



Administrative Notes

Newsletter of the Federal Depository Library Program

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Ted Priebe Appointed Director, Library Planning & Development

Ted Priebe has been selected as Director, Library Planning & Development. This unit is responsible for new and existing initiatives for tangible, electronic, and Web collections within Library Planning and Development.

Priebe joined GPO in 1991 as a Printing Specialist within Customer Services. In 2002, he became Manager of GPO's Hampton Regional Printing Procurement Office, and was responsible for fostering relationships with industry leaders and government agencies, developing end-to-end procurement solutions, and representing the agency at meetings, conferences, and trade-shows. Since 2004, he has been working on GPO's Future Digital System (FDsys) and has been responsible for project development, operations management, and business management for Digital Conversion Services (DCS).

Priebe received his Bachelor of Science in Industrial Technology, with a major in Graphic Arts Management from the University of Wisconsin - Stout in 1991.

Interagency Depository Seminar Registration

Registration for the Interagency Depository Seminar being held July 31 - August 4, 2006 is still open. Information for the event is available at:

http://www.access.gpo.gov/su_docs/fdhp/events/interagency.html

The seminar, open to all depository library staff who would like to attend, will provide an opportunity for both new and experienced documents staff to review basic materials and learn about new products. Attendees with reference or public service responsibilities will find these sessions particularly useful.

If you have any questions about the seminar, please contact the Education and Outreach Staff by telephone on (202) 512-1119; by fax on (202) 512-0016; or by e-mail at ylouden@gpo.gov.

Accommodations:

A block of 40 rooms has been set aside for seminar participants at the Red Roof Inn, located at 500 H St., NW, Washington DC 20001. Reservations may be made by calling direct to 202-289-5959 and then providing the block code of B254AIDLS to receive the rate of \$104.99 per night plus 14.5% tax. Reservations must be made by July 17, 2006 to insure the quoted rate and will be available on a first come, first served basis.

The Red Roof Inn is located less than 8 blocks or 0.64 miles from the Government Printing Office. It may be reached on foot or from either the Gallery Place/Chinatown or Judiciary Square Metro Stations. For more about the Red Roof Inn, see:

<http://www.redroof-washington-dc-downtown.com/>

Federal Depository Library Conference and Fall Council Meeting Announced

The Federal Depository Library Conference and Fall Depository Library Council meeting will be held in Washington, DC at the Hyatt Regency Washington. The conference will begin Sunday, October 22, 2006, starting with registration from 8:00 a.m. – noon. The first session, New Attendees Orientation, begins at 9:30 a.m. The conference will conclude on Wednesday, October 25, 2006.

The conference and Council meeting are open to everyone, and there is no registration fee. The programs provide Federal depository library staff, information professionals, and all others interested in Federal Government information dissemination the opportunity to stay current with Federal Depository Library Program activities, provide input into the planning process, and exchange ideas among colleagues.

Preliminary Agenda

SUNDAY OCT. 22

- 8:00 Registration
- 8:00 Regional Meeting
- 9:30 New Attendees Orientation
- 11:30 Lunch Break On Your Own
- 1:00 Plenary Session: Public Printer
- 2:30 Library of the Year Award Presentation
- 3:15 Library of the Year Reception
- 4:00 Council Session: Key Note Speaker
- 5:30 Adjourn

MONDAY OCT. 23

- 8:00 Coffee with Council
- 8:30 Plenary Session: Superintendent of Documents, Operational, GPO Agency
 - Judy Russell, Superintendent of Documents
 - Richard Davis, Director, Library Services & Content Management
 - Bob Tapella, Chief of Staff
- 10:00 Break
- 10:30 Plenary Session: Panel Discussion with PMO Directors, Master Integrator & Program Management Team - Mike Wash, Facilitator
- 12:00 Lunch Break On Your Own
- 1:30 Council Session: New LSCM Policies related to FDsys
- 1:30 Educational Program TBD
- 1:30 Serial Set
 - John Graham, Public Library of Cincinnati & Hamilton County, Cincinnati, OH
- 1:30 CD-ROM Migration
 - Lisa Russell, Office of Planning & Development, Content Management
- 3:00 Break
- 3:30 Council Session TBD
- 3:30 Educational Program TBD
- 3:30 Educational Program TBD
- 3:30 Educational Program TBD
- 5:00 Adjourn
- 6:30-9:00 Optional GODORT Meeting

