



Administrative Notes

Newsletter of the Federal Depository Library Program

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Superintendent of Documents Invites Depository Library Directors to ALA- GODORT Lunch Meeting

June 7, 2004

Dear Depository Library Director:

I would like to invite you, as a director of a Federal Depository Library, to join me for a special meeting of depository library directors at the annual conference of the American Library Association in Orlando, Florida, later this month. ALA's Government Documents Roundtable has kindly allotted time for a discussion of the future of the Federal Depository Library Program (FDLP) on Sunday, June 27, from 11:30 a.m.-1:30 p.m., at the Renaissance Orlando Resort, in Ballroom C. (The room will be open at 11:30 a.m. and the meeting will convene at 12 noon, so please bring a brown bag lunch and join us.) Your depository services coordinator and other staff members involved with Federal government documents are welcome to accompany you or your designated senior staff member.

I will speak briefly and then use the remainder of the time to answer your questions and listen to your concerns and recommendations. We especially welcome your advice as a depository library director during this time of transformation into an increasingly electronic FDLP.

This meeting continues an experiment begun at the recent Depository Library Council meeting in St. Louis, where I had an opportunity to exchange views directly with about 40 directors of depository libraries on the important issues now confronting the program. Afterwards several of them expressed to me the value of hearing first hand about the changes that are occurring and having the opportunity to provide their advice. Discussion will center on the issues brought out in Public Printer Bruce James' recent paper, *Keeping America Informed in the 21st Century: A First Look at the GPO Strategic Planning Process — "A Work in Progress"*, available at http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/04spc.html.

In addition, GPO staff will be displaying U.S. Government information resources and services at the GPO Booth (#1269). It would be valuable for your reference and public service staff to visit the booth, even if they are not government documents specialists. In case you are interested and are not already aware of them, I am enclosing a list of publications [see below] and other information sources that address some of the current FDLP issues.

Please join us as we continue to map out the path for the Federal Depository Library of the future. I look forward to talking with you in Orlando.

Sincerely,

JUDITH C. RUSSELL
Superintendent of Documents



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED

Recommended Reading

June 2004

As you know, the Government Printing Office (GPO) is working with the federal depository library community on several new initiatives involving access to and preservation of print and digital Federal Government documents. We are also planning for the future of the Sales Program. These initiatives are part of the overall agency strategic planning effort.

The documents listed below will help you understand some of the major initiatives that are going on in the Superintendent of Documents organization and throughout GPO.

Shared Repositories. GPO is encouraging the movement toward shared repositories, or shared housing agreements, that allow libraries to eliminate some of the redundancy among their collections. Though still in the early stages, these initiatives are very important since they assure active preservation of the government documents collections in Federal depository libraries by moving toward a smaller number of comprehensive sets of tangible publications that can be more readily preserved. GPO contracted with Center for Research Libraries (CRL) for the development of a Decision Framework for Federal Document Repositories that can be used to evaluate the level of assurance provided by such repositories based on their physical characteristics, resources, governance and other factors. The discussion draft is available at: http://www.access.gpo.gov/su_docs/fdlp/pubs/decisionmatrix.pdf

Collection of Last Resort. GPO has developed a draft plan for a collection of last resort - a secure "dark archive" that will become, overtime, a comprehensive collection of tangible and electronic titles that will backstop the regional library collections and future shared repositories. In reviewing other initiatives, like JSTOR, it has become clear that multiple "light archives" are not sufficient to protect these assets. The highest level of assurance comes from a collection of last resort that - as the name implies - is not used unless all other resources have failed. Through this collection, GPO will support permanent public access to U.S. Government publications in all formats. The Collection will include preservation copies of tangible titles as well as preservation and access copies of digital objects. The draft plan is updated with comments received to date: <http://www.gpoaccess.gov/about/reports/clr0604draft.pdf>.

Managing the FDLP Electronic Collection: A Policy and Planning Document

GPO's plans for the preservation and access to digital information via the Federal Depository Library Program (FDLP) are articulated in Managing the FDLP Electronic Collection, 2nd Edition, June 2004, available at: <http://www.gpoaccess.gov/about/reports/ecplan2004rev1.pdf>.

