staff must first verify the status of the new designated coordinator as we may only distribute logins and passwords to designated coordinators.

Does the external password still work? Is it needed?

The GPO-assigned external password is not currently used for any application. It is being held in reserve for possible future use.

I changed the FDLP Directory and nothing happened.

Under our former process, the depository library directory database was updated once a month. Now that the directory has migrated to the new FDLP Desktop, http://catalog.gpo.gov/fdlpdir/login.jsp, your library's record is updated in real time when you input the changes.

Are there any tools for getting started with cataloging?

Information on GPO cataloging policies is available in the GPO Cataloging Guidelines at http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf.

See also entries in the AskGPO Knowledgebase. Go to the FDLP Desktop http://www.fdlp.gov/, click on Help, Knowledgebase, and choose category "Federal Depository Libraries," subcategory "Cataloging," and enter "cataloging" in the search box.

The ALA GODORT Cataloging Committee has created a Toolbox for Processing and Cataloging Federal Government Documents at http://www2.lib.udel.edu/godort/cataloging/toolbox.htm.

How do I add to and take things off my library's item number list?

Changes to a library's selection profile are made by inputting item numbers using the Amendment of Item Selections procedure at http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html.

You can de-select items in your depository library's profile at any time, and this impacts distribution immediately. You can add items only once a year during the Item Selection Update Cycle which usually occurs in June and July.

How can I get an expanded version of my item list with agency names, etc., so I don't have to cross-reference?

A list of each depository library's selections, showing item number, SuDoc class, and agency, together with other information, is available from the Documents Data Miner 2 at http://govdoc.wichita.edu/ddm2/gdocframes.asp. Click on Depository Selection & Directory, enter your depository number, and click on Submit. On the next screen, click on the depository number, and when the selection page appears, click on Submit, and your list will appear.

If there is no shipping list in a box, what is the most efficient way to find shipping lists?

Copies of shipping lists are available from the Shipping Lister service on the FDLP Desktop at:
http://www.access.gpo.gov/su_docs/fdlp/tools/sl/slister.html.

If the list that you need is not yet available, contact your regional depository librarian.

For a list of the most recent shipping lists, go to http://www.fdlp.gov/ and see Shipping Lists This Week, on the right.

How do I claim a missing item?

To file a claim for material from a GPO-issued shipping list, complete the Web Claim form (http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html).

Microfiche claims must be made through the appropriate microfiche contractor and claims for USGS maps must be sent to USGS.

If you are claiming an item that has not appeared on a shipping list, please use the AskGPO service http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php.

For complete claiming information, see the new Handbook, Chapter 6, Technical Services, Claiming Missing Publications in Depository Shipments. http://www.fdlp.gov/handbook/index.html

Why do class numbers change and what should we do about the changes?

SuDocs classification numbers change for many reasons, including insufficient information on the publishing agency's original print order form, changes in a publishing agency's organization, and human error, i.e., typos on shipping lists, microfiche headers, or cataloging records.

Class changes are reported in the Administrative Notes Technical Supplement which is distributed to depositories in paper and is online at http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/. In addition, a cumulative compilation of changes is maintained in an Excel file which can be accessed from the FDLP Desktop at http://www.fdlp.gov/ (see information under "WEBTechNotes Intermediate Solution).

Depository staff should change numbers on tangible materials. If the library does not subscribe to an online cataloging record service, which will include corrections to previously issued records, then its OPAC and shelflist records should be changed individually.

Is there a list of universities that use the SuDocs class for pre-76 documents?

Not that we are aware of. Check with your regional librarian or GOVDOC-L http://govdoc-l.org for suggestions.

How is staff training managed in libraries with integrated collections? How about training non-documents librarians?

The new Handbook contains many suggestions for training staff in chapter 10, Staffing, under Training Opportunities. http://www.fdlp.gov/handbook/index.html

How can I find someone to collaborate with on training a Spanish-speaking population?

The listserv for documents librarians, GOVDOC-L, at http://govdoc-l.org, serves as an excellent forum for information exchange among documents librarians.

Are there any tools to help me build and maintain a solid collection of government documents?

See the Federal Depository Library Handbook, Chapter 5: Depository Collections, and Appendix A: Suggested Core Collections. Also see Essential Titles for Public Use in Tangible Format http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html. And remember that you are not alone: consult with your regional coordinator, review the State Plan if there is one, and network with nearby depositories to learn their collection strengths and weaknesses.

What is the process for weeding items that we didn't select or that are duplicates?

