



Administrative Notes

Newsletter of the Federal Depository Library Program

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New Chief of Cataloging Section Appointed: Jennifer K. Davis

LPS is pleased to announce the appointment of Jennifer K. Davis as the Chief of Cataloging Section 1, effective May 20, 2002. Ms. Davis comes to GPO from the Library of Congress, where she was a serials cataloger in the Serial Record Division. She had been a serials cataloger previously with GPO, working primarily with serials that were migrating to the FDLP electronic collection, and with depository enquiries. Her library career began with copy cataloging in undergraduate school, some time previous to receiving her Masters in Library Science from the University of Maryland at College Park in 1994. She also holds a Master of Arts in English from The College of William and Mary.

New Inspector Appointed: Linda Resler

Linda Resler recently joined the Library Programs Service as a depository library inspector. Ms. Resler came to LPS from the Marine Corps University Library in the General Alfred M. Gray Marine Corps Research Center, Quantico, Virginia, where she spent five years as the head of Collection Management, with oversight of the selective depository operation. She also held previous positions in the library as a cataloger and a reference librarian. Ms. Resler came to the Marine Corps from the Naval Postgraduate School, Dudley Knox Library, where she served as cataloging librarian while completing studies for her master's degree in library science, and then as reference librarian. Ms. Resler holds the M.L.S. from San Jose State University, San Jose, California, and the B.A. degree in Humanities with an emphasis in History from the University of Hawaii, West Oahu.

GPO Statement Regarding OMB Memo on Printing and Duplicating

Federal law (section 501 of Title 44 of the United States Code) generally requires executive branch agencies to use GPO for their printing needs. OMB Memorandum M-02-07, "Procurement of Printing and Duplicating Through the Government Printing Office" (May 3, 2002), is an attempt to transfer printing authority to executive branch agencies themselves.

To accomplish the change, the OMB memorandum asks that the Federal Acquisition Regulation (FAR)-the rules under which executive branch agencies obtain goods and services-be revised. Presumably, a revision to the FAR will be preceded by a period of public notice and comment, so the policy announced in the OMB memorandum will not take effect immediately. Beyond that, it is not clear how Federal agencies would behave if the FAR revision is implemented and the law governing Federal printing remains unchanged.

The OMB memorandum echoes earlier unsuccessful efforts in 1987 and 1994 to transfer printing authority to executive branch agencies. Congress did not support the change either time because of the strong potential in a decentralized system of printing for:

- **significant cost increases in Federal printing;**
- **lost contracting opportunities by the small businesses that dominate the U.S. printing industry; and**

- **reduced public access to Government information through Federal depository libraries.**

These same concerns apply to OMB's latest policy.

When agencies use GPO, they benefit from a package of support services that keeps their printing costs at the lowest possible level. These services are provided by GPO's competitive printing procurement program working in long-standing partnership with 10,000 - 12,000 private sector printing firms nationwide. Long hailed as one of the Federal Government's most successful purchasing efforts, the program has been characterized by the independent firm of Booz-Allen & Hamilton, Inc., as "an example of government at its best."

After agency publications are printed, GPO works in another long-standing partnership with the American library community to ensure that they are cataloged and indexed and made widely available for the free use of the American public through 1,300 Federal depository libraries around the Nation. The Federal Depository Library Program traces its roots to 1813, and has been called "America's first freedom of information act."

Public Printer Michael F. DiMario has notified all GPO employees that "unless and until this FAR change is in place and the resulting conflict with [current law governing Federal printing] is resolved, all existing and pending work on behalf of

executive branch agency customers will be carried out as usual, in accordance with existing law, regulation, policy, and procedures. All existing arrangements for the distribution of documents to Federal depository libraries and through other statutory distribution programs operated by GPO will also be continued."

DiMario also said: "I encourage all GPO organizations supporting our printing and

printing procurement efforts for executive branch agencies to continue providing our customers with the best possible service at the most economical price. We have longstanding, productive partnerships with our customer agencies, the printing industry, and the library community, and our responsibilities under those partnerships will be upheld. Our customer agencies and the public depend on us for the work we do, and we won't let them down."

GAO Online Title Withdrawn

At the request of the U.S. General Accounting Office (GAO) the Government Printing Office has withdrawn the following title from GPO Access. The official GAO request to remove this title from electronic distribution followed a GAO management determination of the potential sensitivity of the content.

Title: Brady Act Instant Background Check Is Not Applicable to Antique Firearms, 2001

SuDocs No.: GA 1.13:GAO-01-538 R

Item No.: 0546-D (online)

Date withdrawn: May 30, 2002

Shipping List No.: No tangible format shipped.

