



# Administrative Notes

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## Hotel Registration Open for 2009 Spring Council Meeting

The 2009 Spring Depository Library Council meeting will be held at the Hyatt Regency Tampa located at 211 North Tampa Street, Tampa, Florida, 33602. A limited number of rooms will be available on a first-come, first-served basis at the prevailing Government Per Diem rate of \$104.00 (plus 12% tax) per night single.

Please make your hotel reservations online at:

<http://tamparegency.hyatt.com/groupbooking/tpartusgp2009> or by calling 1-800-233-1234. You must mention the GPO's Federal Depository Library Conference and Council meeting to receive the correct rate.

Reservations should be made before Saturday March 28, 2009 to ensure receiving the prevailing Government rate. Reservations made after March 28 will be subject to availability and the rate may vary. The Government rate will be honored beginning Thursday, April 16 through Saturday, April 25, 2009.

If you have any problem making your reservation, please contact the Office of Education and Outreach at (202) 512-1119 for assistance.

Attendee registration, call for presentations and additional information will be available after the holidays via [FDLP.gov](http://FDLP.gov).

## FDsys Beta Testing Commences In Late December

Beta testing for the first release of GPO's Federal Digital System (FDsys) will occur in late December. Testing will take place at your computer and require approximately 30 minutes. Beta testers must have a computer and Internet access in order to participate.

If you would like to participate, please email [pmo@gpo.gov](mailto:pmo@gpo.gov) with your contact information. For more information on FDsys, visit [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys).

# Guidance for Federal Depository Libraries Relinquishing Regional Designation

## Background

Since 1970 only eight libraries have relinquished their regional depository library designation. Of these, seven remained in the Federal Depository Library Program (FDLP) as selective depository libraries. Three of the relinquishments have come in the last two years.

During April and May 2008, a survey was conducted of directors of regional depository libraries. With a 100% response, it was learned that ten of 52, or 19.6%, agreed or strongly agreed that they were considering relinquishing their regional depository status and considering becoming a selective depository library. Another 5.9% were neutral on the issue but indicated that if there was a negative impact on their current state, they would also consider becoming a selective depository library. Of the ten, nine remain as regionals today.

At its October 2008 meeting, Regional Government Information Librarians (REGIL) discussed this issue and asked the Government Printing Office (GPO) to provide guidance for libraries investigating the possibility of giving up their regional designation yet wishing to remain in the FDLP as a selective. While GPO hopes this is not a trend, this document offers such guidance.

## Prior to Relinquishment

The decision to relinquish one's regional designation should not be made quickly or in a vacuum. It is important that GPO is informed at the earliest possible time of your thinking about a change in designation. If

there is another regional in your state, they should be informed at the same time. **Six months notice is appropriate.** Additionally the following actions must be taken:

- ▶ State library agency must be informed;
- ▶ Selective depository libraries served by the regional must be informed;
- ▶ Discussions of the ramifications of the potential change must take place with the impacted selectives, GPO, and, if applicable, the other regional in the state; and
- ▶ Both of the state's Senators must be informed of the potential status change, as all regional libraries are designated by senators.

## When the Decision is Final

Once the decision is made to relinquish your regional designation, the following steps must be taken before final approval is granted by the Superintendent of Documents:

- ▶ Submit a letter to the Superintendent of Documents requesting the change in your designation from regional to selective;
- ▶ Provide GPO with a plan that includes a timeline for the change, the effective date, and any strategies for extensive weeding or change in collection focus;
- ▶ Copy the documentation sent to GPO to the state's other regional depository library (if there is one);
- ▶ Notify all selective libraries currently served by your library of the intent to change designations and inform them of the associated timelines; and

- ▶ Notify the offices of your state's U.S. Senators of the final decision.

Once your request is approved, you will receive an official letter from the Superintendent of Documents indicating this and the letter will include directions for moving forward.