This new edition incorporates advances in the theory, technology, and practice of managing digital collections. The FDLP Electronic Collection (EC) consists of preservation copies in dark archives and access copies maintained by GPO or its partners in light archives for the convenience of reference. Comments are invited on this draft plan, and can be emailed to Judy Russell at: jrussell@gpo.gov.

GPO is currently reviewing its FDLP procedures to identify areas in its Instructions to Depository Libraries needing updating or revision to reflect the impact of an electronic FDLP on their operations.

The National Bibliography of U.S. Government Publications: Initial Planning Statement

GPO's National Bibliography of U.S. Government Publications will be a comprehensive catalog containing descriptions and locations of U.S. Government unclassified publications in all formats. GPO's initial planning statement on the National Bibliography is available at:

<http://www.gpoaccess.gov/about/reports/natbib0604.pdf>.

Comments are invited on this plan, and may be emailed to Gil Baldwin at: ebaldwin@gpo.gov.

Digitization of the Legacy Government Documents Collection. GPO has made a commitment to collaborate with the library community to digitize the entire legacy collection of U.S. government documents - an estimated 2.2 million print publications totaling approximately 60 million pages - in order to make sure that those documents are available, in the public domain, for permanent public access. The intent is to make sure that the entire collection is digitized for preservation purposes, with a variety of access files derived from the digital preservation masters.

In March GPO hosted a meeting of experts on preservation digitization to discuss current specifications for the creation of digital preservation masters. The report on that meeting includes a proposed set of minimum specifications for digitizing documents from the legacy collection. The report is available at <http://www.gpoaccess.gov/about/reports/preservation.html>.

Strategic Planning. At the Depository Library Council meeting, the Public Printer presented "Keeping America Informed in the 21st Century: A First Look at the GPO Strategic Planning Process." That presentation has been revised based on input received during the discussion at the Council meeting, and the revised remarks are available at:

http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/James.DLC.04192004.revised.pdf. You should note that the title has been amended to include the phrase "A Work in Progress" to reflect the fact that the document will continue to evolve as GPO receives comments from its library partners and other stakeholders.

Future of the GPO Sales Program. In March GPO convened a meeting of representatives from the library community, federal agency publishers and the information industry to discuss the future of the GPO Sales Program. The basic objective of this meeting was to get advice and feedback on how to build a sustainable economic model for the GPO Sales Program that will generate \$30 to \$50 million in additional revenue for GPO annually. The model must be one that is acceptable to publishing agencies, complements free public access to government information through the Federal Depository Library Program (FDLP), and avoids inappropriate competition with commercial publishing. The report on the meeting is available at: <http://www.gpoaccess.gov/about/reports/econmodel.html>

Recent Congressional Testimony: On April 28th, the Public Printer, Bruce R. James, testified before Congress at two hearings. The links below provide the full text of his written statements.

From Public Printer's Office -- STATEMENT BEFORE THE COMMITTEE ON HOUSE ADMINISTRATION ON THE TRANSFORMATION OF THE U.S. GPO TO MEET THE DEMANDS OF THE 21ST CENTURY: <http://www.gpoaccess.gov/cr/testimony/oversight.pdf>

"There are few posts in the Government and few Federal agencies that have stood the test of time as well as that of the Public Printer and the GPO. My objective is to uphold the tradition of the office while providing the leadership required to guide the GPO into a new era, to ensure that

it remains as relevant and necessary to the information needs of Congress, Federal agencies, and the public in the 21st century as it was for the first 140 years of its existence."

From Public Printer's Office -- STATEMENT BEFORE THE SUBCOMMITTEE ON LEGISLATIVE APPROPRIATIONS ON THE APPROPRIATIONS REQUEST OF THE U.S. GPO FOR FY 2005:
http://www.gpoaccess.gov/cr/testimony/4_28_04.pdf

"I'm pleased to report that 2003 was an extraordinarily eventful and productive year for the GPO. With funding from the Legislative Branch Appropriations Act for 2004 and the approval of the Joint Committee on Printing, we conducted a highly successful voluntary separation incentive program that allowed us to reduce our workforce level by more than 300 positions, or 10%, yielding annual savings of \$21.7 million. Together with our efforts to shutter GPO's failing retail bookstores, which will generate savings of \$1.5 million in the first year, and the other steps we have taken to better manage our operations, our finances are being restored to a positive basis."

