



# Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 24, no. 01

GP 3.16/3-2:24/01

January 15, 2003

## HIGHLIGHTS

Russell Is New SuDocs	1
Taylor is Deputy Public Printer	2
Check Box Numbers	3
Final Shipping List #s	3
New Cataloger Profiles	4
Reno Site for Spring Council Meeting	5
Registration, Spring Council Meeting	6
Preliminary Agenda, Spring Council Meeting	7
Readers Exchange: Library Promotion in Michigan	10

## Judith C. Russell Named Superintendent Of Documents

Public Printer of the United States Bruce R. James has named Judith C. Russell the new Superintendent of Documents at the Government Printing Office. She will be the 22<sup>nd</sup> Superintendent of Documents, and the first woman to hold the post. A former GPO manager, Russell will return to GPO on January 6, when she takes office.

In making the appointment James said, "GPO is fortunate to have a person of Judy's drive and extensive experience in the field of Government information directing our information dissemination activities. She will bring to all of the Superintendent of Documents' operations a clear vision for the 21<sup>st</sup> century and a determination to remake our services to meet the expectations of our customers."

Prior to her appointment, Russell served as Deputy Director of the National Commission on Libraries and Information Science (NCLIS), the Federal agency that advises the President and the Congress on the information needs of the American people. She helped develop and implement Commission policy and was responsible for the day-to-day operation of the agency from 1998 until she accepted the appointment as Superintendent of Documents.

From 1991 to 1996, Russell was Director of GPO's Office of Electronic Information Services (EIDS). In that capacity, she helped establish **GPO Access** <[www.gpo.gov/gpoaccess](http://www.gpo.gov/gpoaccess)>, one of the Federal Government's most heavily used Web sites, providing on-line access to the Code of Federal Regulations, Federal Register, the Congressional Record, and other major Government publications. She also led the development of GPO's 1996 Report to the Congress, "Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program." For a 16-month period, Russell was also Director of the Federal Depository Library Program at GPO, with responsibility for the Catalog of U.S. Government Publications as well as administration of the program that distributes Federal publications to more than 1,200 depository libraries across the Nation.

Russell's library experience prior to coming to the GPO includes COMSAT Laboratories, the Program of Policy Studies in Science and Technology at The George Washington University, and the Office of Technology Assessment. She also has provided management, marketing, and technical services for private technology companies including Mead Data Central and the Disclosure Information Group.

Russell is a graduate of The Catholic University of America, Washington, DC, where she received a Master of Science in

Library Science. She received her Bachelor of Arts, Cum Laude, from Dunbarton College of the Holy Cross, Washington, DC. Russell is the recipient of the 1993 Special Award, Federal Computer Week's Federal 100: The Readers' Choice Awards "In recognition of those individuals who have made a difference over the past year in the federal information technology community..."

Russell resides in the District of Columbia and has three children, Christopher, Michael, and Catherine.

## George A. Taylor Named Deputy Public Printer

Public Printer of the United States Bruce R. James has appointed George A. Taylor as Deputy Public Printer, the second highest position within the U.S. Government Printing Office (GPO). The appointment is effective January 6, 2003. As Deputy Public Printer, Taylor will serve as Chief Operating Officer of the GPO, responsible for overseeing the GPO's day-to-day printing, printing procurement, and information dissemination operations serving Congress, Federal agencies, and the public.

Taylor comes to the GPO following a 23+ year career in information publishing. His most recent position was Senior Vice President for Operations for the Thomson Corporation, an \$8 billion information organization with 43,000 employees globally, where he was responsible for coordinating corporate technology, HR, real estate, purchasing, and cost reduction initiatives. Immediately prior to that position, he was an internal consultant for Thomson's Legal and Regulatory Group, working on projects in the U.S., South America, and Europe for

online/web expansion, printing operations, and re-engineering initiatives.

In naming Taylor Deputy Public Printer, James said, "The GPO could not be more fortunate in attracting a person of George Taylor's experience, insight, and expertise to manage our daily operations. I have complete confidence in George's ability to ensure that the information needs of Congress, Federal agencies, and the public will be met with the highest standards of service and excellence while we rebuild this venerable agency to meet the demands of the 21st century."

Taylor began his association with Thomson in 1988 as Director of International Marketing for Jane's Information Group, a defense publisher located in London. He went on to hold various senior management positions at Lawyers Cooperative Publishing, concluding as CEO in 1995. Taylor became Executive Vice President and Chief Operating Officer of Thomson's Legal Group in 1996, where he was responsible for the operations of the four Thomson legal companies. He was named Executive Vice

President and Chief Operating Officer of the West Publishing Group in 1997 and became President and CEO of Thomson Tax and Accounting in 1999, with responsibility for global operations of five Thomson Tax and Accounting companies.

