

Locate the library's mission, vision, goals, and strategic planning documents so that you know how the depository operation fits into your institution's setting. In addition, locate any library annual reports, statistical records, or other documentation in your library that provide information about the depository operation. These resources may be located in your library's administrative offices and archives.

Identify policies and procedures documents at your library. The FDL Handbook describes the policies and procedures that should be in place at depository libraries. See the handout on [Federal Depository Library Policies](#) presented at the New Attendees Session of the 2008 Fall Federal Depository Library Conference for more information.

Locate the following:



- Inspection Reports, Self-Study submission and Self-Study Evaluation report (if applicable), and a Public Access Assessment report (if applicable)
- Depository's designation paperwork
- Copies of Biennial Survey of a Federal Depository Library submissions
- Selective housing site agreements, if any
- Other official Memorandum of Understanding (e.g., official Partnership documentation), if any

If you are unable to locate the information listed above, send a message to [askGPO](#) , and

copies will be made from the information available in your library's permanent file at GPO and sent to you.

Review the library's Web pages to see how the library identifies itself as a resource center and location of research expertise in U.S. Government information. Consider the non-GPO [ALA GODORT Web site template](#)

if you plan to create a new depository Web presence.

[FDLP graphics](#)

are available for your use.

Review all of the gathered documentation to determine whether the depository operation is in compliance with the FDLP legal and program requirements concerning bibliographic control, public service, etc. Identify any documentation that should be updated.

Consider all aspects of the depository operation and services when reviewing the current status in the library. For example, consider:

- Who among the library's personnel works with the depository operations?
- How do technical, public, and access services personnel work with depository resources and patrons?
- Who provides technical support?
- Who in the library has purchasing power?
- Is there a department budget for purchasing supplementary commercial reference tools, computer equipment, replacements for lost/damaged materials, travel/training, etc.?

Communicate regularly with your library's administration about the depository operation and services.