

2005 Spring DLC
Educational Program
Depository Library 301:
Revision of the Depository
Library Manual



Submitted by: Janet M. Scheitle
Director, Office of Library Program Planning
Information Dissemination

An educational session entitled Depository Library 301: Revision of the Depository Library Manual was held during the 2005 Spring DLC on April 20, 2005, at 8:30 pm in the Turquoise Room to include the following people:

Presenter: Janet Scheitle
Attendees: About 60 attendees with wide range of experience from new government documents librarians to experienced depository librarians. No sign-in sheet was used.

Designed as an informational program for all government documents librarians, Janet Scheitle explained GPO's efforts to date to revise the *Instructions to Depository Libraries* and the *Federal Depository Library Manual* with its four supplements into one online manual.

The proposed chapters for the new Manual are cross-walked to the existing *Instructions* and *Manual*. The proposed chapters are outlined with potential subject matter. They are:

- Chapter 1: ID Organization & Contacts
- Chapter 2: Legal Requirements, Minimum Standards, & Policies
- Chapter 3: Federal Depository Status
- Chapter 4: Public Service
- Chapter 5: Depository Collections
- Chapter 6: Bibliographic Control
- Chapter 7: Authentication & Version Control
- Chapter 8: Preservation
- Chapter 9: Housing
- Chapter 10: Staffing
- Chapter 11: Partnerships
- Chapter 12: Regional Services
- Chapter 13: Virtual Depository
- Chapter 14: Resources

Discussion centered upon what is legal required and what is minimal performance in each chapter. Since the new manual focuses upon being a practical guide to the operations of depository libraries, community input for the revision was solicited.

The general conclusions GPO might draw from this educational session are:

Attendees requested an update be scheduled on this topic for the fall conference.

Librarians were eager and enthusiastic about collaboration on the manual revision. Several librarians committed to assisting with the project.

The collaboration process should be defined and presented to senior management so that living policy documents can be written in conjunction with the subject matter experts in the FDLP community. The draft manual could be an agenda item for review by the attendees at the fall conference.

Suggestions for the new manual included adding hot links within the document, making the new manual a living electronic document, writing the document from the perspective of the librarian rather than the GPO, and including useful information for librarians instead of only the rules and regulations.