



Administrative Notes

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California Law Library Named 2008 Library of the Year

Public Printer Robert C. Tapella named California's Law Library for San Bernardino County as the 2008 Federal Depository Library of the Year at the annual Fall Federal Depository Library Conference, held in Arlington, VA. The library, which services the largest county, in land area, in the United States, has made great strides in offering its residents resources to government information. To meet the needs of its patrons, the library developed a new and improved user-friendly website and offers the AskNow Law Librarian online reference service, as well as extended public service hours. The library staff also conducts extensive public outreach by promoting law library materials and services to civic and community organizations.



Left to right: Public Printer Robert C. Tapella, Lawrence R. Meyer, Director, Law Library for San Bernardino County, Judge Keith D. Davis, President, Library Board of Trustees, George Carter, San Bernardino County Law Library, Richard G. Davis, Acting Superintendent of Documents and Director, Library Services and Content Management

“The Law Library for San Bernardino County has done an outstanding job of providing the public access to the documents of our democracy,” said Public Printer Robert C. Tapella. “For nearly 200 years, depository libraries have safeguarded the public’s right to know and are one of the vital links between the public and its government.”

“We are deeply honored and privileged to receive the award,” said library director Lawrence R. Meyer. “We appreciate its significance to the depository community and the recognition the award conveys specifically to the Law Library for San Bernardino County as well as the recognition it places upon all Law Libraries that participate in the FDLP as selective depositories or through shared housing arrangements. In particular this award

emphasizes the importance of publicly accessible county law libraries to the FDLP.”

Previous winners of the Federal Depository Library of the Year award include the Middendorf-Kredell Branch Library in O’Fallon, MO, Benton Harbor (MI) Public Library, New Mexico State Library, Southern Oregon University’s Lenn and Dixie Hannon Library, and Tulsa City-County Library.

2008 Federal Depository Library Conference

443 participants gathered in Arlington, VA for the 2008 Federal Depository Library Conference and Fall Depository Library Council meeting on October 20-22.

Depository library staff and other information professionals participated in discussions of Government information management and developments in the Federal Depository Library Program; heard peer reports on many aspects of depository librarianship, including training, consolidating collections, and promotion; and learned about Federal agency information from agency experts.

Representatives from the U.S. Copyright Office, GSA’s Federal Citizen Information Center, the U.S. Geological Survey, the U.S. Bureau of Labor Statistics, the Department of Energy’s Office of Scientific and Technical Information, the National Agricultural Library, the National Library of Medicine, and GSA’s Regulatory Information Service

Center showcased their agency databases, demonstrated search strategies and answered audience questions.

The conference provided plentiful opportunities for depository staff to meet and network, with the ultimate goal of providing improved public service in Federal Government information. This goal was met for at least one attendee, who wrote:

All in all, very energizing! Renews my enthusiasm for working with documents in my home library, and further promoting the awareness and use of these materials there as well.

The spring 2009 Depository Library Council meeting will be held in Tampa, Florida, on April 20-22.

LSCM FY2008 Year in Review Released

LSCM is pleased to announce the release of the 1st annual LSCM FY2008 Year in Review at

<http://www.fdlp.gov/home/about/yir08.html>.

The Year in Review chronicles LSCM activities for the past fiscal year and was

unveiled at this year's Fall Depository Library Council Meeting and Conference.

This document, classed GP 3.1/3:2008, was distributed to all libraries under item 0556-C on shipping list 2009-0037-P, dated 11/4/08.

Introducing the New Easy As FDL Promotional Products, Including Video

As part of the new FDLP marketing campaign, GPO is proud to announce the release of the new Easy as FDL promotional products, available from the FDLP Desktop.

Order now at

<<http://www.fdlp.gov/order/index.html>>.

For marketing ideas on how to use these products, as well as information on other methods by which to market depository services to the general public and non-depositories, read the FDLP Marketing Plan at <<http://www.fdlp.gov/promotion/marketingplan.html>>.

First Video Release

GPO has released the first video of its Easy As FDL campaign. Go to the FDLP Desktop <<http://www.fdlp.gov>> to view and download the video that describes what makes Federal depository libraries so unique and essential to the American public.

We encourage you to spread the word about the FDLP by sharing the video on your library's Web site, various social media sites, social networking sites, or in your presentations. You may also ask local government offices and educational institutions to place it on their Web sites.

CGP Enhancements Improve Access

Enhancements recently made to the Catalog of U.S. Government Publications (CGP) include:

- Easier navigation - The navigation bar now appears on the basic search page.
- Improvements in the CGP "Help" section - More specific, customized assistance is now available.

