



# Administrative Notes

Newsletter of the Federal Depository Library Program

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## Annual Item Selection Update Cycle 2003 Begins June 3, 2002

Libraries are reminded that the process of changing to a more electronic Federal Depository Library Program (FDLP) is continuing. The dissemination format for some Government publications will change from the physical distribution of tangible products (paper, microfiche, or CD-ROM) to online access only. In the coming months these changes will affect FDLP products currently available in multiple formats, particularly those available in both paper and online versions. In some cases the discontinuation of physical distribution will affect titles that you may wish to add during this update cycle, or even titles that you currently select. Changes in distribution format will be announced in WEBTech Notes < [www.access.gpo.gov/su\\_docs/fdlp/tools/webtech.html](http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html)> as they occur.

### Schedule

- June 3, 2002** “Selection Update Cycle 2003” begins. Information about the Update Cycle will be in Administrative Notes, FDLP Desktop News page, at < [www.access.gpo.gov/su\\_docs/fdlp/tools/news.html](http://www.access.gpo.gov/su_docs/fdlp/tools/news.html)> , and GOVDOC-L and DocTech-L. **Note:** No information packet will be mailed to depository libraries.
- June-July** Depository libraries evaluate selections.
- July 31, 2002** Deadline for submission of all additions.
- Oct. 1, 2002** New selection profiles become effective. (Drops will be recorded and activated as soon as they are entered.)

### **Update Cycle Online on the Web**

The 2003 Update Cycle will take place electronically on the Web. Libraries will be responsible for entering their own amendments to selections using the Web site "Amendment to Item Selections" on the FDLP Desktop Web site at: < [www.access.gpo.gov/su\\_docs/fdlp/tools/amendment.html](http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html) > . On this Web site, you will control the input, and the changes will be recorded instantaneously.

You will need your depository library number and internal password to submit your additions or deletions.

### **What If We Can't Access the Web?**

If your library does not have Web access, please contact:

Joe Paskoski  
e-mail: [jpaskoski@gpo.gov](mailto:jpaskoski@gpo.gov)  
fax: 202-512-0877  
phone: 202-512-1698

OR

Yvonne Washington  
e-mail: [ywashington@gpo.gov](mailto:ywashington@gpo.gov)  
fax: 202-512-0877  
phone: 202-512-1131

### **Automatic Confirmation of Selections**

Automatic confirmation of the changes you input is a function of the Web application. In addition, if you enter your e-mail address along with your depository library number and internal password when filling out the online selection update form, an e-mail confirmation of your

transactions should be sent to you. However, we have, in the past, experienced some problems with the e-mail confirmation component of this application. For your records you may want to print out and/or save the Web page confirmation that appears as soon as you hit the Submit button. When you save the file, change the file name extension from .cgi to .html to view the page in a Web browser.

### **Instructions**

#### **Preparing for Your Library's Selection Evaluation**

In preparing to amend your depository's item selection profile for fiscal year 2003, please consider the following:

- LPS requests that documents librarians conduct a zero-based review of the depository's current item selections by carefully examining the need for each item.
- Librarians should not make their collection development decisions in a vacuum. LPS encourages cooperative collection development to ensure that all relevant items are available within a local area or region without unnecessary duplication of little used documents.
- After consulting with other depositories, documents librarians should delete any items not actually needed to serve current or anticipated future needs of the public. If appropriate, a library

should add relevant items needed by its clientele.

- Regional libraries may choose a single format when an item is offered in both microfiche and paper formats.
- Selective libraries must choose only a single format when an item is offered in both microfiche and paper formats.

Depositories should select items at a level at least half the average rate of libraries of a similar size and type. Exceptions are made for depositories with a written collection development policy certifying that their current selection rate of tangible and electronic information products effectively meets public government information needs.

Use the chart of selection averages in Administrative Notes, v. 23, # 5 (4/15/02), p. 7, to help determine your appropriate selection rate. This chart is also available on the FDLP Desktop at < [www.access.gpo.gov/su\\_docs/fdlp/coll-dev/itemchrt.html](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/itemchrt.html) > .

For further information, see "Review of LPS Position on Item Selection Rates" in Administrative Notes, v. 22, # 5 (3/15/01), p. 3.