Before joining Thomson, Taylor held a variety of management positions from 1978 to 1987 at the Bureau of National Affairs, Inc., an information publisher in Washington, DC. During his long career, he has also worked in local and State government, academic institutions, and the non-profit sector, as well as serving as an officer in the

U.S. Air Force in a variety of active duty and reserve functions.

A Virginia native, Taylor holds undergraduate and graduate degrees from Ohio State University and The University of Virginia.

He is on the Boards of Trustees of the American Inns of Court; St. Margaret's School in Tappahannock, VA; and the Foundation for Good Business in Raleigh, NC. He and his wife, Monecia, reside in Fredericksburg, VA. They have five children and one grandchild.

## Check Box Numbers: Is This Your Shipment?

Did you know that your depository library number is written under the top flap of your depository shipment boxes? Staff opening the boxes should routinely check this number. If it's not their depository number, the shipment belongs to another library.

GPO will supply prepaid FedEx mailing labels to be placed on the misdirected packages so they may be sent to the correct library at the expense of GPO/LPS. If a misdirected shipment is found, notify James Mauldin by email at <jmauldin@gpo.gov> or Cornelius Greene at <cgreene@gpo.gov>.

See also the Federal Depository Library Manual, Chapter 5 Section 3 Part B 2, which states:

Check the depository library number handwritten inside the box to verify the destination. (Doing this cuts down on processing shipments intended for another library and enables LPS to supply the correct label for forwarding misdirected items.)

## Final Shipping List Numbers for FY 2002

The final Shipping List Numbers for fiscal year 2002 (ending Sept. 30, 2002) are:

Electronic Shipping List	2002-0041-E
Separate Shipping List	2002-0048-S
Paper Shipping List	2002-0304-P
Microfiche Shipping List	2002-0564-M

## Profiles of Some New LPS Catalogers

The LPS cataloging staff has recently been enriched by the addition of a number of new catalogers with a variety of backgrounds and experience, for both monograph and serials cataloging. LPS feels fortunate to have recruited these well-qualified individuals to the Cataloging Branch. Profiles of some of them appear below.

**Manisha Bhattacharyya** has over 18 years of library experience. She was a Cataloger/Rare Book Cataloger at the New York Public Library (Research Library), Serials Librarian at the Free Library of Philadelphia, Reference Librarian at the Community College of Philadelphia, and Rare Book Cataloger at the Athenaeum of Philadelphia. She received her M.A. in Sanskrit in India and M.L.S. from Queens College. Manisha started her career as a proofreader at the Indian Government Printing Press in Calcutta.

**David Danoff** was born in Baltimore and is a lifelong Maryland resident. He received a BA from Johns Hopkins in 1999, and an MLS from the University of Maryland in 2001. This is his first professional job.

**Patricia Duplantis** was recently hired as a Monograph Cataloger. She holds a BA in Library and Information Science from the University of Southern Mississippi (2000), and a Master's of Library and Information Studies from McGill University (2002). Miss Duplantis has 13 years of library experience as a volunteer and student worker; this is her first professional job.

**Suzanne Ebanues** has recently joined LPS as a cataloger. She has an undergraduate degree in history and political science from St. Louis University, and received her MLS and MA in history from Indiana University-Bloomington. Prior to coming to GPO,

Suzanne was a documents librarian at Louisiana State University.

**Christine Ivancin** earned a BA in American History and her MLS at Catholic University, and started her library career there as a serials technician in 1986. She then worked as a cataloger for several federal library contractors at GAO, GSA, Bureau of Mines, Smithsonian Institution Natural History and History and Technology Museums, NASA Headquarters, and HUD, as well as at other public and private institutions. She also serves as Weekend Circulation Manager at Georgetown University, where she learned to like the Internet and enjoys the company of a lot of great students.

**Donna Kraemer**, a new Monographic Cataloger at LPS, received her B.S. degree with a major in History, and a minor in English from Illinois State University in 2000. She received her M.S. degree with a specialty in Library and Information Science from the University of Illinois at Urbana-Champaign in 2001. She performed copy and original cataloging as a graduate assistant at UIUC, and participated in an Illinois OCLC Users Group grant project for distance education of librarians on authority control in bibliographic records. Working at the GPO is her first professional position in the field of Library and Information Science.