The cataloging record (OCLC record number 47631106) for this report appeared in the online Catalog of Government Publications and the printed Monthly Catalog of U.S. Government Publications as entry number 2001-14154. The link to the online content < <http://purl.access.gpo.gov/GPO/LPS13463> > is no longer active.

Libraries and users may request a paper copy of this report from the GAO web site at < <http://www.gao.gov> > . Go to the Search page and select the "search by report number" option. Entering the report number "GAO-01-538R" will bring up a publication order page.

Substitution List Revised: Official FDLP Permanent Full-Text Databases

A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible. The publications on the following list, updated as of May, 2002, are the only officially recognized substitutions.

Retention of substituted materials must follow retention rules for the given depository. For example, a selective depository may substitute materials if held less than 5 years, must offer the tangible products to the Regional, and must receive the Regional's permission to dispose of the tangible material. If permission is not granted, the selective must keep the tangible material but may apply at a later date for approval to dispose of the tangible products.

If permission is granted, the tangible materials must be offered to the Regional and other selectives through disposal lists, Needs and Offers, etc., as is the practice for materials older than 5 years.

Electronic publications that are substituted for equivalent tangible products appearing in the Superseded List may be superseded in the normal fashion provided they are included on this list. Libraries are encouraged to offer significant superseded sets on disposal lists, Needs and Offers, etc. No library is required to substitute electronic versions for paper, microfiche, CD-ROM, etc.

New titles on this list are shown in italics.

SUBSTITUTION LIST

Database Title	Database Coverage	SuDocs #	Tangible Product Item #
Federal Register	1994 -	AE 2.106:	0573-C 0573-D
LSA, List of CFR Sections Affected	1997 -	AE 2.106/2:	0573-C 0573-D
Code of Federal Regulations	1997 - 1996 (part)	AE 2.106/3:	0572-B 0572-C
United States Government Manual	1995 -	AE 2.108/2:	0577
Weekly Compilation of Presidential Documents	1993 -	AE 2.109:	0577-A
Public Laws	1995 -	AE 2.110:	0575
CBDNet	1996 -	C 1.76:	0231-G-03
<i>General Accounting Office Reports</i>	1995-	<i>GA 1.13:</i>	<i>0546-D</i>
<i>General Accounting Office Comptroller</i>	1995-	<i>GA 1.13:</i>	<i>0546-D</i>
<i>General Decisions</i>			
Catalog of U.S. Government Publications (CGP)	1994 -	GP 3.8: GP 3.8/7: GP 3.8/8: GP 3.8/8-8:	0557 0557-C 0557-D 0557-D-01

Shipping lists [p, m, s, e]	FY1997-	GP 3.16/3:	0556-C
Shipping lists [maps]	1998 -		
Administrative Notes	8/96 -	GP 3.16/3-2:	0556-C
Administrative Notes Technical Supplement	7/96 -	GP 3.16/3-3:	0556-C
Subject Bibliographies	Current edition only	GP 3.22/2:	0552-A
Sales Product Catalog	Current edition only	GP 3.22/3:	0552-B
Proceedings of the Annual Federal Depository Library Conference	1996 -	GP 3.30/3:	0556-C
NLM Locator Plus	1955-65	FS 2.216/3:	0508-J
	1966-93	HE 20.3609/3:	
	1985-93	HE 20.3609/3-3:	0508-H-05
	1978-93	HE 20.3609/4:	
Internet PubMed	1966-	HE 20.3612/3	0508-E
Supreme Court Decisions	1999 -	JU 6.8/B:	0740-A
Davis-Bacon Wage Determinations		L 36.211:	0777-B-04 thru 0777-B-10
Economic Report of the President	1995 -	PR 42.9: (changes with each presidency)	0848 (changes with each presidency)
Budget of the U.S. Government Appendix & Citizens Guide	FY1996-	PREX 2.8:	0853
Budget of the U.S. Government	FY1996-	PREX 2.8/1:	0853-C
Analytical Perspectives	FY1996-	PREX 2.8/5:	0855-B
Historical Tables	FY1996-	PREX 2.8/8:	0853
Budget System and Concepts	FY1997-	PREX 2.8/12:	0853
Congressional Record Index	1983 -	X 1.1:	0993-B
History of Bills	1983 -	X 1.1:	0993-B
Congressional Record (daily)	1994 -	X 1.1/A:	0994-B
House, Senate & Treaty Documents	1995 -	Y 1.1/3: /4: & /7:	0996-A
(partial holdings)			0996-B
House, Senate & Executive Reports (partial holdings)	1995 -	Y 1.1/5: /6: & /8:	1008-C 1008-D
Calendar of the U.S. House of Representatives	1995 -	Y 1.2/2:	0998-A
United States Code	1994 -	Y 1.2/5:	0991-A 0991-B
Senate Calendar of Business	1995 -	Y 1.3/3:	0998-B
Congressional Bills	1993 -	Y 1.4/1: to /9:	1006-A
Economic Indicators	1995 -	Y 4.EC 7:EC 7	0997
Congressional Directory	1995 -	Y 4.P 93/1:1	0992
Congressional Pictorial Directory	1997 -	Y 4.P 93/1:1 P	1004-C