- Links to the Federal Depository Library Directory have been added.
- GPO PURLs have been established for all search pages.

For a more complete description of the enhancements, visit: <<http://www.fdlp.gov/latest/cgp-enhancements.html>>

New Browse Feature Implemented for Congressional Committee Prints and Congressional Reports

A new browse feature for the Congressional Committee Prints and Congressional Reports applications on GPO Access is available at: <http://www.gpoaccess.gov/cprints/browse.html> and <http://www.gpoaccess.gov/serialset/creports/browse.html>.

The browse feature is available for the 110th Congress, 1st Session (2007-2008) forward. At this time there are no plans to apply the browse feature to prints or reports from previous Congresses.

Prompt Claiming Speeds Claims Fulfillment for Missing Publications

The Claims section in Depository Distribution Services is dedicated to filling your claims for missing depository material as quickly as possible. Claims fulfillment is delayed, however, when depositories do not identify themselves, wait till the end of the 60-day claiming period before submitting their claim, or do not specify the individual titles being claimed.

When a claim is taken out of the processing queue for further research, the chances increase that claims copies will be exhausted before the claim can be filled.

To help GPO fill your claim promptly and accurately, please:

1. Provide your Depository library number on all claims (including faxed claims).
 - Your claim will be delayed if we have to research your identity.
2. Claim as soon as possible.
 - Only a small number of claims copies are available, and prompt

claiming will improve your chances of receiving the material.

3. Identify the specific titles you are claiming, and include SuDocs numbers. If your selection profile includes only 2 items out of 10 on a list, claim those 2 individually.
4. Claim an entire shipping list only if your selection profile includes every item on that list.

For more details, see the sections on claiming in chapters 5 and 6 of the Federal Depository Library Handbook at <http://www.fdlp.gov/handbook/index.html>

- Chapter 5 – Depository Collections: p. 5-18—5-19, Claiming Depository Publications
- Chapter 6 – Technical Services: p. 6-6—6-8, Claiming Missing Publications in Depository Shipments

GPO Will Provide Labels for Forwarding or Returning Misdirected Shipment Boxes

A misdirected depository shipment box is one you receive that:

- Does not have your library number on it.
- Has your library number on it but the contents are not items that you select.
- Has your library number on it and the contents are duplicates of items you have already received.

If you receive a misdirected depository shipment box, describe the problem in askGPO at <http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>. Please include:

- Your library number
- The library number on the shipping label
- The library number on the inside flap
- The library number on the side of the box under the shipping label
- The box's weight
- The ID number in Reference field 2

Return Labels

Request a return label when:

- The contents are duplicates of items you have already received
- You can't identify which library the box belongs to

The return label will be sent by email, or by mail to those libraries that receive their depository shipments via the US Postal Service.

Forwarding Labels

Request a forwarding label when you can identify the owner of the box. The forwarding label will be placed in your regular shipment box or mailed to you in an envelope via the USPS.

Label processing

The forwarding label will be placed in your regular shipment box, sent electronically to your e-mail account or mailed to you in an envelope via the USPS.

If you receive an electronic forwarding label via email, scroll down to the end of the message to see the label and to print.

Place the label on the box and place it at your UPS pick up point. If you do not provide the weight of the material, the label will show a default weight of 15 pounds. UPS will weigh the box at the time of pick up.

Revised Designation Handbook for Federal Depository Libraries Now Available Online

A revised online version of the "Designation Handbook for Federal Depository Libraries" has been posted to the FDLP Desktop at <<http://www.fdlp.gov/home/about/designate-a-library.html>>. This revised version includes a new section on the designation of libraries as regional depositories. It also includes sections that a library or designator can refer to that outline the complete steps for designation.

The purpose of this document is to provide in one location the steps necessary to initiate, carry through, and conclude the designation

of a library as a new Federal depository. The intended audience is library administrators and staff seeking depository status as well as elected and appointed government officials, including U.S. Senators, U.S. Representatives, the Public Printer, the Superintendent of Documents and State Librarians involved in the designation process.

This revised publication supersedes the "Designation Handbook for Federal Depository Libraries" dated 1995, 2003 printing (slightly revised).

Five Online Training Sessions Added to GPO OPAL Archive

Five FDLP Web-based training sessions have been added to the GPO OPAL site at <<http://www.opal-online.org/archiveGPO.htm>> this fall.

Three of the presentations provide an overview of the Federal Depository Library Handbook and highlight some of the handbook's special features and critical content. These sessions provide an excellent introduction to Federal depository operations, including legal and program requirements, best practices, and tips. All three are highly recommended for new depository coordinators and also for experienced coordinators who would like refresher training.