### **What's Required after Relinquishment**

The letter from the Superintendent of Documents will include instructions and a point of contact with whom you will work through this process. This person may be from GPO, from a selective in the state acting as an agent of GPO, or from the remaining regional in the state, if there is one. Effective the date of the change in designation, these actions must be taken:

- ▶ Deselect publications that are distributed only to regional depository libraries; and
- ▶ Review current item selections and deselect at least one of the item numbers for materials received in dual tangible formats – selectives are allowed to receive only one tangible format.

### **Disposition of Materials**

As publications distributed through the FDLP remain the property of the U.S. Government,

GPO has the authority to require libraries to return materials to the GPO. If the publications are needed for other purposes, e.g., digitization or transfer to another depository library, this authority will be exercised. If invoked, this will be coordinated between GPO, your point of contact, and your library.

Regional depository libraries are not required to dispose of any materials when they relinquish their regional designation. If, however, the library wishes to do so, the disposal requirements will be established collaboratively between the appropriate parties using the regional's existing procedures as a basis. The requirements may include, but are not limited to:

- ▶ Time frames;
- ▶ Responsibility for the transfer of materials, e.g., costs, mode of transporting;
- ▶ Listing publications; and
- ▶ Offering materials to other depositories or libraries in the state or nation.

Per 44 USC §1911, "Depository libraries not served by a regional depository, or that are regional depositories themselves, shall retain Government publications permanently ..."  
No regional, no discards.

## Beta Authenticated Congressional Bills Application Released

GPO has released a Beta Authenticated Congressional Bills application on GPO Access at <http://fdlpdev.gpo.gov/bills/index.html>. GPO's Authentication initiative focuses on establishing GPO as the trusted information disseminator and providing the assurance that an electronic document has not been altered since GPO disseminated it.

The Beta Authenticated Congressional Bills application provides authenticated PDF files for a sample set of Congressional Bills from the 110th Congress. GPO has signed and certified the House and Senate bills (PDF files) within this application as part of GPO's initiative to reassure users that the online documents are official and authentic. For more information on GPO's authentication initiative, visit <http://www.gpoaccess.gov/authentication>.

## GPO and GAO Announce New Partnership

The U.S. Government Printing Office (GPO) and the Government Accountability Office (GAO) have entered a new partnership to provide permanent public access to the GAO Reports and GAO Comptroller General Decisions databases that are available on the GAO Web site.

The GAO Reports database, available at <http://www.gao.gov/docsearch/repandtest.html>, contains reports on audits, surveys, investigations, and evaluations of Federal programs conducted by GAO. The content in this database dates back to 1970 and earlier. The Comptroller General Decisions database, available at <http://www.gao.gov/legal/decisions.html>, contains decisions and opinions issued by the Comptroller General in areas of Federal law such as appropriations, bid protests, and Federal agency rulemaking. It also contains historic material dating back to 1970. GAO is actively working on digitizing its legacy collection so historic material will continue to be added to the two databases.

The content contained in the GAO Reports and Comptroller General Decisions databases is currently duplicated on GPO Access. With a partnership to ensure permanent public access to the content on the GAO Web site, this duplication is no longer necessary. GPO will maintain archives of both databases as they were at the time the agreement was signed, but no new content will be added to the GPO Access versions of these databases. This agreement will eliminate duplication of effort on these databases, as well as minimizing version control issues. Under the partnership agreement, if for any reason GAO is not able to provide access to these materials, GPO will resume the responsibility.

GPO and GAO have a long history of collaborating to provide the Federal depository library community and the public with access to GAO materials. GPO looks forward to continuing this productive relationship with the new partnership.

## **FDLP Emblem or Signage Is Required for Depositories**

The FDLP emblem or signage on or near depository library buildings is used to demonstrate that Federal depository libraries provide free, public access to U.S. Government information resources. GPO's ongoing review of the 2007 Biennial Survey of Depository Libraries indicates that dozens of libraries and selective housing sites do not have the emblem or signage posted on or near their library buildings.

GPO would like to remind Federal depository libraries of the following:

It is important that all depository libraries "post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and government information resources are available for use by the general public without charge." Federal Depository Library Handbook, pages 4-8 and 4-15.