Last updated: May 17, 2002

Page Name: http://www.access.gpo.gov/su_docs/fdhp/coll-dev/substitutions.html

Readers Exchange

Illinois State Library Depository Conference and Grant Awards for Depositories

By Mike Ragen
Illinois State Library

The Illinois State Library in Springfield recently hosted a conference for the government depository libraries of the State. Over 50 depository library staff from throughout the State were represented at the conference. There were informative presentations on the U.S. Census, the Illinois State Library's extensive map collection, legal and medical websites and on promoting government depository services to the public. Robin Haun-Mohamed, Chief of Government Printing Office Depository Services, participated in the conference and gave an update on the status of the federal depository program. An important aspect of the conference was to allow fellow depository staff to "network" and discuss common problems and concerns. Many of the depository staff in attendance work in close proximity to other depositories but never really have the opportunity to discuss common concerns and problems.

The Illinois State Library offered participating depository libraries a federal Library Services and Technology Act (LSTA) grant of \$1800. The grant funds

must be used for technology that can be used by the depositories to access government documents and thereby increase service to the general public. The technology must be purchased from the FDLP "2001 Recommended Specifications for Public Access Workstations in Federal Depository Libraries" < www.access.gpo.gov/su_docs/fdlp/computers/rs.html > .

The overall purpose of the conference and the grant offering was to enhance the capabilities of depositories. The evaluations received from the participants gave the conference high marks for innovative presentations. As the result of the success of this conference, the conference will be an annual event. The conference for 2003 is now in the planning stages.

For more information contact: Mike Ragen, Chief Deputy Director and Regional Coordinator for the Federal Depository Program, Illinois State Library, 217-524-4200; e-mail: mrage@ilsos.net

2002 Recommended Specifications for Public Access Workstations in Federal Depository Libraries

These recommended specifications (RS) are intended to assist depository librarians who are planning purchases of new personal computers (PCs) for public use in Federal depository libraries. This document supersedes the Federal Depository Library Program (FDLP) "Recommended Specifications for Public Access Workstations in Federal Depository Libraries" (Administrative Notes, v. 22, no. 9, June 15, 2001).

In accordance with Depository Library Council action at its Spring 2000 meeting, these Recommended Specifications will become requirements October 1, 2003.

Recommended New Workstation Configuration

COMPUTER

Processor

Intel chip, 1 GHz Pentium 4 or AMD Athlon processor minimum.

- FOR CARTOGRAPHIC DATA
USE: 1.5 GHz processor minimum

Memory (DDRDRAM - Double Data Rate)

256 MB (expandable) minimum.

- FOR CARTOGRAPHIC DATA
USE: 512 MB DDRDRAM

Ports

One (1) Serial

Two (2) Universal Serial Bus (USB)
One (1) Parallel
One (1) P/S-2 Mouse
One (1) SVGA Video (If video is built into system board.)
One (1) IEEE1394 Firewire port

I/O bus

PCI. Should have at least four available PCI or shared PCI/ISA slots after system is configured for delivery.

Video

64 or 128 bit PCI interface SVGA controller. Should come with 16MB Windows RAM (WRAM) or Video RAM (VRAM), and be expandable. Recommend the selected device provide MPEG hardware acceleration.

- FOR CARTOGRAPHIC DATA
USE: 64 or 128 bit PCI interface SVGA controller with 32 MB WRAM or VRAM.

Audio

Sound Blaster PCI64 sound card or compatible

Drive Bays

One (1) 3.5" half-height (HH).
Two (2) 3.5" HH Internal.
See Related Issues and Considerations below for information on 5.24 drives.

DISK DRIVES AND STORAGE

Hard Disk Drive

40 gigabytes (GB) capacity or greater, partitioned into smaller drives for quicker access time. EIDE (enhanced integrated drive electronics) interface that conforms to the ATA/100 specification. Rotational speed of 7,200 rpm. 4MB cache memory. Consider additional hard drive space (60GB) for online video use, to increase the number of CDs that can be installed or to allow for electronic files to be stored.

- FOR CARTOGRAPHIC DATA
USE: 60.0 GB or greater capacity, or network connectivity that provides the same.

Removable/External Storage

3.5" 1.44 MB drive. Use an older system for 5.25" floppy conversion.