**Valerie Martens** has 14 years experience in a public library setting, acquiring experience in technical services, reference, and computer support. She completed her MLS at CUNY Queen's College in 2001.

**Eric Shane Riley**, Librarian (Cataloger), received his B.A., Major: English Literature/Minor: Classical Civilization, from the University of Cincinnati in 1998. He received his MLIS from the Information

School at the University of Washington in June 2002. Although he worked in libraries during the entirety of both undergraduate and

graduate studies, this is his first professional position as a Librarian and his first position as a Cataloger.

## Spring 2003 Council Meeting Scheduled for Reno

The spring Depository Library Council meeting will focus on the theme: "Visualizing the Depository Library of the Future." The meeting, to be held in Reno, Nevada on April 6 – 9, 2003, provides depository library staff the opportunity to keep up-to-date with the Federal Depository Library Program (FDLP) activities and share ideas and experiences with fellow librarians and other information professionals. Sessions are planned to benefit beginning depository librarians, technicians and experienced staff. There is no charge for the meeting, but LPS encourages pre-registration. To register online go to <[http://www.access.gpo.gov/su\\_docs/fdlp/tools/counreg.html](http://www.access.gpo.gov/su_docs/fdlp/tools/counreg.html)> (or fax or email the registration form, below).

Participants earn 1.5 Continuing Education Units (CEU's) and will receive a CEU certificate on request. To request a certificate, please mark the appropriate space on the registration form.

The meeting will be held at the Peppermill hotel, located at 2707 South Virginia Street. A limited number of sleeping rooms are available at the Government rate of \$55 (plus tax) per night, Sunday through Thursday. The rate for a Friday and/or Saturday night is \$79 (plus tax) single or double occupancy.

**These rates will be honored through March 14, 2003**, and are good for the three (3) days before and three (3) days after the meeting. You can make reservations by calling the hotel directly at 775-826-2121 or toll free at 1-800-282-2444 and **mention the U.S. Government Printing Office or the Depository Library Council meeting.**

Avis has offered our group some discounted prices for all of their vehicles. The rates range from \$31.99 daily or \$124.99 weekly for a sub compact, to \$34.99 daily or \$155.99 weekly for an intermediate to \$39.99 daily or \$172.99 weekly for a full size four-door car. All rates include unlimited free mileage. Should a lower qualifying rate become available, Avis will present a 5% discount on that rate or if a car size is selected that is not available, Avis will discount the best available rate by 5%. The above rates are available from March 30, 2003 to April 16, 2003. Rates do not include any state or local surcharges, tax, optional coverages or gas refueling charges. In order to get these rates, you must use the assigned Avis Discount Number and meet Avis rate requirements. Contact Avis at 1-800-331-1600 and provide them with **Avis Worldwide Discount (AWD) number J947660.**

---

Register online at  
[http://www.access.gpo.gov/su\\_docs/fdlp/tools/counreg.html](http://www.access.gpo.gov/su_docs/fdlp/tools/counreg.html)

---

REGISTRATION FORM  
**SPRING 2003 DEPOSITORY LIBRARY COUNCIL MEETING**  
**Reno, Nevada – April 6 – 9, 2003**

---

Email or Fax to:

Mr. William Thompson  
Library Programs Service (SLL)  
U.S. Government Printing Office  
Washington, DC 20401

Email: [wthompson@gpo.gov](mailto:wthompson@gpo.gov)

Fax: (202) 512-1432

---

Name

---

Institution

---

Library/Office

---

Address

---

City/State/Zip Code

---

Telephone (include area code)

Fax

---

E-mail Address

---

I will participate in the entire meeting on April 7-9 and would like to receive a CEU certificate.

---

**GPO will seek to make accommodations for attendees with disabilities. Please specify needs when returning this registration. If you have a medical condition, you may want to list someone to contact in case of an emergency.**

---

Special Needs

---

Emergency Contact Name/Phone

---

# Preliminary Agenda Spring Council Meeting

April 6-9, 2003  
Reno, Nevada

## **Sunday, April 6, 2003**

- 4:00 - 5:00 New Attendees Orientation
- 6:00 Informal pre-dinner get-together to network by food preference
- 7:00 - 10:00 Council Working Session (open to all)

