



Administrative Notes

Newsletter of the Federal Depository Library Program

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Library Programs Service Update ALA Midwinter, January 2003

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INTEGRATED LIBRARY SYSTEM

LPS will acquire an Integrated Library System (ILS) in 2003. An ILS will enable us to improve services to depository libraries and make more Government publications accessible to the public. In the FY2002 appropriation, GPO received overall approval from Congress to acquire an ILS, and we have earmarked funds for system acquisition and implementation. Two other important milestones occurred last fiscal year:

- LPS obtained spending approval from the Joint Committee on Printing for the ILS. (April 2002)
- GPO contracted with a library automation consulting firm, RMG Consultants, Inc., of Chicago, IL, to help LPS analyze functional requirements, review available systems for “fit” with those requirements, and identify the best solution. (Sept. 2002)

RMG’s principal, Rob McGee, is working intensively with LPS to refine our needs, define appropriate systems architecture, and to ensure that whatever we purchase is consistent with GPO’s network security requirements and preferred network architecture. The evaluation process is structured, fair to the vendors, yet flexible enough to include diverse GPO requirements.

RMG issued a Request for Information (RFI) on GPO’s behalf to five systems vendors. Responses from three well-known ILS vendors were received in December. Our evaluation process will culminate in vendors’ presentations at GPO in February. LPS intends to identify the system that best meets our needs in March, and then proceed to the procurement stage.

It is our goal to have the ILS up and running in the first quarter of FY2004. The ILS implementation and system installation is planned to take place in phases. Phase 1 features the replacement of the bibliographic and authority control functions currently supported by OCLC, the replacement of the online *Catalog of U.S. Government Publications* with an Online Public Access Catalog (OPAC) and automated serials control.

**VISUALIZING THE FUTURE OF THE FDLP:
SPRING 2003 DEPOSITORY LIBRARY
COUNCIL MEETING**

The spring Depository Library Council Meeting will be held April 6-9, 2003, in Reno, Nevada. The meeting will be held at the Peppermill Hotel Casino, 2707 South Virginia Street, Reno, NV 89502.

This meeting will begin a discussion of the future of the FDLP, looking toward the time when nearly all of the Government information is available online. Depository librarians are invited to attend the Council sessions or any of the concurrent programs that provide updates on Federal agency information products, ideas on management and promotion of depository libraries, etc.

The preliminary Spring Council agenda appears in the January 2003 issue of *Administrative Notes*
<http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad11503.html>.

DEPOSITORY LIBRARY OF THE YEAR

In order to publicly recognize the value of depository libraries in serving the American public, the Government Printing Office is inaugurating a "Depository Library of the Year" award. The first "Depository Library of the Year" will be honored at the Federal Depository Library Conference in October 2003. A complete description of the nomination, evaluation, and award process will be published soon in *Administrative Notes*. This will be an annual award to recognize excellence in the depository library community.

**"CLAIMS COPIES EXHAUSTED" WEB PAGE
ADDED TO WEB CLAIM FORM**

LPS has implemented a Claims Copies Exhausted page to its Web claiming

application to make the claiming process easier and more efficient. Updated periodically, the Claims Copies Exhausted Web page contains a list of publications that are no longer available due to exhausted stock. The new claim process applies to materials distributed on GPO-produced shipping lists (paper, separates, electronic, and those few microfiche shipping lists issued from GPO). The direct link is
<http://ww1.access.gpo.gov/gpoaccess/fdlp/tools/webclaim_ex.html>.

**NEW FORMATS DISTRIBUTED TO
DEPOSITORY LIBRARIES**

Two new tangible electronic formats have been brought into the FDLP: the audio e-book and the mini CD-ROM. No additional equipment, beyond what is specified in the 2002 Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries
<http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html>, is necessary to provide access to these documents.

"Extending Digital Dividends: Public Goods and Services that Work for All" (GS 1.2:D 56, item no. 0556-C) was distributed on shipping list 2003-12-P dated October 11, 2002. An audio e-book version of the document is on the CD located inside the back cover. When the CD is put into the CD/DVD drive, installation of LpPlayer, the e-book reader, is automatically initiated. The e-book is read from the CD and does not have to be installed on the hard drive.

"Mapping Census 2000: The Geography of U.S. Diversity" (C 3.2:M 32/2002/CD, item no. 0146) was distributed on shipping list 2003-0001-E, dated October 22, 2002. This mini CD-ROM is an electronic version of the paper document of the same name (C 3.2:M 32, item no. 0146), which was distributed on shipping list 2001-0311-P, dated September 20, 2001. A special drive is not necessary to

read this product. The CD fits into the deeper well in the center of the CD/DVD drive. When inserted in the drive, a menu appears with options to read more about the CD, explore the CD, or launch the viewer. To make maximum use of this mini CD, it should be used on a workstation with Internet access, as it provides links to Census Bureau Web pages for additional data.

GPO-FDLP-L IS NOW THE EXCLUSIVE VEHICLE FOR OFFICIAL FDLP ANNOUNCEMENTS

As of January 1, 2003, LPS announcements are being posted exclusively to the GPO-FDLP-L listserv, the FDLP official announcement channel. Every depository should have at least one subscriber. GPO-FDLP-L is used only for time-sensitive news, i.e., reminders of approaching deadlines for item selection updates, electronic availability of publications such as *Administrative Notes* and the *List of Classes*, and notices on operational matters, such as claims. The list is not interactive; all questions should still be sent to askLPS via email at <asklps@gpo.gov>.