Also, if system does not have internal CD-R/RW drive, strongly recommend additional external and/or exchangeable drives, especially drives such as CD-R/RW, Zip or Jaz drives for downloading files too large to fit on a regular floppy disk or for large scale back-up.

DVD Drive

6x speed minimum, 8x recommended. Ensure compatibility with CD-ROM, CD-R, CD-RW, DVD-ROM, DVD-Rs. Must have a MPEG-2 decoder card for video.

- FOR CARTOGRAPHIC DATA
USE: 8x DVD. Single platter or changer design. Should support all

available standard CD formats.
Avoid proprietary I/O designs.

CD-R/RW Drive

Most new systems now come equipped with a CD-R/RW drive. Look for rotational speeds of 20x10x40 (read/write/rewrite)

- FOR CARTOGRAPHIC DATA
USE: 20x10x40x.

PERIPHERALS

Monitor

17" Super VGA (SVGA) Multimedia monitor with a dot pitch range between .22 to .27 mm. Look for a high refresh rate of at least 60MHz. Consider flat panel (15" or larger) for staff or in public areas with limited space. The dot pitch is not an issue with LCD monitors but, rather, look for a viewing angle of at least 140 degrees.

- FOR CARTOGRAPHIC DATA
USE: 21" monitor, Super VGA (SVGA), with at least 85 MHz vertical refresh rate at 1024x768 resolution non-interlaced, 0.28 mm or smaller dot pitch; display card which supports 1024x768 resolution at 70 MHz or faster.

Printer

Ink Jet or laser printer. Must support PostScript. 10MB Memory, minimum. More recommended if using PostScript or color. Consider purchasing a color printer for clearer output of color maps and graphical representations.

- FOR CARTOGRAPHIC DATA USE: Color ink jet printer, 36", 600 dpi, 80 MB or more memory, or access to a comparable networked printer

Keyboard and Pointing Device

Microsoft-compatible keyboard, plus mouse or other compatible device. Strongly recommend ergonomically-designed products.

Internet Connectivity

Local Area Network with TCP/IP.
10/100 MB Ethernet network interface card (Strongly Recommended)
or
Broadband connections such as Digital Subscriber Line (DSL) or Cable

SOFTWARE

Operating System

Most new computers with a Windows-based operating system come preinstalled with either Windows NT, 2000 or Windows XP. XP Home and XP Professional have security and virus protection features well suited for public access workstations.

Client Software

World Wide Web graphical browser with forms support. Java-enabled browsers such as Internet Explorer 4 or Netscape Navigator 4 or greater are required for use of some online databases. IE 5.5 or Netscape 6.2 are recommended.

It is recommended that workstations have virus protection software installed and regular updates scheduled.

Viewers

WWW graphical browser (see above) that handles both GIF and JPEG graphics. Viewers for other formats such as tiff, wpd, doc, xls, dbf, mdb, and pdf should also be available. Later versions of pdf viewers have a search capability. Adobe Acrobat Reader 5.0 supports assistive screen readers. A multimedia player(s) to access rm, mpeg, avi and mov formats.

- FOR CARTOGRAPHIC DATA USE: GEOTIFF file viewer. Viewing software for raster data, such as Photo Shop Pro or Print Shop.

Applications Software

If the library offers services that require applications software, consider an integrated "office suite" product such as Microsoft Office, Corel WordPerfect Office or Lotus SmartSuite. Otherwise:

Database

dBASE file format compatible or dBASE and ASCII comma delimited file importing database management software; useful to have fixed field format (SDF) importability.

Spreadsheet

Lotus .WK1 file format compatible software; support for other formats such as Excel and Quattro Pro.

Word Processing

Software (Microsoft Word, WordPerfect, WordPro, etc.) capable of importing major text file formats, e.g., ASCII text and RTF files.

Mapping Software

- **FOR CARTOGRAPHIC DATA USE:** Data manipulation package, such as ArcView 3.1 or higher, Landview, MapInfo 4.5 or higher, or other similar package.

Related Issues and Considerations

These specifications are intended to assist depository staff in making informed purchases which will best achieve the goal of providing public access to Federal Government information in a variety of electronic formats.

These guidelines are aimed at providing reasonably robust workstations which should provide years of service before they become obsolete, but LPS encourages the purchase of equipment that exceeds these specifications if at all economically feasible. The speed at which computer capabilities are evolving indicates that the higher the initial outlay, the longer the useful life for the equipment. If a higher end system is not affordable, look for flexibility and expandability in the system that will allow for enhancements and upgrades at a later date. As these guidelines address minimums, ensure compatibility among chosen components before purchasing.

Depository libraries must have computer equipment sufficient to allow timely and equitable public access to Government electronic information products and should allow printing or downloading information selected by the user. During a depository library inspection LPS will use a functional approach to determine compliance with this requirement.