A fourth FDLP training session provides an overview of the process for designating libraries as Federal depositories. It supports

the recently released online Designation Handbook.

The most recent session, Cooking with Content - Creating Successful OPAL Presentations, was presented in October 2008 by Diane Hutchins, Program Manager, Preservation and Access Services, at the Washington State Library. Using an earlier presentation as a model, this session summarizes techniques and tools that help create successful online training programs.

The Depository Library community is invited to present education and training programs relevant to depository library operations via OPAL. To submit a proposal, complete the Online Educational Program Proposal Form at <http://www.fdlp.gov/learning/opalproposal.html>.

Remarks By Ric Davis
LSCM Director
At the
Fall Meeting, Depository Library Council
And
Federal Depository Library Conference
October 2008

Good morning! First I want to extend my welcome to all of you and say how happy I am to be here with you for another Federal Depository Library Conference and Council meeting. Throughout the Conference, as always, I want to encourage you to approach me or any member of my staff and talk with us about any of the initiatives you hear about today. I am always available for questions or comments, and if you think of any after you return home, you can always e-mail me directly at rdavis@gpo.gov. And again, I encourage you to network with each other and GPO staff while you are here.

I want to thank our esteemed Council members who ended their tenures this fall: Peter Hemphill, Marian Parker, Mark Sandler, and our former chair, Geoff Swindells. Your service and dedication is enormously appreciated. I would also like to take this time to welcome our new Council members: David Cismowski, Carlene Engstrom, Sally Holterhoff, Justin Otto, and Suzanne Sears. From all of us at GPO, we welcome you, and we are excited to be working with you.

I would also like to take a moment to welcome Professor Nobuhiro Igawa to our GPO family. Mr. Igawa is an Associate Professor from The International University of Kagoshima in Japan. In conjunction with the Library of Congress and GPO, Professor Igawa is studying how the United States

Government distributes Government information to its citizenry through the FDLP. Professor Igawa is researching the organizational structure, governing bodies, legal, and program requirements of the FDLP. He is looking at how a similar model may be applied in Japan.

Now I would like to take a moment to recognize a special member of our GPO family who retired on October 3, 2008 after 35 years with GPO, Mr. Gil Baldwin. I worked for and then with Gil for many years, and I want to thank him today for his public service on behalf of the Federal Depository Library Program. Gil, we are so grateful for all you have done for the FDLP and GPO. You were instrumental in helping to bring the FDLP to where it is today. Congratulations on your retirement. You are wholeheartedly missed already, and if you get bored, please give us a call! We can still use your help.

Before I update you on some of the exciting initiatives going on within Library Services and Content Management (LSCM), I would like to update you on a few items of note.

Substitutions

At the regional library meeting in Kansas City it was brought to our attention that the "Substitution List: Official FDLP Permanent Full-Text Databases" was causing confusion, and certain interpretations were in conflict with other FDLP guidance. To remedy this

situation, the FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications were recently revised, and the substitution list was eliminated. With GPO's harvesting and archiving activities, the substitution list was never meant to be a comprehensive list of all the titles that can be substituted. The revised guidelines permit Selectives to substitute when the online version is complete, official, permanently accessible, and their Regional has been consulted. While the list no longer exists, categories and examples of publications meeting the substitution criteria are included in the revised guidelines. The guidelines can be found on the new FDLP Desktop under the "Manage Your Collection" tab.

GPO's Federal Digital System (FDsys)

Tomorrow, you will have the opportunity to attend two separate FDsys sessions. At 8:30 a.m., there will be a FDsys Technical Session, and at 10:30 a.m., there will be an Overview of FDsys. I want to encourage you to attend these important sessions. I want to commend the Program Management Office under Mike Wash, who are working hard to deliver this important system to us, and you will hear more about how it will benefit GPO and the library community.

Budget

Now for an update on GPO's funding for FY2009: GPO has requested a total of \$43,426,000 in funding for FY2009. Requested increases relate to funds for digitization, data storage under Fdsys, and cataloging and indexing in particular.

At present, we are operating under a Continuing Resolution until March 6, 2009. The Continuing Resolution will not affect the work we are doing now. There will be no scaling back on any of our current initiatives. We have been through this before, and we

will continue our work with no scaling back or trade-offs on any of our current initiatives. More money means we can always do more....but without it, we are not stopping our progress.

And now for some updates on LSCM initiatives...

The Value of the FDLP and the Future of the FDLP

I am pleased to tell you about a new Web page on the FDLP Desktop, "The Value of the FDLP." This page offers a venue to highlight the value of being a Federal depository library including services GPO provides FDLP members, the expertise and services FDLP members provide one another as part of the larger network, and the local value individual libraries place on the FDLP within their institution. This was something that many of you asked me for at our last meeting, to help in your discussions with Library directors, particularly as part of the budget review process.