To join GPO-FDLP-L, go to <<http://listserv.access.gpo.gov/>>. Click on <Online Mailing List Archives>. Click on <GPO-FDLP-L>. Click on <Join or leave the list> and follow the instructions.

LPS PROGRAM PARTICIPANTS EARN CEU

GPO is awarding CEU (Continuing Education Units) for LPS-sponsored programs. CEU certificates are available for those who attend the Interagency Seminar, Federal Depository Library Conference, and Depository Library Council meetings.

Awarding CEU for these LPS programs is consistent with the guidelines established by

IACET (International Association for Continuing Education and Training). Though GPO has not sought IACET certification, its programs meet IACET's conditions for awarding CEU: "quality training and instruction by responsible, qualified organizations." One CEU is awarded for 10 hours of instruction.

16TH ANNUAL INTERAGENCY DEPOSITORY SEMINAR

The 16th Annual Interagency Depository Seminar will be held in Washington, DC from May 27 through June 4, 2003. The weeklong seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being presented by many Federal agencies, including:

- Bureau of the Census
- Patent and Trademark Office
- Copyright Office
- Government Printing Office
- Library of Congress
- Office of the Federal Register
- and more to be announced

Seminar presentations focus on the content of and access to agency products and services, interspersed with tours and question and answer sessions. Attendance is limited to 60, so registration preference will be given to those outside the Washington, DC area and to those who have not previously attended the seminar. Registration information may be found in the October 15, 2002 issue of *Administrative Notes* <http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad101502.html>.

FDLP PUBLICATION DISSEMINATION

Media	FY 2001 Titles	FY 2002 Titles
Online (GPO Access)	15,235	10,931
Online (other agency sites)	7,630	9,654
Paper (includes USGS maps)	9,522	8,307
Microfiche	4,726	5,448
CD-ROM, DVD	480	483
Total	37,593	34,823

APPROPRIATIONS FOR FY 2003

As of mid-January, GPO was operating on Continuing Resolution funding, so the Salaries and Expenses Appropriation of the Superintendent of Documents (S&E) remained at the FY 2002 level of \$29.6 million. The Senate is expected to act on H.J. Res 2, providing appropriations for the current fiscal year, and is expected to adopt the House level of \$29,661,000 and 142 FTE's for the S&E Appropriation.

GPO requested \$34.1 million for S&E for FY 2003. The additional funds primarily cover mandatory pay costs and workload changes, as well as additional capability to provide current and future public access to the growing volume of online Federal information made available through *GPO Access*. The majority of the S&E appropriation is for the FDLP, and most of the funding for the FDLP is for printing and disseminating publications (including publications in online formats, which are now the majority of items in the program) to depository libraries. Related statutory functions covered by this appropriation are cataloging and indexing, by-law distribution, and the international exchange distribution of

U.S. Government publications. Finally, through the FDLP, this appropriation provides the majority of funding for the operation of *GPO Access*.

STAT-USA/USA TRADE ONLINE

Over the past several years, STAT-USA has provided the FDLP with over 900 complimentary user accounts to its **STAT-USA^R/InternetTM** service. Through a new agreement reached in the fall of 2002, STAT-USA will provide those same libraries with complimentary user accounts to another service, **USA Trade^R Online**. USA Trade Online provides U.S. merchandise trade data on more than 18,000 commodities worldwide. New IDs and passwords have been issued, allowing depositories to access both services from the same ID. Libraries with site licenses for STAT-USA can use the account for USA Trade Online only, so long as it is done within the parameters of the agreement. Depositories that need an ID or password should contact Lisa Russell at <l Russell@gpo.gov>.

Library Programs Service, January 16, 2003

U.S. Exports and U.S. Imports Going to DVD

Libraries selecting item number 0154-D may have noticed that U.S. Imports of Merchandise (C 3.278/2:) and U.S. Exports of Merchandise (C 3.278/3:) have come in both CD-ROM and DVD recently. The agency is switching to the DVD format and will be going exclusively to DVD beginning

with the January 2003 issues. There is no content difference between the two formats, but both were issued to allow subscribers to transition into the new format. Distribution to depositories will be in both formats until the last 2002 issue, then will go to DVD only starting in January 2003.

Announcing the USA Trade Online Partnership

In addition to offering free public access to STAT-USA®/Internet™ at Federal depository libraries, the partnership between GPO and STAT-USA has expanded to include free access to USA Trade® *Online*. USA Trade *Online* provides access to U.S. merchandise trade data, offering current and cumulative export and import data on more than 18,000 export commodities and 24,000 import commodities worldwide. Information on USA Trade *Online* is offered in *GPO Access* training classes, as well as in the *GPO Access Training Manual*. General information and sample exercises for USA

Trade *Online* has been added to Special Insert A of the training manual and can be downloaded in PDF format at <<http://www.gpo.gov/gpoaccess/help/training/bk>>. Printed copies of the insert have been distributed to all Federal depository libraries.