5.25 floppy drives: If your library still has depository materials on 5.25" floppy disks, you must have the equipment for patrons to access these products. Finding a new computer with a 5.25 drive will be difficult. Consider keeping an older computer or converting the disks to 3.5"

LPS works with the Cartographic Users Advisory Council (CUAC) to develop any additional specifications which support GIS applications. These are included in the recommendations with the indicator: "● **FOR CARTOGRAPHIC DATA USE:**". All depositories are not required to meet the cartographic specifications. They are meant to assist with planning purchases for those libraries that support and provide data services using spatial data and GIS applications. The "regular" specifications will allow for basic mapping applications. Census maps will be available in multiple formats, including PDF, so large-scale equipment will not be necessary, though consideration should be given to purchasing a color printer.

Viewers versus full working versions of applications software: If viewers are available on computers to allow access to Government information in the various formats this is acceptable and the library will meet the minimum technical requirements. While providing applications software and/or staff support to help patrons manipulate data or create reports is desirable, it is optional. This position is consistent with Depository Library Public Service Guidelines For Government Information in Electronic Formats at: < www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html > .

The Workforce Investment Act of 1998 (August 7, 1998) amended §508 of the

Rehabilitation Act of 1973 to require “individuals with disabilities, who are members of the public seeking information or services from a Federal department or agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities.” Federal depository libraries must provide hardware and software to allow this or accommodate users in some other manner. Electronic and Information Technology Accessibility Standards; Final Rule was published in the December 21, 2000 (pp. 80499-80528) issue of the *Federal Register* and became effective June 21, 2001. Further guidance on these issues is available from:

<http://www.access-board.gov/508.htm>
<http://www.usability.gov/accessibility>
<http://www.section508.gov>

Libraries should determine if they have a need to duplicate depository CD-ROMs for preserving data or to create circulating copies. If the need is there, the library should consider purchasing a CD-R (compact disc recordable) or a CD-RW (compact disc rewritable) drive. These can be purchased as either internal or external drives. With a CD-RW the discs can be reused, unlike those of the CD-R that can only be used once. The other major difference between CD-Rs and CD-RWs is that CDs created from a CD-R can sometimes be read in older CD-ROM drives while those created from a CD-RW can only be read from MultiRead drives. This is something to consider particularly if you are creating circulating copies and want to meet the needs of most of your users. Be sure to check compatibility with your operating system.

LPS cannot anticipate or address every possible depository library computer scenario, and depository libraries are encouraged to adapt this menu of specifications to fit their local situations. Depositories may require multi-purpose single workstations, electronic access in networked environments, or a combination of both. Given the large variation in the size of Federal depository libraries and the numbers of users served, LPS cannot recommend a universal standard for the number of public access workstations in any given library. However, when assessing workstation needs, librarians should consider such local factors as:

- the amount of information provided over the Internet compared with the amount from CD-ROM
- whether and how the workstations are networked
- to what extent users are permitted to perform additional information processing at the public access workstations
- whether users are experiencing extended waiting times at library peak service hours, etc.

When configuring workstations bear in mind that some government CD-ROM products now link to the web to update information on the CD-ROM. This means that for the user to get the newer information and the full benefit of the product at least one workstation must have **both** CD-ROM capability and Internet accessibility with a graphical browser.

Additional or different capabilities may be desirable for workstations used by library staff. Some libraries may elect to add applications software, such as spreadsheet, word processing, or database software, to their public access workstations, but this is a local resource management decision.

Many depository libraries have existing computer equipment that is no longer "state of the art." These specifications should not be applied retrospectively to existing equipment, although they may assist in determining the appropriate time for replacement or upgrading. Libraries should also consider keeping this equipment in order to access electronic products that cannot be read with newer hardware and software.

For additional information, or if you have any questions about these specifications, please contact Cynthia Etkin, Program Analyst, at cetkin@gpo.gov or by voice at 202.512.1114.

Related guidelines:

- "Depository Library Public Service Guidelines for Government Information in Electronic Formats," Administrative Notes, v. 19, #11 (September 15, 1998).
< http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html>
- "FDLP Internet Use Policy Guidelines," Administrative Notes, v. 20, #2 (January 15, 1999).
< http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html>

Recommendations, Commendations, and Action Items

Spring 2002 Depository Library Council Meeting
Mobile, AL

RECOMMENDATIONS

1. Standardization of Procedures

Council recommends that the Government Printing Office review and standardize procedures for the termination of depository status.

Procedures should include:

- the creation of a timetable that allows for consultation time between the library requesting the termination of status and the Regional Depository Library and the Government Printing Office;
- terminating libraries' responsibilities to other depositories.

