

DESIGNATION HANDBOOK FOR FEDERAL DEPOSITORY LIBRARIES



FEDERAL DEPOSITORY LIBRARY PROGRAM

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DESIGNATION HANDBOOK FOR FEDERAL DEPOSITORY LIBRARIES

(Revised 2008)

U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20401

United States Government Printing Office

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FEDERAL DEPOSITORY LIBRARIES

Free Information, Dedicated Service, Limitless Possibilities



TABLE OF CONTENTS

Preface	5
Introduction	7
Designation by Elected Officials or By-Law	7
Permanency of Depository Status	8
Characteristics of Successful Depositories	8
Questions for Designators and Library Administrators	9
Chapter 1: Designation of Selective Depositories by Elected Officials	10
Procedures for Libraries Seeking Designation as a Selective Federal Depository By an Elected Official	11
Depository Checklist	12
Sample Letter from Library to State Librarian requesting an Evaluation & Recommendation	14
Sample Letter from State Librarian Approving Designation to Elected Official	15
Sample Letter from Regional Depository Librarian to Elected Official Supporting Designation	16
Sample Letter from Other Depository Library to Elected Official in Support of Designation	17
Sample Letter from Library to Elected Official when Applying for Designation	18
Form for Congressional Designation: Acceptance of Designation as a Depository for United States Government Publications	20
Form: Statement to Accompany Acceptance of Designation as a Federal Depository Library	21
Procedures for Elected Officials Designating a Library as a Selective Federal Depository	24
Sample Designation Letter from Elected Official to the Superintendent of Documents	25
Chapter 2: By-Law Designation of Selective Federal Depositories by GPO Officials	26
Procedures for Libraries Eligible for By-Law Status (Land Grant, Highest Appellate Court of State, State Libraries, Accredited Law Schools)	27
Depository Checklist	27
Sample Letter from Library requesting “By-Law” Designation from the Public Printer (Name)	29
Form for By-Law: Acceptance of Designation as a Depository for United States Government Publications	30
Form: Statement to Accompany Acceptance of Designation as a Federal Depository Library	31

TABLE OF CONTENTS CONTINUED

Procedures for Federal Agency and Service Academy Libraries Seeking By-Law Designation	33
Depository Checklist	34
Sample Letter from Head of Federal Agency or Service Academy Applying for Designation from the Superintendent of Documents	36
Form for By-Law Designation: Acceptance of Designation as a Depository for United States Government Publications	38
Form: Statement to Accompany Acceptance of Designation as a Federal Depository Library	39
Chapter 3: Designation of Regional Depository Libraries by Elected Officials	41
Procedures for Libraries Seeking Designation as a Regional Depository Library by an Elected Official	41
Sample Letter from Library to State Librarian requesting an Evaluation and Recommendation as a Regional Federal depository library.	42
Sample Letter from State Librarian to Elected Official Approving Designation of Regional Federal Depository Library	43
Sample Letter from [any other] Regional depository librarian to Elected Official Supporting Designation of Regional Federal depository library	44
Sample Letter from Library to U.S. Senator or Resident Commissioner of Puerto Rico when Applying for Designation as a Regional Federal Depository Library	45
Form for Senatorial Designation: Acceptance of Designation as a Regional Depository for United States Government Publications	46
Procedures for Elected Officials Designating a Library as a Regional Federal Depository	47
Sample Designation Letter for a Regional Depository Library from U.S. Senator or Resident Commissioner of Puerto Rico to the Superintendent of Documents	48
Supporting Technical Publications	49

PREFACE

This purpose of this handbook is to outline the steps necessary to initiate, carry through, and conclude the designation process. The intended audience is library administrators and staff seeking depository status as well as elected government officials, including U.S. Senators and U. S. Representatives, involved in the designation process.

Sample letters are copies of letters that have been used to support past designations. Specific information about the library has been removed. These sample letters are included merely to give some guidance on the type of arguments usually given in designation requests. They should not be used as form letters.

“A popular Government, without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy; or, perhaps both. Knowledge will forever govern ignorance: And a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.”

James Madison

“EASY AS FDL” FEDERAL DEPOSITORY LIBRARY PROGRAM

A Program of the Superintendent of Documents U.S. Government Printing Office (GPO)

Federal Depository Library Program (FDLP) makes information produced by Federal Government agencies available for public access. A snapshot of the FDLP for June, 2008 is below.

Categories of Depository Libraries

Type of Library	No.	%
Academic (general)	648	52
Public	229	18
Academic Law	154	12
Community College	63	5
Federal Agency	43	4
State	41	3
State Court	37	3
Special	15	1
Federal Court	13	1
Native American Tribal Colleges	5	1
Service Academy	4	1

Government Information at a Library near You

Public access is provided in over 1,250 depository libraries located across the U.S. and its territories, and through *GPO Access* on the Internet (<http://www.gpoaccess.gov>) for online electronic Federal Government information.

DESIGNATION HANDBOOK FOR FEDERAL DEPOSITORY LIBRARIES

INTRODUCTION

Designation BY ELECTED OFFICIALS OR BY-LAW

The Federal Depository Library Program (FDLP) originated in the early 1800's when a joint resolution of Congress directed that additional copies of the House and Senate Journals and other documents be printed and distributed to institutions outside the Federal establishment.

From that small beginning, the Federal Depository Library Program has grown into a system of over 1,250 Federal depository libraries which are listed in the **Federal Depository Library Directory** (<http://catalog.gpo.gov/fdlpdir/public.jsp>). Federal depository libraries are public, academic, law, state, and other types of libraries which are designated by elected officials or qualify for designation under the provisions of the law (called by-law designations).

- **Designation by Elected Officials**

Members of Congress, Territorial Governors, and the Mayor of the District of Columbia may designate depository libraries in the boundaries of their constituency. With few exceptions, all congressional districts and territories of the United States have at least one Federal depository library.

- **Designation By-Law (Title 44, United States Code)**

Within Chapter 19, Title 44 are provisions for libraries in land grant colleges (land grant systems, historically black colleges, Native American Tribal colleges, or special provision), the highest appellate court of a State, accredited law schools, State libraries, and Federal agencies (service academy libraries, major bureaus or divisions of Federal departments, major libraries of independent Federal agencies) to qualify as official depositories.

These libraries serve as the primary source for Federal Government information to the people of these areas. Local business people, researchers, students, and many other Americans depend on the Federal Depository Library Program for important Government information. An effective Federal depository library can noticeably enhance the economy and the quality of life in its local area. Therefore, the decision as to which library is granted depository library status is very important.

Although the majority of designations by elected officials are for selective depositories, this Handbook addresses the designation of both types of depository libraries:

- **Regional** depositories have agreed to receive and retain at least one copy of all publications made available to the FDLP by GPO and to retain those items in perpetuity (with some exceptions). Each state and the Commonwealth of Puerto Rico may have two regional depositories. Designation of regional depository libraries may be made by a Senator or the Resident Commissioner from Puerto Rico within the areas served by them, after approval by the head of the library authority of the State or the Commonwealth of Puerto Rico. For designation of regional depository libraries, see chapter 3 in this designation handbook.
- **Selective** depositories have the option of tailoring their collection to fit the needs of their communities by selecting suitable materials to receive from GPO and retaining materials for at least 5 years.

PERMANENCY of Depository Status

Public officials who are empowered to designate Federal depository libraries cannot remove or replace existing depository libraries. Libraries can lose their depository status only if they voluntarily relinquish it, or if the Superintendent of Documents removes them from the list of Federal depositories because they have failed to fulfill their legal obligation under Title 44, United States Code.

It is therefore important for the designating official to consider the long-term impact of designating a particular library. The development of the library and the future growth of the State and/or congressional district should be considered when making a decision on whether or not to designate a particular library.

Congressional redistricting may result in depository libraries becoming part of a different district than the one in which they were designated. These libraries remain Federal depository libraries and refocus public services to include citizens of the library's new congressional district. Because of Congressional redistricting, it is possible to have more depository libraries in a district than are allowed according to the designation policy in this document.