### **Tools to Help Evaluate Your Selection Options**

Item Lister shows your current item selections and all of the items currently available through the

Federal Depository Library Program. Item Lister can be found on the FDLP Desktop Web site at:

< [www.access.gpo.gov/su\\_docs/fdlp/tools/itemlist.html](http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html) > . Your drops will be reflected in Item Lister the next week after you make them. Adds will be activated, and added to Item Lister, on October 1, 2002. During the Annual Selection Update Cycle only, Option 5, Pending Adds, is added to Item Lister. This will show what adds you have made during the Update Cycle. These adds are pending, and go into effect October 1 at the start of the new fiscal year.

For both drops and pending adds, the library should monitor Item Lister to ensure that the submissions were recorded correctly.

- Consult the List of Classes in paper or download the file on the FDLP Desktop Web site to aid in your evaluation of item numbers and titles. The electronic List of Classes is located at < [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/loc/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html) > .
- Check out the collection management tools available on the Documents Data Miner, a cooperative partnership between Wichita State University and the Library Programs Service, at < <http://govdoc.wichita.edu/ddm/GdocFrames.asp> > .
- New item numbers added to the list of item numbers available for

depository selection, can be found in several locations:

New item numbers not appearing in the paper List of Classes can be found in the "Update to the List of Classes, New Item Numbers" column in Administrative Notes Technical Supplement. New item numbers are added to the Item Lister and also to the Documents Data Miner each week.

Postings of new item numbers, discontinued classes, class corrections and other changes to the List of Classes are found in the WEBTech Notes database at: < [www.access.gpo.gov/su\\_docs/fdlp/tools/webtech.html](http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html) > .

The WEBTech Notes database is also available in dbf format on the Federal Bulletin Board at: < <http://fedbbs.access.gpo.gov/library/list/files/?lib=WEBTECN> > .

### **Passwords**

Each library is assigned a unique *internal* password for FDLP administrative functions, such as submitting the Biennial Survey, amending item selections, and updating the directory entry.

All libraries also have an *external* password. It is used with external applications, such as special access to agency Web services (there is only one such application in place now: the Environmental Health database at < <http://ehis.niehs.nih.gov> > ). All

passwords provided by LPS should be secured and only authorized users should be allowed to submit adds and drops for a library. If you lose your password, or you have problems accessing the system, please contact Joe Paskoski at < [jpaskoski@gpo.gov](mailto:jpaskoski@gpo.gov) > , or Yvonne Washington at < [ywashington@gpo.gov](mailto:ywashington@gpo.gov) > or by fax at 202-512-0877.

**NOTE: for security purposes, password requests should come from documents librarians or library directors only.**

For more information on passwords, see < [www.access.gpo.gov/su\\_docs/fdlp/tools/faqs.html#1](http://www.access.gpo.gov/su_docs/fdlp/tools/faqs.html#1) > .

### **Making Amendments to Selections**

Libraries notify LPS of changes to their selection profile by submitting their adds or drops on the "Amendment of Item Selections" form found on the FDLP Desktop Web site at: < [www.access.gpo.gov/su\\_docs/fdlp/tools/amendment.html](http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html) > . You will need your depository library number and internal password to process your amendments. Internal passwords begin with "FDLP" followed by a series of numbers. Information on how to fill out the Web form and whom to contact are accessible by clicking on various buttons on the form.

If you have specific questions or comments, please contact Joe Paskoski at < [jpaskoski@gpo.gov](mailto:jpaskoski@gpo.gov) > or by fax at 202-512-0877.

**Reporting Errors**

If you mistakenly delete an item number or select an item number that you really wanted to delete, you must contact LPS. Do not try to re-input the correct selection by entering another transaction on the "Amendment to Item Selections" Web form. To report all errors or discrepancies in your selection profile, contact:

Information Processing Unit  
 fax: 202-512-0877  
 e-mail: jpaskoski@gpo.gov  
 ywashington@gpo.gov

**Suggestions for Making Amendments****Changing Formats**

If you want to change from paper to microfiche for dual distribution items, LPS suggests the following procedure to reduce gaps in holdings:

1. Add the microfiche item during the update cycle.
2. Once the new selection is distributed in October, delete the paper item.

