



# Administrative Notes

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## GPO Director Honored With Prestigious Library Award



U.S. Government Printing Office's Gil Baldwin is this year's winner of the prestigious James Bennett Childs Award. The American Library Association's Government Documents Round Table presented the annual award to Baldwin on Sunday for his lifetime achievements and significant contributions to the library field.

Baldwin serves as Director of National Bibliography Planning at the GPO. "I am honored to receive this award and to be recognized by such a tremendous, dedicated group of my peers in the library community. I look forward to continuing the important work of contributing to the growth and essential development of government documents dissemination," Baldwin said.

Baldwin, who began his GPO career as a cataloger, is also part of the Office of Innovation and New Technology, which is planning and designing GPO's Future Digital System, FDsys. FDsys will be a world class information life-cycle management system. Additionally, he is concentrating his efforts on the development of the Federal Depository Library Program (FDLP) Electronic Collection management concept and other permanent public access initiatives.

Baldwin was presented with a plaque at the 2005 ALA Government Documents Round Table Reception Sunday at the Chicago-Kent College of Law in Illinois. Bruce James, Public Printer of the United States, and Judy Russell, Superintendent of Documents were on hand to watch as Baldwin received his award.

This isn't the first time the prestigious award has been presented to a GPO employee. Virginia F. Saunders, Program Operations and Evaluation Specialist, and former Superintendent of Documents Francis J. Buckley, Jr. have been honored in past years.

The award is named for James Bennett Childs, a longtime documents bibliographer for the Library of Congress.

# Fall Federal Depository Library Conference & Depository Library Council Meeting

October 16 - 19, 2005  
Hyatt Regency Washington Capitol Hill  
Washington, DC

## PRELIMINARY SCHEDULE

Time	Sunday, 16th			Monday, 17th					
By Half Hour	DLC Track	FDLP Track	FDLP Track	Council and FDLP Visioning	FDLP Track	FDLP Track			
8:00 am		<i>Registration Ticonderoga Wall</i>		Coffee with Council					
8:30 am				<i>Council and FDLP Visioning Council Session Ticon/york/vforge</i>					
9:00 am									
9:30 am		<i>New Attendees Orientation</i>		<i>Tour with Educational Program TBD</i>					
10:00 am									
10:30 am	GPO Update: Russell/Wash	<i>Educational Program TBD</i>	<i>Educational Program TBD</i>	<i>Break</i>					
11:00 am				<i>Council and FDLP Visioning Breakout by topics (5-rooms)</i>					
11:30 am									
12:00 pm	Lunch Break On Your Own			Lunch Break On Your Own					
12:30 pm									
1:00 pm									
1:30 pm	<i>Authentication &amp; Version Control</i>	<i>Depository Library 101: Depository Library Basics</i>	<i>Educational Program TBD</i>	<i>Council and FDLP Visioning Breakout by topics (5-rooms)</i>					
2:00 pm									
2:30 pm									
3:00 pm	Break			Break					
3:30 pm	<i>Set up for visioning Sessions Council Session Ticon/york/vforge</i>	<i>Educational Program TBD</i>	<i>Educational Program TBD</i>	<i>Tour with Educational Program TBD</i>					
4:00 pm							<i>Breakout by Library Type: Lg. Academic, Sm. Academic, Law, Public, Special/others</i>		
4:30 pm									
5:00 pm	Adjourn								
5:30 pm	Library of the Year Award Presentation  Regency A Ballroom			Optional GODORT Meeting 6:30-9:00					
6:00 pm									
6:30 pm									
7:00 pm									
7:30 pm									
8:00 pm									
8:30 pm									
9:00 pm									