Characteristics of Successful Depositories

Public libraries, state-supported academic institutions, and private academic libraries which have demonstrated a strong commitment to public service make excellent depositories. Participation in the Federal Depository Library Program entails an investment of financial, physical, and personnel resources. Libraries voluntarily undertaking this responsibility usually excel. Libraries that view depository status simply as an opportunity to obtain free books or libraries that have depository status thrust on them may provide marginal depository service.

Libraries collecting materials in a number of subject areas that are of interest to the general public usually provide superior public service. Libraries that are extremely specialized in collection development and clientele can find it difficult to coordinate a depository operation within a highly specialized library.

Libraries located in areas of the State and/or congressional district which have a large or growing population, and are easily accessible from many surrounding communities, make good candidates for designation. Libraries in rural areas also serve a vital public interest by extending access for citizens of that area to information from their government.

QUESTIONS for Designators and Library Administrators

Location
Does the location of the library help or hinder public access?
Can it be easily reached by automobile and mass transit?
Is parking available?
Facilities
Is the library large enough to successfully operate a Federal depository?
Does the candidate library's collection contain at least 10,000 books other than materials received as a depository library? For the purposes of counting, libraries may rely on the definitions found in the ANSI/NISO Z39.7 standard (the most recent version can be found online at http://www.niso.org/) or data collected for professional statistical reporting purposes such as for the Institute of Educational Sciences, National Center for Education Statistics, or institutional accrediting organizations.
Is the library easily accessible to the physically handicapped?
Does the library have the proper equipment needed to house and provide access to Government publications in multiple formats?
Public Service Commitment
Does the library administration fully appreciate the responsibilities and costs of Federal depository status (staff, service, equipment, space, etc.)?
Is the focus of the library wide enough to encompass the variety of needs and interests generated by the people of the surrounding area? If your depository was designated by an elected official, is the library collecting depository materials to meet the information needs of the constituency?
Has the library demonstrated a long-term commitment to public service?

CHAPTER I: DESIGNATION OF SELECTIVE DEPOSITORIES BY ELECTED OFFICIALS

Most libraries receive Federal depository status through designation by an elected or appointed Federal official.

A small number of libraries, called “by-law” depositories, receive depository status through special provisions of Title 44, United States Code.

Designations are subject to the libraries meeting the requirements for depository library status as listed in Chapter 19, Title 44, United States Code and the availability of vacancies in the area the official represents.

Logo for display at Federal Depository Libraries



Each congressional district may have two depository libraries designated by a U.S. Representative. In addition, each State may have two depository libraries designated by each U.S. Senator. Each U.S. territory and the District of Columbia may have two depository libraries designated by the territorial Governor or Mayor.

- **Senators**

Each U.S. Senator can designate up to two libraries, if there are vacancies available in the Senator's State and listed under **his/her class**. (http://www.senate.gov/reference/glossary_term/class.htm). The Senator can designate a depository in any section of the State. In designating depositories, Senators usually consider the location of previously designated libraries in an effort to strike a geographic balance between the State's Federal depository libraries.

- **Representatives**

Each U.S. Representative can designate up to two libraries, if there are vacancies in the Representative's Congressional district.

- **Territorial Governors**

If vacancies exist, the Governors of both American Samoa and Guam can designate one Federal depository library for their respective territories. The Territorial Governor of the U.S. Virgin Islands can designate two depositories if vacancies exist in the U.S. Virgin Islands. One designation is reserved for the island of St. Thomas; the second designation is reserved for the island of St. Croix.

- **Mayor of the District of Columbia**

The Mayor of the District of Columbia can designate two libraries if there are vacancies within the District of Columbia.

PROCEDURES FOR LIBRARIES SEEKING DESIGNATION AS A SELECTIVE FEDERAL DEPOSITORY BY AN ELECTED OFFICIAL

1. Ascertain whether there is a vacancy for a depository in the candidate library's congressional district or State by checking the **Federal Depository Library Directory** (<http://catalog.gpo.gov/fdlpdir/public.jsp>). Check also with the State's regional depository librarian (or the State librarian if there is a State librarian but no regional depository library in the state) to see if there are any pending designations in the State. To verify an existing vacancy or inquire about procedures for designation, contact:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

2. Read Chapter 19, Title 44, United States Code.

3. Review the **Federal Depository Library Handbook** (<http://www.fdlp.gov/handbook/index.html>) which contains the official rules and regulations of the Federal Depository Library Program.
4. Review the Depository Checklist below.

DEPOSITORY Checklist

<p>This checklist contains items in the areas of public service, staffing, and physical facilities that each depository should have in order to maintain an effective Federal depository operation. Depositories must adhere to the Federal Depository Library Handbook (http://www.fdlp.gov/handbook/index.html).</p>
<p>Public Service</p> <p><input type="checkbox"/> Free public access</p> <p><input type="checkbox"/> Written access policy</p> <p><input type="checkbox"/> Reference assistance and reference aids including pertinent indexes and access to online catalogs such as the Catalog of Government Publications (http://catalog.gpo.gov)</p> <p><input type="checkbox"/> Collection development policy that addresses community needs</p> <p><input type="checkbox"/> Willingness to coordinate selections with area depositories</p> <p><input type="checkbox"/> Willingness to catalog documents to enhance visibility, access, and use</p>
<p>Staffing</p> <p><input type="checkbox"/> One librarian, or other staff member, to coordinate depository activities, provide reference assistance, bibliographic instruction, and assistance with depository materials</p> <p><input type="checkbox"/> Sufficient staff to perform technical processing</p>
<p>Physical Facilities</p> <p><input type="checkbox"/> Open shelf space to house new tangible depository materials (print and electronic)</p> <p><input type="checkbox"/> Processing facilities for new materials</p> <p><input type="checkbox"/> Shelf list or list of item level records holdings (see the Federal Depository Library Handbook at http://www.fdlp.gov/handbook/index.html)</p> <p><input type="checkbox"/> Rubber stamp with a changeable date, the library's name, and an indication that the publications are Federal depository publications, e.g., the words "depository" or "government document", Government Publications, name of the library unit, etc.</p> <p><input type="checkbox"/> Binders, pamphlet boxes, etc., for loose-leaf depository materials</p> <p><input type="checkbox"/> Microfiche reader/printer (if the library chooses to receive microfiche)</p> <p><input type="checkbox"/> Microfiche cabinets or acid-free boxes (if the library chooses to receive microfiche)</p> <p><input type="checkbox"/> Photocopying facilities or machines</p>

- Fax machine
- Map cases or other appropriate storage (if the library chooses to receive maps)
- Adequate number of public access computer workstations that meet or exceed the **Minimum Technical Requirements** (<http://www.fdlp.gov/computers/mtr.html>) and offer Internet access
- Ability to play CD-ROMs and DVDs at computer workstations (if the library chooses to receive CD-ROMs and DVDs)
- Ramps, elevators, etc., for access by handicapped patrons
- Sufficient seating or study area for patron use available near depository resources

5. Contact the depository library coordinator at the **nearest depository** (<http://catalog.gpo.gov/fdlpdir/public.jsp>). If the nearest depository is within the same congressional district, this will be especially important. Ask the library administrators of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.
6. Contact GPO staff to verify an opening for a Congressional designation:

Library Services and Content Management
 Manager, Education & Outreach
 U.S. Government Printing Office (IDED)
 732 N. Capitol St. NW
 Washington, DC 20401

Telephone: (202) 512-1119
 Fax: (202) 512-0016
FDLPOutreach@gpo.gov
7. If there is a vacancy, and if you feel that your library can best meet all of the requirements and responsibilities that go with Federal depository library status, then contact the **State's regional depository librarian** (<http://catalog.gpo.gov/fdlpdir/public.jsp>) or State Librarian, if there is one but no regional depository librarian, to inform them of your interest in becoming a depository. GPO strongly recommends that prospective libraries discuss the advantages, disadvantages, workload, and responsibilities involved in being a depository with the regional librarian.
8. Telephone the local office of your elected official to inform them that you are applying for the vacancy. If the person to whom you speak is unaware of the procedure, offer to have GPO send them further information. Obtain the person's name and e-mail as a contact for future calls and correspondence.
9. Write a letter to the State Librarian asking for an evaluation and a letter of recommendation. This letter should include justification for the designation. If the State Library is a depository, the depository library coordinator should be informed of your letter to the State Librarian so that he/she can assure timely action.