Also, for depositories with any selective housing agreements, it is important that all selective housing sites "post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating that government information products can be used by the general public without charge. Your depository library should provide the selective housing site with the free decals." Federal Depository Library Handbook, pages 9-12 and 9-14.

This information is also repeated in the Federal Depository Library Handbook Appendix B: Important for Library Administrators.

Please contact GPO if you have any questions. We are always happy to discuss your individual library situation so that we may help you identify ways to fulfill FDLP requirements.

Free decals and other promotional materials are available from GPO and may be ordered online at <<http://www.fdlp.gov/order/index-23.html>>. The Depository Library Decal is available with a sticky side on the front or back so that you may place the decal inside or outside a window. You may also affix the decal to an information stand or other non-glass surface outside of the library. If you develop your own signage, it should include the emblem and statutory language that appears on the Depository Library Decals.

If you have questions or comments, please use the askGPO help service at: <<http://www.gpoaccess.gov/help>>. When submitting a question, please choose the category "Federal Depository Libraries" and the subcategory "Public Access Issues" in order to ensure that your question is routed to the correct area.

## International Scholar Studies Federal Depository Library Program at GPO

A research scholar from Japan will spend a year at the U.S. Government Printing Office (GPO) and the Library of Congress to learn how the U.S. government makes the documents of its democracy available to the public. Professor Nobuhiro Igawa hopes to take what he learns at GPO and propose a similar program for the citizens of Japan. Professor Igawa is from the International University of Kagoshima, Japan and will study the Federal Depository Library Program (FDLP). The FDLP is made up of approximately 1,250 depository libraries throughout the country. GPO works with the library community to provide free, open and permanent access to government documents.

“I am honored to study and learn how the United States disseminates government information to its citizens,” said Professor Nobuhiro Igawa. “If I could introduce a system similar to the Federal Depository Library Program in Japan, it would benefit all citizens who want to learn more about government information.”

Professor Igawa's visit is being facilitated by the Library of Congress, where he has already performed some analysis on production, dissemination and use of federal public information in the Library's Government Documents Section. Following his studies at GPO, he will return for further research at the Library. GPO's Library Services and Content



Public Printer Robert C. Tapella, Professor Nobuhiro Igawa and Acting Superintendent of Documents Ric Davis

Management staff will provide introductory and advanced topics for his research. In addition to conducting his own research, Professor Igawa will also study the many challenges facing the FDLP and provide a fresh analysis.

"I am thrilled that Professor Igawa is spending a year with GPO studying how the agency keeps America informed through the FDLP," said Acting Superintendent of Documents Ric Davis. "The GPO staff looks forward to a year of information sharing, collaboration, and learning. We are excited to help Professor Igawa learn about the FDLP's strong tradition of safeguarding the public's right to free access to Government information."

## Federal Depository Library Directory Display Enhanced with Additional Fields

As of December 1, 2008, in response to requests from the depository community, more fields will display in the FDL D. These will include the Library Director's title and

name and the Depository Coordinator's name and telephone number. These fields will be available to view, print, and export for both depository library users and for public users.

## OPAL for Everyone: Share Your Knowledge

Depository library staff are encouraged to present educational and training sessions for the benefit of the depository community through OPAL, a Web conferencing service. GPO welcomes proposals on any aspect of U.S. Government information, Federal Depository Library Program issues, or depository library operations and management.

Most GPO OPAL sessions are recorded and archived at <<http://www.opal-online.org/archiveGPO.htm>>, allowing depository staff who cannot travel to depository conferences the opportunity to share their expertise with a large group of their peers.

Two of the most popular OPAL presentations to date include "The Conservation Kitchen: Basic Tools for Any Preservation Recipe,"

presented on May 20, 2008 by Diane Hutchins and Marcea Horst from the Washington State Library and "Cooking with Content - Creating Successful OPAL Presentations," presented in October 2008 by Diane Hutchins from the Washington State Library. Both of these presentations can be viewed in the archive.