TUESDAY OCT. 24

- 8:00 Coffee with Council
- 8:30 Council Session: Vision Document
- 8:30 Agency Update Educational Program TBD
- 8:30 Access: Security & Reference Merge
- 8:30 GPO Operational Open Forum
- 10:00 Break
- 10:30 Council Session
- 10:30 Agency Update Educational Program TBD
- 10:30 Issues Related to Mostly Electronic Collections
- 10:30 GPO Online Services Open Forum
- 12:00 Lunch Break On Your Own
- 1:30 Council Session: SOD 301
- 1:30 Agency Update Educational Program TBD
- 1:30 Virtual Reference
- 1:30 OPAC/CGP Open Forum
- 3:00 Break
- 3:30 Council Session: Future of Bibliographic Services
- 3:30 Agency Update Educational Program TBD
- 3:30 Managing Collection Resources
- 3:30 GPO Operational Open Forum
- 5:00 Adjourn

WEDNESDAY OCT. 25

- 8:00 Coffee with Council
- 8:30 Council Session (Regional): Light Archives & Future of Regional Services and Selectives' Needs
- 8:30 Educational Program TBD
- 8:30 Educational Program TBD
- 10:00 Break
- 10:30 Plenary Session: Acquisitions in a Digital Environment
- 12:00 Lunch Break On Your Own
- 1:30 Proposed Tour: Library of Congress
- 1:30 Proposed Tour: National Archives
- 1:30 Proposed Tour: Supreme Court Library
- 1:30 Proposed Tour: Senate Library
- 1:30 Proposed Tour: Smithsonian Institution Libraries
- 5:00 Adjourn

Registration

Advance registration provides us with the information necessary for effective planning to make this meeting productive and enjoyable for you. The earlier you register, the more time it allows us to prepare. Pre-registration is now available online; please go to http://www.access.gpo.gov/su_docs/fdlp/events/fall_conference.html for current information.

Accommodations – Please make your reservations early!

The Fall Depository Library Council meeting will be held in Washington, DC at the **Hyatt Regency Washington**, located at 400 New Jersey Avenue, NW Washington, DC 20001. A limited number of rooms will be available on a first-come, first-served basis at the Government rate prevailing at the time of the meeting. **The Government rate may increase in the new fiscal year after October 1.** The current rate is \$166 (plus tax) per night single and \$191 (plus tax) per night double. Registrants will be charged the prevailing Government rate regardless of the date of their registration.

Reservations should be made before Tuesday, September 19, 2006 to ensure receiving the

prevailing Government rate. The District of Columbia's room tax is 14.5%. If you have any problem making your reservation, please contact the Office of Education and Outreach at (202) 512-1119 for assistance.

Reservations made after Tuesday, September 19, 2006 will be subject to availability and the rate may vary.

The Government rate will be honored beginning Wednesday, October 18 through Saturday, October 28, 2006.

Please make your reservations online at: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=31036

Reservations may also be made by calling 1-888-421-1442. Please mention the GPO's Federal Depository Library Conference and Council meeting to receive the correct rate.

Educational Tours

This year educational tours of Federal agency libraries are scheduled for the last afternoon of the conference, from 1:30-5:00 on Wednesday, October 25. Participating libraries include the Library of Congress, National Archives, Senate Library, and Smithsonian Institution Libraries.

Spring 2006 Council Webcast Now Online

The webcast of the lead-off plenary session at the spring 2006 meeting of the Depository Library Council is now available online at <http://www.vodium.com/goto/gpo/seattle.asp>. The meeting was held April 2-5, in Seattle, Washington, and the plenary session took place on Sunday, April 2, from 1:00-3:00 p.m.

During the session, Jan Walsh, Washington State Librarian, welcomed the Council, GPO staff, and the attendees. Judy Russell, Superintendent of Documents, together with Bruce James, Public Printer, and the Council members then held a wide-ranging conversation on issues concerning the future of the Federal Depository Library Program and government information.

Dealing With Misdirected Depository Shipments

GPO apologizes for the rash of misdirected shipments to depository libraries in recent months. We are investigating to determine causes and find remedies.

Depository libraries can help us by providing some vital information upon receipt of a misdirected shipment box.