For example, to change the Federal Register selection from paper to microfiche, add item 0573-D in June or July, for implementation in October. Then use the Web "Amendment to Selections" form to delete item 0573-C after you begin receiving microfiche copies.

**Items Distributed to All Libraries**

Titles distributed under item numbers **0154-B**, **0556-C**, and **1004-E** are

distributed to all depository libraries whether your library selects these items or not. LPS will distribute other titles under these item numbers throughout the year if the informational content is deemed relevant to all depository libraries. Please do not drop these item numbers from your selection profile.

**Effective Dates****Deletions**

If you have deleted item numbers for paper and electronic titles, LPS will stop shipping the publications within 72 hours of your Web transaction. You should not claim publications listed under these items on shipping lists dated after the date you submitted the deletion.

Deletion of microfiche item numbers will take effect beginning the week after the amendment was submitted.

Deletions can be submitted to LPS throughout the year.

**Additions**

Libraries will be able to make additions to their selection profile only during the Annual Selection Update Cycle (June 3, 2002 through July 31, 2002).

All additions must be posted to the Web site by July 31, 2002.

All additions remain pending until they are activated on October 1, 2002. Libraries will begin to receive new publications with shipping lists dated October 1, 2002 and after.

**Claims**

Do not base your claims for missing depository publications on additions made during this update cycle period until the first shipping list is distributed for FY 2003 (after October 1, 2002). If you do, the claims will not be honored.

LPS will always indicate on the shipping list which selection update period governs the item distributions. Continue to claim from your 2002 selection profile during the update cycle period.

## New Titles by Topic Email Alert Service Initiated

*New Titles by Topic Email Alert Service*, a new program initiated by the Sales Program, announces new publications when they become available for sale from the Superintendent of Documents. Subscribers of this service will receive email notifications when new titles pertaining to specific topics are released.

- Business
- Defense and Security
- Elementary and Secondary Education
- Employment and Occupations
- Federal Statistics
- Health Care
- Military History
- Travel and Tourism

Currently there are eight different categories for *New Titles by Topic*:

More categories are likely to be added in the future. You can locate *New Titles by Topic* at the U.S. Government Online Bookstore, <http://bookstore.gpo.gov/alertservice.html>. Please refer your patrons to this convenient service.

## Online Services Available through the FDLP

Federal depository libraries are reminded that they have access to the following subscription services: STAT-USA, EHP Online (formerly Environmental Health Information Service), and National Climatic data Center Online Document Library. Federal depository libraries are being provided free access to these services through arrangements with the issuing agencies and the FDLP. Some content at the sites is accessible without a subscription, but paid subscriptions or the FDLP passwords must be used to access other portions of the services.

Libraries are encouraged to inform their patrons of the availability of these services. Libraries, however, must protect the passwords and should not disclose them to patrons. Users must be in the library when accessing the services.

STAT-USA at <http://www.stat-usa.gov/> is a title in the FDLP Basic Collection; therefore, all depository libraries are expected to select STAT-USA or otherwise make it available as outlined in the July 15, 2001 issue of Administrative Notes (v. 22, #11). Depository libraries currently have two free subscriptions to STAT-USA. Libraries that have not already registered for this service (or that have not established a site license with STAT-USA) will find the registration form at [www.access.gpo.gov/su\\_docs/fdlp/coll-dev/statusar.html](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/statusar.html) for the HTML version, and [www.access.gpo.gov/su\\_docs/fdlp/coll-dev/statusar.pdf](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/statusar.pdf) for the PDF version. The depository subscription does not include free access to the USA Trade Online service.

The EHP Online at <http://ehp.niehs.nih.gov/> was formerly the Environmental Health Information Service and is available at the same Web site. Libraries use their external password to access the service. Only one user at a time may be logged into the service. If you do not have your external password, please contact Depository Services at (202) 512-1119 or email [askLPS@gpo.gov](mailto:askLPS@gpo.gov) using your internal password.

