Administrative Notes

Newsletter of the Federal Depository Library Program

New Chief of Receiving and Verification Section Chosen: James Brevard

James M. Brevard has been selected as supervisor of the Receiving and Verification Section. Mr. Brevard has been with the Library Programs Service since 1980. He has worked in the stock control section, and most recently in the mailing area, where he assisted with the mailing of depository shipments to libraries.

Registration Open for Interagency Depository Seminar

There are still openings available for the Interagency Depository Seminar! New documents librarians and librarians returning to documents from another area of the library may wish to consider attending the 15th Annual Interagency Depository Seminar, which is being held in Washington, DC from May 29 through June 5, 2002. The weeklong seminar will consist of an overview of Federal information products and activities as they relate to Federal depository libraries. For the first time, registrants will participate in hands-on training for GPO Access. The seminar is being presented by many Federal agencies, including:

Bureau of the Census	STAT-USA
Copyright Office	Library of Congress
Office of the Federal Register	Patent and Trademark Office
National Library of Medicine	National Library of Education
National Transportation Library	National Agricultural Library
Consumer Product Safety Commission	U.S. Department of Housing and Urban Development

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered. It is aimed at documents staff with basic working experience in a depository. In the 14 years that it has been offered, the seminar has been very popular with the Federal documents community. As attendance is limited to 60, preference will be given to those who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A $22.00 registration fee is the only charge; it covers continental breakfast and other refreshments. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Participants are responsible for their transportation, food, and lodging expenses. A block of rooms at a rate of **$150 per night (plus tax)** has been reserved at the St. Gregory Hotel and Suites in Washington, DC. Reservations should be made no later than April 24, 2002, by calling 202-530-

3600 and mentioning the GPO Interagency Depository Seminar.

> **Please note: this is a change in the room rate as the Government Per Diem rate for Washington, DC has increased from $119 per night to $150 per night.**

Please contact the St. Gregory to confirm your room rate if you have already registered with them for the seminar.

Prospective attendees should complete the registration form and mail it, along with a check for $22.00 made out to "GPO Cafeteria Service" to the Library Programs Service as soon as possible. Because LPS has been experiencing mail delivery delays, please fax your registration to 202-512-1432, as well as mailing it with your check. If you do not receive an email response after 2 weeks, please email an inquiry to: < rhaun-mohamed@gpo.gov> . Librarians who are officially registered for the seminar will be notified first by e-mail immediately and then receive a packet by mail in mid-April 2002.

Registration Form
15th Annual Interagency Depository Seminar

Mail to: Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Fax: 202-512-1432

☐ I would like to attend the May 29-June 5, 2002 Interagency Depository Seminar.

☐ I need lodging and will contact the hotel directly.

☐ I have not previously attended this GPO-sponsored seminar.

☐ Enclosed is my check for $22.00 payable to "GPO Cafeteria Service."

Please type or print clearly:

_____
Depository #

_____
Name

_____
Institution Name

_____
Library Name

_____
Street Address

_____
City, State, Zip Code + 4

_____
Telephone (include area code)

_____
E-mail Address

Register Now for the Spring 2002 Depository Library Council Meeting!

Come to the Depository Library Council meeting, April 21 through April 24 in Mobile, Alabama, to:

 ➢ Find out if there will be a Virtual Depository Library in the future.

 ➢ See whether GPO will acquire an Integrated Library System (ILS).

 ➢ Determine whether future library inspections provide a more positive learning and training experience.

 ➢ Discover whether the self-study process will be a thing of the past.

 ➢ Ascertain whether there will there be a geographically separate backup for GPO Access.

Hands-on training classes will be given in conjunction with the Council meeting. The Census training class will take place on Tuesday, April 23, from 10-30-12:30. The all-day hands-on GPO Access class is scheduled for Wednesday, April 24, from 9:00-4:00.

Most important, you will be updated on other issues and find out what changes have been made since the Federal Depository Library Conference last October.