For further assistance, please contact the *GPO Access* User Support Team:

888-293-6498 (toll-free)
202-512-1530 (DC Metro Area)
202-512-1262 (fax)
gpoaccess@gpo.gov

STAT-USA Letter Online on FDLP Desktop

Several depositories have indicated that they did not receive the letter from Forrest Williams, Director of STAT-USA, regarding password changes for STAT-USA®/Internet™ and USA Trade® Online. An electronic copy of the letter with the password information deleted has been posted to the FDLP Desktop for libraries that

want copies for their files. The URL is <http://www.access.gpo.gov/su_docs/fdlp/col1-dev/statusa_letter.html>.

Password questions should be directed to Lisa Russell at <lrussell@gpo.gov>.

Searchable Cumulative Table of Contents for Administrative Notes and Technical Supplement Now Updated Monthly on FDLP Desktop

The updated cumulative table of contents for Administrative Notes is now available on the Administrative Notes home page at http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/adnotes_toc.pdf. Current through v. 24, # 2, it will be updated with each issue. The file is fully searchable by keyword, by clicking on the “Find” icon (binoculars). To continue the search, click on the adjacent “Find again” icon.

The updated cumulative table of contents for the Administrative Notes Technical Supplement is located at http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/techsup_toc.pdf. This file will also be updated with each issue.

The table of contents for each title was formerly updated annually and printed at the beginning of the year. Beginning in 2003, the cumulations will be electronic only.

Upcoming FDLP Events

2003

Spring Council Meeting	April 6–9	<i>Reno, NV</i>
Interagency Depository Seminar	May 27–June 4	<i>Washington, DC</i>
Federal Depository Conference/ Fall Council Meeting	Oct. 19–22	<i>Arlington, VA</i>

2004

Spring Council Meeting	April 18–21	<i>St. Louis, MO</i>
Interagency Depository Seminar	June 2–9	<i>Washington, DC</i>
Federal Depository Conference/ Fall Council Meeting	Oct.–	<i>TBA</i>

[Handout]

GPO Access Update

Office of Electronic Information Dissemination Services

American Library Association Midwinter Meeting
January 24 – 29, 2003, Philadelphia, PA

GPO Access Statistical Measures

- Since 1994, *GPO Access* retrievals have exceeded 1.6 billion, which is equivalent to over 39.2 billion typewritten pages.
- The average number of monthly retrievals from *GPO Access* is currently 31 million and the average size of these documents is currently about 49Kb. With 2Kb equaling roughly one typewritten page, the average size of a document retrieved from *GPO Access* equates to some 24.5 typewritten pages and costs less than a penny per retrieval.
- *GPO Access* contains over 142,000 electronic titles and points to over 92,000 others for a total of over 234,000 titles.
- *GPO Access* provides use of almost 2,800 databases through more than 80 applications.

GPO Access Redesign

- Since the redesign of *GPO Access* in April 1999, EIDS has been collecting user feedback from a variety of sources, such as usability testing (many thanks to the Bureau of Labor Statistics for letting us use their lab), focus groups, surveys, and comments received by the *GPO Access* User Support Team. This effort to improve the site's design and usability of *GPO Access* will culminate in the release

of a new design in the near future. You may preview this new design with EIDS staff members at booth #208.

GPO Access Performance Measurement and Improvement

- A new process has been set up to make Text and PDF files available as static files that have been "akamaized" in the Federal Register Table of Contents. This new process has been dramatically effective in improving download time for users. Based on this success, a similar capability is being created for the browse feature of the Code of Federal Regulations. At the same time, work is underway to replace the WAIS search and retrieval software for *GPO Access* databases. All of these enhancements combined will improve the search and retrieval speed of *GPO Access* databases.

What's New on GPO Access

- Volumes II and III of the 2000 – 2001 Public Papers for William J. Clinton are now available online at <http://www.gpo.gov/nara/pubpaps/srchpaps.html>.
- The new October 2002 online revision of the Congressional Directory for the 107th Congress is now available at <http://www.access.gpo.gov/congress/cong016.html>.

- The Regulatory Plan and the Unified Agenda of Federal Regulatory and Deregulatory Actions, December 2002 is now available at http://www.access.gpo.gov/su_docs/aces/aces1406.html.
- A new Federal Web site, The Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century, <http://www.seniorscommission.gov/> is now hosted on *GPO Access*.

Regulations.gov

- The Web site, Regulations.gov, <http://www.regulations.gov>, was created as the first step in the online rule-making initiative. Citizens can search, review, and comment on Federal agency rules and proposed rules open for comment from the Regulations.gov Web site. NARA and GPO are two of the lead partners in the Regulations.gov project. On December 18, 2002, there was a soft launch of Regulations.gov exclusively to Federal agencies. On January 23, 2003, Regulations.gov was released to the general public.

Public Key Infrastructure (PKI)

- In order to authenticate the PDF versions of Congressional Bills, the use of Public Key Infrastructure (PKI) will be implemented with the 108th Congress. Users with a free software reader will be able to confirm that a bill was approved for submission to GPO by the appropriate Congressional authority and that it has not been altered since it has been signed. The free reader will be linked from <http://www.access.gpo.gov/congress/cong009.html> and other pages as a plug-in.