Duplicates and items that are not in your item selection profile should be offered to the regional or be placed on statewide discard lists. Publications of value should be offered on the national Needs and Offers list (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html). Your depository should be led by the policies and procedures detailed in any applicable State Plan.

For more complete information, see the new Handbook, Chapter 5, Depository Collections, Discards by Selective Depositories. http://www.fdlp.gov/handbook/index.html

How can I downsize the print collection?

Depository librarians are permitted to substitute electronic versions as the sole "copy" for some tangible FDLP publications provided the electronic version is complete, official, and permanently accessible. These conditions are outlined in FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications

(http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html).

In addition, Tips to Effectively Transition to a More Online Federal Depository Collection is located on the FDLP Desktop in the "Online Migration" section of the Collection Development Web page at: http://www.access.gpo.gov/su_docs/fdlp/coll-dev/index.html.

Don't forget about removing superseded publications, using the guidelines from the Handbook, Chapter 5, Depository Collections, under Managing Your Depository Collection http://www.fdlp.gov/handbook/index.html. See also the Superseded List at http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/.

Sessions at Federal Depository Library Conferences and Council meetings have covered this topic. For example, see You Can Do It: Successful Stories about Government Documents Collection Reviews, presented by Kathy Wu (University of Rochester) in the fall 2007 conference proceedings at http://www.fdlp.gov/file-repository/2007/index.php.

GPO encourages depository lilbraries to perform a zero-based review of item selections on a regular basis.

For additional guidance, contact your regional depository coordinator, or request advice from AskGPO at http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php, using category "Federal Depository Libraries" and subcategory "depository Management."

We want to make our collection more electronic, but have heard that it can be difficult because one must select print or other tangible and EL from some individual item numbers.

There is not necessarily a one-to-one correlation between a title and its format, and a library cannot be sure that there will be no tangible materials in a specific item number. In classes for General Publications, and even in some series, the publishing agency may issue some titles in tangible form only, and others only online.

You may want to select electronic only (EL) item numbers where available. And if you are actively selecting electronic items, review the New Electronic Titles list where new EL only publications are listed.

Do we need to retain a print copy that an electronic copy is substituting for if we've had it for fewer than 5 years?

A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible. Retention of substituted materials must follow retention rules for the given depository. For example, a selective depository may substitute materials if held less than 5 years, must offer the tangible products to the Regional, and must receive permission from the Regional to dispose of the tangible material.

For more complete information, see the new Handbook, Chapter 5, Depository Collections, Discards by Selective Depositories. http://www.fdlp.gov/handbook/index.html

How should we go about integrating depository material into the general collection? How can we best merge state and Federal documents?

Ask your regional depository coordinator to put you in touch with libraries in your

area that have gone through this process. You may also consult with GPO staff through AskGPO http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php.

What resources are best for finding older materials? Where can I purchase items missing from the collection?

Ask your regional depository coordinator for suggestions on book vendors. The

regional depository might also be able to supply a reproduction.

Check the U.S. Government Bookstore at http://bookstore.gpo.gov/ to see if the items you are looking for are for sale by the Superintendent of Documents.

Other possible sources include the Needs and Offers List and the issuing Federal agency.

FDLP Passwords: Keys to No-Fee Access to Federal Subscription Services

What are FDLP internal and external passwords and user IDs?

GPO assigns depository libraries both internal and external passwords. Internal passwords are used with applications in which administrative business is being conducted with GPO. For example, internal passwords are used when updating item selections or updating library directory information.

External passwords assigned by GPO were once used with applications controlled by other Federal agencies. However, the agencies themselves are now assigning passwords for their own subscription services, and the GPO external password is no longer active. The external password is being held in reserve in case of future need.

The user ID associated with both internal and external passwords is the depository library number.

Where can I get my FDLP internal and external passwords?

If your library does not have a record of its internal and external passwords or user

IDs, the designated depository coordinator or the library director should submit a request for this information by using the "Ask a Question" feature on AskGPO at http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php. Please include your depository library number in the request and indicate which passwords or user IDs you need.

FDLP Desktop passwords and User IDs

Depository coordinators choose their passwords and user IDs when registering for the FDLP Desktop. The preferred user ID is the first initial followed by the surname. Coordinators may change their password (but not user ID) by clicking on "Forgot password?" or going to "My Profile."

Z39.50 passwords for CGP

GPO assigns a password for access to the CGP via Z39.50 for searching, retrieval and downloading of bibliographic records. This password is found in a field created for this purpose in the new Federal Depository Library Directory (FDLD) at: http://catalog.gpo.gov/fdlpdir/login.jsp.