## **Monday, April 7, 2003**

- 8:00 Coffee with Council & GPO staff
- 8:30 Plenary Session: Welcome and Remarks
- Robin Haun-Mohamed, Chief, Depository Services, LPS
  - Cathy Nelson Hartman, Council Chair
  - Honorable Bruce R. James, Public Printer
- 9:30 Break
- 10:00 Visualizing the Depository Library of the Future  
Depository Library Council Session (open to all)
- 10:00 GPO Table Talks
- George Barnum, Electronic Collection Manager, LPS
  - Thomas A. Downing, Chief, Cataloging Branch, LPS
  - Robin Haun-Mohamed, Chief, Depository Services, LPS
  - Betty Jones, Chief, Depository Administration Branch, LPS
  - James Mauldin, Chief, Depository Distribution Division, LPS
- 12:00 Lunch
- 2:00 Depository Library Council Working Session (open to all)
- 2:00 Northern Arizona University's Model of Serving Distance Patrons
- Sean Evans, Northern Arizona University
- 2:00 GPO Access Open Forum
- T.C. Evans, Director, Office of Electronic Information Dissemination Services (EIDS)
- 3:15 Break

- 3:30 Depository Library Council Working Session (open to all)
- 3:30 GPO Access Open Forum
- 5:00 Adjourn

## **Tuesday, April 8**

- 8:00 Coffee with Council & GPO staff
- 8:30 Council Plenary Session: GPO Update
  - Judith C. Russell, Superintendent of Documents
  - Gil Baldwin, Director, Library Programs Service
  - T.C. Evans, Director, Office of Electronic Information Dissemination Services
- 10:00 Break
- 10:30 Council Plenary Session: Reasons to Stay in the Program—Case Example of a Library That Has Reconsidered Designation
  - Lisa Ennis, Georgia College & State University
  - Lorene Flanders, Georgia College & State University
- 11:00 Profile of a Successful Depository Library—A Regional Perspective
  - Ann Marie Sanders, Library of Michigan
  - Janet Fisher, Arizona State Library, Archives and Public Records
- 11:30 GPO Information Exchange  
Council and Audience Question & Answer Session
- 12:00 Lunch
- 2:00 Depository Library Council Working Session (open to all)
- 2:00 Digital Opportunity: Strategies for Increasing the Use of Government Documents in an Electronic Environment
  - Elizabeth Henry, Mansfield University
  - Matthew Syrett, Mansfield University
- 3:15 Break
- 3:30 Depository Library Council Working Session (open to all)
- 3:30 University of Arizona and GPO Pilot Project to Develop a Virtual Depository Library Collection: Update and Challenges
  - Atifa Rawan, University of Arizona
  - George Barnum, LPS
- 5:00 Adjourn
- 7:00 Council Working Session (open to all)



**Wednesday, April 9**

- 8:00 Coffee with Council & GPO staff
- 8:30 Depository Library Council Working Session (open to all)
- 8:30 Regional Librarians Meeting
- Kathy Hale, Pennsylvania State Library
  - Maureen Olle, Louisiana State University
- 8:30 Tribal Colleges: Opportunities and Resources
- Speaker TBA
- 10:00 Break
- 10:30 Depository Library Council Working Session (open to all)
- 10:30 Regional Librarians Meeting
- 10:30 REFORMA: Latino and Spanish Language Resources
- Speaker TBA
- 12:00 Lunch
- 2:00 Council Plenary Session  
Wrap-Up & Recommendations
- 3:30 Council Adjourns

# Readers Exchange

## FDLP Promotion Pamphlet Produced in Michigan

Submitted by Ann Marie Sanders  
Head, Government Documents  
Michigan Dept. of History, Arts, and Libraries

In 2002, the Michigan Council of Federal Depository Libraries initiated the preparation of a pamphlet to promote depository libraries in the state. Michael McDonnell of Western Michigan University, a Council member, did all of the work. Michigan depositories will send the pamphlet to non-depositories in their areas and perhaps coordinate other versions by

type of depository (all the law schools, etc.). The Council is encouraging Michigan depositories to include the text on their web sites and to use the pamphlet as an inspiration for other promotional efforts.

*[The text below is formatted in columns on both sides of one sheet for the pamphlet.]*

---

### Federal Government Information Available in Michigan Libraries



#### The Federal Depository Library System

For over 150 years the United States Government has distributed informative publications to the American people through a system of depository libraries operated by the Government Printing Office (GPO). There are 45 of these libraries located throughout Michigan. For a depository near you check the back of this brochure or see a complete list at: <http://www.libofmich.lib.mi.us/services/feddoclibs.html>. While most depository libraries do not receive all the information published by the federal government, you will find important and useful material in each of their collections.