Public and Private Laws LISTSERV

- A new LISTSERV has been developed by the U.S. Government Printing Office. Users can sign up to receive e-mail notification when new public and private laws become available on *GPO Access*. These e-mails will include links to the ASCII text and PDF versions of new public or private laws. To sign up, visit <http://listserv.access.gpo.gov/archives/gpo-plaws-1.html>.

New Titles by Topic E-mail Alert Service User Survey

- On October 31, 2002, GPO posted a survey to the New Titles by Topic E-mail Alert Service LISTSERV. Several of the questions were designed to get the users' feedback on issues such as how the ordering process could be improved, if the images of the publications are useful, and if placing orders was easy to name a few. Some major findings included: 63% of users found ordering to be easy and intuitive. 89% of the users found the information in the e-mails to be presented clearly and concisely. 74% of users felt they received enough information about the publications to make a purchasing decision.

Online Bookstore Enhancements

- The "What's New" page on the U.S. Government Online Bookstore now provides a comprehensive listing of all new publications available for sale by the Superintendent of Documents at <http://bookstore.gpo.gov/market/index.html>. Customers can click on the order icons and purchase any of these new publications directly from this Web page.

USA Trade *Online*

- In addition to offering free public access to STAT-USA/Internet at Federal depository libraries, the partnership between GPO and STAT-USA has expanded to include free access to USA Trade *Online*. USA Trade *Online* provides access to U.S. merchandise trade data, offering current and cumulative export and import data on more than 18,000 export commodities and 24,000 import commodities worldwide. Information on USA Trade *Online* is offered in *GPO Access* training classes, as well as in an insert to the *GPO Access* Training Manual, which can be downloaded in PDF format at <www.gpo.gov.gpoaccess/help/trainingbk>.

Under Development

- Future enhancements for the U.S. Government Online Bookstore include improved online ordering for international customers and providing third-party hand off of orders for those who are unable to directly purchase from the U.S. Government Online Bookstore.
- Work toward building the *GPO Access* mirror site in Pueblo, CO is proceeding. As this work progresses, normal data backup will continue with the addition of the temporary storage of key data at a GPO facility near Washington, DC.

Upcoming Outreach

- EIDS personnel will be attending and displaying the GPO booth at the following shows:

February 4 - 6	Florida Educational Technology Corporation Conference	Orlando, FL
February 20 - 23	American Association of School Administrators	New Orleans, LA
March 12 - 14	Computers In Libraries	Washington, DC

Public Printer Bruce James To Launch GPO Recruiting Drive At Cal Poly

Keynotes Cal Poly's International Printing Week

Public Printer Bruce R. James will kick off GPO's recruiting drive for the best and brightest graduates in printing and graphic communication at California Polytechnic State University (Cal Poly) in San Luis Obispo, CA, one of the Nation's premier printing and graphic communications schools, during International Printing Week, January 21-24, 2003. He will also keynote Cal Poly's International Printing Week banquet.

GPO's recruiting drive is part of James's program to transform the agency into an information factory equipped and staffed to meet the demands of the 21st century. "Almost all of industrial America has remade itself in the last 10 or 15 years," said James. "We're going to do that at the GPO. We're going to build a new model and retool this place from top to bottom."

Part of that retooling means bringing in new capabilities to GPO. "As GPO has downsized over the past 20 years, we've missed bringing in an entire generation of new people with new ideas." To reverse that trend, James is launching a recruiting drive to bring in graduates in printing and graphic communication; electrical, mechanical, and chemical engineers; MBA's; and related disciplines. "Printing and information dissemination are complex businesses today," said James. "We are going to need a broad range of disciplines to carry out the GPO's mission successfully in the 21st century." Public Printer James will also meet with faculty and staff at Cal Poly to discuss the

formation of a strategic partnership with the university's Graphic Communication Department. He will be accompanied by GPO Deputy Chief of Staff Robert C. Tapella, a 1991 Cal Poly graduate, and GPO Human Resources Specialist Andrea Coaker.

International Printing Week is observed nationwide to commemorate the birthday of Benjamin Franklin, America's best known printer and an early and outspoken advocate of freedom of the press.

During the week, Cal Poly will unveil a new building housing a Goss International four-high publication press to be used to teach web printing, dedicate laboratory equipment that has been donated to the Graphic Communications Department, and host seminars conducted by representatives of the Nation's leading printing and graphic communication equipment manufacturers and suppliers. The events will close with a Graphic Communication Career Day January 24 which is expected to attract representatives from companies across the Nation to recruit Cal Poly students for employment and internship opportunities.

Headquartered in Washington, DC, the GPO is one of the Nation's oldest and most venerable agencies, with 3,000 employees in 30 locations nationwide. It is responsible for the production and distribution of information products and services for all three branches of the Federal Government. In addition to its own production facilities, the GPO maintains a pool of 13,000 private

sector vendors throughout the country to produce print and other information products for the Federal Government ranging from Supreme Court decisions to IRS tax forms and crop reports for the Department of Agriculture. The GPO also distributes Government publications to the public via a sales program and through a nationwide network of more than 1,200 Federal depository libraries. GPO's Web site, GPO

Access, at www.gpo.gov/gpoaccess, provides free online public access to more than 225,000 Federal Government titles.