Council meetings are free and open to the public, but pre-registration is requested. Online registration is available at < http://www.access.gpo.gov/su_docs/fdlp/tools/counreg.html> , or you may fax or mail the form on the next page to Willie Thompson, as shown. Those registering by April 12, 2002, will have name badges prepared in advance and their names will appear on the list of attendees.

REGISTRATION FORM
SPRING 2002 DEPOSITORY LIBRARY COUNCIL MEETING

<u>E-Mail , FAX or Mail to:</u>

Mr. William Thompson
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401

Fax: (202) 512-1432

Email: wthompson@gpo.gov

[   ] Yes, I plan to attend the spring 2002 meeting of the Depository Library Council in Mobile, Alabama.

_____ Preferred "nickname" for your name badge.

Please type or print clearly:

Name_____

Institution _____

Library/Office_____

Address_____

City/State/Zip Code_____

Telephone (include area code) _____

E-mail Address _____

FAX_____

Special Needs _____

Emergency Contact Name _____

Emergency Contact Phone _____

DLC will seek to make accommodations for attendees with disabilities. Please specify needs when returning this registration. Further, if you have a medical condition, you may want to list someone to contact in case of an emergency.

Access and Federal Depository Libraries

[The following talking points were drawn up to facilitate discussion at the Council session scheduled for 3:30 p.m. on Tuesday, April 23.]

Recent events have had a dramatic impact on information dissemination policies at the Federal, state, and local government levels. Withdrawal of Federally published information has received a great deal of attention recently in the depository library community. However, free public access to information may also be adversely affected by policies implemented by depository libraries themselves. These policies also merit close scrutiny and discussion.

Free public access to Federal Government information is of paramount importance to the Library Programs Service. It is at the core of the Federal Depository Library Program, as mandated by Title 44, U.S. Code, Chapter 19. According to the *Instructions to Depository Libraries, July 2000,*

> Free access as defined by GPO means that any member of the general public can use Government information products in all media at the library without impediments. Providing free access by the general public to the resources of the documents collection, including electronic resources, is a fundamental obligation of all Federal depository libraries....

> Access policies, posting of signs, World Wide Web pages, and public service hours for depository patrons must conform to this requirement. Depository libraries must ensure that their security or access policies, or those of their parent bodies, do not hinder public access to depository materials.

Recent instances of impediments to patron access in depository libraries include:

- Service hours are limited, i.e., 9:00 a.m. – 5:00 p.m. weekdays only. Depository materials are located in locked rooms without access except during these hours.

- Government publications are located in closed stacks, and access is not provided because of limited public service hours, limited cataloging, and limited indexes.

- Government publications are placed in reserve areas, and identification is required for using the material, even in the library.

- Government publications are located in offsite storage facilities, but the material is not cataloged or available for browsing, or retrieval time is longer than 24 hours.

- Age limitations are imposed for library patrons. Most commonly, children under the age of 16 cannot use the library unless accompanied by an adult or other responsible individual.

- Age limitations are imposed for computer terminal use. Again, these limitations are most commonly applied to children under the age of 16.

- Internet access is limited. Filtering software is employed, or access is restricted to .mil or .gov sites, with other sites added at the discretion of the library.

- Identification is required for computer users.

New policies are not needed to address these issues, which are covered under existing policies:

Guidelines for the Federal Depository Library Program
> < http://www.access.gpo.gov/su_docs/ fdlp/pubs/fdlm/guidelin.html>

Instructions to Depository Libraries, July 2000
> < http://www.access.gpo.gov/su_docs/ fdlp/pubs/instructions/index.html>

FDLP Internet Use Policy Guidelines
> < http://www.access.gpo.gov/su_docs/ fdlp/mgt/iupolicy.html>

Depository Library Public Service Guidelines for Government Information in Electronic Formats
> < http://www.access.gpo.gov/su_docs/ fdlp/mgt/pseguide.html>

Managing the FDLP Electronic Collection: A Policy and Planning Document
> < http://www.access.gpo.gov/su_docs/ fdlp/pubs/ecplan.html>

Steps that libraries can take to check their own "Access Issues" include:

- Checking the library for signs that may have a "chilling" effect on public patrons, i.e., "Private," "Not open to the general public," "Open only to authorized persons," "College ID required for admittance."