SAMPLE Letter from Library to State Librarian requesting an Evaluation & Recommendation

Dear [State Librarian]:

We are requesting an evaluation of our library as an additional United States Federal depository library. As State Librarian, your recommendation will allow our institution to apply for designation as a Federal depository library in [Congressional district or State or territory] through [Name of Elected Official].

We believe our library can adequately meet the Federal government information needs of [our district or state]. The [Name] Library personnel understand the responsibilities and costs of a Federal depository operation. The library's administration is fully committed to the goals of the Federal Depository Library Program. As a depository library, our commitment to providing our community with free access to information will be expanded to include a wealth of federal government information resources.

Please let us know when your evaluation of the [Name] library is complete.

Sincerely,

(name of library director)

(title)

(address and phone number)

10. The State Librarian will evaluate the application and will consult with the regional librarian regarding the application. After a favorable evaluation, the State Librarian will send a letter of recommendation for an additional depository library in the area to the elected official, along with a copy of the request for an evaluation. The library requesting designation may have letters of support from other depositories, but a letter from the regional library is often sent.

SAMPLE Letter from State Librarian Approving Designation to Elected Official

*The Honorable [Name]
(address)*

Dear [Name]:

I understand that the [Name] Library is interested in being designated as a Federal depository library. It is also my understanding that you have an available designation which could be used for this purpose. As you know, the State Library is required to make recommendations to the appropriate elected official.

Since the choice of a depository will affect depository services for years to come, the State Library has taken this responsibility very seriously. I have carefully reviewed the arguments presented to me by the [Name] Library, by the depository already located in your district, and by the regional librarian.

It is with great pleasure that I recommend that you designate the [Name] Library as a Federal depository library.

In recent years the [Name] Library has greatly expanded their services and staff. In fact, they have recently opened a magnificent new building which would be an appropriate site for housing Federal documents. As you know, the (local) community is rapidly expanding and location of a Federal depository at the [Name] Library would not only serve people within the local area, but a number of surrounding communities on the eastern plains.

I believe the [Name] Library understands the responsibilities of a Federal depository library. The library's administration and staff seem fully committed to providing superior public service to all members of the general public. Should you have any questions or need further documentation regarding justification for designating the [Name] Library as a depository, please do not hesitate to contact me.

*Sincerely,
(name of State Librarian)
(title)
(address and phone number)*

SAMPLE Letter from Regional Depository Librarian to Elected Official Supporting Designation

*The Honorable [Name]
(address)*

Dear [Name]:

The (regional library) wishes to concur with the request of the [Name] Library for designation as a United States Federal depository.

As you know, your (district or state or territory) currently has no depository easily accessible to residents in the eastern half of the (district or state or territory). As the State's regional Federal depository library, we have gotten a number of referral and interlibrary loan requests from the [Name] Library. This activity indicates a great deal of interest in Government documents from that area.

I have talked to [Name] Library personnel about the responsibilities and costs of a Federal depository operation. The library's administration seems to be fully committed to the goals of the Federal Depository Library Program.

The location of the [Name] Library would give good geographic balance for the depositories in your (district or state or territory). The designation of [Name] Library would provide a high level of public service to the citizens in the eastern half of your (district or state or territory). Its facilities, its location, and its commitment to public service combine to make the Library a superior candidate for Federal depository library designation.

*Sincerely,
(name of regional librarian)
(title)
(address and phone number)*

SAMPLE LETTER FROM OTHER DEPOSITORY LIBRARY TO ELECTED OFFICIAL IN SUPPORT OF DESIGNATION

*The Honorable [name]
(address)*

Dear: [name]

The (name of previously designated library) wishes to concur with the request of the [name] Library for designation as a United States Federal depository.

The [name] Library seems well equipped to handle the responsibilities and the challenges that come with depository status. The library would serve an area of the (congressional district or state or territory) that is growing rapidly. It has a good reputation for public service and outreach. The library has anticipated the future needs of the depository operation.

It is clearly evident that the designation of [name] Library as a Federal depository library would ensure that service is provided to many deserving residents in the (U.S. Congressional District or State or territory) who do not currently have easy access to a documents collection.

If I can be of further assistance, please contact me.

*Sincerely,
(name of library director)
(title)*

11. The applying library will compose its formal justification for designation as a depository library and forward the letter to the elected official.

SAMPLE LETTER FROM LIBRARY TO ELECTED OFFICIAL WHEN APPLYING FOR DESIGNATION

*The Honorable: . . .
(address). . .*

Dear . . . :

The . . . Library hereby applies for the vacant depository library designation in the (U.S. Congressional District or State or territory). We believe we can provide a service not now available to the residents of (town) in the . . . (U.S. Congressional District or State or territory). No (type of library such as public, academic, law, etc.) library is currently a depository in the area. The one library that has depository status in the district is some distance from (local area) and residents of our service area lack convenient access to this library.

The . . . Library is uniquely suited to serve the . . . (District or State or territory) as a Federal depository library. The Library has just undergone a major building program. Substantial amounts of quality space would be available for a depository operation. The library is situated in an easily accessible site along major transportation routes. The library's service area includes a significant proportion of the population in its (district or state or territory). As a (type of library such as public, academic, law, etc) library, the library is freely accessible to all members of the general public.

The . . . Library is a member of the (group), a 70-member consortium. Residents of all communities within (region) may both use and borrow materials from our library. By placing the depository operation in the . . . Library, the entire consortium would benefit. We have consulted with a number of depositories in similar consortia in an effort to determine how best to use depository status to benefit all users of the consortium's libraries.

The . . . Library, with a collection of . . . books and a . . . book budget, presently serves students, the general public, and our business community with numerous documents. We are committed to expanding our government documents service, particularly in areas that would serve our business community. Becoming a depository would allow us to substantially increase our service without substantially increasing our costs. Funds currently spent to purchase Government documents could be spent on commercial publications that would enhance the documents collection.

Our library is housed in a modern, easily accessible building, part of the Civic Center complex. Ample parking, convenient handicapped access ramps and one-floor design make the library attractive for public use. The library is open . . . days a week for a total of . . . hours.

The library provides proper housing for its materials and comfortable surroundings for persons doing research. It has a community meeting room and in the past year has hosted programs on tax assistance, community development, and many other areas of interest in dealing with Government-related materials. Our quest for designation has the full support of the local Chamber of Commerce, the City Government, and numerous civic groups.

The library maintains a good public relations program, informing the public of its services through regular news releases to the local newspapers, as well as on its own cable television channel within the city. We have an excellent reputation for the quality of our staff and its service, and we will be supported by our City Government in this endeavor.

Our head Reference Librarian, (name of librarian), will be in charge of the depository collection. This librarian has a Master's degree in Library Science. We intend to maintain memberships in a number of professional groups relating to Government documents in order to remain current in the ever changing Government documents field.

We have read the Federal Depository Library Handbook. We will comply with all the rules and regulations governing Federal depository libraries. We have consulted with our regional depository, (name of regional library); the (name) State Library; and the other depository in the . . . (district or state or territory), (name of other library). You can expect letters of endorsement from them, following their receipt of copies of this letter. We will be happy to supply you with any additional information you may need, and hope you will recommend us to serve as the second depository of the . . . (district or state or territory).

Sincerely,

(name)

(title)

(address & phone number)

12. The elected official informs GPO of his or her decision regarding designation. If the library is eligible for status, the candidate library will be sent forms to complete and return ("Acceptance of Designation as a Depository for United States Government Publications" and "Statement to Accompany Acceptance of Designation as a Federal Depository Library").