Time	Tuesday, 18th				Wednesday, 19th							
By Half Hour	DLC Track	FDLP Track	FDLP Track	FDLP Track	DLC Track	FDLP Track	FDLP Track	FDLP Track				
8:00 am	Coffee with Council				Coffee with Council							
8:30 am	Council Session Report on Breakouts Ticon/york/Vforge	Depository Library 301: Electronic Depository Manual	Agency Update Educational Program TBD	Educational Program TBD	Plenary Session with Public Printer and Superintendent of Documents Ticon/York/VForge							
9:00 am												
9:30 am												
10:00 am	Break				Break							
10:30 am	Council Session Report on Breakouts Ticon/york/Vforge	Depository Library 301: Continued	Agency Update Educational Program TBD	Educational Program TBD	Plenary Session with Public Printer and Superintendent of Documents Ticon/York/VForge							
11:00 am												
11:30 am												
12:00 pm	Lunch Break On Your Own				Adjourn							
12:30 pm												
1:00 pm												
1:30 pm	Council Session TBD Ticon/york/Vforge	Depository Library 201: FDL P Myths & Monsters	Agency Update Educational Program TBD	GPO Access Open Forum (New Databases)	Optional Regional Meeting 1:00-4:30							
2:00 pm												
2:30 pm												
3:00 pm	Break								Optional Regional Meeting 1:00-4:30			
3:30 pm	Council Session TBD Ticon/york/Vforge	Depository Library 401: Disaster Recovery for Depositories	Agency Update Educational Program TBD	GPO Open Forum on FDL P & CIP Operations								
4:00 pm												
4:30 pm												
5:00 pm	Adjourn											
5:30 pm												
6:00 pm												
6:30 pm												
7:00 pm												
7:30 pm												
8:00 pm												
8:30 pm												
9:00 pm												

The Depository Library Council and GPO are excited about the proposed schedule for the fall Depository Library Council (DLC) meeting and Conference. As we began to plan for our discussion of a vision for libraries and the FDL P in the future provision of government information, we came to the conclusion that most of the Fall DLC meeting should be devoted to this important topic. General information about the meeting is

available at:  
[http://www.access.gpo.gov/su\\_docs/fdlp/events/fall\\_conference.html](http://www.access.gpo.gov/su_docs/fdlp/events/fall_conference.html).

Advance registration is important because it provides us with the information necessary to ensure effective planning and make this meeting productive and enjoyable for you. Pre-registration is available at:  
[http://www.gpoaccess.gov/fall\\_reg.html](http://www.gpoaccess.gov/fall_reg.html)

# Nominate the 2005 Federal Depository Library of the Year

**Deadline Extended to August 15, 2005**

## **What is the Award?**

The Federal Depository Library of the Year Award provides special recognition for a library that furthers the goal of the Federal Depository Library Program by ensuring that the American public has free access to its Government's information through:

- Outstanding service to meet the Federal government information needs in the library's service area
- Creativity and innovation in developing specific community programs for use of Federal government information or a dramatic increase in their community's usage of Federal government information
- Leadership in creating public service programs that can be emulated by other Federal Depository Libraries

## **What are the benefits of winning?**

Here's what a past winner had to say:  
"Winning the Federal Depository Library of the Year award enabled us to increase awareness of our library in the community and among our colleagues. It also gave us the 'bells and whistles' we needed to raise our

profile with our library board. I think any depository library could greatly benefit from winning."

Suzanne Sears, Tulsa City-County Library

The winner will be announced at an award ceremony during the fall 2005 Federal Depository Library Conference and meeting of the Depository Library Council. The conference will be held in Washington, DC on October 16-19, 2005. GPO will provide travel to and lodging during the Conference for the depository coordinator and library director from the winning library.

## **How Do I Nominate A Library?**

You are invited to nominate any Federal Depository Library, regardless of its size or type. To apply, go to:  
[http://www.access.gpo.gov/su\\_docs/fdlp/fdlofyar/application05.html](http://www.access.gpo.gov/su_docs/fdlp/fdlofyar/application05.html). (Past winners, libraries of current Depository Library Council members, and libraries on probation are ineligible for consideration.)

The nomination deadline for the 2005 Federal Depository Library of the Year Award has been extended to August 15, 2005.

# More Volunteers Needed for New Electronic Depository Manual

GPO is seeking more volunteers to consolidate and update various FDLP instructions and manuals into a single online publication that will continue to be updated as necessary. The Electronic Depository Manual will be a living policy document written by and for the FDLP community. Within the manual will be best practices, tips, and hot links to additional information of interest to government documents librarians. Information about this project is available on GPO Access at:

[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/new\\_manual.ppt](http://www.access.gpo.gov/su_docs/fdlp/pubs/new_manual.ppt) and [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/proceedings/05spring/depository\\_library301.pdf](http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/05spring/depository_library301.pdf).

The publications to be consolidated and updated in the electronic manual include the Instructions to Depository Libraries available at:

[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/instructions/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html), and the Federal Depository Library Manual and its supplements available at: [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/fdlim/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlim/index.html).