The General Accounting Office (GAO) -- STATEMENT BEFORE THE COMMITTEE ON HOUSE ADMINISTRATION ON THE TRANSFORMATION OF THE U.S. GPO TO MEET THE DEMANDS OF THE 21ST CENTURY: Statement of Linda D. Koontz, director, information management, entitled: Government Printing Office: Technological Changes Create Transformation Opportunities. It is available at: <http://www.gao.gov/cgi-bin/getrpt?GAO-04-729T>. Highlights are available at <http://www.gao.gov/highlights/d04729thigh.pdf>.

Recent Speeches of the Superintendent of Documents. Speeches from the spring Depository Library Council Meeting and the IS&T Archiving Conference are available at: <http://www.gpoaccess.gov/about/speeches/index.html>. Other speeches will be linked from this page from time to time.

FAA's "Fuchsia Book" Released

FAA Future Telecommunications Plan, or "Fuchsia Book", April 2003 (TD 4.83:2003, item 0431-C-60) was distributed to depository libraries in error on shipping list 2004-0011-S dated December 1, 2004. The document was intended for "Official Use Only".

A note on the shipping list and a December 4, 2003 posting to FDLP-L requested that libraries set the volume aside in a secure place without processing until further notice as the agency was considering recalling the publication. The Federal Aviation Administration (FAA) conveyed to GPO that they determined the document could be released for processing and general circulation.

Depository libraries are now permitted to process the Fuchsia Book into their collections and make it available to the public. GPO apologizes for any inconvenience this has caused.

If you have any questions about this or other depository-related matters, please submit them through the "Ask a Question" feature of GPO's online help service at: <http://www.gpoaccess.gov/help/index.html>.

Thank you for your continued support of the Federal Depository Library Program.

GPO Provides Training To Library Community

More than 50 Federal Depository Library Program (FDLP) librarians from around the country recently gathered at the Nation's Capital to take part in a professional development program hosted by the Government Printing Office (GPO). "The Annual Interagency Depository Seminar is a unique opportunity for new depository librarians to acquire up-to-the-minute information, as well as discuss and exchange ideas with GPO's staff, Federal agency representatives and colleagues," said Judy Russell, Superintendent of Documents and Managing Director of GPO's Information Dissemination. "Providing professional development opportunities to the library community is one of the GPO's most important roles and one that we have been proud to provide for the last 17 years through this seminar."

The June 2-9, 2004 seminar provided representatives from public, state, federal and academic libraries with an overview of information products and activities of numerous Federal Agencies as they relate to Federal depository libraries. This year's participating agencies included the U.S. Census Bureau, Office of the Federal Register, Federal Trade Commission, U.S. Geological Survey, Department of Transportation's National Transportation Library, U.S. Patent and Trademark Office, U.S. Copyright Office, Social Security Administration, Bureau of Labor Statistics, Defense Technical Information Center and STAT-USA, a database of economic and trade statistics produced by the U.S. Department of Commerce. Seminar participants were also invited to tour the GPO, Library of Congress Jefferson Library, the U.S. Patent and Trademark Office and U.S. Copyright Office.

Interagency Depository Seminar Participants, with Public Printer Bruce James (2nd row, right of center)



Science.gov 2.0 Launched

[Text provided by Department of Energy.]

Interagency science portal delivers significant advance in government information retrieval

Science.gov (www.science.gov/), the public's "go to" Web portal for the vast stores of Federal science information, has made searching for information easier for the user. At a roll-out on May 11, Secretary of Energy Spencer Abraham launched the new search version of Science.gov which includes ranking the relevance of results to the users' question.

While retaining the content and advances originally unveiled in December 2002, Science.gov 2.0 will search its 47 million pages of government R&D results and present the results to patrons in *relevancy-ranked* order. This new technology sorts through the government's reservoirs of research and rapidly returns information in an order more likely to meet patrons' needs.

The Web portal is made possible through a collaboration of 12 major science agencies forming a coalition called the Science.gov Alliance.

The Department of Energy, which hosts the site through its Office of Scientific and Technical Information, funded the R&D of a new relevancy-ranking technology by a company called Deep Web Technologies. The technology was applied to meta-searches in the deep Web where traditional search engines cannot go.