FORM FOR CONGRESSIONAL DESIGNATION: ACCEPTANCE OF DESIGNATION AS A
DEPOSITORY FOR UNITED STATES GOVERNMENT PUBLICATIONS



**Acceptance of Designation as a Depository for
United States Government Publications**

TO: Superintendent of Documents
United States Government Printing Office
Washington, D.C. 20401

Acting as the duly appointed head of the _____ Library,
under the powers conferred upon me by that Office, I hereby accept for the above-mentioned Library the
designation of that institution by the Hon. _____, _____ from the State of _____, to be a
depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government
publications best suited to the needs of the patrons of this Library and of the local population, from the
various series which are made available to depository libraries by the Superintendent of Documents, it
is hereby agreed that this Library and its staff will abide by the law governing depository libraries, and
such regulations and instructions as have been or may be issued by the Superintendent of Documents in
administering the law.

It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be
furnished to this library so as to prevent waste of Government funds appropriated for distribution of
depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

Date Signature of Head of Library Title

Date Superintendent of Documents

FORM: STATEMENT TO ACCOMPANY ACCEPTANCE OF DESIGNATION
AS A FEDERAL DEPOSITORY LIBRARY



STATEMENT to Accompany Acceptance of Designation as a Federal
Depository Library

1. What are the full name, address, telephone and fax numbers of the library?
(Please type or print responses.)

(Include street and number; do not use post office box numbers.)

Institution: _____

Library name: _____

Address: _____

City/State: _____ Zip +4: _____

Congressional District: _____ County: _____

Phone (for reference assistance): _____

Fax: _____

URL: _____

2. What is the mailing address for the receipt of depository publications?
(Do not use post office box numbers).

Address: _____

City/State: _____ Zip +4: _____

3. What is the full name and title of the administrative head of the library?

Name: _____

Title: _____

4. What is the full name, phone number, and e-mail address of the person responsible for depository collections?

Name: _____

Phone: _____

E-mail: _____

5. Is your library freely accessible to all members of the general public, including the physically disabled?

Yes No (if no, please explain)

6. How many hours per week is your depository collection open to the general public? _____ hours/week

7. Are those hours different from the hours public service is offered to your primary patrons (students, faculty, judges, etc.)?

No Yes (if yes, please explain)

8. How many books does your library contain **other** than U.S. Government publications? For the purposes of counting, libraries may rely on the definitions found in the ANSI/NISO Z39.7 standard (the most recent version can be found at <http://www.niso.org/>) or data collected for professional statistical reporting purposes such as for the Institute of Educational Sciences, National Center for Education Statistics, or institutional accrediting organizations. _____ books

9. Is the library equipped to access Federal Government publications in all media, e.g., paper, microfiche, maps, CD-ROM, online?

Yes No (if no, please explain)

10. Is the space planned to house Government documents readily accessible to members of the general public, i.e., in open stacks?

Yes No (if no, please explain)

11. What percentage of the depository collection do you intend to fully catalog?

75-100% 50-74% 25-49% less than 25%

12. Describe how you will maintain holdings records for your depository materials (see the *Federal Depository Library Handbook*, Chapter 6, for requirements).

13. Describe your strategy to identify and meet the Government information needs of the local population (submit collection development policy, if available).

13. When these forms are completed, signed, and returned to the GPO, the library will be notified of its acceptance. Notification letters will also be sent to the designating official, the state library agency, and the Regional library (if applicable). The library is then immediately placed on the list of Federal depository libraries. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

PROCEDURES FOR ELECTED OFFICIALS DESIGNATING A LIBRARY AS A SELECTIVE FEDERAL DEPOSITORY

Although the designating official may solicit requests for designation, most designations are initiated by the library requesting status. The library applying for status must submit a formal justification for designation as a depository library. This letter of justification should address the library's eligibility for depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program.

Libraries requesting depository status must apply to their state library agency for an evaluation and recommendation. The state library agency will evaluate the candidate library's commitment to serving community interests and indicate staff, space, and budget to be allocated to the collection and the number, scope, and character of the items to be selected.

Libraries in the District of Columbia, American Samoa, Guam, and the U.S. Virgin Islands do not have to apply to a state library agency.

The state library agency, after consulting with other libraries and the local regional depository, if any, will make a recommendation to the Senator or Representative based on the location of the candidate library in relation to other depositories, the need for an additional depository, and the ability of the library to provide custody and service.

The state library agency will send a letter of recommendation to the elected official, usually a Senator or Representative. Other libraries (including the Regional) and individuals may also submit letters in support of the candidate library.

1. The elected official should appoint one staff person as the contact person. This individual, usually at the official's local office, coordinates the various letters and informs the elected official when all letters have been received. After all the letters have been received, the elected official decides whether or not to award designation to a candidate library.
2. Once the designating official has decided on a library to be designated, the official sends a letter to the Superintendent of Documents. This letter should be accompanied by any other letters, especially the state library agency's, which support the designation and the letter of application. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

You may fax a copy of the letter to (202) 512-0016 to speed the process. Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

SAMPLE DESIGNATION LETTER FROM ELECTED OFFICIAL TO THE SUPERINTENDENT OF DOCUMENTS

*Superintendent of Documents
U.S. Government Printing Office (SD)
732 N. Capitol St. NW
Washington, DC 20401*

Dear [Name]:

I have received the enclosed letter from the librarian at [Name] Library requesting status as a Federal depository library in the [Congressional District or State or territory]. The librarian's letter contains a number of good arguments for the [name] Library being designated a Federal depository library. The candidacy of the [name] Library was endorsed by the State Library and recommended by the State's regional Federal depository library. In addition, I have received a number of letters supporting the designation of the [name] Library as a depository from various interested parties.

After careful review of the arguments presented on behalf of the [name] Library, I feel confident that the [name] Library is the best qualified candidate library to fill the vacancy in my (district or state or territory). Its commitment to meeting the Government information needs of the people of (local area) has been demonstrated in the past, and I feel that the library will be able to meet the public service goals of the Federal Depository Library Program for some time to come. I am therefore pleased to designate the [name] Library as a Federal depository library. Please keep me informed on the progress of this designation by contacting my (local) office.

*Sincerely,
(Elected Official)*

3. If the library is eligible for status, the candidate library will be sent forms to complete and return ("Acceptance of Designation as a Depository for United States Government Publications" and "Statement to Accompany Acceptance of Designation as a Federal Depository Library").

When these forms are completed, signed, and returned to the Government Printing Office, the library will be notified of its acceptance. Notification letters will also be sent to the designating official, the state library agency, and the Regional library (if applicable). The library is then immediately placed on the list of Federal depository libraries.

Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov



Where is yours?

FEDERAL DEPOSITORY LIBRARIES
Free Information, Dedicated Service, Limitless Possibilities

CHAPTER 2: BY-LAW DESIGNATION OF SELECTIVE FEDERAL DEPOSITORIES BY GPO OFFICIALS

A small number of libraries, called “by-law” depositories, receive depository status through special provisions of Title 44, United States Code. Libraries eligible for by-law status include

- land grant colleges,
- the library of the highest appellate court of a State,
- State Libraries,
- libraries of accredited law schools, and
- Federal agency libraries (executive agencies, independent agencies, and service academies).

GPO Designating Officials

Public Printer

The Public Printer designates libraries of land grant colleges; the library of the highest appellate court of a State; State libraries; and libraries of accredited law schools.

Superintendent of Documents

The Superintendent of Documents designates libraries at service academies, Federal executive agencies, and Federal independent agencies.

If the library is eligible for by-law status as a depository but is currently filling a slot reserved for a designation by an elected official (usually a U.S. Senator or U.S. Representative), the library can switch to a by-law designation. This would not disrupt GPO’s service to the depository, but it would allow the designation by an elected official to be used for another library.