While GPO has many volunteers from depositories at academic libraries, we lack adequate representation from depositories at public, federal, and law libraries. All volunteers are welcome, but GPO is particularly eager to have depository librarians from these under-represented library types help create this new online publication.

The tentative content of each chapter appears on the Volunteer Form. Each chapter will include requirements and performance examples, with an emphasis on the electronic FDLP. GPO anticipates the work will be accomplished in a combination of ways to include e-mail messages and conference calls with writing teams. Volunteers with expertise and knowledge of the content for each chapter and who have the time to complete the work by the timetables established for the effort are good candidates.

If you are from a federal depository library and are interested in participating, you can obtain additional information and the Volunteer registration form at: [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/im\\_volunteer\\_reg.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/im_volunteer_reg.html). Volunteers should submit their names as soon as possible.

# **GPO Posts New Internal Policy Document On Web Harvesting: ID 73**

Effective July 6, 2005, Information Dissemination (ID) staff will be operating under a new internal policy, ID 73: "Harvesting Federal Digital Publications for GPO's Information Dissemination (ID) Programs." This policy governs both manual and automated harvesting of publications from Federal agency web sites for inclusion in the Federal Depository Library and National Bibliography Programs.

ID 73 is accessible from the FDLP Desktop, Information Dissemination Policies page at: [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/policies](http://www.access.gpo.gov/su_docs/fdlp/pubs/policies).

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## **ID 73 INFORMATION DISSEMINATION POLICY STATEMENT**

EFFECTIVE DATE: July 6, 2005

### **Subject: Harvesting Federal Digital Publications for GPO's Information Dissemination (ID) Programs**

This policy statement governs manual and automated harvesting of publications from Federal agency Web sites for GPO's Federal Depository Library and National Bibliography Programs, information dissemination programs administrated by the Managing Director, Information Dissemination (Superintendent of Documents).

### **Background**

The Government Printing Office (GPO) has been the Government's agent for providing public access to Government information for over a century. The mandates of Chapters 17, 19, and 41 of Title 44, United States Code establish GPO's responsibility for providing permanent public access and comprehensive indexing to tangible and digital Government publications.

GPO defines harvested content as digital content within the scope of dissemination programs that is gathered from Federal agency Web sites. Harvesting technologies are used by GPO to discover and capture publications that have not been cataloged by GPO but fall within the scope of the Federal Depository Library Program (FDLP) and the National Bibliography.

Guided by 44 U.S.C. §§1901-1903, GPO's FDLP and the National Bibliography are focused upon the final, published versions of agency publications, in this case, those that are published on the Web.

### **Policy**

GPO will acquire online publications for inclusion in the National Bibliography and the Federal Depository Library Program through manual and automated harvesting. GPO will use automated harvesting programs only with the publishing agency's advice and prior consent. Permission to manually harvest publications from agency publicly accessible Web sites will not be sought.

## **I. Advice and Consent from Publishing Agencies**

- A. The Superintendent of Documents will contact, in writing (e-mail), the agency's Chief Information Officer. The letter will:
  - Explain why GPO is harvesting agency Web sites;
  - Describe how the harvested files will be used;
  - Seek the agency's advice and consent for GPO to employ an automated harvesting application to their Web site; ID 73 Page 1 of 3
  - Seek the agency's advice for frequency and timing of harvests;
  - Convey to the agency that manual harvesting of individual publications that are on publicly available Web sites will be conducted if permission to use automated harvesting is denied;
  - Ask the agency to share with GPO a copy of any harvesting policies they have in place; and
  - Communicate that if, after 30 days, the target agency has not responded to the letter, the non-response will be considered consent to harvest.
- B. GPO will manually harvest individual publications that reside on publicly accessible Web sites.

## **II. Harvesting**

- A. GPO will follow security and industry best practices to ensure minimal impact on Federal agency (target) Web servers as automated and manual harvesting is employed.
- B. GPO will honor harvesting protocols established by the publishing agencies
  - a. Notices on Web sites
  - b. Robot exclusions
- C. Automated harvesting program will indicate that GPO is harvesting and contact information for the Acquisitions and Development Director will be included.
- D. Agency Web sites will be reharvested on a schedule determined by the Director, Acquisitions & Development and that is consistent with the advice of the publishing agency.
- E. Any automated tools or services used for harvesting by GPO must be approved by GPO's Office of the Chief Information Officer (OCIO).