Secretary of Energy Spencer Abraham on May 11 **launched** Science.gov 2.0, considered the next major step in government science information retrieval. Secretary

Abraham had strong praise for the Alliance members.

"These agencies together have combined innovative technology, forward thinking and hard work to build an invaluable science resource," Secretary Abraham said. "From the most current information on new technologies, to historical research results, to the most promising medical advancements, Science.gov connects citizens to the world of science."

According to Eleanor Frierson, co-chair of the Science.gov Alliance and Deputy Director of the National Agricultural Library, the Version 2.0 advance is one of many yet to come for the government's FirstGov for science.

"The Science.gov team is already working on Science.gov 3.0, expected in 2005," said Frierson. "We plan to continue collaborating across agencies to further ease public access to science and technology information."

The Science.gov Web portal – considered the one-stop gateway to reliable Federal science and technology information – has grown to provide its unique search capability to 30 databases and 1,700 Web sites. The information at Science.gov is free. No registration is required.

Science.gov allows users to search for information based on subject, rather than by the agency sponsoring it. Visitors to the Web site can access information on an array of science disciplines.

Science.gov is made possible through the collaboration of the Departments of

Agriculture, Commerce, Defense, Education, Energy, Health and Human Services and Interior, as well as the Environmental Protection Agency, the Government Printing Office, the National Aeronautics and Space Administration, and the National Science Foundation, with support from the National Archives and Records Administration.

Secretary Abraham, Dr. Raymond L. Orbach, Director of DOE's Office of Science, and Dr. Walter Warnick, Director of OSTI, spoke at the ceremonial event. On hand were

Science.gov Alliance co-chairs Frierson and Tom Lahr, Deputy Chief, Biologic Informatics Program, US Geological Survey.

Also in attendance were Bruce James, Public Printer of the United States, Government Printing Office and Dr. Rodney Brown, Deputy Under Secretary of Research, Education and Economics at the United States Department of Agriculture.

About 100 people attended the ceremony held at the Forrestal Building in Washington, DC.

GPO Working with Science.gov To Add Content

GPO's current Federal Register and Code of Federal Regulations databases are in the process of being added to a proposed new "Regulations and Laws" section on Science.gov. The estimated time of completion for this is the last week in June.

The GPO Science.gov committee representatives are continuing to investigate new and innovative ways for GPO to participate in the Science.gov Alliance. In order to publicize both Science.gov and GPO products, GPO displays Science.gov flyers and a booth graphic at the GPO booth at library association meetings.

GPO currently serves on most of the Science.gov standing committees. The following is a list of the committees and the GPO representatives.

Science.gov Alliance Principal:
Ric Davis

Content Management: Lisa LaPlant
and Karen Sieger

Promotions: Jeffrey Turner and
Jim Cameron

Science.gov 3.0 Technical: Lisa LaPlant

Summary, Depository Library Council Meeting April 18 – 21, 2004 - St. Louis, MO

Council commends GPO for embarking on a strategic planning process as initially described in the Public Printer's presentation *Keeping America Informed in the 21st Century*. In addition to its implications for GPO, this process affects depository library partners and the public's continued no-fee access to government information.

As it moves forward in the strategic planning process, GPO should also consider the following:

- **Standards**

The best practices as articulated in the meeting of experts on digitization are an excellent beginning. A similar meeting on metadata, including MARC cataloging, will continue the process of developing GPO standards. As this proceeds, DLC urges GPO to consider web capture, delivery and preservation requirements as well (see Recommendation number 7).
- **Technology**

The Council strongly supports GPO's efforts to upgrade its technical infrastructure. GPO should continue to seek best practices, new technologies and state-of-the-art hardware and software for gathering, authenticating, disseminating, storing, and preserving no-fee permanent public access to Federal Government information.
- **Fully digital FDLP**

As it develops a comprehensive digital collection, GPO should pay particular attention to "born digital" federal information (See Recommendation number 6). Council wholeheartedly supports GPO's efforts to partner with libraries of all sizes and types to realize a fully digital FDLP. Partner opportunities could include:

 - supplying cataloging and other metadata for digital and tangible information sources (See Recommendation number 3)
 - digitizing partner materials (as envisioned in the Collection of Last Resort document) (See Recommendation number 7)
 - providing real-time reference for government information (See Recommendation number 8)
 - hosting topical listservs to foster communication (See Recommendation number 2)
 - developing customized portals for various sizes and types of libraries.
- **Agency Service**

GPO's enhanced services to its Federal agency customers should ameliorate the fugitive document problem while providing opportunities to more readily capture "born-digital" and paper publications.
- **Training**

GPO should be mindful that just as its own employees need training, so do government information specialists. (See Recommendation number 1).