The web page provides a mechanism for you to submit success stories that GPO will use to build a repository for sharing across the FDLP. I encourage you to submit all types of successes, large or small. Submissions may include any manner of information that conveys how your users, your institution, or your library finds value in the FDLP. Send us your press releases, interesting activities, community feedback, video or news stories. Other members of the FDLP can benefit from how you are discovering and growing the value of the FDLP in your community.

In August, I sent a letter to your library's director, asking them to identify the value Federal depository designation creates at the local level for the library, its staff, and users. The letter also actively sought out success stories and anecdotes about the value of the

depository. The response was overwhelming, and I was so pleased to read all of the glowing remarks about the FDLP. The stories we received were helpful in our strategic planning process for the future. I hope you will please join us at the Future of the FDLP council session, today at 1:30pm, to join in the discussion of the future of this rich and valuable Program.

Regional Study

I want to take a moment to speak on the Study on the Conditions of Regional Depository Libraries. As we all know, The FDLP operates under the authority and mandates of Title 44, U.S. Code. The existing structure of selective and regional depository libraries dates back to the Depository Library Act of 1962, which established regional depository libraries. Over the years, there have been attempts to revise Chapter 19, and variations within the regional/selective model have been implemented.

GPO's September 2007 request of the Joint Committee on Printing (JCP) to approve a proposed shared regional designation across state lines highlighted the growing challenges confronting regional depositories in maintaining and supporting effective public access through the FDLP.

GPO was subsequently directed by the JCP to conduct a study on the conditions of regional depository libraries. The purpose of the study was to evaluate the extent to which public access to Federal depository resources may be impaired by current or projected organizational, financial, technological, or other conditions affecting regional libraries.

After consultation with and input from depository libraries, in June 2008, GPO released a draft report entitled, "Regional Depository Libraries in the 21st Century: A Time for Change?" and made it available for

depository comment. All comments were reviewed, and a final report of findings was created. This report is currently going through final review and approval by senior management at GPO, and we plan to submit it to the JCP soon after this meeting, and then share these findings along with their approval for specific actions. I don't think there will be any surprises here. We all recognize what the challenges are from the initial report, and we need to take steps to address them not only for regionals, but for selective depository libraries as well.

Authentication

Exciting progress is continuing in regard to our authentication initiative.

As you know by now, GPO is implementing digital signatures to certain electronic documents on *GPO Access* that not only establish GPO as the trusted information disseminator, but also provide the assurance that an electronic document has not been altered since GPO disseminated it. A digital signature, viewed through the GPO Seal of Authenticity, verifies document integrity and authenticity on GPO online Federal documents, at no cost to the end user.

This year alone, we have:

- Implemented an Automated PDF Signing System, which allows documents to be authenticated in bulk,
- Digitally signed and certified the FY 2009 Budget of the U.S. Government, and
- Launched authenticated Public and Private Laws as a permanent application on GPO Access.

As a next step, we are embarking upon a soft launch of Congressional Bills on GPO Access. We have received approval from the House and Senate to begin signing bills. We are going to start making these available after

conference, with the formal rollout with the new Congress in January.

Since Depository libraries are our partners; we want to hear your feedback as we continue the path to expand our authentication initiatives.

For more information on GPO's authentication initiative, I encourage you to attend the Authentication council session on Wednesday at 10:30 a.m.

ILS

The overall goal of the implementation of GPO's Integrated Library System (ILS) is the provision of access to depositories and the public to bibliographic records of Federal government publications, many containing links to the electronic version of the publication, and the use of the system's power and capabilities to provide services to depository libraries and to the public. The goal is also to streamline workflow and internal activities in support of the FDLP, and to reduce use of and dependency on legacy systems. A lot of new and exciting things have been happening in regard to the ILS.

The ongoing development of the Aleph 500 integrated library system at GPO enhances GPO's ability to perform statutorily authorized functions of the Federal Depository Library Program and the Cataloging and Indexing Program. Several ILS features and functions have been recently developed and released:

1. Desktop access was granted to all staff in GPO's Library Technical Information Services to the Aleph staff client through Citrix;
2. The new Federal Depository Library Directory administrative module was released, enabling depository libraries to edit their own directory information;

3. The public interface to the new Federal Depository Library Directory launched;
4. Access to the Catalog of U.S. Government Publications (CGP) via the Z39.50 communications protocol for search, retrieval, and download of bibliographic records was granted to depository libraries;
5. Acquisitions, phase 1: monographic materials workflow changes/brief records was implemented;
6. The Aleph software was upgraded from version 16.02 to version 18;
7. A requirements document was created, vendor selection was made, and a contract was awarded for authorities cleanup and ongoing authority control;
8. CGP Web interface enhancements were made to improve functionality and ease of use.
9. For ease of navigation between the Federal Depository Library Directory and the FDLP Desktop, the depository eagle symbol in both the FDLD administrative module and the public interface links to the FDLP Desktop and opens a new browser window. The FDLD public interface in the left navigation menu also has a text link to the FDLP Desktop.

