Administrative Notes
Newsletter of the Federal Depository Library Program

Annual Item Selection Update Cycle Runs June 1 - July 31, 2009

An opportunity to add item numbers to depository library selection profiles is taking place from June 1 through July 31, 2009.

The Update Cycle is the only time that item numbers may be added. All additions remain pending until they are activated with the beginning of FY2010: October 1, 2009. Libraries may drop item numbers at any time during the year.

View Update Cycle instructions at:
<http://www.fdlp.gov/collections/selection/412-annual-item-selection-update-cycle-fy-2010-instructions>.

Schedule:

- June 1, 2009: Selection Update Cycle 2009 begins.
- June-July: Depository libraries evaluate selections and make any desired changes.
- July 31, 2009: Deadline for submission of all additions.
- October 1, 2009: New selection profiles with added item numbers become effective.

More information about item numbers is in the new Desktop article entitled "Item Number System," available at:
<http://www.fdlp.gov/collections/selection/372-item-number-system>.

GPO recommends that libraries review their current and prospective item number selections, while keeping the U.S. Government information needs of their community in mind.

In Memoriam: Virginia Saunders

Virginia Saunders, GPO's longest-serving employee, passed away in her sleep on June 19, having recently celebrated 64 years of federal service. She started as a clerk typist at the F.B.I. in 1945, before spending the last 63 years working at GPO. Since 1969, Virginia had been responsible for the Congressional Serial Set—a case-bound compilation of all House and Senate documents and reports for each session of Congress.

Virginia was a staunch supporter of the FDLP. She was meticulous and generous with her time and energy in answering librarians' questions about the Serial Set and Congressional publications in general. A paper based on her remarks on the Serial Set at the Depository Library Council/Federal Depository Conference in 1998 is available on the FDLP Desktop at http://www.gpo.gov/su_docs/fdlp/history/sset/. In her early years compiling the Serial Set, she also served as an occasional inspector of depository libraries.

The American Library Association's Government Documents Round Table bestowed the James Bennett Childs Award on her for "distinguished contributions to documents librarianship" in 1999. The award was presented to Virginia "in recognition of her lifetime and significant contributions towards the compilation and publication of the *U.S. Congressional Serial Set*." The award commendation continues: "One of Virginia's most lasting contributions is the enthusiasm for the *Serial Set* as a source of information which she has shared with so many documents librarians across the nation…Virginia has meticulously maintained a set of documents of historical significance, has worked with information professionals and government officials to improve the organization, to lower the publication costs, and to enhance the accessibility of the set to librarians, researchers and the public. She has ensured the continued existence of the Serial Set and her delight in describing the historical importance, contents and value of the early set has helped to convey to new and seasoned documents librarians the importance of this research collection."
http://ala.org/ala/mgrps/rts/godort/godortcommittees/godortawards/childsrec.cfm#1999

For a video highlighting Virginia's career, go to http://www.youtube.com/watch?v=X9iK4z1qKZ4&feature=channel_page.

Last Chance to Nominate
The 2009 Depository Library of the Year

Wednesday, July 1 is the last day to submit nominations for the 2009 Depository Library of the Year. To nominate a library – any Federal depository library, including your own – go to http://www.fdlp.gov/

Register Now for the 2009 Annual Interagency Depository Seminar

Space is still available for the 22nd Annual Interagency Depository Seminar, scheduled for July 20 - 24, 2009 in Washington, DC. During the weeklong seminar, representatives from Federal agencies, including Census, Library of Congress, and the Federal Register, as well as GPO, will present an overview of their information products and activities as they relate to Federal depository libraries.

Don't miss this valuable opportunity to keep up-to-date on the world of Federal Government information! Comments from participants at past sessions reflect the value of the information presented and the networking opportunities:

- Important in the sense of meeting people from GPO and other Federal Agencies, and other libraries – and learning about relevant information sources. I appreciate all the work that went into planning and developing this incredible seminar.

- Thanks for providing me with tons of information! It has been very beneficial.

- The information presented was invaluable and the connections and experiences will be carried forward.

To register or for more information, please check the events page at: <http://www.fdlp.gov/>.

Fall Federal Depository Conference and Council Meeting Scheduled

Registration Open for Fall Council Meeting and Conference

Registration is now open for the fall meeting of the Federal Depository Library Council and Federal Depository Library Conference. For details, visit: <<http://www.fdlp.gov/outreach/events/calendar/icalrepeat.detail/2009/10/21/60>>.

Call for Presentations at 2009 Federal Depository Library Conference

GPO invites the Federal documents community to submit proposals for presentations at the annual Federal Depository Library Conference to be held October 19-21, 2009, in Arlington, VA. This annual forum offers numerous opportunities to share your ideas and knowledge, explore new developments, and network with your colleagues.

The conference committee invites presentations from introductory to advanced levels on topics related to Federal information librarianship, including but not limited to:

- Collection Development
- Cataloging and Other Methods for Access
- Depository Library Operations, Training, or Management
- Regional and Local Depository Events
- Depository Library Promotion
- Preservation of Depository Materials

Presentations are 45 minutes or 90 minutes, with a sole presenter or a panel. Audiovisual equipment will be provided.

Accommodations

The Conference and Council meeting will be held at the Doubletree Hotel, located at 300 Army Navy Dr., Arlington, VA 22202. A limited number of rooms will be available on a first-come, first-served basis at the Government rate prevailing at the time of the meeting. The Government rate may increase in the new fiscal year effective October 1, 2009. The current rate is $233 (plus 10.25% tax) per night single and $253 (plus 10.25% tax) per night double.