The National Climatic Data Center Online Document Library at [www5.ncdc.noaa.gov/pubs/publications.html](http://www5.ncdc.noaa.gov/pubs/publications.html) is currently freely accessible by users in the .edu domain. Libraries with other domains must input a user ID and password, which have been provided to depository libraries, for patrons. At this time, there is no limitation on the number of concurrent users able to access the database. If you do not have the user ID and password, please contact Depository Services at (202) 512-1119 or email [askLPS@gpo.gov](mailto:askLPS@gpo.gov) using your internal password.

For more information, see the following issues of Administrative Notes: August 15, 2000 (v 21, # 12), December 15, 1997, (v 18, # 16), September 15, 1998, (v 19, # 11)

## Invitation to Complete the GPO Access 2002 User Survey

GPO invites you to share your comments about GPO Access by completing our 2002 User Survey. Have you contacted the GPO Access User Support Team? Rate your experience. Let us know how often you find the information you need on GPO Access. Did you use a search engine to find GPO Access? Indicate which search terms you used and help us to improve the indexing of GPO Access Web pages in the major Internet search engines. To help further improve and tailor our products and services to our customers, you will have the opportunity to share some additional information such as professional affiliation,

frequency of usage, and system information such as Internet connection speed and screen resolution. You will also be able to rate several attributes of GPO Access such as navigation and overall usability.

The survey is available online at < [http://www.gpo.gov/su\\_docs/survey02.html](http://www.gpo.gov/su_docs/survey02.html) > . It is also linked from the GPO Access home page at < <http://www.gpo.gov/gpoaccess> > . Please take a few minutes to provide GPO with your valuable feedback on GPO Access. Surveys must be received by GPO by June 30, 2002. Thank you!

## Check Your Online Directory Entry

It's easy to make changes to the Depository Library Directory online, at:

< [http://www.gpo.gov/su\\_docs/fdlp/tools/ldirect.html](http://www.gpo.gov/su_docs/fdlp/tools/ldirect.html) > .

The online directory is updated monthly, usually by the first Friday in the month.

### **Checklist**

- Congressional district
- Library address
- Director's name
- Depository librarian's name
- Phone numbers
- Fax number
- Email address
- URL for Documents



# Readers Exchange

## Historic Sharing of a Regional Depository

Jeffrey M. Wilhite

Associate Professor of Bibliography  
Government Documents Collection  
University of Oklahoma

The Oklahoma Department of Libraries (ODL), a regional depository, and the University of Oklahoma, Government Documents Collection (OU), an 89% selective depository, have entered into a historic agreement to share ODL's regional depository collection of current and historical U.S. Congressional hearings.

The origins of this agreement germinated in ODL's growing lack of shelf space, OU's adequate spacing, and both libraries' desire to preserve the state paper collection of Congressional hearings. Steve Beleu, Regional Depository Librarian, Oklahoma Department of Libraries, and Jeffrey M. Wilhite, Government Documents Librarian, University of Oklahoma, began developing this agreement in 2000. By mid-2001 it became apparent that the sharing of a regional depository collection by format had never been made official before.

Signed on March 19, 2002, the agreement stipulates that ODL will maintain only five years' worth of hearings in paper format, except for hearings about Oklahoma and hearings about important regional, national, and international events. OU will maintain paper copies of Congressional hearings for perpetuity. The total holdings of ODL, in microfiche and some paper, and OU in

paper, constitute the regional depository collection of hearings.

In addition, ODL will supply OU with any paper hearings that they need before ODL discards them, or, as OU needs them. Any paper hearings that ODL withdraws will be sent to OU, including hearings that are less than five years old. For any hearings that ODL plans to keep in paper, a microfiche copy will be sent to OU. The last tenet of this agreement stipulates that OU will loan these hearings to other selective depository libraries in Oklahoma through interlibrary loan.

According to GPO, this may be the first official agreement in the history of the depository system of a regional depository collection being shared between two libraries by format, although some unofficial agreements have existed in the past. With this agreement, the University of Oklahoma Government Documents Collection has become a co-regional library, ODL has solved its space limitation problem, and the state collection of paper hearings has been preserved for generations of future researchers.

Send your question or comments about this agreement to [jwilhite@ou.edu](mailto:jwilhite@ou.edu) or [sbeleu@oltn.odl.state.ok.us](mailto:sbeleu@oltn.odl.state.ok.us).