Recommendations of the Depository Library Council

April 18 - 21, 2004 - St. Louis, MO

RECOMMENDATIONS

1. Training Recommendations to GPO from the Depository Library Council

A. Establish Core Competencies for Government Information Specialists (long term goal)

Council recommends that GPO assemble a training taskforce with representatives from the various library associations, library schools, Federal agencies and GPO to identify the basic core competencies that any government information specialist should possess. This taskforce should also examine what rewards would entice government information specialist and their institutions to attend a basic training session.

Rationale: No one entity (GPO) can provide all the training for government information specialists due to significant geographic and budgetary limitations. Training is a mission that can and should be shared by all interested parties. GPO, acting as coordinator of training, should identify a list of basic core competencies agreed to by all parties since most of the training will be decentralized. This standardized set of competencies will keep the education level provided consistent and will drive the curriculum development choices in the future. Some of the core competencies identified by the Council are listed below:

- Knowledge of how to manage the legacy collection
- Knowledge of how to perform community demographic analysis and the development of user needs surveys
- Knowledge of tools and procedures for evaluating depository library services
- Knowledge of GPO's true polices that might hopefully debunk many of the myths
- Knowledge of document processing requirements
- Knowledge of the technical competencies required of a government information specialist.
- Knowledge of copy cataloging for both online and print government documents
- Knowledge of tangible and Web-based government information resources required to facilitate discovery and access

GPO, as chief coordinator of training, might also be able to create a clearinghouse of training materials that currently exist and have been developed by several of the library associations, Federal agencies and library schools. As coordinator, GPO might be able to save on the redundancy of training efforts.

The Council wants training to be attractive to depository libraries but fears that the creation of a mandated certification requirement for training

might be detrimental to the FDLP. A mandated certification might be looked at as a carrot for some institutions but it might be considered onerous and another reason to leave the depository program for others. The committee might look at some of the following carrots for training government information specialists.

- Awarding basic training certificates, but not required to be part of the FDLP
- Providing the basic training at minimal costs to government information specialists by providing the instruction through the web, teleconferencing, field representative, etc...
- Awarding continuing education credits to those who attend any officially sanctioned government information specialist training session whether it is delivered at a Local, State or National library association meeting, through a Federal agency or through GPO itself.

B. Pilot Projects on Training

Council recommends that GPO, in partnership with Federal agencies and interested depository libraries, create pilot training projects using many different mediums to reach as many people as possible. Each pilot project should also be required to establish a list of “best practices” in the delivery of that type of instruction format. Council feels that these projects can be implemented right now. For example, the Bureau of the Census performed a LandView VI pic-tel training session for one of the Depository Library Council members on February 5, 2004.

Rationale: There is no need to wait for the long-term development of core competencies in order to explore and take advantage of the many different technological and cost effective modes of delivering training. Exploration of a wide variety of training mediums will also enable GPO to reach out to those depository libraries that don’t have large enough budgets to send their specialists for training. A few mediums are identified below:

- Web-based training including CHAT
- Teleconferencing
- Using Microsoft Netmeeting for hands on computer training
- Face to face training provided by the field consultants
- Training at State and National Library Association Meetings
- Use of video streaming.

C. Regional Consultants Identify and Report to GPO the Training Needs of Libraries in their Regions.

Council recommends that one high priority of Regional Consultants is to identify and regularly disseminate to GPO the training needs of the depository libraries in their region.

Rationale: Requiring the Regional Consultants to provide regular feedback to GPO on the training needs of their depository libraries will enable GPO to filter those needs to all of its training partners. This feedback will help the training partners develop more relevant and practical curricula.