- Reviewing the library's policies and procedures, especially those dealing with age, material placed on reserve, and computer access.

- Searching the library's or parent institution's web pages for limiting policies that depository staff may not know have been developed, implemented, and posted for users to see.

- Taking a fresh look at where the depository operation is situated: is it visible or is it hidden away in a basement?

- For integrated collections, reviewing the cross-training of staff in other departments. Is the reference staff trained to identify depository resources that are relevant to patron requests, even if the patron has not specifically requested U.S. Government information?

- Reviewing hours of operation and service for adverse impact on public access. Have there been reference and support staff hour cuts, essentially preventing anyone with a traditional working schedule from accessing the depository material?

- Verifying whether identification is required to use depository resources, in either tangible or online formats.

Preliminary Agenda
Spring Council Meeting
April 20-24, 2002
Mobile, Alabama

Sunday, April 21

4:00 -   New Attendees Orientation
5:00

6:00   Informal pre-dinner get-together to network by food preference

7:00 -   Council Working Session (open to all)
10:00

Monday, April 22

8:00   Coffee with Council & GPO staff

8:30   Welcome and Remarks
- Spencer Watts, Library Director, Mobile Public Library
- Robin Haun-Mohamed, Chief, Depository Services, LPS
- Andrea Sevetson, Council Chair
- Honorable Michael F. DiMario, Public Printer

9:30   GPO Update
- Francis J. Buckley, Jr., Superintendent of Documents

10:00   Break

10:20   GPO Update Continued
- Gil Baldwin, Director, Library Programs Service (LPS)
- T.C. Evans, Director, Office of Electronic Information Dissemination Services (EIDS)

11:00   GPO Information Exchange
- Council and Audience, Q&A

11:45   Depository Library Council Working Session (open to all)

12:00   Lunch

2:00   Depository Library Council Working Session (open to all)

2:00   New Documents Librarians (Informal Q & A session on depository issues with LPS staff)
- Thomas A. Downing, Chief, Cataloging Branch, LPS
- Betty M. Jones, Chief, Depository Administration Branch, LPS
- James Mauldin, Chief, Depository Distribution Division, LPS
- Robin Haun-Mohamed, Chief, Depository Services Staff, LPS

2:00   GPO Access Open Forum

3:15   Break

3:15   Depository Library Council Working Session (open to all)

3:30   Effective Searching Strategies for the Catalog of Government Publications (CGP)
- Thomas A. Downing, LPS

3:30   GPO Access Open Forum

5:00   Adjourn

Tuesday, April 23

8:00   Coffee with Council & GPO staff

8:30   Council Plenary Session:
Value of Participating in the FDLP: How Depository Coordinators Can Effectively Convey this Message to Library Administration (a response to Recommendation #5, Fall 2001)
- Barbara Ford, Assistant Commissioner, Chicago Public Library
- Speaker TBA

9:15   Web Documents Digital Archive Pilot Project
- George Barnum, Manager, Electronic Collection, LPS

10:00   Break

10:30   Depository Library Council Working Session (open to all)

10:30   USGS and Nuclear Regulatory Commission (Information dissemination policies in light of changes since September 11, 2001)
- Tom Smith, Nuclear Regulatory Commission
- Hedy Rossmeissl, U.S. Geological Survey

10:30   TBA

12:00   Lunch

2:00   Depository Library Council Working Session (open to all)

2:00   Discussion Session: Inspections & Addition of Peer Experts to Accompany Inspectors for On-Site Library Inspections (response to Council Recommendation #6, Fall 2001)
- Robin Haun-Mohamed, LPS

2:00   Electronic Competencies: Education and GODORT Standards
- Richard Gause, University of Central Florida
- Jan Swanbeck, University of Florida
- Amy West, University of Minnesota

3:15   Break

3:30   Depository Library Council Working Session (open to all)

3:30   Discussion Session: Access & Issues in Federal Depository Libraries: Current Trends & Problems
- Bonnie Trivizas, Chief, Library Division, LPS
- Robin Haun-Mohamed, LPS