Michael F. DiMario  
Public Printer

Prepared Statement before the  
Subcommittee on Legislative Appropriations  
Committee on Appropriations  
U.S. House of Representatives

On

GPO's Appropriations Request for  
Fiscal Year 2003

Wednesday, April 24, 2002

Mr. Chairman and Members of the Subcommittee, I am pleased to be here today to present the appropriations request of the Government Printing Office (GPO) for FY 2003.

**FY 2003 Appropriations Request**

For FY 2003, the Government Printing Office (GPO) is requesting a total of \$129.3 million: \$95.2 million for the Congressional Printing and Binding Appropriation and \$34.1 million for the Salaries and Expenses Appropriation of the Superintendent of Documents. At the direction of the Office of Management and Budget, the request includes \$6.9 million in accordance with the Administration's proposal to charge agencies for the full cost of post-retirement benefits for the employees covered by these appropriations. It also includes \$5.9 million to cover a shortfall in FY 2001 Congressional Printing and Binding funds.

Exclusive of the amounts for post-retirement benefits and the shortfall, our requested increase over FY 2002 (including emergency supplemental funding approved in the wake of the September 11 attacks) is \$1.9 million, or 1.7%. These funds are primarily to cover mandatory pay costs and workload changes in congressional printing, as well as additional capability for the Superintendent of Documents to provide public access to the growing volume of online Federal information made available through *GPO Access*, our online information service ([www.gpo.gov/gpoaccess](http://www.gpo.gov/gpoaccess)). Approximately 225,000 titles are now made available through this service, which is used by the public to retrieve more than 31 million documents every month. Overall, our request represents an increase of \$14.7 million, or 12.8%, over the amount approved for FY 2002 (including emergency supplemental funding), with most of the increase (\$12.8 million) for the shortfall and post-retirement benefits.

**Fiscal Year 2002 Supplemental.** Last month, I submitted a supplemental appropriations request for FY 2002. I requested the \$5.9 million for the FY 2001 shortfall and \$2 million for a necessary project to abate asbestos in the buildings comprising GPO's central office complex on North Capitol Street. If this supplemental request is approved, the \$5.9 million for the FY 2001 shortfall in the Congressional Printing and Binding Appropriation would no longer be needed as part of the FY 2003 request.

**Congressional Printing and Binding Appropriation.** The Congressional Printing and Binding Appropriation covers the estimated costs of producing the *Congressional Record*, bills, reports, hearings, documents, and related products required for the legislative process. This appropriation is critical to the maintenance and operation of GPO's in-plant capacity, which is structured to serve Congress's information product needs. It also covers database preparation work on congressional publications disseminated online via **GPO Access**.

**Salaries and Expenses Appropriation.** The Salaries and Expenses Appropriation of the Superintendent of Documents pays for documents distribution programs and related functions that are mandated by law. The majority of the appropriation is for the Federal Depository Library Program

(FDLP), under which congressional and other Government publications and information products are disseminated to approximately 1,300 academic, public, Federal, law school, and other libraries nationwide where they are available for the free use of the public. While some of the funding for the FDLP is for salaries and benefits, most is for printing and disseminating publications (including publications in CD-ROM and 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**. GPO's other major documents distribution functions (the sales program and agency distribution services) are structured to be funded by revenues earned and receive no appropriated funds.

### **Congressional Printing and Binding Appropriation**

Our request for \$95.3 million for the Congressional Printing and Binding Appropriation includes funding to cover Congress's estimated printing requirements for FY 2003, a prior year shortfall in this appropriation, and the Administration's retirement plan, and, as follows:

Category	Estimated Requirement
Committee Hearings .....	\$21.3 million
Congressional Record (including the online Record, the Index, and the bound Record) .....	\$20.4 million
Miscellaneous Printing and Binding (including letterheads, envelopes, blank paper, and other products) .....	\$16.8 million
Bills, Resolutions, Amendments .....	\$7.4 million
Miscellaneous Publications (including the <i>Congressional Directory</i> and serial sets) .....	\$4.5 million
Committee Reports .....	\$3.4 million
Documents .....	\$2.5 million
Committee Reports .....	\$2.4 million
Details to Congress.....	\$2.3 million
Business and Committee Calendars .....	\$2.3 million
Document Envelopes and Franks .....	\$1.0 million
<b>Subtotal</b> .....	<b>\$84.3 million</b>
Elimination of the FY 2001 Shortfall .....	\$5.9 million
Post-Retirement Benefits.....	\$5.1 million
<b>TOTAL</b> .....	<b>\$95.3 million</b>