For more information about the GPO, go to the agency's Web site at www.gpo.gov. For further information about Cal Poly's International Printing Week events, contact the Graphic Communication Department at 805-756-1108 or e-mail to grc@calpoly.edu.

Robert C. Tapella Named Deputy Chief of Staff

Robert C. Tapella has been named Deputy Chief of Staff at the U.S. Government Printing Office (GPO). He reports to Chief of Staff Frank A. Partlow, Jr., with responsibility for strategic planning and related functions.

A 1991 graduate in graphic communications and printing management from California Polytechnic State University in San Luis Obispo, CA, one of the Nation's leading schools in printing and graphic communications, Tapella comes to the GPO following several assignments on Capitol Hill.

From 1996 to 2000, he served as professional staff on the House of Representatives Committee on House Oversight, where he supervised the Office of Member Services; Chief of Staff to Rep. Bill Redmond (R-NM); and Special Assistant to the Clerk of the House of Representatives, where he worked on strategic planning for re-engineering the information technology infrastructure of the House legislative process and developed

plans for major information technology initiatives for the Office of the Clerk. Tapella gained his first legislative office experience from 1986 to 1993, when he worked as district representative for Rep. Bill Thomas (R-CA).

"We're extremely fortunate to have an individual of Bob's training and experience to work on GPO's strategic planning efforts," said Public Printer of the United States Bruce R. James. "His educational background and practical expertise in legislative information systems will be essential to our efforts to guide the transformation of the GPO into an information factory designed to meet the demands of the 21st century."

A California native, Tapella is a past National Board member and current member of the Young Republican National Federation, Inc., an alumnus of the American Council of Young Political Leaders, and an alumnus of Leadership Sunnyvale's Class of 1995. He resides in Alexandria, VA.

Summary, 2002 Fall Meeting Depository Library Council October 20-23, 2002 Arlington, VA

Sunday, October 20, 2002, 7:15 p.m.

Council Members present:

Paul Arrigo, Pennsylvania State University,
Shenango;
Daniel C. Barkley, University of New
Mexico;
Charlene C. Cain, Louisiana State University,
Paul M. Hebert Law Center Library;
Cathy Nelson Hartman (Chair), University of
North Texas Libraries;
Doris Small Hefner, California State
University, Northridge;
Dena Hutto, Reed College, Portland, OR;
John C. Kavaliunas, U.S. Census Bureau;
Greta E. Marlatt (Secretary), Naval
Postgraduate School, Monterey, CA
Michele T. McKnelly, University of
Wisconsin - River Falls
John Phillips, Oklahoma State University
Mary W. Prophet, Denison University
Laura Saur, Newark Public Library
Lynn Siemers, Washington Hospital Center
John A. Stevenson, University of Delaware
Library

Barbara J. Ford, Chicago Public Library was
excused due to a conflict and arrived Tuesday
morning.

Chair Cathy Hartman welcomed everyone
and the Council members introduced
themselves. John Stevenson volunteered to
take notes and give a brief overview at
Monday's plenary session.

Michael F. DiMario, Public Printer

Mr. DiMario said he would continue as
Public Printer until the nomination of Mr.
Bruce James was completed. He announced
that Senator Mark Dayton, Chairman of the
Joint Committee on Printing, would address
the plenary session on Monday. Senator
Dayton had been involved in hearings
regarding the Office of Management and
Budget (OMB) proposal that Executive
Branch agencies do not have to use the
Government Printing Office. Language
requiring agencies to follow the provisions of
Title 44 was added to the continuing
resolution.

John Kavaliunas asked what the
consequences would be if an agency did not
use the Government Printing Office, and Mr.
DiMario responded that the individual who
authorized the outside printing would be
personally liable, and that there was some
thought about putting that specific language
into law.

**Francis J. Buckley, Jr., Superintendent of
Documents**

Mr. Buckley addressed the issue of
information security and said agencies were
being encouraged to be cautious regarding the
release of information. He said GPO was
renegotiating the lease of a facility in Pueblo,
CO, prior to creating a GPO Access mirror
site there.

He spoke about marketing and the development of publicity for the FDLP, and about efforts to recruit new products and negotiate new services for the sales program. He said GPO was creating a backup production line at Laurel, MD.

Gil Baldwin, Director, Library Programs Service

Mr. Baldwin reported that the new annual report was out, and that LPS was recruiting new staff. They are working with consultants from RMG to develop the requirements for a new Integrated Library System (ILS). The new marketing campaign has been launched with the theme "*U.S. Government Information: Make the Connection at a Federal Depository Library.*" He also encouraged everyone to sign up for the new email service GPO-FDLP-L. The Library Programs Service staff will post exclusively to this list to announce time-sensitive information.

T.C. Evans, Director, Office of Electronic Information Services

Mr. Evans indicated they now have the ability to authenticate bills and hope to have the technology ready for use at the beginning of the 108th Congress. They will use PKI (Public Key Infrastructure) technology to authenticate PDF files.

Committee Reports

Electronic Preservation Committee – Paul Arrigo provided Council members with copies of his report. The main issues that are being reviewed include:

- Congressional text files, some of which have portions of files missing
- Some PDF files are so large they take forever to load – if at all

- NTIS (National Technical Information Service) is now charging a fee to download electronic files
- The need to monitor the progress being undertaken by Delaware, North Carolina and Wyoming's Archival Electronic Documents program
- The need to monitor the National Archives and Records Administration's (NARA) redesign of their Federal records management program.