3:30   Bibliographic Instruction, Government Documents & You: How to Incorporate Documents Into Your Library Instruction
- Kirsten Clark, St. John's University
- Mary Sue Lovett, St. Olaf College

5:00   Adjourn

7:00   Council Working Session (open to all)

Wednesday, April 24

8:00   Coffee with Council & GPO staff

8:30   Depository Library Council Working Session (open to all)

8:30   Regional Librarians Meeting
- Speakers TBA

8:30   URLS and PURLs in Online Public Access Catalogs & Web Pages
- Christopher Brown, University of Denver
- Larry Romans, Vanderbilt University

10:00   Break

10:30   Depository Library Council Working Session (open to all)

10:30   Regional Librarians Meeting

10:30   Using Online Processing Tools
- John Stevenson, University of Delaware

12:00   Lunch

1:00   Council Plenary Session
             Wrap-Up & Recommendations

2:30   Council Adjourns

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Item Selection Rate Averages by Size and Type of Library, January 2002

LIBRARY TYPE	TOTAL	AVERAGE ITEM SELECTION % BY LIBRARY SIZE															
		< 100K		100K-250K		250K-500K		500K-1M		1M-3M		3M-5M		5M-10M		> 10M	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Comm. College	63	29	14	26	15	5	23	1	27	0	0	0	0	2	12	0	0
Academic	660	24	19	101	19	124	27	142	36	182	56	45	70	33	73	10	81
Law	154	6	13	15	10	86	12	38	15	6	16	2	28	1	12	0	0
Fed. Agency	43	12	8	9	13	10	22	5	12	4	19	1	30	1	16	1	94
Fed. Court	14	3	4	7	5	2	8	1	5	1	5	0	0	0	0	0	0
Public	252	16	11	60	15	56	18	40	26	48	40	14	50	6	48	12	56
Serv. Acad.	4	0	0	1	17	0	0	2	28	1	26	0	0	0	0	0	0
State Court	36	11	4	14	6	8	13	2	5	0	0	0	0	0	0	1	15
State Lib.	44	6	18	6	23	5	16	5	24	15	72	4	84	2	100	1	100
Special	23	5	4	8	10	5	14	2	5	2	6	1	100	0	0	0	0
TOTAL	1293																

Figures under the pound sign (#) represent the number of libraries of the designated size and type responding to the 2001 Biennial Survey. Figures under the percentage sign (%) denote the average percentage of items available for selection that are actually selected by the libraries. Size designations are based on the number of cataloged and uncataloged materials in the library system.

All formats and all collections, depository and non-depository, under the purview of the depository's library director are included. Data for library size and item selection percentage were derived from Questions 2 and 3 respectively of the 2001 Biennial Survey of Depository Libraries, from 1293 responding depository libraries.

Library Size
(cataloged and uncataloged library items)

(In column headings, K = thousand; M = million

< 100,000
100,000 - 250,000
250,001 - 500,000
500,001 - 1,000,000
1,000,001 - 3,000,000
3,000,001 - 5,000,000
5,000,001 - 10,000,000
> 10,000,000

Library Type

Comm. Coll.	Academic - Community/2 Year College Library
Academic	Academic General Library - 4 year institution of higher learning (not law library)
Law	Academic Law Library
Fed. Agen.	Federal Agency Library
Fed. Court	Federal Court Library
Public	Public Library
Serv. Acad.	Service Academy Library
State Court	State Court Library
State Lib.	State Library
Special	Special Library

FDLP Guidelines for Determining Superseded Materials

[Revision of preliminary pages of the 1996 Superseded List]

Background

Once part of the Superseded List, these criteria for determining superseded materials were established to assist librarians at Federal depository libraries with decisions regarding the disposition of superseded materials under provisions of Title 44, United States Code, §1911 and in accordance with the Instructions to Depository Libraries. The criteria are useful in identifying obsolete, dated or ephemeral documents for removal from shelves, map cases, and microfiche and CD-ROM storage cabinets. Materials that meet these criteria may be discarded prior to the normal 5-year statutory retention period, without submitting them on a weeding list for Regional depository approval.