PROCEDURES FOR LIBRARIES ELIGIBLE FOR BY-LAW STATUS (LAND GRANT, HIGHEST APPELLATE COURT OF A STATE, STATE LIBRARIES, ACCREDITED LAW SCHOOLS)

1. Read Chapter 19, Title 44, United States Code. Review the **Federal Depository Library Handbook** (<http://www.fdlp.gov/handbook/index.html>) which contains the official rules and regulations of the Federal Depository Library Program.
2. Review the Depository Checklist below.

DEPOSITORY Checklist

<p>This checklist contains items in the areas of public service, staffing, and physical facilities that each depository should have in order to maintain an effective Federal depository operation. Depositories must adhere to the Federal Depository Library Handbook (http://www.fdlp.gov/handbook/index.html).</p>
<p>Public Service</p> <p><input type="checkbox"/> Free public access (may have restrictions to access in depositories in the highest appellate court in a state)</p> <p><input type="checkbox"/> Written access policy</p> <p><input type="checkbox"/> Reference assistance and reference aids including pertinent indexes and access to online catalogs such as the Catalog of Government Publications (http://catalog.gpo.gov)</p> <p><input type="checkbox"/> Collection development policy that addresses community needs</p> <p><input type="checkbox"/> Willingness to coordinate selections with area depositories (not applicable to depositories in the highest appellate court in a state)</p> <p><input type="checkbox"/> Willingness to catalog documents to enhance visibility, access, and use</p>
<p>Staffing</p> <p><input type="checkbox"/> One librarian, or other staff member, to coordinate depository activities, provide reference assistance, bibliographic instruction, and assistance with depository materials</p> <p><input type="checkbox"/> Sufficient staff to perform technical processing</p>
<p>Physical Facilities</p> <p><input type="checkbox"/> Open shelf space to house new tangible depository materials (print and electronic)</p> <p><input type="checkbox"/> Processing facilities for new materials</p> <p><input type="checkbox"/> Shelf list or list of item level records holdings (see the Federal Depository Library Handbook at http://www.fdlp.gov/handbook/index.html)</p> <p><input type="checkbox"/> Rubber stamp with a changeable date, the library's name, and an indication that the publications are Federal depository publications, e.g., the words "depository" or "government document", Government Publications, name of the library unit, etc.</p> <p><input type="checkbox"/> Binders, pamphlet boxes, etc., for loose-leaf depository materials</p>

- Microfiche reader/printer (if the library chooses to receive microfiche)
- Microfiche cabinets or acid-free boxes (if the library chooses to receive microfiche)
- Photocopying facilities or machines (not applicable to depositories in the highest appellate court in a state)
- Fax machine
- Map cases or other appropriate storage (if the library chooses to receive maps)
- Adequate number of public access computer workstations that meet or exceed the **Minimum Technical Requirements** (<http://www.fdlp.gov/computers/mtr.html>) and offer Internet access (not applicable to depositories in the highest appellate court in a state)
- Ability to play CD-ROMs and DVDs at computer workstations (if the library chooses to receive CD-ROMs and DVDs)
- Ramps, elevators, etc., for access by handicapped patrons (may have restrictions to access in depositories in the highest appellate court in a state)
- Sufficient seating or study area for patron use available near depository resources (not applicable to depositories in the highest appellate court in a state)

3. Contact the depository library coordinator at the **nearest depository** (<http://catalog.gpo.gov/fdlpdir/public.jsp>). If the nearest depository is within the same congressional district, this will be especially important. Ask the library administrators of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.
4. If you feel that your library can meet all of the requirements and responsibilities that go with Federal depository library status, then send a letter to the Office of the Public Printer requesting that depository status be granted to your library.

Land grant colleges, highest appellate State court libraries, and State libraries must supply additional information certifying under which provision of Title 44, United States Code (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html) they claim eligibility. The letter to the Public Printer should supply this information. If there is any question as to the library's eligibility, then this question must be resolved before a request for status is made. A law school library must certify that it is accredited and supply the name of the accrediting body in its letter to the Public Printer. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Public Printer of the United States
U.S. Government Printing Office (P)
732 N. Capitol St. NW
Washington, DC 20401

You may fax a copy of the letter to (202) 512-0016 to speed the process. Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

SAMPLE LETTER FROM LIBRARY REQUESTING “BY-LAW” DESIGNATION FROM THE PUBLIC
PRINTER (NAME)

*Public Printer of the United States
U.S. Government Printing Office (P)
732 N. Capitol St. NW
Washington, DC 20401*

Dear [Name]:

The ...Library hereby applies for designation as a (give information about the type of library and reference the section of Title 44 which conveys status; an example would be a land grant college library under 44 USC 1906). (Provide an authoritative reference to the institution status, for example a link to list of all land grant partners found on the USDA site at http://www.csrees.usda.gov/qlinks/partners/partners_list.pdf to verify land grant status). We believe we can provide a service not now available to the (students and faculty or institution) as well as the citizens of

The Library has provided information resources to serve the needs of the people of (local area), and I believe the library will be able to meet the public service goals of the Federal Depository Library Program for some time to come.

Thank you for your attention to this matter.

*Sincerely
(Name)
(Title)*

5. GPO will notify the library once the complete application package has been received and is undergoing review by the Public Printer. If the Public Printer determines that the library is eligible for status, the library will be sent forms (“Acceptance of Designation as a Depository for United States Government Publications” and “Statement to Accompany Acceptance of Designation as a Federal Depository Library”) to complete.

FORM FOR BY-LAW: ACCEPTANCE OF DESIGNATION AS A DEPOSITORY FOR
UNITED STATES GOVERNMENT PUBLICATIONS



**Acceptance of Designation as a Depository for
United States Government Publications**

TO: Superintendent of Documents
United States Government Printing Office
Washington, D.C. 20401

Acting as the duly appointed head of the _____ Library, under the powers conferred upon me by that office, I hereby accept for the above-mentioned Library the designation of that institution as a depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government publications best suited to the needs of the patrons of this Library and of the local population, from the various series which are made available to depository libraries by the Superintendent of Documents, it is hereby agreed that this Library and its staff will abide by the law governing depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be furnished to this library so as to prevent waste of Government funds appropriated for distribution of depository publications. I also certify that the statements given on the attached sheets are true to the best of my knowledge.

Date	Signature of Head of Library	Title
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Date	Superintendent of Documents
------	-----------------------------

FORM: STATEMENT TO ACCOMPANY ACCEPTANCE OF DESIGNATION AS A
FEDERAL DEPOSITORY LIBRARY



STATEMENT to Accompany Acceptance of Designation as a Federal
Depository Library

1. What are the full name, address, telephone and fax numbers of the library?
(Please type or print responses.)

(Include street and number; do not use post office box numbers.)

Institution: _____

Library name: _____

Address: _____

City/State: _____ Zip +4: _____

Congressional District: _____ County: _____

Phone (for reference assistance): _____

Fax: _____

URL: _____

2. What is the mailing address for the receipt of depository publications?
(Do not use post office box numbers).

Address: _____

City/State: _____ Zip +4: _____

3. What is the full name and title of the administrative head of the library?

Name: _____

Title: _____

4. What is the full name, phone number, and e-mail address of the person responsible for depository collections?

Name: _____

Phone: _____

E-mail: _____

5. Is your library freely accessible to all members of the general public, including the physically disabled?

Yes No (if no, please explain)

6. How many hours per week is your depository collection open to the general public? _____ hours/week

7. Are those hours different from the hours public service is offered to your primary patrons (students, faculty, judges, etc.)?

No Yes (if yes, please explain)

8. How many books does your library contain **other** than U.S. Government publications? For the purposes of counting, libraries may rely on the definitions found in the ANSI/NISO Z39.7 standard (the most recent version can be found at <http://www.niso.org/>) or data collected for professional statistical reporting purposes such as for the Institute of Educational Sciences, National Center for Education Statistics, or institutional accrediting organizations. _____ books

9. Is the library equipped to access Federal Government publications in all media, e.g., paper, microfiche, maps, CD-ROM, online?

Yes No (if no, please explain)

10. Is the space planned to house Government documents readily accessible to members of the general public, i.e., in open stacks?