Coming later this year, we have several enhancements planned:

- Implementation of a login page specifically for depository libraries to take advantage of authenticated services in the CGP. This will include configuration of the circulation module and the creation of depositories as patrons. An example of an authenticated service will be the ability for FDLP libraries to set up their own search criteria for email notification from the

CGP when records meeting those criteria are added to the catalog;

- Ability of the CGP to display authorities cross-references;
- Page design and configuration of resources for federated searching (MetaLib);
- Serials control (check-in of individual serials issues). All active serials are the ultimate goal. We will start with a subset and work forward;
- The addition to CGP records of searchable serial issue-level Superintendent of Documents classification numbers and shipping list numbers for distributed titles and issues

For more information and updates on the ILS and to get answers to questions you may have, I hope you will attend the LTIS Update session, tomorrow at 10:30am.

Digitization

As most of you know by now, GPO has been working with the library community, other Federal agencies, and the public on a national digitization project with the goal of digitizing all retrospective federal publications back to the earliest days of the Federal Government.

The project includes the digitization of the complete legacy collection of tangible U.S. Government publications most of which are held in libraries participating in the FDLP. The objective is to ensure that the digital collection is available, in the public domain, for no-fee permanent public access through the FDLP. The goal of the project will ensure that the collection is digitally reformatted for both preservation and access purposes.

GPO envisions a cooperative, mutually beneficial relationship with a private or public sector participant(s) where the uncompressed, unaltered files created as a

result of the conversion process are delivered to GPO at no cost to the Government. These files will serve as the digital master copies that will be preserved and used for the creation of access derivatives within FDsys. In exchange, the contractor or contractors shall be able to maintain a collection of files produced in the process for inclusion in their collections (e.g., search indices, book search sites). This content will be made available online, free of charge from GPO.

To help meet this challenge, A Statement of Work was created, and a Request For Proposal was posted to Federal Business Opportunities. Proposals were accepted through late September 2008. The review of the proposals has begun. Once GPO makes a selection for award, JCP must then approve that selection before work can begin. We will certainly update you on this process and things progress.

In the meantime, we are continuing down additional paths. This past year, worked with other Federal agencies on the National Digital Standards Advisory Board, Federal Still Image Digitization Working Group. The goal of this project is to establish common standards, methods, practices, and guidelines for the digitization of visual material (excluding motion picture images). Common digitization standards will enhance the exchange of research results and developments, encourage collaborative digitization practices among Federal agencies and institutions, provide the public with a product of uniform quality, and set a common benchmark for digitization service providers.

The Web site for the Federal Agencies Digitization Guidelines Initiative is now available at <http://www.digitizationguidelines.gov>. The initiative represents a collaborative effort to

establish a common set of guidelines for digitizing historical materials.

The Web site currently features two documents developed by the Still Image Digitization Working Group that are open for comment until mid-November. The first proposes a minimal set of embedded TIFF metadata for use in historical and cultural heritage digital imaging. The second two-part document presents a taxonomy of digital image characteristics and provides corresponding metrics and criteria to describe and validate imaging performance and quality. The Web site also provides a glossary of digitization terms and concepts, and presents digitization-related news and events on the subject from the participating agencies.

I'd like to ask that you please visit our Digitization and Preservation Initiatives Web page at <http://www.gpoaccess.gov/legacy/index.htm> and review our list of priorities for digitization. If you have any materials we can utilize in coordination with that list, please contact Robin Haun-Mohamed or James Mauldin through the LSCM Contact Form at <http://www.fdlp.gov/contacts/index.html>. You can speak with both of them in person here at the Meeting.

Finally, I want to encourage you to share with us any collaborative efforts in regard to digitization. We recently launched an enhanced version of the Registry of U.S. Government Publication Digitization Projects at <http://registry.fdlp.gov>. Some notable features of the new Registry include the ability to:

- Browse digitization projects by category or alphabetically by title.
- Search the entire Registry or filter searches by category or fields.

- Quickly access new and recently updated listings.
- Utilize RSS feeds to keep informed of new and updated projects.
- View listings by contributor.
- Contact fellow digitization participants.
- Recommend listings to others.
- Report broken links.