Discussion

All depository librarians should note that these guidelines do not require that materials be discarded. Do not dispose of any material that might be vital to the collection or of use to library patrons. In fact, practices or services that have evolved in your library may require that you retain, rather than remove, material from the collection. Depository librarians should carefully consider the particular needs and collection development policies at their libraries before discarding any material. When keeping superseded materials, it is important to permanently mark them as "superseded" or "not current" because misinformation can be transmitted with outdated publications.

Regional Depository Libraries

Regional depository librarians agree that some superseded materials should be retained for long term public access. These items are identified by an "R." These items were designated by a consensus agreement of the Regionals, not by legal requirement of 44 U.S.C. §1911 and therefore they may change over time.

Supersession Criteria

The following may be considered superseded and disposed of by all libraries according to Chapter 4, Maintenance, in the Instructions to Depository Libraries:

1. Separates, slip opinions, slip laws, advance or preliminary reports only upon receipt of the bound volumes or cumulated issues or products

2. Reprints, provided the library has received the original edition

3. Publications upon receipt of a revised edition or an edition that states it supersedes. If a later edition is distributed through the Federal Depository Library Program or is otherwise available to the library, the superseded edition can be discarded by the library, even though that library has since deselected the item number and does not possess the new edition.

4. Pages from loose-leaf publications that are replaced by new pages

5. Transmittals, corrections, changes, errata, etc., to a basic text or manual that the depository has yet to receive, are considered superseded and can be discarded after being retained for one year

6. Lists and indexes of publications of various agencies upon receipt of complete new editions. Small spot-lists, such as publication announcements, may be discarded 90 days after receipt

7. Annual or biennial publications that merely revise information and bring it up to date, such as Index of Specifications and Standards, Light Lists, etc., upon receipt of a new issue. This permission does not apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time

8. Materials that have an effective expiration date, unless otherwise covered, may be discarded after expiration of the event. These items include, but are not limited to, press releases; dated posters; calendars; announcements of seminars, workshops, meetings, or events; announcements of products or publications; and grant applications

9. Materials that have been superseded by online versions

A Note About EL Only Materials

Publications in a given item number that have migrated to electronic format only (EL) status are guaranteed permanent public access. Therefore, if a library has a tangible title that is superseded by an online publication, the tangible version in the collection may be withdrawn according to established practice.

A Note About CD-ROMs (or DVDs)

Some agencies make CD-ROMs available to depository libraries that are compilations of publications. While some titles on the CD may be superseded, this may not be true for all the titles contained on the disc. Additionally the disc may contain monographs that are not superseded. Librarians should exercise caution when determining the retention status of these CDs.

Corrected Copies

When a library receives a corrected copy of a document, it replaces a publication previously distributed through the FDLP. The publication that was initially distributed should be removed from the collection and disposed of accordingly. This is done in order to prevent misinformation from being disseminated to the public. These copies are identifiable by the /CORR at the end of the Superintendent of Documents classification number.

Related Resources

- Documents Data Miner http://govdoc.wichita.edu/ddm

- FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html

- Instructions to Depository Libraries http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html

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

[These Guidelines are on GPO Access at < http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html> .

Upcoming LPS Events 2002

Spring Council Meeting
    April 21–24   *Mobile, AL*

Interagency Depository Seminar
    May 29-June 5   *Washington, DC*

Federal Depository Conference/
Fall Council Meeting
    Oct. 20–23   *Arlington, VA*

Checklist for Updating Your Depository Library Directory Entry

To keep your library's entry in the online Depository Library Directory current, it's important to review it periodically, and easy to make changes online, at < http://www. gpo.gov/su_docs/fdlp/tools/ldirect.html> .

The online directory is updated monthly. Changes received by mid-February are incorporated in the annual printed edition. LPS expects to distribute the 2002 paper edition in April.

Checklist

- Library address
- Director's name
- Depository librarian's name
- Phone numbers
- Fax number
- Email address
- URL for Documents
- Congressional district

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