Yes No (if no, please explain)

11. What percentage of the depository collection do you intend to fully catalog?

75-100% 50-74% 25-49% less than 25%

12. Describe how you will maintain holdings records for your depository materials (see the *Federal Depository Library Handbook*, Chapter 6, for requirements).

13. Describe your strategy to identify and meet the Government information needs of the local population (submit collection development policy, if available).

6. When these are completed, signed, and returned to the GPO, the library will be notified of its acceptance. The library is then immediately placed on the list of Federal depository libraries. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

PROCEDURES FOR FEDERAL AGENCY AND SERVICE ACADEMY LIBRARIES SEEKING BY-LAW DESIGNATION

Federal agency libraries eligible for depository status include:

- service academy libraries,
- the major library of independent Federal agencies, and
- the library of major bureaus or divisions of Federal departments.

The Superintendent of Documents acts as the designator for Federal agency depository libraries. Most designations are initiated by the library requesting status.

1. Ascertain whether there is a vacancy for a depository in the Federal agency. To verify an existing vacancy or inquire about procedures for designation, contact:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

2. Read Chapter 19, Title 44, United States Code. Review the **Federal Depository Library Handbook** (<http://www.fdlp.gov/handbook/index.html>) which contains the official rules and regulations of the FDLP.
3. Review the Depository Checklist below.

DEPOSITORY Checklist

<p>This checklist contains items in the areas of public service, staffing, and physical facilities that each depository should have in order to maintain an effective Federal depository operation. Depositories must adhere to the Federal Depository Library Handbook (http://www.fdlp.gov/handbook/index.html).</p>
<p>Public Service</p> <p><input type="checkbox"/> Free public access (although restrictions may apply)</p> <p><input type="checkbox"/> Written access policy</p> <p><input type="checkbox"/> Reference assistance and reference aids including pertinent indexes and access to online catalogs such as the Catalog of Government Publications (http://catalog.gpo.gov)</p> <p><input type="checkbox"/> Collection development policy that addresses community needs</p> <p><input type="checkbox"/> Willingness to catalog documents to enhance visibility, access, and use</p>
<p>Staffing</p> <p><input type="checkbox"/> One librarian, or other staff member, to coordinate depository activities, provide reference assistance, bibliographic instruction, and assistance with depository materials</p> <p><input type="checkbox"/> Sufficient staff to perform technical processing</p>
<p>Physical Facilities</p> <p><input type="checkbox"/> Open shelf space to house new tangible depository materials (print and electronic)</p> <p><input type="checkbox"/> Processing facilities for new materials</p> <p><input type="checkbox"/> Shelf list or list of item level records holdings (see the Federal Depository Library Handbook at http://www.fdlp.gov/handbook/index.html)</p> <p><input type="checkbox"/> Rubber stamp with a changeable date, the library's name, and an indication that the publications are Federal depository publications, e.g., the words "depository" or "government document", Government Publications, name of the library unit, etc.</p> <p><input type="checkbox"/> Binders, pamphlet boxes, etc., for loose-leaf depository materials</p> <p><input type="checkbox"/> Microfiche reader/printer (if the library chooses to receive microfiche)</p> <p><input type="checkbox"/> Microfiche cabinets or acid-free boxes (if the library chooses to receive microfiche)</p> <p><input type="checkbox"/> Fax machine</p> <p><input type="checkbox"/> Map cases or other appropriate storage (if the library chooses to receive maps)</p>

- Adequate number of public access computer workstations that meet or exceed the **Minimum Technical Requirements** (<http://www.fdlp.gov/computers/mtr.html>) and offer Internet access (although restrictions may apply)
- Ability to play CD-ROMs and DVDs at computer workstations (if the library chooses to receive CD-ROMs and DVDs)
- Ramps, elevators, etc., for access by handicapped patrons (although restrictions may apply)
- Sufficient seating or study area for patron use available near depository resources (although restrictions may apply)

4. Federal agency library staff should present their request to the head of their agency, who will then present a formal certification of need in the form of a letter of justification to the Superintendent of Documents.
5. This letter of justification should address the library's eligibility for depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

You may fax a copy of the letter to (202) 512-0016 to speed the process. Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

SAMPLE LETTER FROM HEAD OF FEDERAL AGENCY OR SERVICE ACADEMY APPLYING FOR DESIGNATION FROM THE SUPERINTENDENT OF DOCUMENTS

*Superintendent of Documents
U.S. Government Printing Office (SD)
732 N. Capitol St. NW
Washington, DC 20401*

Dear [Name]:

I wish to apply for depository library status for the U.S. Department of [Name], [Name] Library, located at (address). No other library in the Department of [name] has depository library status.

The mission of the [Name] Library is to serve the information needs of the American public in the field of [Name] through both direct and indirect means. The library meets these needs indirectly by providing current information, including Government information, to the Department's researchers and managers. The Department's employees may then fulfill their obligation to collect, develop, and disseminate to the public all kinds of information related to the Department's programs.

The library meets the public's needs through direct public service, whether in person, electronically, through the mail, by fax, or by phone. Approximately [number] information requests from various segments of the public are handled each year by the Library.

In order to continue meeting these needs, the Library needs to keep up with current acquisitions and add new materials not previously held. It is essential that this Library receive the legislative, judicial, and executive branch publications afforded to depository libraries. These materials will assist the library in carrying out two important functions:

- 1) providing agency employees with Government publications needed to carry out program as well as administrative activities; and*
- 2) fulfilling a responsibility for the development, collection, and dissemination of the full range of information relevant to the Department's overall program.*

The only way that the Library will be able to fully support this program is through depository library status.

Department staff have carefully reviewed and considered all of the requirements and responsibilities outlined in Chapter 19, Title 44, United States Code, that govern the establishment and operation of a government depository library. The Department agrees to conform to these provisions, specifically:

- making the library accessible to the public;*
- maintaining a core collection of government documents;*
- acquiring basic catalogs, abstracts, and indexes to use with the collection;*
- classifying and cataloging these items;*
- claiming materials not received; and*
- maintaining records regarding document locations.*

As required by Section 1907 of Title 44, I certify to the Superintendent of Documents that the [Name] Library needs depository library status and that this status will benefit both the U.S. Department of [Name] and the public it serves.

*Sincerely,
(Head of Federal Agency or Service Academy)*

6. The Superintendent of Documents will evaluate the application. The evaluation will focus on such areas as commitment to serving the public; staff, space, and budget to be allocated to the depository collection; and the number, scope, and character of the items to be selected. The evaluation will include an analysis of the need for an additional depository library and the ability of the library to provide custody and public service.
7. Federal agency libraries must meet all the requirements of the Federal Depository Library Program except the disposal policies. The most important of these requirements is accessibility to the depository collection by the public at large.
8. By accepting designation, a library agrees to abide fully by the law and regulations governing officially designated Federal Depository Libraries. Further, free access to the resources of the documents collection by the general public is a fundamental obligation that all Federal Depository Libraries share (except for the highest State Appellate Court libraries). For questions about access by the public to depository materials in Federal libraries, contact.

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

9. If the Superintendent of Documents determines that the library is eligible for status, the library will be sent two forms (“Acceptance of Designation as a Depository for United States Government Publications” and the “Statement to Accompany Acceptance of Designation as a Federal Depository Library”). When these are completed, signed, and returned to the Government Printing Office, the library will be notified of its acceptance. The library is then immediately placed on the list of Federal depository libraries. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

FORM FOR BY-LAW DESIGNATION: ACCEPTANCE OF DESIGNATION AS A DEPOSITORY FOR UNITED STATES GOVERNMENT PUBLICATIONS



Acceptance of Designation as a Depository for United States Government Publications

TO: Superintendent of Documents
United States Government Printing Office
Washington, D.C. 20401

Acting as the duly appointed head of the _____ Library, under the powers conferred upon me by that office, I hereby accept for the above-mentioned Library the designation of that institution as a depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government publications best suited to the needs of the patrons of this Library and of the local population, from the various series which are made available to depository libraries by the Superintendent of Documents, it is hereby agreed that this Library and its staff will abide by the law governing depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law. It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be furnished to this library so as to prevent waste of Government funds appropriated for distribution of depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

Date Signature of Head of Library Title

Date Superintendent of Documents

FORM: STATEMENT TO ACCOMPANY ACCEPTANCE OF DESIGNATION AS A FEDERAL DEPOSITORY LIBRARY



STATEMENT to Accompany Acceptance of Designation as a Federal Depository Library

1. What are the full name, address, telephone and fax numbers of the library?
(Please type or print responses.)

(Include street and number; do not use post office box numbers.)