Mr. Buckley indicated that NARA is trying to encourage the archiving of more formats. John Kavaliunas asked about them not wanting to accept PDF files. Andrea Severson attended a meeting where they indicated they were beginning to accept all formats since they are not getting a lot of important information.

Operations Committee – Dan Barkley reported that the CRS microfiche problem has been resolved. The committee has been looking at the recruitment of new depository libraries and the standardization of procedures for withdrawal from the program. He also reported on the Subcommittee on Attrition and Retention (SOAR). 160 libraries have dropped in the past 12 years. The 4 groups within the subcommittee were each assigned various areas of responsibility:

- Group 1: establish a profile of those most likely to drop from the program
- Group 2: suggest ways GPO could facilitate a program to reach out to Regionals and library directors and provide training and mentoring and encourage housing agreements with Regionals

Group 3: establish a program whereby Council members would serve as liaisons to depository libraries within established areas and encourage support at the local level

Group 4: look at what vendors could provide as “shelf ready” and list which products could be leveraged since they are free only through depository libraries.

Cataloging and Locator Committee – Dena Hutto reported that the committee is evaluating the need to provide more education on cataloging depository materials. They are questioning whether there is any relationship between cataloging requirements and libraries dropping out.

Communications and Information Committee – Charlene Cain indicated the committee is waiting for the confirmation of the new Public Printer before making any more changes to the letter to welcome him. They are monitoring the Federal Enterprise Architecture Program Management Office (FEAPMO). The concept is to apply a business model or framework to improve government. <<http://www.feapmo.gov/>>

The committee is also revising the Council manual and website and considering whether to revise the old bylaws or incorporate them into the manual. They are also looking at ways to improve media relations and to give Council members guidelines for responding when approached by the media.

Paul Arrigo complimented Chair Hartman for putting together an agenda that didn't have overlapping committee meeting times, since many Council members are on more than one committee.

Chair Hartman led a discussion of GPO's responses to the spring recommendations.

Monday, October 21, 2002, Plenary Session, 8:30 a.m.

Council Members present:

Paul Arrigo, Dan Barkley, Charlene C. Cain, Cathy Nelson Hartman, Doris Small Helfer, Dena Hutto, John C. Kavaliunas, Greta E. Marlatt, Michele T. McKnelly, John Phillips, Mary W. Prophet, Laura Saur, Lynn Siemers, and John A. Stevenson

Opening Remarks

Robin Haun-Mohamed, Chief, Depository Services Branch, welcomed everyone and went over logistics. Chair Hartman called the session to order at 8:35 a.m. She thanked Robin and the GPO staff for putting together a wonderful program and thanked Willie Thompson for all his behind the scenes work. She encouraged the audience to talk with GPO staff and had them stand. Council members introduced themselves.

Chair Hartman announced that Senator Mark Dayton was expected and that it was the first time the Chair of the Joint Committee on Printing (JCP) had been able to attend a Council meeting. She recognized Julia Wallace (University of Minnesota) and Joan Cheverie (Georgetown University) for testifying before the JCP. The usual “Council Aerobics” included first time attendees and a look at the “graying” of depository librarians by eligibility for retirement increments: those eligible in 5 years, 5-10 years, 10-20 years and those who will not retire for more than 20 years.

John Stevenson gave a brief overview of Sunday evening's meeting.

Welcome and GPO Update by the Honorable Michael F. DiMario, Public Printer

Mr. DiMario expressed his honor at being at the meeting. He confirmed that Senator Mark Dayton, a friend of the Federal Depository Library Program, would be arriving to speak. He recognized the devotion of the depository library community to the program and its willingness to attend the Council and Conference despite last year's September 11 terrorist attacks and this year's sniper attacks.

Mr. DiMario gave a brief overview of the status of the Appropriation bills. He also spoke on the status of the OMB's attempts to bypass GPO for printing. Mr. Mitchell Daniels, OMB Director, sent a memorandum to all executive agencies indicating they no longer had to use GPO for their printing needs as of 1 September. The JCP held a hearing on this proposal.

Regarding the status of Mr. Bruce James' confirmation as Public Printer, the Rules committee held hearings but had announced no action. Mr. DiMario will continue to serve until the confirmation and appointment of the new Public Printer.

Mr. DiMario thanked everyone for allowing him to continue to serve. He then introduced Senator Mark Dayton, (D-MN) Chairman of the Joint Committee on Printing.

Senator Dayton expressed his honor at being invited to address this conference. He paid tribute to Mr. DiMario for being "extraordinary in steadfastness and loyalty especially in the recent trying times."

Senator Dayton talked about the importance of the government providing information to the public. He said the Founders of our country understood that power/knowledge needed to be protected and that a lack of

information cuts off the democratic process. As citizens and taxpayers, we have a right to the information, and this should not be simply at the discretion of those in government, since the law requires wide distribution.

Senator Dayton also spoke about the OMB memorandum that seeks to allow printing outside GPO. He said OMB has made no attempt to change the law administratively or legislatively, but has presumed license to determine what is constitutional, and Congress has taken issue with this and made a pretty emphatic statement, an unusual consensus of Democrats and Republicans agreeing that "the law is the law."