Rationale: Currently, there is no required communication to the Regional or the Government Printing Office prior to the decision to terminate status on the part of the library. Communication between program partners would be beneficial for all parties to understand the library's circumstances, and might possibly mitigate or forestall the termination decision.

An additional issue that must be remedied is that termination procedures vary from state to state and library to library depending on the Regional Depository Library. This leads to variance in how the libraries dispose of the depository collection and the amount of

time and effort a library spends in this process.

2. Congressional Redistricting

Council recommends that the Government Printing Office develop a list of Congressional Districts with their related depository libraries for the purpose of identifying districts without Federal Depository Library Program libraries. This list should be shared with Council and the library community at the Fall 2002 Federal Depository Library Conference and Council meeting.

Rationale: Redistricting after Census 2000 presents new opportunities to reach out to Congress and others about the values and benefits of the Federal Depository Library Program, to bring new libraries into the Federal Depository Library Program, and to re-evaluate state plans. Sharing the information broadly increases the opportunities for new Federal Depository Library Program libraries.

3. Outreach to New Depository Librarians

Council recommends that the Government Printing Office send a letter of welcome to newly appointed depository librarians outlining a willingness to assist in the development of the program within their institutions and directing them to other

resources in their area, including their regional depositories. The letter might also include a description of training opportunities and services provided by the Federal Depository Library Program. A copy of the letter should be sent to the Regional Depository Librarian.

Rationale: Council believes that additional outreach efforts are needed to make new librarians aware of the responsibilities and benefits involved in managing depository library collections and to introduce them to resources and mentoring available within the depository library community.

4. Format Migration Notification

Council recommends that the Government Printing Office communicate to the depository community in a more timely and efficient manner titles that migrate from paper to an electronic format and provide information on availability through the US Government Online Bookstore.

Rationale: Council believes that many in the depository community continue to use tangible products. At a time when the depository community is witnessing a rapid transition of tangible depository products to an electronic format, it is important that a communication mechanism be developed to alert the depository community of these changes. Many in the depository community would like to purchase a title in a tangible format when the depository copy is distributed electronically. Council views this as an opportunity to enhance communication with the depository community, increase demand in the US Government Online Bookstore, and improve access for all users of depository libraries.

5. Electronic Depository Library Logo

Council recommends that the Government Printing Office make available an electronic depository library logo, including the statutory language on public access that depository libraries may use on their web sites.

Rationale: The depository logo, including the public access language, is the most recognizable symbol of the program. Availability of the logo and the language, in a format and size that will provide optimum visibility and communication of information, will assist depository libraries that wish to include this information on their web sites.

6. Removal of Information from the Web

After reviewing SOD 72, *Agency Request to Withdraw Information Products from Superintendent of Documents Program*, the Council recommends that the Government Printing Office create a system to notify depository libraries of those specific documents an agency has removed from the Federal Depository Library Program's Electronic Collection.

Rationale: Federal depositories are very concerned about having bibliographic records in their catalogs that contain links that no longer point to the original document. Notification of titles will support depository libraries in catalog and web page maintenance.

7. Retention and Recruitment of GPO Catalogers

Council recommends that the Public Printer take action to ensure that the Government Printing Office Cataloging staff attains

career ladder parity with national libraries as well as other professional positions in the Government Printing Office.

Rationale: The Government Printing Office's ability to fulfill the statutory mandates of the Cataloging and Indexing Program is in jeopardy due to a crisis of librarian recruitment and retention. Not only is the Library Programs Service's Cataloging Branch losing experienced catalogers at an unprecedented rate, but the recruitment process, as it is currently configured, cannot bring in new staff quickly enough to keep up with attrition, much less enlarge the operation as authorized by Congress. Council believes that this situation threatens access to government information and compromises the ability of the Government Printing Office to carry out its mission with regard to the Federal Depository Library Program.

Cataloging is a gateway to bringing online titles into the Electronic Collection. The Library Programs Service's acute staffing problem means that countless opportunities are being missed to ensure permanent public access to online titles published by U.S. government agencies. Online access has already substantially replaced the distribution of tangible products to the federal depository libraries, but the Federal Depository Library Program Electronic Collection is not being developed at a pace that even approximates the rate with which agencies publish titles via the Internet. Unless promptly discovered, cataloged, and archived, online titles may disappear from the agency servers and never be added to the Electronic Collection. In the electronic information age, the Government Printing Office's inability to fully staff the Cataloging Branch

is becoming the primary cause of fugitive documents.

8. Integrated Library System

Council recommends the Government Printing Office consider all of the following issues in their procurement of a new integrated library system to ensure the system meets the needs of the Government Printing Office and its users. The system must support or allow for:

- a. Current AACR II cataloging rules
- b. Current MARC and Dublin Core standards
- c. Current MARC serials standards
- d. Serials management
- e. Manipulation of the data without going through the Integrated Library System
- f. The Government Printing Office to own and / or customize the source code
- g. Attachment of digital objects and easy linking to web sites

Rationale: This recommendation was done at the request of the Government Printing Office to outline some of the concerns of depository libraries.