### **FY 2003 Estimated Requirements.**

Exclusive of the amounts for post-retirement benefits and the FY 2001 shortfall, the funding we are requesting for Congress's FY 2003 printing requirements represents a net increase of approximately \$3.3 million, or 4%, compared with the approved level for FY 2002. As our Budget Justification shows, there is an estimated \$3.7 million in price level increases due to contractual wage agreements as well as higher costs for materials and supplies. These price level increases are offset by an estimated \$400,000 reduction resulting from projected volume decreases in all production workload categories except for hearings and committee prints. Estimates of the changes in workload volume are based on historical data from previous first session years.

**FY 2001 Shortfall.** In addition to the funding required for congressional work to be performed in FY 2003, we are requesting \$5.9 million to eliminate a shortfall for work performed in FY 2001.

Last year, in the FY 2001 Legislative Branch Appropriations supplemental, Congress provided funding to eliminate a cumulative shortfall in the Congressional Printing and Binding Appropriation through FY 2000. At that time, we projected and disclosed a developing shortfall for FY 2001, but we did not request funding to cover it because the fiscal year had not concluded. The \$5.9 million we are now requesting will eliminate all existing shortfalls through FY 2001. At this time, no shortfall is anticipated for FY 2002.

**Salaries and Expenses Appropriation**

Appropriation of the Superintendent of Documents are as follows:

The programs covered by our request of \$34.1 million for the Salaries and Expenses

Program	Estimated Requirement
Federal Depository Library Program .....	\$27.3 million
Cataloging and Indexing Program .....	\$4.0 million
International Exchange Program .....	\$.7 million
By-Law Distribution Program .....	\$.3 million
<b>Subtotal</b> .....	<b>\$32.3 million</b>
Post-Retirement Benefits .....	\$1.8 million
<b>TOTAL</b> .....	<b>\$34.1 million</b>

Exclusive of the request for post-retirement benefits, the funding we are requesting for FY 2003 represents a net increase of approximately \$2.7 million, or about 9%, over the approved level for FY 2002.

The majority of the increase, or \$2.6 million, is to replace obsolete formats, servers, and other equipment and for equipment improvements to enhance GPO's online services. It is essential that we enhance our data archiving capabilities, including data migration activities to refresh essential legislative and regulatory online files. Several of these files date back to 1994, while generally accepted practices call for systematic data maintenance on at least a 5-year cycle.

The requested increase also includes \$482,000 for mandatory pay increases, including anticipated COLA's, promotions, within-grade increases, and transit subsidies for covered employees; \$404,000 to cover price level changes affecting materials and supplies at the anticipated rate of inflation of approximately 2 percent; \$348,000 to cover

depreciation for the modernization of legacy automated systems supporting the FDLP; and \$91,000 for 3 additional FTE's for the FDLP to assist in the management of the FDLP Electronic Collection. The additional FTE's are directly related to the increased workload of managing the expanding range of files available to the public through **GPO Access**.

These increases are offset by a projected workload reduction of approximately \$1.2 million, attributable primarily to the continuing decline of paper copies distributed to depository libraries. The decline is part of the ongoing migration of the FDLP to a predominately electronic program.

**Transition to More Electronic Dissemination.** The transition to a more electronic FDLP is continuing, as projected in the *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program* (June 1996) and in fulfillment of direction from Congress in FY 2001 that

“emphasis should be on streamlining the distribution of traditional copies of publications which may include providing online access and less expensive electronic formats.”

Nearly 61% of the 37,600 new FDLP titles made available during FY 2001 were disseminated electronically. For FY 2002 to date, 66% of the new titles made available to the public through the FDLP have been online. Through its electronic information dissemination component, the FDLP now delivers more content to users than ever before. In order to preserve public access, the distribution of tangible formats continues for those titles for which there is no acceptable online alternative.