1. Tell us what shipping lists are included in the box.
2. Tell us what library number is under the Fed Ex or UPS mailing label on the box.
3. On the inside lid/flap of the shipment box will be the library number of the

intended recipient library, tell us what that number is.

4. On the Fed-Ex or UPS shipping label will be the weight of the box, tell us the weight of the box.
5. E-mail this information to:
cjackson@gpo.gov

You will be sent by return mail a pre-paid label for the correct addressee.

These instructions are only for paper shipment boxes and not for separates or microfiche.

Nominations Deadline for 2006 FDL of the Year Extended to July 1, 2006

Nominations for the Federal Depository Library of the Year Award are being accepted through July 1, 2006. The award provides special recognition for a library that furthers the goal of the Federal Depository Library Program by ensuring that the American public has free access to its Government's information.

The winner will be announced at an award ceremony during the fall 2006 Depository

Library Conference and meeting of the Depository Library Council, held in Washington, DC from October 22-25, 2006. GPO will provide travel to and lodging during the Conference for the depository coordinator and library director from the winning library.

For details on nominating a library, go to:
http://www.access.gpo.gov/su_docs/fdlp/fdl_ofyear/application.html.

Comments Solicited on Series Authority Practice

Recently the Director for Acquisitions and Bibliographic Access at the Library of Congress announced that the Library would cease to provide controlled series access in the bibliographic records that its catalogers produce. The catalogers would cease to produce series authority records as well, effective June 1, 2006.

GPO is not making any changes to its current series authority practice at this time. GPO is,

however, taking this opportunity to solicit the opinion of the depository community and to evaluate the costs and benefits of supplying controlled series access. The Program for Cooperative Cataloging (PCC) is performing a costs benefits analysis for its members, and GPO will be working with the PCC to see if the series authority creation process can be streamlined.

Essential Titles Proposal - Seeking Comments

GPO's Essential Titles List was developed to be fluid, so that titles could be added or removed when an agency no longer publishes a title in a tangible form, or when FDLP requirements change. In spring 2005, GPO conducted a survey of the depository community to identify additional essential titles for public use that should remain in paper and other tangible formats. The Depository Library Council established a task

force that recommended a methodology for a new survey. After further discussion, GPO and the Council decided to develop an alternative proposal. The proposal takes into account the overall item selection rates and selection rates by type of library as a means to determine what is essential to the community. Using item selection profiles to determine essential titles reflects the

collection development decisions of all depository coordinators.

GPO is seeking feedback on this methodology for determining essential titles. The proposal and a spreadsheet that depicts what the essential titles lists would look like if adopted today are available for your review. Superintendent of Documents (SOD) policy 301, Dissemination/Distribution Policy for the Federal Depository Library Program, should be consulted in conjunction with your review of the proposal. SOD 301 was recently revised to make it clear that GPO will seek to obtain electronic files suitable for

printing from the publishing agency and its authorization to reproduce and distribute the title to depository libraries in tangible form if an agency ceases to publish an essential title in tangible form.

These documents are posted on the FDLP Desktop at: http://www.access.gpo.gov/su_docs/fdlp/col1-dev/proposed-estitles.html. Please submit any comments on the methodology, the assumptions, library types, or the process by Tuesday, August 1, 2006, using the Web form at this link.

James Announces Retirement

Public Printer of the United States Bruce James has informed President George W. Bush of his intention to retire from his post as head of the U.S. Government Printing Office. James will depart when a new Public Printer is chosen.

As James reflects on the GPO's accomplishments during his tenure, he credits GPO's hardworking and dedicated workforce for making the GPO the model agency it is today.

“Being the Public Printer has been one of my greatest joys and I am proud and honored to have stood side-by-side with the men and women of the GPO as a fellow public servant.”

James says the GPO has achieved historic levels of customer service, financial management and technological innovations in the last three years.

“We developed a truly innovative plan, now before Congress, that will allow GPO to build and fully equip a new 21st century digital

information factory at no cost to taxpayers. We completely reversed our financial situation, moving from red ink year after year, to surpluses -- this fiscal year will mark three consecutive years of positive cash flow which has allowed us to make investments in the digital technologies that we need to continue to serve our customers as their needs change. This will ensure our citizens the ability to access all published Government information through the Internet while knowing that the information is authentic and will be preserved for public access in perpetuity. We reorganized the agency around product and service groups that are focused on providing unparalleled service to our Government customers, library partners and the general public. All of these milestones are outlined in the well-respected road map we created, “A Strategic Vision for the 21st Century,” which is not only a guide to our future but to Government publishing in all three branches of the Federal Government.”