Institution: _____

Library name: _____

Address: _____

City/State: _____ Zip +4: _____

Congressional District: _____ County: _____

Phone (for reference assistance): _____

Fax: _____

URL: _____

2. What is the mailing address for the receipt of depository publications?
(Do not use post office box numbers).

Address: _____

City/State: _____ Zip +4: _____

3. What is the full name and title of the administrative head of the library?

Name: _____

Title: _____

4. What is the full name, phone number, and e-mail address of the person responsible for depository collections?

Name: _____

Phone: _____

E-mail: _____

5. Is your library freely accessible to all members of the general public, including the physically disabled?

Yes No (if no, please explain)

6. How many hours per week is your depository collection open to the general public? _____ hours/week

7. Are those hours different from the hours public service is offered to your primary patrons (students, faculty, judges, etc.)?

No Yes (if yes, please explain)

8. How many books does your library contain **other** than U.S. Government publications? For the purposes of counting, libraries may rely on the definitions found in the ANSI/NISO Z39.7 standard (the most recent version can be found at <http://www.niso.org/>) or data collected for professional statistical reporting purposes such as for the Institute of Educational Sciences, National Center for Education Statistics, or institutional accrediting organizations. _____ books

9. Is the library equipped to access Federal Government publications in all media, e.g., paper, microfiche, maps, CD-ROM, online?

Yes No (if no, please explain)

10. Is the space planned to house Government documents readily accessible to members of the general public, i.e., in open stacks?

Yes No (if no, please explain)

11. What percentage of the depository collection do you intend to fully catalog?

75-100% 50-74% 25-49% less than 25%

12. Describe how you will maintain holdings records for your depository materials (see the *Federal Depository Library Handbook*, Chapter 6, for requirements).

13. Describe your strategy to identify and meet the Government information needs of the local population (submit collection development policy, if available).

CHAPTER 3: DESIGNATION OF REGIONAL DEPOSITORY LIBRARIES BY ELECTED OFFICIALS

Under Section 1912, Title 44, United States Code, each State and the Commonwealth of Puerto Rico may have up to two depository libraries designated as regional depository libraries. Designations by the U.S. Senator or the Resident Commissioner from Puerto Rico can be made within the areas served by them, after approval by the head of the library authority of the State or the Commonwealth of Puerto Rico. In most cases, the State Librarian will ascertain from the head of the depository library if the library will, in addition to fulfilling the requirements for depository libraries, retain at least one copy of all Government publications distributed under the FDLP and within the region provide interlibrary loan, reference service, and assistance for depository libraries in the disposal process.

The agreement to function as a regional depository library shall be transmitted to the Superintendent of Documents by the Senator or the Resident Commissioner from Puerto Rico when the designation is made.

PROCEDURES FOR LIBRARIES SEEKING DESIGNATION AS A REGIONAL FEDERAL DEPOSITORY LIBRARY BY AN ELECTED OFFICIAL

1. If there is a vacancy, and if you feel that your library can best meet all of the requirements and responsibilities that go with being a regional Federal depository library, then contact any existing **regional depository librarian** for the State (<http://catalog.gpo.gov/fdldir/public.jsp>), or the State Librarian if there is a State librarian but no regional depository librarian, to inform them of your interest in becoming a regional depository library.
2. Telephone the local office of your elected official to inform them that you are applying for the regional depository library vacancy. If the person to whom you speak is unaware of the procedure, offer to have GPO send them further information. Obtain the person's name and e-mail as a contact for future calls and correspondence.
3. Write a letter to the State Librarian asking for an evaluation and a letter of recommendation. This letter should include justification for the designation. If the State Library is a depository, the depository library coordinator should be informed of your letter to the State Librarian so that he/she can assure timely action.
4. The State Librarian will evaluate the application and will consult any other regional librarian regarding the application. After a favorable evaluation, the State Librarian will send a letter of recommendation for a Regional depository library to the U.S. Senator or Resident Commissioner of Puerto Rico, along with a copy of the request for an evaluation. The library requesting designation may have letters of support from other depositories, but a letter from any existing Regional library is often sent.
5. The applying library will compose its formal justification for designation as a Regional depository library, and forward the letter to the elected official.
6. The elected official informs GPO of his or her decision regarding designation. If the library is eligible for status, the candidate library will be sent forms to complete and return ("Acceptance of Designation as a Regional Depository for United States Government Publications").

SAMPLE LETTER FROM LIBRARY TO STATE LIBRARIAN REQUESTING AN EVALUATION AND RECOMMENDATION AS A REGIONAL FEDERAL DEPOSITORY LIBRARY

Dear [State Librarian]:

We are requesting an evaluation of our library as a Regional Federal depository library for the [state or territory]. As State Librarian, your recommendation will allow our institution to apply for designation as a Regional Federal depository library in [state or territory] through [Name of U. S. Senator or Resident Commissioner].

We believe our library can adequately meet the requirements of a Regional depository library, including the permanent retention of at least one copy of all Government publications distributed under the FDLP and service to other depository libraries in the area with interlibrary loan, reference service, and assistance in the disposal process.

The [Name] Library personnel understand the responsibilities and costs of a Federal depository operation. The library's administration is fully committed to the goals of the Federal Depository Library Program. As a depository library, our commitment to providing our community with free access to information will be expanded to include a wealth of federal government information resources.

Please let us know when your evaluation of the [Name] library is complete.

Sincerely,

(name of library director)

(title)

(address and phone number)

7. When these forms are completed, signed, and returned to the GPO, the library will be notified of its acceptance. Notification letters will also be sent to the designating official, the state library agency, and the other Regional library (if applicable). The library is then immediately placed on the list of Federal depository libraries. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119

Fax: (202) 512-0016

FDLPOutreach@gpo.gov

SAMPLE LETTER FROM STATE LIBRARIAN TO ELECTED OFFICIAL APPROVING DESIGNATION OF REGIONAL FEDERAL DEPOSITORY LIBRARY

*The Honorable [Name]
(address)*

Dear [Name]:

I understand that the [Name] Library is interested in being designated as a Regional Federal depository library. It is also my understanding that you have an available designation which could be used for this purpose. As you know, the State Library is required to make recommendations to the appropriate elected official.

Since the choice of a depository will affect depository services for years to come, the State Library has taken this responsibility very seriously. I have carefully reviewed the arguments presented to me by the [Name] Library, by the depository already located in your district [and by any other regional librarian].

It is with great pleasure that I recommend that you designate the [Name] Library as a Regional Federal depository library for [state or territory]

I believe the [Name] Library understands the responsibilities of a Regional Federal depository library. The library's administration and staff seem fully committed to providing superior public service to all members of the general public and other depository libraries in the region. Should you have any questions or need further documentation regarding justification for designating the [Name] Library as a Regional Federal depository library, please do not hesitate to contact me.

*Sincerely,
(name of State Librarian)
(title)
(address and phone number)*

SAMPLE LETTER FROM [ANY OTHER] REGIONAL DEPOSITORY LIBRARIAN TO ELECTED OFFICIAL SUPPORTING DESIGNATION OF REGIONAL FEDERAL DEPOSITORY LIBRARY

*The Honorable [Name]
(address)*

Dear [Name]:

The (regional library) wishes to concur with the request of the [Name] Library for designation as a United States Regional Federal depository.