So if you are already doing training at your library, or if you have an idea for an educational session, let us know! Just fill out the Online Educational Program Proposal Form at <<http://www.fdlp.gov/learning/opalproposal.html>>.

For more information on OPAL (Online Programming for All Libraries), see <<http://www.opal-online.org>>.

# New Item Number Procedure Implemented for Selected Congressional Publications

GPO has begun to create separate item numbers for the online only (EL) format of U.S. Congressional Committee publications known as "Y 4s", or those listed as "Hearings, Prints, Miscellaneous Publications" in the List of Classes. This does not apply to Committee Rules or Calendars or other Congressional publications. Separate item numbers are already available for paper (P) and microfiche (MF). These changes to the item numbers do not affect SuDocs classification stems. All changes will be announced in WebTech Notes and Administrative Notes Technical Supplement.

For example:

Select Committee on Intelligence (Senate)  
Y 4.IN 8/19: Hearings, Prints, and  
Miscellaneous Publications  
(P) ESSENTIAL TITLE 1009-B-07

Y 4.IN 8/19: Hearings, Prints, and  
Miscellaneous Publications  
(MF) ESSENTIAL TITLE 1009-C-07

Will now include:

Y 4.IN 8/19: Hearings, Prints, and  
Miscellaneous Publications  
(EL) ESSENTIAL TITLE 1009-D-07

GPO sees two significant potential impacts on libraries from this procedure:

1. Selective libraries may opt to drop from their item selection profile tangible Hearings, Prints, & Miscellaneous Publications. This may affect a state or region's access to these types of publications in the future.

Libraries are reminded that they may not claim a print or microfiche format if they do not select it. Alternatively, libraries that do not normally select these publications may choose to acquire them for their electronic collection.

2. Selective libraries may opt to assess their existing tangible Hearings, Prints, & Miscellaneous Publications collections and request official substitution to withdraw tangible versions in favor of providing access through the electronic versions. This will also affect a state or region's access to these publications.

## New cataloging policy and impact:

- It is the policy of GPO to create separate cataloging records for each individual format of a publication. The single record approach is no longer being used.
- As a result, libraries getting their catalog records directly from GPO that do not select the new EL formats of the Hearings, Prints, & Miscellaneous Publications will no longer receive the PURL or URL in their catalog records. If a library wishes to have PURLs in their catalog records, they will likely need to modify their tangible format records by adding an 856/PURL field to the record. For more information, see the article entitled "Separate Record Cataloging Policy" at <http://www.fdlp.gov/cataloging-news/new-cataloging-p.html>.



- GPO continues to distribute hearings and prints from earlier Congresses as they become available and will process these incoming publications using the separate record cataloging approach and assign new item numbers.

What it means for item selection profiles:

- If your library currently selects either a P or MF format (or both P and MF if a regional depository library), a new item number for the EL format will automatically be added to your item selection profile. If you do not want to select the EL format, you must deselect those item numbers.
- Selectives may select one tangible format in addition to the electronic format.
- You may deselect any unwanted item numbers at any time. Drops become effective within 2 or 3 business days.
- Additions to your item selection profile may be made during the next Item Selection Update Cycle in mid-year 2009. Adds will take effect on October 1, 2009.
- If your library wants to rely only on the electronic format, it may drop the P or MF format, however it should have copy cataloging procedures for the EL format in place prior to the drop, and/or have commercial vendor services arranged for EL records, if applicable. Otherwise a gap may occur in collections between when tangible distribution ceases and electronic access begins. (Note: regional depository libraries must select at least one tangible format.)

- Libraries that purchase cataloging records from commercial vendors may wish to contact their vendor to arrange for the addition or deselection of these new EL item numbers from their batch loads.

- It is not sufficient to just select an EL item number and not provide access to individual publications through your catalog or Web site.

Libraries that choose to provide electronic only access to Hearings, Prints, & Miscellaneous publications should plan on promoting the electronic collection through their catalogs and/or Web pages.