James became Public Printer in 2002 at the request of the President. “The President asked

me lead the GPO's transformation into a financially-sound, high technology, 21st century provider of Government information for the American public. As I enter my fourth

year at the GPO, I am happy to report we are right on track." Bruce James Public Printer of the United States.

[Handout]

Fact Sheet : Developments Since the Depository Library Council Update, April 2006

American Library Association Annual Conference

June 22-28, 2006, New Orleans, LA

ANNUAL INTERAGENCY DEPOSITORY SEMINAR –

http://www.access.gpo.gov/su_docs/fdlp/events/interagency.html

- The 2006 Annual Interagency Depository Seminar will be held July 31 - August 4, in Washington, DC. The free seminar, open to depository library staff, provides an opportunity for both new and experienced documents personnel to review basic materials and learn about new products directly from Federal agency staff. Tours of Federal agency libraries are included. For further information about the seminar, contact the Education and Outreach staff by telephone on (202) 512-1119; by fax on (202) 512-0016; or by e-mail at ylouden@gpo.gov.

FALL DEPOSITORY LIBRARY COUNCIL MEETING AND FEDERAL DEPOSITORY LIBRARY CONFERENCE –

- The Fall 2006 Depository Library Council Meeting and 15th Annual Federal Depository Library Conference will be held October 22–25 in Washington, DC, at the Hyatt Regency Washington on Capitol Hill. Registration and hotel reservation information will be announced on the FDLP desktop (www.access.gpo.gov/su_docs/fdlp/index.html) and on the GPO-FDLP-L listserv.

The meeting, which is free and open to the public, will cover current issues concerning Federal Government information and the FDLP.

ANNUAL ITEM SELECTION –

http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html

- The annual Item Selection Update Cycle began on June 1 and will run through July 31, 2006. This is an opportunity for Federal depository libraries to update their selections of tangible and electronic Federal information products.
- Additions to depository library item selection profiles will take effect on October 2, 2006.

REVIEW OF ITEM NUMBER SYSTEM/SELECTION –

http://www.access.gpo.gov/su_docs/fdlp/selection/index.html

- GPO received 177 responses to the questionnaire distributed at the spring Council meeting. A summary of the responses is available at the Web site listed above. GPO will use this data in finalizing new models for depositories in selecting online and tangible publications.

DIGITIZATION OF LEGACY PUBLICATIONS –
<http://www.gpoaccess.gov/legacy/index.html>

- The Joint Committee on Printing has authorized the digitization of legacy publications for a 6 month demonstration project. Priorities for digitization will include legislative and regulatory material that expands the coverage of the most popular *GPO Access* databases.
- GPO is seeking donations of the following titles: *Code of Federal Regulations: 1990-1996*; *List of CFR Sections Affected: 1990-1996*; Public and private laws, 101st - 103rd Congress.

WEB DISCOVERY & HARVESTING –

- GPO's pilot project to automatically harvest online Environmental Protection Agency (EPA) publications continues. The goal of the pilot is to learn about available methodologies and technologies for automated Web discovery, assessment, and harvesting of publications within scope of GPO's information dissemination programs.

The results and findings of the pilot will be used as a first step in developing more specific requirements and specifications for the overall harvesting solution that will be implemented in conjunction with FDsys.

The two vendors involved in the pilot project have each completed their first crawl and harvest of EPA publications. One vendor identified over 12,000 qualifying EPA publications within the scope of the FDLF while the other discovered over 120,000. The difference in publications found appears to be a result of the depth of the vendor's first crawls and the parameters set for each harvest. We expect these numbers to converge by the end of the project.

GPO's analysis of the first crawl results has revealed an error rate in assessment (determination whether an identified publication is in or out of scope of GPO programs) of approximately 50%, meaning that half of the publications harvested were not determined to be within scope. While this number is higher than expected, many issues were identified by GPO and the vendors which resulted in modification of harvester rules and instructions that will likely mitigate many of these errors.

In addition, GPO found that PDF, text, or MS Office file formats were correctly harvested in general, where harvested copies of html Web pages were less accurate.

