

Appendix B Important for Library Administrators

These sections have been compiled from the “Important for Library Administrators” section of each chapter to allow for easier access to information of interest to library administrators.

From Chapter 1: Library Services and Content Management (LSCM) Organization

The [FDLP Desktop](http://fdlp.gov/) (<http://fdlp.gov/>) gathers important announcements of interest to the FDLP community.

[askGPO](http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php) (<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>) is LSCM's customer relationship management and online help system. You are encouraged to use it as your first point of contact with LSCM.

From Chapter 2: Legal Requirements

You are the designated official responsible for ensuring the legal requirements of the FDLP are met.

As mentioned above, related Title 44 Chapters that affect depository libraries are Chapters 17 and 41. Chapter 17 authorizes GPO's Cataloging and Indexing Program and Chapter 41 authorizes GPO Access and allows GPO to provide access to Federal electronic information through it.

From Chapter 3: Federal Depository Status

In today's increasingly electronic library environment, the depository program is as much about access and expertise as it is about tangible publications. **Federal depository libraries MUST provide free public access to depository materials in all formats.**

Free public access does not mean a depository MUST grant *circulation* privileges to groups outside of the library's primary user community, although they may choose to do so.

Free public access need not equal free printing or copying if your library users MUST pay for printing and copying of other library materials or resources.

Free access does not necessarily mean access at all times.

GPO permits various actions by administrators to ensure the security of their facility and personnel. Such actions may include asking users for identification, or asking

users to sign a guest register, and even escorting users to the depository library. Even though most Federal Government information is now freely available on the World Wide Web, accessing it efficiently can be a daunting task if one depends solely on Internet search engines. Much information is in the “deep Web” and in statistical databases. Depository status ensures that a library has access to the training and support that will become increasingly important to navigate the complexities of Federal Government information sources. See details on the number of opportunities for training all staff in depository libraries listed in Chapter 4 of this Handbook.

From Chapter 4: Public Services

The Federal Depository Library Program was established to provide the residents of the United States with access to government information. Public access to this information remains the highest priority of all Federal depository libraries.

Your depository library has a fundamental obligation to provide free public access to depository information resources and to minimize other barriers to public access to the library’s depository facilities, collections, and services.

In general, access to and services in the use of depository information resources should equal or exceed those applicable to your other library collections and services.

Your depository library MUST offer the general public free access to online Federal Government information provided through the FDLP. Such access shall be provided to any library user free of fees or other restrictions such as age or residency status.

Filtering software may restrict access to official FDLP information, for example in the health or biological sciences fields. **Therefore, the depository library MUST allow users the option to use workstations without filtering software or have the capability of turning off the filter while searching FDLP information resources.**

If your library provides reference services using methods other than in-person contact for your primary user groups (such as through phone, mail, fax, email or chat), these same or comparable methods of obtaining reference service should also be available to members of the public using the depository collection and government information.

Your depository library should have a written policy regarding public services for government information in electronic formats that includes provisions for no-fee access to electronic government information in tangible format and on the Internet for all users. **Signage throughout the library and other library policies MUST be in accordance with these policies.**

Your depository library has the option of establishing its own circulation policies for use of depository materials outside the library. However, the principle of comparable treatment in public services of depository and non-depository collections should be used in determining circulation policy for depository materials.

The general public MUST be able to access your depository’s collections and services outside standard business hours if the library’s primary clientele is able to do so. Comparable service to both depository and non-depository materials can be provided through the integration of depository services into an overall reference policy to ensure assistance is available at all times.

Your depository library SHALL post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating that your library is a Federal depository and that government information resources and services in the use of those resources are available from your library for your primary users and the general public without charge.

Remember the FDLP logo should also be placed in a prominent location on your library web site or web pages. This informs online users that your library is a Federal depository and that government information resources and services in the use of those resources are available at your library or through the Web.

From Chapter 5: Depository Collections

Your depository library is expected to have the titles in the Basic Collection accessible to patrons. How this is accomplished is your local decision, however, merely linking to GPO Access or the Catalog of U.S. Government Publications (CGP) does not provide sufficient access to all of these titles. **Your library MUST still collect publications to support the needs of the community you serve.**

Relevant print and electronic indexes should be available in your depository to facilitate access to the resources of the documents collection. As electronic items are added to the depository collection, ensure you're providing users the ability to locate these items which may be through a database, index, or web site search. If your depository library is served by a regional depository, you may withdraw publications retained for the statutory minimum period of five years from receipt after securing permission from the regional library for disposal. Publications distributed through the FDLP are, and remain, U.S. Government property.

From Chapter 6: Technical Services

Libraries are encouraged to mainstream government publications into the overall library collection, as appropriate; government publications collections to do not have to be maintained in Superintendent of Documents number order.

Library administrators should consider requesting and reviewing statistics concerning their depository and government publications collections. Among the statistics commonly found on library-related surveys are:

- Number of monographic titles cataloged by format, i.e., paper, microform, tangible electronic, and others
- Number of monographic volumes added by format
- Number of serial titles cataloged by format
- Number of serial issues added by format
- Number of records maintained or updated

From Chapter 8: Preservation

Depository libraries are REQUIRED to maintain depository material at the same level as commercially purchased publications.