Senator Dayton thanked Mr. DiMario and the GPO staff for doing a great job.

Mr. DiMario thanked Senator Dayton for his comments and support of GPO. He also thanked Matt McGowan, the staff director of the JCP, as well as Andy Sherman, GPO Public Affairs Office, for their support.

Francis J. Buckley, Jr., Superintendent of Documents

See remarks, Administrative Notes, November 15, 2002, (v. 23, no. 14)
http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad111502.html#5

Gil Baldwin, Director, Library Programs Service (LPS)

See remarks, Administrative Notes, November 15, 2002, (v. 23, no. 14)
http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad111502.html#6

T.C. Evans, Director, Office of Electronic Information Dissemination Services (EIDS)

See remarks, Administrative Notes, November 15, 2002, (v. 23, no. 14) http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad111502.html#7

Information Exchange

Michele T. McKnelly asked when Trade USA was going to be made available.

Robin Haun-Mohamed said STAT USA would be making an announcement later in the conference. [see this link for the announcement -- http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad111502.html#3

Cathy Hartman asked T.C. Evans if it would be possible to get information on the number of hits from the PURL servers.

T.C. Evans responded that they would need to get the log files in order to be able to delve down.

Aimee Quinn, University of Illinois, Chicago, asked whether there will be interconnectivity between the ILS and GPO Access.

Gil Baldwin responded that the OPAC part would be presented on GPO Access and the Monthly Catalog as it is now will be replaced.

Nan Myers, Wichita State University, asked if we would be able to see the staff view of the MARC record and would serials be available at the piece level.

Gil Baldwin said it was being considered.

Julie Wallace, University of Minnesota, thanked GPO for the Electronic Sales announcements service and encouraged everyone to sign up for it. She also mentioned the new FDLP announcements

service and encouraged everyone to sign up for it as well, since the purpose of GOVDOC-L was not for GPO announcements and they would not be using it to do that any more.

Sandy McAninch, University of Kentucky, commented that old collections are deteriorating and need to be addressed. Some are going to need to move obsolete CDs due to format and software changes.

George Barnum said a partnership was in the works with Indiana University, Bloomington, which has been working on a floppy disk project to access the information that was distributed on floppy disk. However, they still need someone to volunteer to partner for CD-ROMs. [information regarding this project can be accessed at <http://www.indiana.edu/~libgpd/mforms/floppy/floppy.html>].

Ann Miller, Duke University, asked for an update on the status of inspections.

Robin Haun-Mohamed responded that they were back on the road. MN, VA, MD, CA, IL, MI, AZ and GA all have self study inspections coming due. She was not sure where the inspection auditors would go or what they would be looking at. If a library was not inspected last time, they should expect to be this time.

Dan Barkley asked if there would be notice given for the audit inspections and what was the reason for the visits.

Robin Haun-Mohamed said some would be given notice and others would not. She said the scope is wide open. Inspectors will focus on access and whether requirements are being met.

Sharon Partridge, Jefferson County Public Library, commented that some PURLs are

not connecting and it is difficult to find the original documents. She thought GPO was archiving the documents.

George Barnum responded that PURLs were begun before GPO began archiving, so there are a lot that predate the archived ones. GPO is looking for partners to help make up gaps.

Tad Downing said there currently are 23,500 PURLs and to let the GPO know if we find dead links. LPS checks weekly, but the software only checks the link, not the content.

Nan Myers, Wichita State University, asked if the RMG ILS report would be made available.

Gil Baldwin said they had not planned to make it available and would have to check with the contract folks to see if it would be legal to release it.

Nan Myers then asked, since Phase I was mentioned, if other phases were being discussed.

Gil Baldwin responded that currently only Phase I was being worked on. Other phases would depend on what choices were made and what the software can or cannot do or provide.

Cathy Amens, St. Mary's University, San Antonio, asked how far the new catalog will go back.

Gil Baldwin said 1976.

Cathy Edward, Nevada State Library and Records, said her institution is concerned about performance indications and how many documents they add. The projected numbers have fallen off this year -- can we get a count of the number of serials?

Gil Baldwin said GPO reports statistics on a gross level. They report the number of copies and titles distributed but cannot give information at the item level.

Kay Collins, University of California, Irvine, asked about the GPO's cataloging of electronic only pieces. She asked if GPO would catalog the physical piece if libraries are able to get them, so there would be uniformity of the records.

Tad Downing responded that GPO can only catalog what they distribute. He said they are unaware of what is distributed by agencies other than what is sent to GPO, so he suggested that libraries will need to modify their own records.

Kristine McLonis, University of Detroit, Mercy, asked if there were any policies regarding unaccompanied children since her institution has concerns about physical safety and access to porn sites.

Sharon Partridge, Jefferson County Public Library, asked for a progress report on lost documents and new electronic claiming.

Gil Baldwin said there are lots of interesting submissions, and GPO is working with two groups (GODORT and AALL). Most submissions are clearly in scope, so these groups are doing a good job of evaluating. Tad Downing said they have cataloged 528 monographs and 262 serials.

Colleen Parmer, Bowling Green State University, asked about redistricting. As depositories move from one congressional district to another, who is responsible for reporting the change?