Both vendors have now reconfigured their harvesters to improve publication assessment and are now in the process of completing the second of three crawls to take place during the pilot.

The first crawl of the pilot focused mainly on the harvesting of "surface level" documents, meaning content that resides on Web pages that is easily reachable by Web crawlers. For the second crawl, GPO has identified several query-based databases for each vendor to crawl in order to test their capability of extracting in-scope content from databases.

At the conclusion of the EPA pilot project in September, harvested content will be delivered to GPO. At that time, in-scope harvested EPA material will be incorporated into the FDLF and Cataloging and Indexing workflow and will be classified and cataloged.

ESSENTIAL TITLES (TITLES THAT NEED TO REMAIN IN TANGIBLE FORMAT) –

http://www.access.gpo.gov/su_docs/fdlp/col-l-dev/proposed-estitles.html

- Proposed methodology for determining an essential title was posted to the FDLP Desktop the first week of June. The methodology is based upon the collection development decisions of depository coordinators by using item selection profiles. The proposal provides for an essential titles list for the aggregate of libraries as well as for lists by library type.
- GPO is seeking comments until August 1st. You may submit comments by using the form at the above URL.

FEDERAL DEPOSITORY LIBRARY HANDBOOK –

http://www.access.gpo.gov/su_docs/fdlp/handbook/index.html

- Volunteers from the depository library community have worked diligently to create draft chapters for the new *Federal Depository Library Handbook*. This new Handbook will combine and update the existing *Federal Depository Library Manual* and *Instructions to Depository Libraries* into one online document. The draft chapters are posted on the Handbook web page at the URL cited above.
- Comments on draft chapters 1, 4, 8, 9, 10, 11, and 14 are being reviewed and incorporated as appropriate. Additional draft chapters will be posted for comment as they become available. Please use the web form on the Handbook web page to submit comments. We hope to post a final version of the majority of the chapters by October.

INTEGRATED LIBRARY SYSTEM –

<http://catalog.gpo.gov/>

- GPO launched the enhanced version of the *Catalog of U.S. Government Publications* (CGP) in March 2006. This is the online

public access catalog (OPAC) module of GPO's new integrated library system.

- The new and improved CGP currently offers more than 500,000 records to both historical and current Government publications, from 1976 forward. There is an advanced search function for professionals as well as a more basic search function for the general public.
- New features of the CGP include "Other Catalogs to Search" on the advanced search page that provide specialized access to unique groups of publications in the Catalog such as access to the U.S. Congressional Serial Set, periodicals, and Internet publications. The "Locate in a Library" feature within the displayed record will find a Federal depository library that has the particular publication if it is in the current item selection profile. The updated New Electronic Titles feature is being tested and is scheduled for implementation later this summer.

CATALOGING CONTRACT –

- Vendor proposals have been received for procuring contracted cataloging services for Library Services and Content Management for pre-1976 material and titles in a small cataloging backlog. A formal evaluation process has commenced, following Federal procurement regulations and guidelines. Once this process is complete, an award can be issued. It is expected that this process will take approximately 90 days, with an award before the end of the fiscal year.

CD-ROM DATA MIGRATION –

- GPO is working to devise a data migration strategy to ensure that information on the CD-ROMs that have been distributed to depository libraries remains accessible. GPO staff conducted a review of a sample of CD-ROMs from three agencies: Department of Education, Department of

Justice, and US Geological Survey. Discs were prioritized based on whether the content was found on the Internet in order to ensure that content that was not available elsewhere was addressed first. The list of titles reviewed will be released in June for comment from the depository community. Comments received will help GPO staff to identify appropriate discs for in-house testing.

- Additionally, GPO has been working with the National Institute for Standards and Technology (NIST) to test potential application of emulation technology to make selected discs accessible over the Internet. Future analysis will include testing the scalability of this application, as well as cost/benefit analysis of virtualization vs. migration.

LOCKSS –

http://www.gpo.gov/su_docs/fdlp/lockss/

- Since launching the LOCKSS Pilot Project in June 2005, GPO has made the current volumes of nine Government e-journals available to the 21 participating libraries. One remaining title, *Environmental Health Perspectives*, is currently being harvested.
- The first “real world scenario,” designed to test how LOCKSS caches respond when content is removed from a publisher’s website, has been conducted and data is being analyzed.
- The second “real world scenario” will allow participants to watch how damaged content repairs itself. Preparations are underway, and the test will be conducted in early June.