Project listings derive from voluntary and solicited contributions from Federal depository and other libraries, Federal and other government agencies, and other non-profit institutions.

Ben's Guide

Ben's Guide to U.S. Government, which was created in 1999 as the educational component of *GPO Access*, will soon be getting a new look.

We will be soliciting feedback from the Ben's Guide user community in the form of a web site usability survey. The goal is to find out what *Ben's Guide* users think of the site, address any concerns, and also receive suggestions users have for improvements. The survey will last for a 30 day period. Information regarding access will be publicized before the survey is available to the public. Links to the survey will be available on the FDLP Desktop, *GPO Access*, and the Ben's Guide main page. The survey will be open to any who wish to participate. After survey results are compiled, planning will continue to determine the next steps for Ben's Guide.

FDLP Marketing Plan

In the recent months, LSCM disseminated our new FDLP Marketing Plan and launched our new "Easy as FDL" marketing campaign. Our main goal in this initiative is to assist FDLs in marketing their unique and valuable services to the widest audience possible, as well as to provide FDLs with the tools

necessary to market their own services to both the general public and non-Federal depository libraries.

I encourage you to visit the FDLP Desktop, review the Plan, order the new “Easy as FDL” promotional products, and use the tips and strategies provided to promote your library.

Additionally, we are debuting our first FDLP promotional video here at the Meeting. You will soon be able to view and download that video from the FDLP Desktop. Additionally, we have a film crew here today filming segments for our second FDLP promotional video. I hope you will attend the “Easy as FDL” session tomorrow at 3:30pm to learn more.

FDL Handbook

I am also pleased to tell you about the release of the first revision of the Federal Depository Library Handbook (January 2008). The September 2008 revision has been posted to the FDLP Desktop at

<<http://www.fdlp.gov/handbook/index.html>>.

This revised version includes:

- A new chapter, Chapter 7: Public Access Assessments,
- A new Table of Contents with hyperlinks to the actual chapters or sections in the Handbook,
- New pagination by chapters,
- Footer that displays and is printable that identifies the original publication date of the FDL Handbook (January 2008) plus the latest revision (September 30, 2008),
- References to the Substitution List have been deleted; references now refer to the Substitution Guidelines.

The FDL Handbook provides the latest legal and program requirements, guidance, and best practices for operating a depository. The intended audience for this Handbook is library administrators, depository coordinators, and library staff seeking information about depository operations.

For version control and to monitor all changes made to the FDL Handbook, we have also designed and included a Change Control Log as Appendix F in the Handbook. This log will be updated to list all major changes made to the Handbook since release of the original version in January 2008.

This revision supersedes the "Federal Depository Library Handbook" dated January 2008. For historical research, the January 2008 release will be archived and made available on the Desktop.

FDLP Desktop

The FDLP Desktop is continuing to evolve with the latest Web technologies and your input. As part of the evolution of the FDLP Desktop, the site is being divided into fdlp.gov and community.fdlp.gov.

This final redesign of fdlp.gov will provide dissemination of Program related content, services and news. [Community.fdlp.gov](http://community.fdlp.gov) will provide social networking tools which will enable registered individual members to communicate and network with others in the community.

While content is the first and foremost focus of the new Desktop, we also want to provide you with the latest and greatest social networking technologies to help everyone in the community collaborate together.

To learn more, and to see the new and upcoming Desktop features, attend the FDLP Desktop session, today at 3:30 p.m. Also,

please take a look at the new flyers included in your Conference Books.

Automated Metadata Extraction

In late 2007, GPO entered into an Interagency Agreement with the Defense Technical Information Center (DTIC) in collaboration with Old Dominion University (ODU) to create cataloging records using automated metadata extraction software tools and processes currently being used by DTIC.

ODU will determine if the engine component developed for the DTIC and NASA projects can be used for GPO collections, including a sample of the GPO EPA harvested collection. However, GPO collections differ significantly from the DTIC and NASA collections and therefore, the scope of the work will be expanded to take the domain into account and answer questions as to what metadata can be extracted.

ODU will also conduct a feasibility study and exploratory prototyping of major types of documents from GPO's collections to determine if automated metadata extraction is a viable method for creating metadata for these materials.

The Automated Metadata Extraction agreement is being conducted in two phases over two years, with project completion expected in October 2009. The first phase of the agreement, which focuses on GPO EPA harvested documents, is almost completed. During the first phase:

- GPO identified and provided FDLP, in-scope, harvested EPA PDF files to ODU for analysis.
- Directly working with GPO, ODU analyzed the documents to identify major classes of documents in the collection, metadata elements present in each class, and issues with existing

template language for extracting metadata.