**Caveats on dropping a tangible format item number in favor of an online only (EL) format:**

- Some Committees do not issue electronic equivalents of their Hearings, Prints, & Miscellaneous Publications. A separate item number for the online only format will not be created for these publications.
- Some Hearings, Prints, & Miscellaneous Publications are incomplete online. The Congressional Committee determines if the publication is disseminated online. Online and tangible formats do not necessarily have a one to one correlation; there are tangible versions of Hearings, Prints, & Miscellaneous Publications that have no online equivalent. If a library needs to provide access to all Hearings, Prints, & Miscellaneous Publications for a particular Congressional Committee, selecting the EL item number will

merely supplement existing collections, but cannot replace it.

- If you choose to deselect an item number associated with the paper format, deselection takes approximately 2-3 days. Deselection of microfiche typically takes a bit longer, approximately 1-2 weeks, as we work to notify the microfiche contractors and they make changes to their records.

#### **Substitution considerations:**

- Selective depository libraries may officially substitute publications when the EL version is complete, official, and permanently accessible.
- Because online electronic Hearings, Prints, Miscellaneous Publications is not a complete "series", libraries must verify the completeness of each individual Hearing, Print, & Miscellaneous Publication in the electronic format before substituting them. GPO suggests you compare the full-text of each publication you have identified for potential substitution by identifying them on GPO Access or in the Catalog of U.S. Government Publications. Compare the pagination of PDF versions and examine the electronic file to determine if all images, tables, and other graphics are included. If the electronic version is incomplete, it cannot be used for official substitution.
- The superseding instructions must be followed. Libraries must ask for permission from their regional library to substitute Hearings, Prints, and Miscellaneous Publications that have not been superseded per the

Superseded List (very few are ever updated, revised or corrected).

- Regionals may not substitute P or MF with EL formats.
- Depository libraries should consider patron characteristics, usage patterns, community needs, research requirements, and the library's collection development policy when determining which format of these Congressional publications best meets the U.S. Government information needs of the library users. Libraries may select one tangible format in addition to the electronic format if they so choose.

If changes are made to the House and/or Senate committee structures with the 111th Congress, GPO will make corresponding revisions in the List of Classes.

#### **Related information:**

Considerations in Selecting Online Publications, Administrative Notes. July 15, 2003, Vol. 24, No. 9.

<[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/adnotes/ad071503.html#7](http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad071503.html#7)>

Separate Record Cataloging Policy:

<<http://www.fdlp.gov/cataloging-news/new-cataloging-p.html>>

Federal Depository Library Handbook:

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

Substituting Electronic for Tangible Versions of Depository Publications:

<<http://www.fdlp.gov/subguide.html>>

**Additional reference information:**

Costello, Barbara. "Moving in the right direction: Developments in the online

availability of full-text Congressional committee hearing transcripts." *Government Information Quarterly* 25 (2008): 104-117.

*[Text provided by Patent and Trademark Depository Library Program]*

## **Patent and Trademark Depository Library Program (PTDLP) Fellowship Available**

The PTDLP Fellowship Program at the United States Patent and Trademark Office (USPTO) provides a rewarding opportunity for professional staff from PTDLs to work with their colleagues at the PTDLP office.



**Who can be a fellow?**

- Professional staff from any interested area of the library: Business, Government Documents, Science & Technology, and more

**How long does the fellowship last?**

- Generally one year
- Flexible starting dates

**What does a PTDLP fellow do?**

- Tasks are matched to the fellow's knowledge, abilities and interests
- In the past, fellows have offered assistance to other PTDLs, worked on special projects at the USPTO, helped at the annual PTDL training seminar, visited other PTDLs with USPTO staff, and attended professional conferences to spread the word about PTDLs

**Where does the fellow work?**

- Right alongside PTDLP staff at the USPTO headquarters in Alexandria, VA
- Close to all the food, art and culture of Washington, D.C.

Sound interesting? Want more information?  
Contact Chris Kitchens at 571-272-5750  
Or email us at [ptdloffice@uspto.gov](mailto:ptdloffice@uspto.gov).

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### Questions?

If you have questions or comments on any of the content in Administrative Notes, please send them to askGPO, the online help service at:

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

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

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

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