AUTHENTICATION –

- GPO is engaged in a major authentication initiative designed to assure users that the information made available by GPO is official and authentic and that trust relationships exist between all participants in electronic transactions. This authentication initiative, which employs

Public Key Infrastructure (PKI) technology, will allow users to determine that the files are unchanged since GPO authenticated them.

- GPO is procuring the necessary tools and capabilities to automate the application of digital signatures on Adobe Acrobat Portable Document Format (PDF) files. A Request for Proposal (RFP) was issued in late 2005 and the resulting bids have been evaluated and a contract award is pending from Procurement.

DISASTER RECOVERY –

- GPO has completed the first phase of the Disaster Recovery project, which includes a full global offsite backup of *GPO Access* data, static content delivery of the *gpo.gov* and *bookstore.gpo.gov* domains, and a Proof of Concept for five *GPO Access* applications (*Federal Register*, *Code of Federal Regulations*, *Congressional Record*, *Congressional Bills*, and *Congressional Hearings*) that emulate the current search system while providing faster performance and improved search results.
- The remaining *GPO Access* applications are available on the site in case of disaster, but have not been reformatted for optimum use. A second phase of the DR project will result in the migration of the remaining WAIS applications, at which time GPO will have a complete backup system that will offer assured availability to all of GPO’s Web services and also maintain an archival copy of GPO’s data for redundant, offsite storage. Work is expected to begin this summer.

FUTURE DIGITAL SYSTEM –

<http://www.gpo.gov/projects/fdsys.htm>

- GPO’s Future Digital System (FDsys) will manage, preserve, provide version control and access to, and disseminate authentic Government information. In FDsys the

Master Integrator will function much like a general contractor in a remodeling job and will work collaboratively with GPO to identify solutions for the FDsys functions and to integrate the various components, technology and applications. The Master Integrator Request for Proposal closed in late May, and the source selection process has begun. A contract award is expected in July.

- Version 2.1 of the FDsys requirements has been released and is available on the FDsys website.
- A cross-functional team from the Office of the Chief Technical Officer, Information Technology and Systems, and Library and Content Management Service are collaborating to integrate the ILS with FDsys. Recent accomplishments include data conformity testing and a systems security evaluation of the ILS X-server. The team has identified a series of next steps and action items to progress toward a full integration of the systems.

PUBLIC-PRIVATE PARTNERSHIPS (SALES) –
<http://www.gpo.gov/bidopps/majoracquisitions.htm>

- GPO is seeking innovative relationships with the private sector to create new business models for its Sales Program, and is interested in employing the same best business practices and processes to improve service to FDLP partners, International Exchange Service (IES) libraries, and By-Law recipients. GPO released a Request for Proposal on April 12, 2006 and expects to receive initial proposals by July 10, 2006.

DISTRIBUTION AND OTHER STATISTICS –

- During the first five months of FY 2006 (October 2005- April 2006) GPO distributed a total of 3,237,100 tangible

copies of 5,819 titles (this includes print, microfiche, CD's, DVD's and maps). This is an increase of 477,791 copies and 805 titles compared to the same period in FY 2005, when GPO distributed 2,759,309 copies of 5,014 titles.

- Through June 1, 2006, 8,166 bibliographic records and 6,000 PURLs have been created.
- Through June 1, 2006, 9% of depository titles are tangible-only, where there is no electronic equivalent. About 25% of our titles are produced in both tangible and online formats. 91% of depository titles are available online.

GPO ACCESS STATISTICS –
<http://www.gpoaccess.gov/>

- In May, 1,537 online titles and 522 PURL links to agency titles were added to *GPO Access*, for a total of 2,089 new online titles. For fiscal year 2006, 7,763 online titles and 4,026 PURL links to agency titles were added to *GPO Access*, for a total of 11,789 new online titles. These additions bring the total number of titles on *GPO Access* to 201,212 and the total number of titles linked from *GPO Access* to 44,361 for a grand total of 246,573 titles available through *GPO Access* as of May 2006.
- Retrievals from *GPO Access* since its inception in 1994 are now 2.65 billion. 255 million documents have been retrieved through April in FY2006 and average nearly 36.5 million a month, or 1,214,000 a day.