For reservations at the Doubletree, go to http://www.fdlp.gov/repository/icalrepeat.detail/2009/10/19/72.

GPO Partnership Logo Now Available

GPO has released the first of its new market strategies for partnerships. A logo is now available for official GPO partners to use on their library Web site, partnership Web site, or for use in printed educational and public relations materials related to the partnership. More information about the new logo is available at:

<http://www.fdlp.gov/component/content/article/45-partnerships/431>.

Revised Substitution Guidelines for Selectives Issued

GPO has revised the guidelines for selective depository libraries to substitute tangible depository materials for access to online government information dissemination products. Guidelines for Depository Libraries: Substituting Online for Tangible Versions of Depository Publications by Selectives is available on the FDLP Desktop at:
<http://www.fdlp.gov/collections/collection-maintenance/141-substitution-guidelines>.

In addition to enumerating the substitution criteria, the Guidelines provide assistance in working with your regional, determining if a publication meets the criteria, considering issues and best practices before substituting, and dealing with the tangible publications.

Guidelines for Depository Libraries: Substituting Online for Tangible Versions of Depository Publications by Selectives became effective on 05/22/2009 and supersedes Guidelines: Substituting Electronic for Tangible Versions of Depository Publications, dated 09/24/2008.

Depository Library Spotlight Inaugurated

In an effort to shed light on Federal depository libraries and the unique work each is doing for their community, GPO will be highlighting a different Federal depository library each month. This is called the Depository Library Spotlight and is being featured on the FDLP Desktop and on GPO's agency Web site at <http://www.gpo.gov/libraries/>. By spotlighting the unique services and offerings of our depositories, we can share in the strengths and innovations of our partners and help promote the essential American service that is the FDLP.

The first Depository Library Spotlight, in May 2009, was on The University of Alabama University Libraries. The Oklahoma Department of Libraries, U.S. Government Information Division was spotlighted in June.

Visit the Depository Library Spotlight at <http://fdlp.gov/outreach/spotlight>. The monthly Spotlight can also be found on

GPO's agency Website at <http://www.gpo.gov/libraries/>.

GPO Releases New Promotional Items

GPO has released a new Public Service Announcement (PSA) created to inform students, faculty, and staff at academic institutions about the valuable Government resources that are available to them atdepositories on campus.

GPO has reached out to a number of campus radio stations across the country about airing this 30-second PSA. If you are interested in having your institution air this PSA, please contact us through the askGPO help service at: <http://www.gpoaccess.gov/help>. Please

choose the category "Federal Depository Libraries" and the subcategory "Marketing Strategies/Radio Spots."

GPO has also released its first Easy as FDL promotional item in Spanish. These informational pocket cards inform the reader about the FDLP and direct them to their local depository. Order the new Spanish Pocket Cards at <http://www.fdlp.gov/outreach/promotionalre sources/promomaterials?page=shop.browse& category_id=8>.

Reporting Fugitive Documents to GPO

In an effort to help GPO staff process fugitive documents effectively, the Lost Docs form <http://www.fdlp.gov/lostdocs> has been modified. This modification will enable libraries to submit a surrogate of the document as an attachment along with the Lost Doc request, if available. This functionality is available in AskGPO so libraries submitting fugitive document requests can provide attachments. It is GPO policy to have either an actual copy of the document or a surrogate in hand in order to process or create a cataloging record.

A surrogate is defined as a substitute for a document (an issue of a serial or monograph, etc.) from which a cataloging record can be created. The surrogate consists of a copy of the title page or the title page substitute and any other pages providing additional information on which cataloging is based (e.g., t.p. verso, colophon, pages with a running title, spines or covers with differing titles from the title page).

FDL Handbook Revision Now Online

The May 2009 Revision of the Federal Depository Library Handbook is available at <http://www.fdlp.gov/administration/handbook>.

While revisions to the content of the Handbook have been minor and are noted in the change log in Appendix F, the format has undergone a major change. The Handbook is integrated into the FDLP Desktop and will be updated as necessary based on changes in the Program and community input. Users will need to consult the change log to determine what revisions have been made to the Handbook.

The Handbook can now be viewed as HTML pages, or users can create a PDF copy of individual chapters on the fly by simply clicking the PDF icon at the top of each page.

The date that each chapter was created and last revised is also now readily available to users. These dates appear on the top of each HTML page and are included in any PDF versions created by the user. Since the Handbook is now an integrating resource, users should take note of the revision dates on each chapter and compare them to any PDF copies that may have previously been printed to be sure the most current version is being consulted.

Learn Techniques on Book Conservation

"The Conservation Kitchen Returns! Wraps, Jackets, and Boxed Treats", presented by the Washington State Library's Preservation and Access Services staff on Thursday May 28, is posted to the GPO OPAL archive at <http://www.opal-online.org/archiveGPO.htm> for viewing at any time.

The presenters, the Conservation Kitchen's well-seasoned crew, Diane Hutchins, Marcea

Horst, and Laurie Fortier from Washington State Library's Preservation and Access Services, demonstrated ways to preserve library collections when budgets are tight. This session, together with the library's previous online program via OPAL, should prove invaluable to libraries with deteriorating materials in need of inexpensive fixes.

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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