Appendix 1 Training task force time line

Timeline	Project
Immediate implementation	Training Pilot Projects
2 months out	GPO select representatives to serve on the training/certification task force
12 months out	Task force identifies the core competencies for the professional and paraprofessional government information specialist.
18 months out	Task force determines the positive and negative impact certificates and continuing education will have on depository libraries.
24 months out	If certificates & continuing education are viable, then the task force will develop accreditation standards for assessment of various certificates.
2.5 years out	Implementation of the accreditation process
3 years out	Get feedback from the Regional Consultants and the pilot projects to determine the feasibility of offering similar training programs to non-FDLP libraries for free or on a cost recovery basis, depending on market demand.
3.5 years out	If feasible, begin to offer training to non-FDLP libraries for free or on a cost-recovery basis.

2. Improving communication between GPO staff and the Depository Community on cataloging and other issues

Council recommends that GPO proactively consult and communicate with the depository library community on cataloging policies and priorities, possibly through a listserv or blog dedicated to GPO cataloging issues. This model could be expanded to other areas such as the digitizing projects.

As libraries continue to load GPO cataloging records into their online catalogs, it becomes critical that GPO understand the uses to which their cataloging is being put, the implications of rule application, and of seemingly small changes in procedure. Further, as GPO implements its Integrated Library System (ILS), close communication with depository librarians and catalogers, who have years of ILS experience, may ease the transition. As titles migrate to the

Internet, and as standards evolve for the cataloging of these titles, it's important to have a mechanism for communication and feedback between depository libraries and GPO.

A GPO hosted listserv or announcement service, similar to FDLP-L, could be useful for communication in both directions. GPO could announce upcoming projects and rule interpretations, send reminders of current practice, and ask for feedback from the community. Because responsibility for cataloging U.S. materials varies among depository libraries, sometimes falling under cataloging departments, sometimes under government information departments, it is desirable that a separate cataloging list be developed.

3. National Bibliography

Council recommends that GPO use the best available bibliographic information from The Monthly Catalog and the GPO Shelf list and other bibliographic sources as the basis for pre-1976 bibliographic records in the National Bibliography. Care should be taken to note which materials were distributed via the Federal Depository Library Program. The possibility of posting holdings for regionals to either OCLC or to the GPO National Bibliography should be explored. Council further recommends that GPO explore partnering opportunities with depository libraries and other cataloging consortia to more quickly catalog pre-1976 materials.

4. Procedure for libraries leaving the program

Procedure for Selective Depository Libraries Wishing to Leave the Program

The Depository Library Council recommends that GPO establish a procedure for libraries wishing to leave the program. An earlier recommendation (Spring 2001) was never fully acted upon.

Since the Regional Conference did not address standardized procedures for the termination of depository status and libraries continue to leave the program, DLC suggests implementation of guidelines based on the following:

Depository Termination Guidelines For Kansas Selectives

A. Authorization

- *Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on 1) Instructions to Depository Libraries, Chapter 1,*

Section C, and 2) Administrative Notes, vol. 23, no. 15 (December 15, 2002), pp. 6-7.

- *As stated in the Instructions, an FDLP participating library “has the right to voluntarily relinquish its depository privilege if the library finds that it cannot meet the legal obligations set forth in the Instructions and other administrative directives.”*

- *The Depository Library Council has requested (AN, 12-15-02) the Government Printing Office to review and develop expanded guidelines to assist regional libraries in their attempts to deal with depository libraries that may be considering withdrawal from the FDLP. Such guidelines will be added to this document as they become available.*
- B. *Review of Depository Library Benefits and Consequences of Withdrawal*
- *Communication with the Regional Librarian at the earliest possible time prior to the finalization of a decision to withdraw is crucial to review FDLP benefits and to consider possible consequences of withdrawal.*
 - *A meeting should be held with the Regional Librarian and leadership of the library considering withdrawal to emphasize the benefits of continuation in the FDLP and to articulate the consequences of withdrawal.*
 - *Implications for the terminating library with regard to the loss of any or*

all of its Federal documents collection as stated in Section D below (Disposal Requirements) will be emphasized at this interview.