Directions on how to access the password in the FDLD and other Z39.50 configuration information can be found at: http://catalog.gpo.gov/F/?func=file&file_name=find-z3950.

Agency Passwords

Passwords allowing free depository access to agency subscription services are assigned by the individual agency. Currently, agency-assigned passwords allow free depository access to STAT-USA, USA Trade Online, to databases in the National Climatic Data Center Online Library, and to NTIS DARTS (Depository Access to Reports, Technical & Scientific). As other password-protected resources are added, they will be announced through the FDLP Desktop.

Users of these online subscription services must be in the library to access the databases, and libraries must protect all user IDs and passwords.

GPO recommends that libraries catalog or otherwise advertise the availability of these services. Libraries may link to a Web page listing online subscription services accessible through the FDLP to depository libraries at no cost at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/pw-serv.html.

To receive agency-assigned user IDs and passwords, follow the instructions for each agency, below.

DARTS (NTIS)

Federal depository libraries have no-fee access to online technical reports from NTIS through DARTS: Depository Access to Reports, Technical & Scientific. Depository libraries are able to download at no charge the full-text electronic documents for which links are available. A validation form must be signed by your library director and faxed to GPO at 202-

512-2300 before you receive access to DARTS. When your account is activated, you will receive two e-mails from NTIS that include a link to the main access page, a user ID, password, and account number. These will arrive in two e-mails for security purposes.

The validation form is available from the FDLP Desktop at <http://www.access.gpo.gov/su_docs/fdlp/coll-dev/ntisform.pdf>. By faxing the signed form your library has agreed to the terms on the form, which include:

- Login information is for library staff only and should not be given to patrons;
- Access by simultaneous users is supported but limited to a maximum of 30 workstations;
- As the depository coordinator, you must be the primary point of contact for any branch libraries that may be participating;
- You may not allow organizations outside your library to connect to DARTS using your account and password;
- DARTS can be accessed from outside the library through an institution's network if limited to library's primary clientele and login is scripted so it remains unknown to the user.
- Reports are not intended to be downloaded for additional distribution outside of your library users and the FDLP community;
  - A user session will be terminated if more than 10 publications are downloaded in one minute.

National Climatic Data Center Online Document Library

Free online depository library access to the subscription-based titles from the National Climatic Data Center is available at

https://ols.nndc.noaa.gov/sub-login.html. There is no limitation on the number of concurrent users able to access the database.

Libraries .with edu, .gov, or .mil extensions may log in without a user ID or password at http://www.ncdc.noaa.gov/oa/ncdc.html.

Free depository access is available for these otherwise fee-based titles:

- Local Climatological Data
- Climatological Data
- Monthly Climatic Data for the World
- Monthly Normals
- Storm Data
- Hourly Precipitation Data

To obtain the user ID and password, the designated depository coordinator or the library director should submit a request for this information by using the "Ask a Question" feature on askGPO at http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php. Please include your depository library number in the request.

STAT-USA/Internet and USA Trade Online
A service of the Department of Commerce, STAT-USA/Internet (C 1.91:, item 0128-P) is an online resource for current and historical business, trade, and global economic information produced by the U.S. Government.

Depository libraries can register for this service by submitting the account validation form http://www.access.gpo.gov/su_docs/fdlp/c

oll-dev/statusar.pdf and agreeing to the terms of use. STAT-USA Internet access is limited to two workstations within the depository. Depository libraries can login to USA Trade Online, another product of the agency STAT-USA, by using the same user ID and password that is used for STAT-USA/Internet.

STAT-USA also offers IP authentication for each depository library's two STAT-USA designated workstations. The IP authentication automatically logs in the two terminals without the need for user IDs or passwords.

IP authentication access requires a depository library to have unique dedicated IP addresses for the two workstations from which access is provided. These IP addresses must be fixed (not dynamically assigned) and cannot be shared by other terminals. NOTE: Choosing this option will eliminate any depository access to these services by a password.

To register for IP authentication access to STAT-USA, depository libraries should print and fill out the form at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/statusar.html or http://www.access.gpo.gov/su_docs/fdlp/coll-dev/statusar.pdf. The completed form should be faxed to GPO at 202-512-2300.

Inquiries regarding site licenses or paid subscriptions to STAT-USA/Internet should be directed to STAT-USA's Customer Support Center.

Table of Contents

Questions?
If you have questions or comments on any of the content in Administrative Notes, please send them to AskGPO, the online help service at:
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.