- ODU provided GPO with a report on the findings of this analysis and made enhancements to the automated metadata extraction software.
- ODU made several refinements to the templates, software, and engine.
- GPO has received an initial batch of extracted metadata and is conducting an internal review of this data.
- Final testing and evaluation of the phase one extracted metadata produced through this tool is expected to be completed in late 2008.

As part of the second phase of the agreement, GPO has identified and provided 1,000 FDLP in-scope Congressional PDF files to ODU for analysis. ODU is expected to analyze the documents and provide GPO with a characterization and feasibility report in late 2008.

Shelflist Conversion Project

This past year, GPO contracted with Progressive Technology Federal Systems, Inc. (PTFS) to acquire bibliographic metadata transcription services for the estimated 600,000 non-OCLC cataloging cards in its million-card historic shelf list. These cards contain brief bibliographic metadata captured as part of the cataloging activities of the Cataloging and Indexing Program and the FDLP from approximately the 1870's through October 1992.

GPO is working with PTFS to convert the bibliographic metadata on these cards into machine-readable records in MARC21 format so they can be loaded into GPO's ILS and made accessible to the public through the CGP. This work will be performed in a phased approach. Each phase will be complete over four option years after the

initial phase is completed in May 2009. The later phases may not be required depending on the priorities set by LSCM's Library Technical Information Services.

The initial phase will concentrate on the conversion of 100,000 shelf list cards. PTFS is digitizing the shelf list cards and creating PDFs of each card. Using the PDF images, PTFS will convert the text on the cards into MARC21 records. The newly created records will contain at least the same level of bibliographic description as the original shelf list card. GPO is also acquiring the PDF images of the cards. The images will be stored offline for preservation purposes.

Most currently, PTFS has transcribed MARC21 records for a test batch of shelf list cards. A quality assurance team in LTIS is currently reviewing the records and providing feedback to PTFS. Once the quality assurance process is completed, the records will be loaded into the ILS and will be made accessible to the public through the CGP. They will be identifiable by the word "PTFS" in a 955 field. Federal depository libraries will be able to retrieve these records for their own use via Z 39.50 access.

CD-ROM Assessment

I wanted to take a moment to speak on the CD-ROM assessment project.

In September, GPO sent out a call for volunteers to participate in a project to assess depository CD-ROMs and identify discs at risk for content loss.

The project involves reviewing CD-ROMs in depository library collections for system requirements, file formats, proprietary software, and other factors that could jeopardize access to the content.

GPO has begun an initial assessment based on GPO catalog records, and through volunteers, is getting assistance from Federal depository libraries that have the discs in their collections in order to get a complete assessment and categorization of at-risk content. We are now in the process of forming our working group, and we will soon be having a brainstorming session to collaborate with libraries in order to get a thorough assessment of CD-ROM collections and identify first, those at the highest risk.

Once high risk discs have been identified, GPO will use this information to approach content originating agencies to discuss how the content of these discs can be made available for permanent public access. GPO will coordinate with Federal agencies to assure permanent public access to the content. There will be more to come soon on this.

PACER

Now for a brief update on PACER... As you know, in 2007, GPO and the Administrative Office of the United States Courts undertook a pilot to provide free public access to Federal court records at 17 Federal depository libraries through Public Access to Court Electronic Records (PACER), an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and the U.S. Party/Case Index via the Internet.

The pilot has been temporarily suspended by the Administrative Office of U.S. Courts, pending an evaluation. What we know at this point is that the AOC believes the security of the PACER service was compromised. The FBI is conducting an investigation. Once the evaluation is complete, the Judiciary and the GPO will determine what steps need to be taken in order to move forward. I feel that we have the commitment from the AOC that

once this investigation is completed, we will resume our pilot activities.

Community Outreach

Finally, there are several facets of community outreach that I would like to touch on today.

- Outreach Travels of GPO Staff;
- Public Access Assessments;
- Partnerships;
- Online Training; and
- Upcoming Meeting.

Traveling

Recently, many GPO staff members have been on the move, participating in outreach events around the country. Locations include Phoenix, Arizona; Seattle, Washington; Anaheim, California; Rapid City, South Dakota; Portland, Oregon; Iowa City, Iowa; Boston, Massachusetts; Gainesville, Florida; Trenton, New Jersey; and Ottawa, Ontario to name a few. We also participated in a depository anniversary celebration for the first time via a presentation on DVD to the University of Louisiana Monroe, University Library. If you would like to request GPO participation at your library, for special events such as anniversaries, or perhaps if you need assistance from GPO with an assessment of your library's adherence to the FDLP, there is a form available on the Desktop to request GPO personnel to visit your institution. You can locate this form from the "Outreach & Education" tab from the main page of the Desktop.