**Withdrawal of Publication from FDLP.**

In the wake of the September 11 attacks, the Superintendent of Documents requested Federal depository libraries to withdraw and destroy their depository copies of a United States Geological Survey (USGS) CD-ROM entitled *Source Area Characteristics of Large Public Surface-Water Supplies in the Conterminous United States: An Information Resource for Source-Water Assessment, 1999*. The CD-ROM contains information relevant to public drinking water supplies.

The Superintendent's October 12, 2001, letter was issued pursuant to a letter from the USGS, dated October 5, 2001, which asked GPO to “request that depository libraries receiving the [Source-Water CD-ROM] be instructed to destroy their copies.” The Superintendent's request went to the 335 Federal depository libraries which had selected this document for their collections.

The Superintendent of Documents' request followed established policy for the

withdrawal of documents from the FDLP. The Government may request the removal of materials from depository libraries since under Title 44 of the U.S. Code all FDLP materials remain Government property. Requests to withdraw happen rarely, however. Since FY 1995, the GPO has distributed 230,019 tangible product (print, microfiche, and CD-ROM) titles to depository libraries, and recalled just 20 (16 to be destroyed, 3 returned to the agency, 1 removed from shelves). Such actions are taken only on the request of the issuing agency, most commonly because the titles contain information that is erroneous or has been superseded. The Superintendent has no statutory ability to deny agency document withdrawal requests, but instead serves as the statutory conduit for carrying them out. Prior to initiating any withdrawal request, however, GPO policy is to carefully review each request and ensure that all such requests are made in writing.

GPO is working closely with the library community on the issue of withdrawing documents and is keeping the community, as well as the Joint Committee on Printing, informed. Because our mission is to promote public access to Government information, we take very seriously any Federal agency's request to restrict access to Government information that has been made public. However, we also have a duty under the law to cooperate with Federal agencies in the appropriate distribution of the official information they publish. Since the September 11 attacks, the USGS CD-ROM is the only document that the Superintendent of Documents has been asked to be withdrawn from depository libraries. Any future agency withdrawal requests will be handled in accordance with law and established policy.

## **Revolving Fund**

### **Effect on Revolving Fund of Funding**

**Post-Retirement Benefits.** The Administration's proposal to have agencies pay the total cost for their employees' post-retirement benefits would increase GPO costs by nearly \$17.9 million in FY 2003. Of this amount, \$6.9 million has been included in this request for the two appropriations made directly to GPO. The balance of nearly \$11 million would have to be charged to GPO's Revolving Fund, which finances operations that provide for the Government's printing, printing procurement, sales of publications, agency distribution, and related services. Recovering this cost would require that GPO's rates charged to Federal agencies and the prices charged to the public for the sale of publications be significantly increased. Imposing these price increases would be a heavy burden on GPO's agency and public customers.

**Police Merger.** We are cooperating with the General Accounting Office in its current review of a proposal to merge the GPO police force with the Capitol Police.

**Status of Air Conditioning Project.** In the FY 2001 supplemental appropriations act last year (P.L. 107-20), Congress provided \$6 million for more energy-efficient air conditioning and lighting systems at GPO. The air conditioning project is underway. The architecture and engineering study, which details the system design and equipment requirements, has been completed. Bids for the air conditioning contractor have been solicited and were due to GPO by March 25. A contract has been awarded and the work schedule calls for the new system to be installed and operational

by the end of March 2003. Work on the lighting improvements will follow.

**Emergency Preparedness Projects.** Last fall, Congress provided \$4 million to GPO in supplemental transfer authority for emergency preparedness (P.L. 107-117). As we have communicated to the Senate and House Appropriations Committees, our plan for spending these funds includes \$1.1 million to replace GPO's ageing fire protection, signaling, and public address systems to protect GPO personnel and property. The balance of \$2.9 million is to establish a limited remote printing capability at GPO's Laurel, MD, warehouse, which will provide for continuity of necessary printing operations in support of Congress. These funds are also being used to establish a remote mirror site for **GPO Access** outside of Washington, DC. We are currently reviewing GPO field offices for placement of this site. Both Committees have approved our proposal for spending these funds.