#### Examples of Material Found in a Depository Library

The federal government produces a wide range of publications from cookbooks and child care information to scientific and economic reports. Some examples of material found in a depository collection include:

##### Census Information

The population counts that result from the decennial census are just one example of numerous statistical resources produced by the government.

##### Laws and Regulations

Laws are the end result of the legislative process and are fundamental to the running of the country. Depository collections not only contain the official text of these laws but frequently the reasoning of the legislators who passed them. Regulations are promulgated by the executive branch of government in order to enforce the laws passed by the legislative branch.

##### Tax Forms

Staff at depository libraries can help patrons locate unusual tax forms, although they cannot give advice on completing them.

## Availability of Material

Some of the libraries in the depository program select to receive a lot of the material available and some select a small portion. Individual libraries determine what they will receive based on the needs of patrons in their communities. Two libraries in the state receive everything that is available: The Detroit Public Library and The Library of Michigan.

All depository libraries make the majority of their collections available through interlibrary loan, and the collections are open to patrons who come to a depository library in person. Some depository libraries keep their government documents forever and some choose to keep only current materials. It is good to check with the library before visiting.

## GPO Access

The Government Printing Office (GPO) is distributing more official government information via the Internet each year through a free service called GPO Access. GPO access is available at [http://www.access.gpo.gov/su\\_docs/index.html](http://www.access.gpo.gov/su_docs/index.html). A list of the databases contained within GPO Access is at: [http://www.access.gpo.gov/su\\_docs/alphabet.html](http://www.access.gpo.gov/su_docs/alphabet.html).



## Web Resources

There are a number of ways to locate government documents. The two primary methods are indexes/catalogs of the material and specialized Internet search engines.

## Indexes

The Government Printing Office provides a catalog of government publications from 1994 to the present at: [http://www.access.gpo.gov/su\\_docs/locators/cgp/index.html](http://www.access.gpo.gov/su_docs/locators/cgp/index.html). Many of the records appearing in this catalog have links to full text material available on the web.

Residents of Michigan can access the GPO database on FirstSearch at: <http://www.mel.org/accessmich/>. The GPO database is a catalog of government documents published from 1976 to the present.

If you are looking for government documents published before 1976 please contact one of the depository libraries in the state.

If you choose to visit a depository library to find a copy of any documents you identified in one of the indexes, it is best to print out the entire entry for the document you are interested in before you go. Remember, because of the selection and retention patterns of the various libraries, finding a publication in an index does not mean that an individual library will have that document. Always check with the library to make sure what you are interested in is available.

## Search Engines

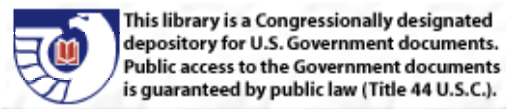
Google Uncle Sam searches only government and military sites on the web. Google Uncle Sam is available at: <http://www.google.com/unclesam>.

FirstGov is a gateway to government information sources. You can use a search engine to find things but FirstGov has attempted to direct users to the most often requested material from its home page. FirstGov is located at: [www.FirstGov.org](http://www.FirstGov.org).

If you hear a government agency has issued a report you can begin your search by going directly to the agency's page. You can search for agency pages at: [http://www.access.gpo.gov/su\\_docs/locators/agency/index.html](http://www.access.gpo.gov/su_docs/locators/agency/index.html).

---

## A Depository Library Near You Is:



For additional copies of this brochure, contact the library listed above.

## Table of Contents

Judith C. Russell Named Superintendent Of Documents .....	1
George A. Taylor Named Deputy Public Printer .....	2
Check Box Numbers: Is This Your Shipment?.....	3
Final Shipping List Numbers for FY 2002 .....	3
Profiles of Some New LPS Catalogers .....	4
Spring 2003 Council Meeting Scheduled for Reno .....	5
Depository Library Council Meeting, 2003, Spring, Registration Form,.....	6
Depository Library Council Meeting, 2003, Spring, Preliminary Agenda.....	7
Readers Exchange: FDLP Promotion in Michigan / Sanders.....	10

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries.

It is published on the 15<sup>th</sup> day of each month; some months have additional issues.

Postmaster send address changes to: The Editor, Administrative Notes

U.S. Government Printing Office

Library Programs Service, SLLD

Washington, DC 20401

Internet access at: [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/adnotes/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html)

Editor: Marian W. MacGilvray

(202) 512-1119

[mmacgilvray@gpo.gov](mailto:mmacgilvray@gpo.gov)