## **III. Harvested Files**

- A. Among the metadata elements of harvested files will be language that indicates it is an authorized, captured, and archived file of the original.
- B. An automated or manually harvested publication may be determined to be out of scope at the time it is cataloged. If indicators such as "For Official Use Only" or "Restricted" appear on the publication, the agency will be contacted by Office of Bibliographic Services staff for verification of status.
- C. Out of scope files acquired via automated or manual harvesting will be deleted from GPO servers. The files will never have been accessible by the public through GPO.
- D. All harvested publications are subject to recall under ID 72, Withdrawal of Federal Information Products from GPO's Information Dissemination (ID) Programs.

## **Limitations**

This policy pertains to all U.S. Government information products and services subject to the jurisdiction of the Superintendent of Documents. However, the following limitations apply:

- GPO harvests from official Web sites, the originating agency or its business partner(s). An example of an agency business partner is the University of Albany, School of Criminal Justice, which hosts the Bureau of Justice Statistics' annual Sourcebook of Criminal Justice Statistics (<http://www.albany.edu/sourcebook/>).

- GPO also will manually harvest in-scope publications from unofficial sources, such as institutions creating digital access copies or non-Governmental Internet archives, when they are no longer available from official Government Web sites and GPO does not have an archived copy. GPO provides digital content with varying levels of authentication dependant upon provenance, chain of custody, and level of quality assurance in or type of output from a legacy digitization process. Publications harvested from unofficial sources are considered low-confidence access copies.

### **Application**

This policy applies to all appropriate elements of Information Dissemination. The Managing Director, Information Dissemination, Superintendent of Documents must authorize any exceptions to this policy. Exceptions will be documented in writing to the Acquisitions & Development staff.

### **Referenced Policies**

ID 72: Withdrawal of Federal Information Products from GPO's Information Dissemination (ID) Programs

Approved \_\_\_\_\_  
Managing Director, Information Dissemination  
(Superintendent of Documents)

## **GPO Releases Digitization Specification for Review and Comment**

GPO's Digitization Specification 3.0 is being distributed for review and comment. This specification, which is available at [http://www.gpoaccess.gov/legacy/FDsys\\_ccs\\_pecs.pdf](http://www.gpoaccess.gov/legacy/FDsys_ccs_pecs.pdf), will be used to support GPO's plan to convert legacy U.S. government documents into preservation masters that will subsequently be used to create derivative "access" files that support user requirements.

Version 3.0 is a result of multiple internal reviews and two focused external reviews by federal agencies and universities involved in preservation quality digitization.

The specification reflects proposed standards that were discussed at GPO's Meetings of Experts on Preservation, as well as the Digital Library Federation (DLF) and the National

Archives and Records Administration (NARA) recommended standards.

The specification will continue to evolve as technological advancements and digitization requirements occur in the digital imaging industry.

GPO currently has a digitization pilot tasked with validating the specification. Scanning of the legacy documents cannot begin until design validation testing and beta testing have been completed. Additional information on the legacy digitization project is available at <http://www.gpoaccess.gov/legacy/index.html>.

Comments should be sent to Judy Russell, [jrussell@gpo.gov](mailto:jrussell@gpo.gov), AND ALSO to Ted Priebe, [tpriebe@gpo.gov](mailto:tpriebe@gpo.gov), not later than Monday, August 8, 2005.



## Update for ALA, June 2005 Available Online

The most recent GPO Update was released at the American Library Association annual conference in Chicago on June 26, 2005. The complete text is available on the FDLP Desktop on GPO Access at [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/ala\\_update05.pdf](http://www.access.gpo.gov/su_docs/fdlp/pubs/ala_update05.pdf).

Topics include:

- Annual Item Selection Update Cycle Rescheduled
- Distribution and Other Statistics
- Follow-Up to Essential Titles Survey
- Revised Policy Statements
- Integrated Library System (ILS) Implementation
- Disaster Recovery

- Authentication and Version Control
- Future Digital System
- Information Dissemination Special Projects and Related Staffing
- Administrative Notes/Administrative Notes
- Technical Supplement
- LOCKSS
- Electronic Federal Depository Library Manual Under Development
- Web Discovery and Harvesting
- National Collection of U.S. Government Publications
- Holdings Symbols for Regional Depository Libraries
- Digitization of the Legacy Collection New and on the Horizon
- Depository Library of the Year Award
- Public-Private Partnership Opportunity in Publishing Services (Sales Program)

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