As you know, your (state or territory) currently has no depository easily accessible to residents in the eastern half of the (state or territory). As the State's regional Federal depository library, we have gotten a number of referral and interlibrary loan requests from the [Name] Library. This activity indicates a great deal of interest in Government documents from that area.

I have talked to [Name] Library personnel about the responsibilities and costs of a Regional Federal depository operation. The library's administration seems to be fully committed to the goals of the Federal Depository Library Program.

The location of the [Name] Library would give good geographic balance for the depositories in your (state or territory). The designation of [Name] Library would provide a high level of public service to the citizens [in the _____ part of your state or territory]. Its facilities, its location, and its commitment to public service combine to make the Library a superior candidate for Regional Federal depository library designation.

*Sincerely,
(name of regional librarian)
(title)
(address and phone number)*

SAMPLE LETTER FROM LIBRARY TO U.S. SENATOR OR RESIDENT COMMISSIONER OF PUERTO RICO WHEN APPLYING FOR DESIGNATION AS A REGIONAL FEDERAL DEPOSITORY LIBRARY

*The Honorable: . . .
(address). . .*

Dear . . . :

The . . . Library hereby applies for the vacant Regional depository library designation in the (state or territory). We believe we can provide a service not now available to the residents of (state or territory). The one library that serves as a regional depository library (in the state or territory) cannot provide convenient access to the (eastern/western/northern/southern) part of the (state or territory).

The . . . Library is uniquely suited to serve the (state or territory) as a Regional Federal depository library. The Library has just undergone a major building program. Substantial amounts of quality space would be available for a depository operation and permanent retention of depository materials. The library is situated in an easily accessible site along major transportation routes. The library's service area includes a significant proportion of the population in its (state or territory).

Residents of all communities within (state or territory or region) may both use and borrow materials from our library. By placing the Regional depository operation in the ... Library, the (state or territory) would benefit. Becoming a Regional depository library would allow us to substantially increase service within the (state or territory).

The library provides proper housing for its materials and comfortable surroundings for persons doing research.

Our head Reference Librarian, (name of librarian), will be in charge of the Regional depository collection. This librarian has a Master's degree in Library Science. We intend to maintain memberships in a number of professional groups relating to Government documents in order to remain current in the ever changing Government documents field.

We have consulted with the other regional depository, (name of regional library) and the (name) State Library. You can expect letters of endorsement from them. We will be happy to supply you with any additional information you may need, and hope you will recommend us to serve as the [first or second] regional depository of the . . . (state or territory).

*Sincerely,
(name)
(title)
(address & phone number)*

FORM FOR SENATORIAL DESIGNATION: ACCEPTANCE OF DESIGNATION AS A REGIONAL DEPOSITORY FOR UNITED STATES GOVERNMENT PUBLICATIONS



Acceptance of Designation as a Depository for United States Government Publications

TO: Superintendent of Documents
United States Government Printing Office
Washington, D.C. 20401

Acting as the duly appointed head of the _____ Library,

under the powers conferred upon me by that office, I hereby accept for the above mentioned Library the designation of that institution by the Hon. _____, _____ from the state of _____ to serve as a regional depository for United States Government publications for all designated depository libraries in the _____.

In consideration of the privilege and honor conferred by this designation, it is hereby agreed that this Library and its staff will abide by the law governing depository libraries and regional depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in maintaining publications to be furnished to this library so as to prevent waste of Government funds appropriated for distribution of depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

Date Signature of Head of Library Title

Date Superintendent of Documents

PROCEDURES FOR ELECTED OFFICIALS DESIGNATING A LIBRARY AS A REGIONAL FEDERAL DEPOSITORY

Although the designating official may solicit requests for designation, most designations are initiated by the library requesting status. The library applying for status must submit a formal justification for designation as a depository library. This letter of justification should address the library's eligibility for regional depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program.

Libraries requesting depository status must apply to their state library agency for an evaluation and recommendation. The state library agency will evaluate the candidate library's commitment to serving community interests and indicate staff, space, and budget to be allocated to the collection and the number, scope, and character of the items to be selected.

The state library agency, after consulting with other libraries and the local regional depository, if any, will make a recommendation to the Senator or Resident Commissioner based on the location of the candidate library in relation to other depositories, the need for an additional regional depository, and the ability of the library to provide custody and service to the state or territory.

The state library agency will send a letter of recommendation to the elected official responsible for designating a Regional depository library, a Senator or Resident Commissioner. Other libraries (including any other Regional) and individuals may also submit letters in support of the candidate library.

1. The elected official should appoint one staff person as the contact person. This individual, usually at the official's local office, coordinates the various letters and informs the elected official when all letters have been received. After all the letters have been received, the elected official decides whether or not to award designation to a candidate library.
2. Once the designating official has decided on a library to be designated as a regional depository library, the official sends a letter to the Superintendent of Documents. This letter should be accompanied by any other letters, especially the state library's, which support the designation and the letter of application. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

You may fax a copy of the letter to (202) 512-0016 to speed the process. Further procedural questions should be directed to:

Library Services and Content Management
Manager, Education & Outreach
U.S. Government Printing Office (IDED)
732 N. Capitol St. NW
Washington, DC 20401

Telephone: (202) 512-1119
Fax: (202) 512-0016
FDLPOutreach@gpo.gov

SAMPLE DESIGNATION LETTER FOR A REGIONAL DEPOSITORY LIBRARY FROM U.S. SENATOR OR RESIDENT COMMISSIONER OF PUERTO RICO TO THE SUPERINTENDENT OF DOCUMENTS

*Superintendent of Documents
U.S. Government Printing Office (SD)
732 N. Capitol St. NW
Washington, DC 20401*

Dear [Name]:

I have received the enclosed letter from the librarian at [Name] Library requesting status as a Regional Federal depository library in the [state or territory]. The librarian's letter contains a number of good arguments for the [name] Library being designated a Regional Federal depository library. The candidacy of the [name] Library was endorsed by the State Library and recommended by the State's regional Federal depository library. In addition, I have received a number of letters supporting the designation of the [name] Library as a depository from various interested parties.

After careful review of the arguments presented on behalf of the [name] Library, I feel confident that the [name] Library is the best qualified candidate library to fill the vacancy in my (state or territory). Its commitment to meeting the Government information needs of the people of (local area) has been demonstrated in the past, and I feel that the library will be able to meet the public service goals of the Federal Depository Library Program for some time to come. I am therefore pleased to designate the [name] Library as a Regional Federal depository library. Please keep me informed on the progress of this designation by contacting my (local) office.

*Sincerely,
(U.S. Senator or Resident Commissioner of Puerto Rico)*

3. If the library is eligible for status, the candidate library will be sent forms to complete and return ("Acceptance of Designation as a Regional Depository for United States Government Publications").

When these forms are completed, signed, and returned to the Government Printing Office, the library will be notified of its acceptance. Notification letters will also be sent to the designating official, the state library agency, and any other Regional library (if applicable). The library is then immediately placed on the list of Federal depository libraries. These materials should be transmitted using traceable means such as a signed signature receipt or registered mail to the following address:

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FDLPOutreach@gpo.gov

SUPPORTING TECHNICAL PUBLICATIONS

GPO will provide the following publications in tangible and/or electronic format after the library is designated as a Federal depository library.

Explanation of the Superintendent of Documents Classification System

(http://www.access.gpo.gov/su_docs/fdlp/pubs/explain.html)

Federal Depository Library Directory

(<http://catalog.gpo.gov/fdldir/public.jsp>)

Federal Depository Library Handbook

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

Find all Regional Libraries

(<http://catalog.gpo.gov/fdldir/public.jsp>)

GPO Cataloging Guidelines

(<http://www.fdlp.gov/repository/cataloging/index.html>)

GPO Classification Manual

(http://www.access.gpo.gov/su_docs/fdlp/pubs/classman/class93.html)

List of Classes

(http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html)

Minimum Technical Requirements for Federal Depository Libraries

(<http://www.fdlp.gov/computers/mtr.html>)