Public Access Assessments

In regard to Public Access Assessments, In August and September, a test of the PAA procedures and documentation was conducted with 14 different sizes and types of volunteer libraries. The program is centered on the document "Focus on Access, Collections, Service & Cooperative Efforts," which was developed last fall and reviewed by the FDLP

community. Assessment reports have gone out to the volunteer libraries, and the outcomes of the test are being reviewed by Education & Outreach staff for any changes that may be made in the program.

We anticipate most assessments will be conducted by state or region, and you will be notified before these start in your area. If you wish to have current depository management activities documented by GPO and your state or region is not part of an upcoming round of assessments, you may also request one at any time through the Request for Participation Form on the FDLP Desktop.

Education & Outreach welcomed a new staff member, Ashley Dahlen, this spring. Ashley comes to us from the regional depository library at the University of Maryland, College Park and is working with Public Access Assessments and other outreach activities.

Partnerships

GPO has been developing partnerships with Federal depository libraries and other Federal agencies to increase access to electronic Federal information since 1997. With an increasing amount of Federal information available electronically, partnerships ensure permanent public access to electronic content and provide services to assist depositories in providing access to electronic material and in managing their depository collections. These partnerships also allow GPO to take advantage of the expertise of Federal depository librarians and the services they have developed. FDLP partnerships generally fall into three categories: Content Partnerships, Service Partnerships, and Hybrid Partnerships. Partnerships are not limited to these categories, however, and GPO will consider partnership proposals that fall outside of these categories.

- **Content partnerships** assist with providing permanent public access to electronic U.S. Government information. Partners agree to provide storage capacity and user access without restrictions on re-dissemination. In the event the partner is no longer able to provide free, public access to this electronic information, the partnership requires the agency or library to transfer a copy of the content to GPO. GPO will then make the content available either through *GPO Access* or in cooperation with another partner.
- **Service partnerships** assist GPO to provide enhanced services to Federal depository libraries. These partnerships can focus on repurposing GPO-provided information or on providing other services to depository libraries and the public. These services may provide assistance to librarians with administering their depository collections.
- **Hybrid partnerships** are a mixture of content and service partnerships. For example, providing permanent public access to electronic U.S. Government information and also offering a service important to the administration of the FDLP collection.

GPO developed two new partnerships in FY08. The first, with the Naval Postgraduate School, allows depository libraries to gain access to the Homeland Security Digital Library (HSDL).

In the second partnership for FY2008, GPO joined with the University of Illinois at Chicago and the other participating Federal depository libraries to promote the “Government Information Online: Ask a Librarian” (GIO) service.

If you would like to propose a partnership with GPO, please submit a partnership

inquiry form to us via the FDLP Desktop under “Outreach and Education” and “Partnerships.”

OPAL

I wanted to also take an opportunity to remind everyone that Online FDLP learning is available for Federal depository library participants via OPAL (Online Programming for All Libraries), an interactive Web-based meeting and conferencing service. The educational sessions may be live or prerecorded. In addition, training events are archived to allow those unable to attend a live event to replay the event at their convenience. Past presentations can be accessed through the OPAL site, which is linked from our Outreach & Education link on the Desktop. This past year GPO opened up its OPAL room to members of the depository library community who would like to present additional educational and training sessions for the benefit of the community. Proposals should focus on a specific aspect of U.S. Government information, FDLP issues, or depository library operations and management. I encourage you to submit a proposal to participate by completing the Online Educational Program Proposal Form, found on the FDLP Desktop under “Outreach and Education” and “Online Learning.”

To learn more about OPAL, to obtain URLs to archived GPO OPAL presentations, or to learn how to provide feedback for GPO’s OPAL presentations, please visit the FDLP Desktop.

Upcoming Meeting

Finally, I’d like to remind you of our next important event:

- The Spring 2009 Depository Library Council Meeting will be held April 20 – 22, 2009 in Tampa, Florida at the Hyatt Regency Tampa.

Registration and hotel information will be announced on GPO's FDLP-L listserv and on the FDLP Desktop. Please visit the FDLP Desktop for more information and the complete "events countdown" calendar.

I want to commend Lance Cummins and his Education & Outreach staff for putting together this wonderful Fall Conference and Meeting. Without them, this Conference wouldn't be possible.

Also, please be advised that all conference proceedings will be added to the FDLP Desktop.

Finally, I want to thank each and every one of you for being here today and for your continued support of the FDLP and dedication to Government documents.

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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