- *Immediately upon receipt of a termination letter from a member library, GPO systematically discontinues all standing orders for serial titles received as part of the library's depository status. Consequently, arrangements for continued receipt of GPO standing order titles must be made with a commercial library vendor prior to sending the termination letter to avoid possible gaps in receipt.*
- *Prior to the finalization of a selective library's decision to withdraw, and provided that the library holds a congressional designation, the Regional Librarian will communicate with the library's congressional delegation to indicate the possibility of withdrawal.*
- *Notes from a panel discussion held at the 9th Annual Federal Depository Library Conference (Oct. 22-25, 2000), entitled "Questions for 'Reconsidering Depository Status,'" are available on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro29.html and should be consulted as background information if and when a*

decision to withdraw from the program is being considered.

C. Announcement of Decision to Withdraw

- *The withdrawing library will be expected to notify the Government Printing Office and the Regional Librarian of its intent to withdraw no less than six months before the intended date of withdrawal. The withdrawal letter should be addressed to the Superintendent of Documents at the following address, and should be faxed to GPO at 202-512-1434 and 202-512-1432:*

*Superintendent of Documents
U.S. Government Printing
Office (SD)
Washington, DC 20402*

- *A copy of the withdrawal letter should be sent to the Regional Librarian at the address below, and a copy should also be faxed to 785-864-5705:*

*Regional Documents Librarian
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537*

- *When the decision to withdraw is announced, the terminating library must inform other depository libraries within the same Congressional district of its intent to withdraw.*
- *Upon receiving notification of a library's intent to withdraw, the Regional Librarian will communicate once again with the withdrawing library's*

Congressional delegation, informing the delegation of the library's intent and informing the delegation of their right to appoint another library if the withdrawal creates a vacancy in the FDLP program.

D. Disposal Requirements

- *The Regional Librarian and the terminating library will negotiate the issue of whether the library will be permitted to retain any materials in its documents collection. Potentially, all documents held by the library are eligible for claiming by documents libraries remaining in the program.*
- *Requirements for listing of the library's holdings for the benefit of other libraries in the program will be finalized at this time. A time frame will be established for the withdrawing library's preparation of offers lists that will be made available to other documents libraries in the state.*
- *The terminating library should expect onsite visits from other documents librarians in the state as part of the review and claiming of items from their collection.*

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rev. 6/18/03*

Further Council recommends that regionals wishing to withdraw or change their status within the FDLP adhere to the following guidelines:

The withdrawal of a regional from the FDLP can result in a significant risk to the historical and cultural heritage of the nation. For this reason, a regional library wishing to withdraw from or change its status to a selective within the FDLP should be required to:

1. Formally notify GPO of the intention to withdraw from the FDLP a minimum of 2 years prior to the effective date of withdrawal. Additional notification to selective libraries within the state or service area the state library authority and congressional delegation are also required. In the case of a Regional that serves more than one state or designated with another library, this notification process must include all interested parties.
2. Establish with GPO a collection review team composed of experienced documents librarians from all types and sizes of depositories from within the state or region.
3. Pay consultants' fees and other appropriate expenses to the librarians on this team.
4. Carry out the recommendations of the review team for the disposition of the collection, before depository status is relinquished.
5. Pay for the cost of transferring depository materials.

Review team members will:

1. Determine the interest of other libraries in the state or region in assuming regional status.

- a. If a library can be found to assume regional status, a representative of the new regional should be on the review team.
 - b. The new regional has first refusal on items from the depository collection of the regional surrendering depository status.
2. Survey the collection for rare and/or culturally or historically significant materials.
3. Assure that materials which might be considered for discard are available elsewhere within the state or region.
4. In collaboration with GPO, select materials for the Collection of Last Resort at GPO.
5. In cooperation with the selective depositories previously served by the regional, investigate other housing options for important materials available nowhere else in the state or region.

5. Management of Regional Withdrawal

Council recommends that GPO prepare a plan to assist selectives in the event their regional library withdraws from the FDLP or drops regional status.

6. Born Digital Information is at Risk

Council commends GPO's existing efforts to acquire, capture, catalog, preserve and disseminate at no-fee born-digital government information. Digital government information has an extremely short life-span according to several recent studies. Council recommends that GPO assign a very high

strategic planning priority to developing a systematic approach to their efforts in this area. The targeted content should include a range of formats, including but not limited to documents, cartographic files and dynamic databases.

7. GPO Digitization Standards

Council thanks GPO for spearheading a meeting, for a wide variety of stakeholders, on establishing GPO digitization standards. Such standards are crucial for creating, preserving, and providing no-fee access to high quality digital government information. Council urges GPO to continue its leadership in identifying digitization best practices.