Robin Haun-Mohamed said the depositories are and asked everyone to please use the online form to report

<http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html>. Anyone unsure of the correct district number should contact GPO and coordinate with the regional.

Redistricting changes that result in more than one library per district does not mean anyone will be dropped, rather, they will be grandfathered in.

Monday, October 21, 2002, Council Working Session, 2 p.m.

George Barnum, Manager, Electronic Collections, spoke to Council about the OCLC Digital Archiving Project. The project has moved out of beta to production. One can put a URL into the system and return the information for the metadata. CORC functionality can help build a better bibliographic record. If they want to, they can use the record to create preservation metadata. There are currently 28 elements and they will likely have to make changes to the metadata set eventually. They can grab Digital Objects from agency sites and link preservation data with bibliographic data. The Digital Object will have an XML wrapper of preservation metadata in the archive (storage server). It can be disseminated via FTP to multiple locations.

GPO is considering ways to get this process into its current workflow, as it will not work with the ILS. LPS staff will have to use the records/products within the OCLC system, since they need to have a bibliographic record before they can grab the Digital Object.

Council Cataloging and Communication committees met to work on new recommendations and commendations.

Tuesday, October 22, 2002, Council Working Session, 8:30 a.m.

The Electronic Preservation and Operations committees met to work on new recommendations and commendations. The SOAR subcommittee, as well as the Committee of the Whole, met to discuss the problem of libraries leaving the program.

Tuesday, October 22, 2002, Council Working Session, 2:00 p.m.

Committees reported back to Council and discussed the potential recommendations and commendations.

Tuesday, October 22, 2002, Council Working Session, 7:00 p.m.

Council members wrote the various recommendations, commendations and action items.

Wednesday, October 23, 2002, Council Working Session, 8:30 a.m.

Council completed its work on the draft recommendations to be presented at the afternoon plenary session. Nominations and election of the Chair-elect position took place. Both Dan Barkley and Paul Arrigo were nominated for the Chair-elect position, and Dan Barkley won by majority. Chair Hartman thanked everyone for all their hard work. Charlene Cain thanked the Chair for all her work as well.

Committee assignments were reviewed and updated. The assignments are as follows:

Cataloging

Dena Hutto (Chair)
Paul Arrigo
Doris Helfer
Michele McKnelly
John Stevenson

Communications

Charlene Cain (Chair)
Dena Hutto
Barbara Ford
John Kavaliunas
Lynne Siemers

Electronic Preservation

Paul Arrigo (Chair)
Dan Barkley
Greta Marlatt
John Stevenson

Operations

Dan Barkley (Chair)
Charlene Cain
Greta Marlatt
Michele McKnelly
John Phillips
Mary Prophet
Laura Sours

SOAR

Dan Barkley (Chair)
Paul Arrigo
Charlene Cain
Greta Marlatt
Michele McKnelly
John Phillips
Mary Prophets
Laura Sours

Wednesday, October 23, 2002, Plenary
Session, 2:00 p.m.

Chair Hartman thanked Willie Thompson and Nick Ellis for all their work on the conference logistics, and she thanked Robin Haun-Mohamed for the great program and Marian MacGilvray for providing plenty of handouts. She also thanked Council Secretary Marlatt

for her willingness to assume her second year as secretary.

A recognition statement in honor of Sharon Hogan, former Council member who passed away, was read. Council then proceeded to read the recommendations, commendations and action items [for final text, see <http://www.access.gpo.gov/su_docs/fdlp/council/rfa02.html>].

Chair Hartman opened the floor to the audience for questions.

Ellen Sweet, University of Maryland, asked for some background in Action Item #4 – what is FEAPMO?

Charlene Cain explained that it was created to examine the business flow within Federal agencies.

Julie Wallace, University of Minnesota, had 2 comments. She mentioned the CIC Floppy Disk Project and that the links needed to be added to the GPO record to make the link official. She wondered when this might happen, noting that once they are added it will be helpful to have this information communicated to depositories so they can withdraw the floppy disks if they so choose. She also wanted everyone to thank Senator Dayton for coming to speak to us.

Lori Smith, Southeastern Louisiana University, regarding Recommendation #6, suggested the 1994 Rare and Endangered report would be a good starting place.

George Barnum indicated it is still available from ERIC though it is out of date.

Ellen Sweet, University of Maryland, said the 6 months' notification requirement could be problematic and wondered what the intent was and how it was going to be enforced.

Dan Barkley explained that the intent was to try to provide lead-time for Regionals to try to persuade libraries to stay in the program or else to work with them on the disposition of materials.

Andrea Sevetson, Census Department, commented that since it takes effort to get into the program, it shouldn't be easy to leave the program. This notification requirement will open a dialog and bring in other players.

Mr. Francis Buckley expressed, on behalf of Mr. DiMario and the staff of GPO, their appreciation for the efforts of Council. He

said it was a pleasure to see support and interest in being at the meetings and thanked everyone for being there.

Chair Hartman announced that Dan Barkley was the new Chair Elect and would take over as Chair in fall 2003.

The meeting was adjourned at 2:35 p.m.

Respectfully Submitted,

Greta E. Marlatt
Council Secretary

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February 2003

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