In FY06, 9% of the titles are tangible-only, with no electronic equivalent. About 25% of the titles are both tangible and online. 91% of the titles for FY06 are available online.

Annual Item Selection Update Cycle Runs Through July 31, 2006

An opportunity to add item numbers to depository library selection profiles will take place in June and July 2006. From June 1 through July 31, 2006, depositories may make additions, which will take effect on October 2, 2006. GPO recommends that libraries review their current selections in terms of their communities' government information needs and change their selections accordingly.

GPO strongly encourages libraries to select electronic information products whenever they are available, when they adhere to the library's collection plan for Federal government information.

The Update Cycle period is the only time that items may be added. Items may be dropped at any time. Adds will not take effect until October 2, 2006.

Complete information and instructions on the Annual Item Selection Update Cycle will be posted on FDLP Desktop, News and Updates, at:

http://www.access.gpo.gov/su_docs/fdlp/index.html.

Schedule:

June 1, 2006	Selection Update Cycle 2006 begins.
June-July 2006	Depository libraries evaluate selections.
July 31, 2006	Deadline for submission of all additions.
October 2, 2006	New selection profiles become effective.

INSTRUCTIONS

Making Amendments to Selections

Libraries enter their amendments to selections using the Web site Amendment to Item Selections on the FDLP Desktop Web site at:

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.

Contact Information

To report inputting errors, request your password, get help with access, or to ask any other question about the update cycle, please contact the GPO online help service at:

<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>

To ensure that your question is routed to the correct area, please choose the category Federal Depository Libraries and then, under the subcategory DEPOSITORY MANAGEMENT, choose Annual Item Selection Update Cycle.

NOTE: If you mistakenly delete an item number or select an item number that you really wanted to delete, you must contact GPO. Do not try to re-input the correct selection by entering another transaction on the Web Amendment to Item Selections form.

Suggestions for Changing Formats

If you want to change from paper to microfiche for dual distribution items, GPO 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 April, delete the paper item.

For example, to change the Federal Register selection from paper to microfiche, add item 0573-D in December or January, for implementation in April. Then use the Web Amendment to Item 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. GPO 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.

Regionals Only

Reminder: Item **0993-A-01**, Congressional Record (bound) 1985 and forward, SuDocs Class X 1.1.; and Item **1008-F**, Serial Set (bound) 105th Congress and forward, SuDocs Class Y 1.1/2.; can be selected by regionals only.

Automatic Confirmation of Selections

Automatic confirmation of the changes you input is a function of the Web application. 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, 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.

Tools to Help Evaluate Your Selection Options

Tools to help evaluate your selection options are listed on the FDLP Desktop at:
http://www.access.gpo.gov/su_docs/fdlp/tools/index.html.

Tools include:

List of Classes

http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/2005_Apr_Oct.pdf.

Administrative Notes Technical Supplement, Update to the List of Classes, New Item Numbers

http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/index.html

WEBTech Notes database

http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html.

Documents Data Miner

<http://govdoc.wichita.edu/ddm/GdocFrames.asp>

Documents Data Miner 2 (DDM2)

<http://govdoc.wichita.edu/ddm2/gdocframes.asp>

EFFECTIVE DATES

Deletions

If you have deleted item numbers for paper and electronic titles, GPO will stop shipping the publications within 1-2 weeks 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 GPO throughout the year.

Additions

Libraries will be able to make additions to their selection profile only during the Annual Item Selection Update Cycle (June 1 through July 31, 2006).

All additions must be posted to the Web site by July 31, 2006.

All additions remain pending until they are activated on October 2, 2006. Libraries will begin to receive new publications with shipping lists dated October 2, 2006 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 after October 2, 2006. If you do, the claims will not be honored.

GPO will always indicate on the shipping list which selection update period governs the item distributions. Continue to claim from your 2006 selection profile during the update cycle period.

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Questions?

If you have questions or comments on any of the content in Administrative Notes, please send them to askGPO, the online help service at: <http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>

To ensure that your question is routed to the correct area, please choose the category "Federal Depository Libraries" and the appropriate subcategory, if any.

You may also contact the GPO Customer Contact Center at 866-512-1800 (Toll-free), or at 202-512-1800 (DC Metropolitan Area), Monday through Friday, 7:00 a.m. - 8:00 p.m., EST.

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http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/adnotes_toc.pdf
 Updated with each issue
 Searchable by keyword

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