**GPO Emergency Support for Congress.** In the wake of the anthrax attacks last fall, GPO provided temporary work space for personnel from the Senate Office of Legislative Counsel and some personnel from the Office of the Clerk of the House. Since that time, as the result of the closure of the Capitol's off-site delivery center, we have provided space at our warehouse loading docks off North Capitol Street for use by the Capitol Police in screening all trucks bound for congressional offices for the distribution of supplies, equipment, and food. Up to 70 trucks a day have passed through this operation. At the request of the Chairman of the Committee on House Administration, we are providing space to support off-site computer operations for House Information Resources.

**Sales Program.** In recent years, the volume of sales through GPO's sales of publications program has been declining. The free availability of publications on **GPO Access** and other Government web sites has been the primary reason for this decline, although competition from other Government publications sales outlets has contributed to it. The losses have been temporarily financed through GPO's Revolving Fund.

We have taken a number of steps to reduce program costs and increase revenues. In the past 5 years, we have cut FTE's in the sales program from 529 to 392, or 26%. Further FTE reductions of 25 and 35 are planned for FY 2002 and 2003, respectively, yielding an additional reduction of 15% during that period. We have reduced warehouse space for the program by closing our Springbelt, VA, paper warehouse and consolidating paper warehouse operations in our documents warehouse space in Laurel, MD. We have made across-the-board pricing adjustments of 20% over the past two years. In addition, we are emphasizing our online ordering service, and we have implemented an 800-ordering number and expanded credit card payments to include American Express.

Along with these actions, we have begun closing those GPO retail bookstores around the Nation that no longer are economically viable. Closing these stores will reduce costs, and we expect to retain a substantial portion of store revenues through our online, fax, phone, and mail order operations served by our warehouse. Quick turnaround service for purchasers can be provided by express overnight delivery. At the same time, free public access to Government information will remain unaffected through local Federal depository libraries as well as Internet availability.

To date, we have proceeded with the closure of 6 stores: San Francisco, Boston, the McPherson Square store in Washington, DC (one of 3 in the Washington, DC, area), Philadelphia, Chicago, and Birmingham, AL. We provided advance notification to the respective House and Senate delegations of our plans for these 6 stores, as well as the Joint Committee on Printing. Other closures are pending and we will be providing notification soon to the respective delegations about these stores.

In spite of the decline in the volume of publications sold, we believe the continued operation of a sales program that provides the public with an opportunity to purchase their own copies of Government documents, pursuant to the provisions of chapter 17 of Title 44, is justified. Our objective is to reduce the costs of this program to a level consistent with the program revenues.

However, part of the costs of the sales program are indirect overhead expenses that impose a proportionally greater burden on the program as revenues have declined. This overhead includes many expenses that are unique to Government agencies, such as costs for personnel and budget offices, EEO and Inspector General operations, security personnel, and other administrative costs. As GPO strives to find a way to continue providing the public service afforded by the sales program while minimizing its costs, it may become necessary to discuss other funding options for the program. For example, until 1978, the program received part of its funding from appropriations to cover general and administrative expenses.

**FTE Level.** I am requesting a statutory ceiling on employment of 3,222 FTE's. This is a decrease of 38 from the previous



year, and reflects a reduction of 6 FTE's from printing and binding operations and 35 from the sales program, offset by the increase of 3 under the Salaries and Expenses Appropriation. Total GPO FTE's have dropped 39% between FY 1990 and FY 2001, 36% since FY 1993 alone, when I first took office. GPO is now at its lowest employment point in the past century, principally due to our use of electronic information technology.

**Additional Issues**

**Legislative Changes.** We are requesting a change to section 303 of Title 44, regarding

the pay of the Public Printer and the Deputy Public Printer, in order to maintain pay parity with other comparable legislative branch officials as well as appropriate comparability with senior staff throughout the Government. Changes in the pay levels for the Public Printer and Deputy Public Printer have been provided through the appropriations process, as they last were in the early 1990's.

\* \* \*

Mr. Chairman and Members of the Subcommittee, this concludes my prepared statement, and I would be pleased to answer any questions you may have.

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