Preservation of tangible U.S. Government publications distributed through the FDLP is

one of the responsibilities of a regional depository library.
A written preservation policy is the key to an effective preservation program.

From Chapter 9: Housing

Because all Government publications supplied to your depository library under the FDLP remain the property of the U.S. Government, publications **MUST** be housed in a manner that facilitates access, preservation, and protection from theft. Your depository library **MUST**, at a minimum, provide the same care and maintenance of depository materials as it gives to commercially purchased publications. Your depository library **MUST** post the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and Government information products are available for use by the general public without charge.

All facilities housing depository materials should meet the standards set forth in the [Americans with Disabilities Act \(ADA\)](http://www.access-board.gov/adaag/html/lib) (<http://www.access-board.gov/adaag/html/lib>).

From Chapter 10: Staffing

Your depository library **MUST** have one staff member designated as the depository coordinator. This staff member's responsibilities are detailed above in the section on staff responsibilities.

Keep your regional librarian and GPO informed of any changes in depository responsibilities and operations within your library.

Despite the fact that depository libraries are receiving fewer tangible publications, the need for staff is not decreasing. Staff are needed for many important tasks:

- To integrate electronic records into library catalogs;
- To integrate government information into library Web resources and user education;
- To train all library staff to use government information resources effectively; and
- To provide public service in person and remotely, as finding government information becomes more complex in the electronic environment.

Staff with depository responsibilities should receive library support for attendance at appropriate local and national meetings. Equally, you, as a library administrator, are encouraged to attend the annual Federal Depository Library Conference to learn about the FDLP.

From Chapter 11: Collaborative Efforts

Partnering with GPO

If your staff is considering a partnership with GPO, the administration of the larger library or parent institution **MUST** give specific approval. You may be asked to write a letter on behalf of your depository indicating that you are aware of the staff and financial commitments involved and the benefit that this collaboration has for

your library and library community. You will be consulting with your depository coordinator during all phases of planning. **An effective business plan will be REQUIRED and will demonstrate the support and understanding for the partnership by the library administration.**

State Plans

The state plan provides guidance and procedures concerning the FDLP that are specific to the state. The state plan is an agreement between the regional depository library's administration and the selective depository libraries in the state. Selective housing agreements or collection development agreements between or among depositories can also be incorporated into the state plan.

From Chapter 12: Regional Services

Regional designation is a special designation by a U. S. Senator or Resident Commission.

Participation in the FDLP is voluntary. However, the FDLP is a statutorily-mandated program with legal requirements for regional depository libraries as well as for selective depository libraries. Over the years, professional practices have also created some mandatory or professionally essential responsibilities that are expected of regional depositories by LSCM. **Regional depository libraries MUST have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries.** Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.

Ongoing communication between you and your regional depository coordinator is important to the success of the depository operation.

All government information is not available online. This makes the tangible collections of regional depository libraries all the more important for permanent public access.

Decisions you make to house a regional depository collection have ramifications for the entire region. Communication with the selective depositories in the region is important.

The state plan, developed by your regional depository coordinator in coordination with other depositories in the region or state, provides guidance and procedures concerning the FDLP that are specific to the state or region.

Once a state plan is signed and approved, this becomes an agreement between your library, the GPO, and the selective depository libraries in the state or region.

Selective housing agreements or collection development agreements between or among depositories can be incorporated into the state plan.

Encourage your regional depository library staff to initiate or participate in inter-regional depository training, outreach promotion, and other programs.

From Chapter 13: Transitioning Depository Libraries

No single depository can meet all potential community needs, especially in a digital

environment. Frequent communication among neighboring depositories is encouraged. Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.

From Chapter 14: Disaster Preparedness and Recovery

It is important for you to communicate with the staff as soon as possible after a disaster about the status of their workplace. This communication should continue on a regular basis throughout the recovery process.

Publications received through the Federal Depository Library Program remain the property of the Federal Government. However, your library is responsible for the treatment and replacement of all publications damaged or destroyed in a disaster and should keep LSCM informed about the extent of the losses and the replacement efforts being made.

You will also have to work with insurance companies and adjustors who may have little experience working with libraries and/or Government publications.

Your decision on whether to use an outside disaster recovery service or library staff and management can depend on the extent of the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be demoralizing to the employees.

If a disaster recovery service is responsible for the recovery process, your library NEEDS to be aware that some of its recovery methods and processes may not be suitable for library materials. For example, there are several processes and products available for removing smoke odors that would actually damage library materials.

Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments will NEED to be made in a variety of procedures.

From Chapter 15: Federal Libraries

Federal libraries MUST still grant access to the general public to use depository materials, both physical and electronic.

In the spirit of cooperation, Federal libraries are encouraged to participate in local meetings and other depository-related activities.

All materials distributed through the depository library program remain the property of the U.S. Government Printing Office.