9. Electronic Holdings Management

Council recommends that, in the course of acquiring and implementing an Integrated Library System (ILS), the Government Printing Office Cataloging Branch give attention to the problem of holdings management for electronic serials and other

multi-part items in the Federal Depository Library Program Electronic Collection.

Rationale: In cataloging tangible government documents, the Government Printing Office does not deal with holdings management issues because the actual volumes, microfiche, CD-ROMs, etc. are maintained in the depository libraries. However, holdings management becomes an issue that the Government Printing Office can and should address in the Federal Depository Library Program Electronic Collection. The Government Printing Office's automated systems currently do not provide the ability to maintain serial and multi-part holdings, but this type of activity could be facilitated and should be planned for as the Government Printing Office acquires and implements an Integrated Library System.

Printing Office to pursue additional update services with this email list software.

- C. Council commends the Government Printing Office for taking a proactive stance to ensure open access to government information in light of recent attempts to restrict access. Activities that Council commends include:
- Responding to attempts by unofficial agents to restrict access to Federal Depository Library Program/Nuclear Regulatory Commission microfiche collections.
 - Updating of policy documents on the removal of materials from Federal Depository Libraries and from the Federal Depository Library Program Electronic Collection.

COMMENDATIONS

- A. Council commends the Government Printing Office for its quick response in developing a quality marketing plan as a result of a recommendation at the Fall 2001 Depository Library Council meeting. Council encourages the Government Printing Office to be alert to marketing opportunities and to update the plan on an ongoing basis.
- B. Council commends the Government Printing Office on the development of email list services for the delivery of the *Federal Register* table of contents, *Merit Systems Protection Board* decisions and studies, and especially the development of *New Titles by Topic* lists as part of the US Government Online Bookstore. Council encourages the Government

Council also commends the efforts of the Government Printing Office to educate the public about the Government Printing Office's role in providing permanent public access to information products in the Federal Depository Library Program by aggressively responding to misinformation in the media.

- D. Council commends the efforts of the Electronic Documents Working Group (EDWG) and the American Association of Law Libraries Government Documents Special Interest Section's (AALL GD-SIS) Fugitive & Electronic-Only Documents Committee for their efforts in bringing online titles into the Federal Depository Library Program. Their efforts in discovering titles, examining OCLC records, assigning SuDocs classification, and analyzing

appropriate distribution format in accordance with SOD 71 and other collection policies allow GPO's Cataloging Branch staff to expeditiously acquire and catalog many new online titles into the Federal Depository Library Program's Electronic Collection.

- E. Council commends the Government Printing Office and the Superseded List Committee volunteers for their efforts in producing the 2002 edition of the *Superseded List*, a born-digital web resource designed to be updated incrementally as new titles are identified for inclusion.

no-fee public access to federal government information and highlight the defining contributions of the Federal Depository Library Program towards this end, the functions of the Council, and issues and opportunities facing the Federal Depository Library Program in the next several years.

4. Council will work with the Government Printing Office staff to identify ways to foster networking between depository libraries at the state and local levels, such as a conference program on successful state documents librarians' groups.

ACTION ITEMS

1. Council will maintain contact with Library Programs Service staff regarding the Self-Study process and will monitor data and evaluation findings to determine the effectiveness of the self-study mechanism.
2. Council will follow-up with the Government Printing Office regarding their efforts to foster awareness and market the Federal Depository Library Program to library directors. Such outreach efforts might include invitations to meetings with the Government Printing Office staff and individualized letters to new library directors (upon advice and consent of the institution's depository librarian).
3. Council will forward a letter to the next Public Printer reaffirming the values of the Federal Depository Library Program in the digital age. The letter will emphasize the key role of the Federal Depository Library Program in assuring

5. The Operations Committee hereby creates the Subcommittee on Attrition and Retention (SOAR). This subcommittee will develop different techniques to encourage and support depositories to remain active in the Federal Depository Library Program. This subcommittee will investigate and analyze the following possibilities:
 - Establish profiles of the libraries most likely to drop their depository status
 - Encourage the Government Printing Office to facilitate programs at the Depository Library Council meeting to train the Regionals how to reach out to library directors in their states. (The recent Georgia experience is one example.)
 - Appoint Council members to act as liaisons to regions across the country
 - Encourage depository support through local professional organizations

- Improve the communication from and to Regionals
 - Provide training and mentoring for new regional librarians
 - Inform new library directors of the value of the Depository Library Program
 - Have library patrons provide testimonials to Library Directors on how the depository has helped them
 - Encourage more States to have more than one regional library
 - Encourage Regionals to consider selective housing agreements with selected libraries to reduce the strain on the regional depository
 - Define and publicize the benefits of being a depository library
 - Work with vendors to provide “shelf ready” materials
 - Provide additional flexibility to libraries (e.g., allow small depositories to become predominately virtual)
 - Leverage products that are exclusively available to depository libraries
6. Council will work with the Government Printing Office to offer guidelines, or examples of best practices, for display of serial titles on agency web sites hosted by the Government Printing Office.