Council recommends that GPO provide opportunities for all libraries to participate in this project by leveraging skills and expertise that may be available. Participation could take several forms, including provision of metadata, MARC cataloging, OCR scanning, user interface design, and other appropriate digitization activities.

Council further recommends that GPO provide training, guidance, a communication forum, and technical support for Federal depositories participating in the digitization project.

8. Web-based Government Information Reference

Council recommends that GPO explore collaborative strategies for providing real-time government information reference assistance on the Web. This effort should be done in collaboration with the library community, appropriate government providers such as FirstGov and the Library of Congress, and with existing state or regional Web-based reference projects.

COMMENDATIONS

1. William “Willie” Thompson

Council commends William “Willie” Thompson upon his retirement after over 40 years of Federal service. During most of his career at GPO he worked in the Documents Sales Service, where he held a number of positions, culminating in the position of Program Analyst. He came to LPS in 1994 and shortly after that he took on the logistical planning responsibilities for the Depository Library Council meeting and the Federal Depository Conference. Willie always greeted attendees at these meetings with his winning smile and helpful attitude. His assistance was not limited to logistics and his workday was endless during these events. Council would like to thank Willie for staying with the group through many late night meetings year after year.

At nearly every meeting, Willie was asked to appear at the backdoor of the meeting area to receive a well deserved ovation from the assembled group. On many occasions he was always able to find a way to be absent so as not to be embarrassed by the thanks he received for "doing his job;" this year he was even craftier in that he retired before the meeting.

In a commendation from the 1997 spring meeting of the Depository Library Council, the following statement was made: “We deeply appreciate his efforts on our behalf, including the planning and coordination he does prior to the meetings and his cooperative ‘can-do’ spirit when we need him to work his magic to smooth out logistical problems...” We will miss Willie’s magic and on behalf of the entire depository library community wish him the best of luck in retirement.

Once again, Willie, thank you for all your hard work.

2. Sheila M. McGarr

Council commends Sheila M. McGarr for her many years of Federal service, including twenty one years at the Library Programs Service of the Government Printing Office. Sheila served in many capacities at GPO: Library Inspector (1981-1987), Chief of the Depository Administration Branch (1987-1992), Chief of the Depository Services Staff (1992-1999), Chief of the Library Division of the Library Programs Service (1999-2001), and finally as the Director, Collections Management Service (2003-2004).

Sheila was direct and insightful. She will be widely remember for her phrase “the FDLs: they want it all, they want it now and they want it for free.” Sheila truly understood the program and the libraries within it. She was a forceful advocate for the LPS and for access to government information. Depository librarians celebrated her return to GPO in 2003 and will greatly miss her knowledge and support. Council thanks Sheila for her devotion to the FDLP and wishes her well.

3. Documents Expediting Project at the Library of Congress

Council applauds the Documents Expediting Project (DocEx) within the Library of Congress for the many years of outstanding service which benefited the Federal Depository Library Community. Until the distribution system within the FDLP matured, DocEx provided vital materials which served the needs of the depository community. Since its beginning in July 1946, DocEx has been the model of outstanding service to the library community and has enriched library collections around the world. Council wishes

the DocEx Staff the very best in their future endeavors.

4. Stakeholder and Expert Meetings

Council commends GPO for initiating dialog with various stakeholders such as library

directors, digitization experts, the information industry, and Federal agencies and for sharing information from the meetings on the future of the sales program and the digitization preservation standards with the depository library community.

Customer Relationship Management Service Provides Answers

- For quick answers to your questions on depository issues or Federal government information products, go to:

<http://www.gpoaccess.gov/help>

- To see if your question has already been answered, input your search term (word or phrase, class number, item number, etc.) into the search box under Online Knowledge Base.
- Choose a Category:
 - All categories
 - GPO Access
 - Online Bookstore
 - Federal Depository Libraries
- Choose a Sub-Category
 - Scroll to choose the most appropriate Sub-Category
 - (for Federal Depository Libraries, see Acquisitions, Cataloging, Classification, etc.)
- If the answer to your question isn't in the Knowledge Base, click on "Ask a Question" and input your information in the spaces provided.
- Choose a Category and Sub-Category to direct your question to the proper area for a faster response.

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