Library Programs Service Update

ALA Annual Conference Handout, June 2002

Appropriations for FY 2003

Both the House and Senate hearings for the Government Printing Office's (GPO) FY 2003 appropriations have been held. 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. The additional funds primarily 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*.

Integrated Library System

In the fiscal year 2002 appropriation, GPO received general approval from Congress for systems modernization and funding. In April, the Joint Committee on Printing approved the acquisition of a commercial, off-the-shelf Integrated Library System (ILS) for the Library Programs Service to replace several of the legacy mainframe systems that support the Federal Depository Library Program (FDLP) and the Cataloging and Indexing Program. The next step is to hire a library automation consultant to assist LPS with defining user requirements, developing the criteria for selecting between competing systems, and to define data migration strategies.

LPS Personnel Changes

James Mauldin is now the Chief of the Depository Distribution Division, and he is making system enhancements that will improve your ability to identify and track your shipments. James is backed up by LPS veterans Cornelius Greene, Joe Powell, and James Brevard, all of whom have begun new positions this year.

LPS recently filled both Cataloging Section Chief positions, by selecting Michael Levinson and Jennifer Davis. Both Mike and Jennifer have previous experience as serials catalogers and with all phases of processing electronic products.

In the past few months, LPS has hired one cataloger, bringing our complement of catalogers to 14, with six positions yet to fill. We have also hired one library inspector, for a total of four, and three more program analysts. Even with these hires, LPS staffing remains about 20% below our budgeted level. We are also in the process of recruiting a new librarian to assist the Chief of the Depository Administration Branch.

You can find phone numbers and email addresses for LPS staff by using the "Contacts" page on the FDLP Desktop at < http://www.access.gpo.gov/su_docs/fdlp/tools/contacts.html > .

OCLC Web Document Digital Archive Project

Half of the first phase of the Web Document Digital Archive (WDDA) Pilot Project with OCLC, Inc., is now complete. This first phase involved testing preservation metadata creation tools added to the CORC interface. Phase two, beginning in June 2002, will introduce harvest and archived file transfer functionality, as well as the OCLC archive server itself. A full rollout of the WDDA product is expected in early fall 2002.

Permanent Public Access Partnerships

LPS is pleased to announce that two new partnerships are in place to carry out our commitment to permanent public access. The first, with the libraries of Indiana University, Bloomington, establishes permanent public access provisions for a collection of electronic publications originally distributed to depository libraries on floppy disk. IU, as part of a consortium effort within the Committee on Institutional Cooperation (CIC), has mounted the content available on the Web at < <http://www.indiana.edu/~libgpd/mforms/floppy/floppy.html> > .

The second partnership, between GPO, the University Library of Case Western Reserve University, and the Census Bureau, will establish a Web site specifically for depository library access to Census 2000 data issued by the Census Bureau in comma-delimited ASCII format. To answer concerns within the FDLP community regarding download times and permanent public access, Case Western Reserve University will operate an FTP site for the files that will be designated specifically for FDLP users, and will assure that permanent public access provisions are in effect for these files.

Rounding Up Fugitives

LPS established a new email address, < lostdocs@gpo.gov > , for reporting fugitive documents. Previously the Electronic Documents Working Group and other members of the depository community sent all such notices to askLPS. The increasing volume of submissions to that location prompted the decision to separate the fugitive documents reports. The email lostdocs address, or its corresponding Web page < http://www.access.gpo.gov/su_docs/fdlp/tools/lostdocs.html > , should be used to notify LPS of any fugitive documents, regardless of format.

FDLP Titles Distributed or Added to the Electronic Collection

So far in FY 2002, 13,636 additional online titles were made available via GPO Access. Overall, 61% of the titles disseminated this fiscal year are online, the same percentage as FY 2001.

Media	FY 2000 Titles	FY 2001 Titles	Oct.2001- Apr.2002 Titles
Online (GPO Access)	11,715	15,235	6,097
Online (other agency sites)	20,951	7,630	7,539
Paper (includes USGS maps)	13,660	9,522	5,405
Microfiche	14,572	4,726	3,112
CD-ROM, DVD	617	480	274
Total	61,515	37,593	22,427

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June 2002

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