RESOURCES for
New Federal Depository Library Personnel

Depository personnel provide the foundation upon which successful Federal depository libraries develop and prosper. Your work is vital in providing access to U.S. Government information resources for your library's users.

The Federal Depository Library Program was established to ensure free public access to information products and services of the U.S. Government.

Depository coordinators and other depository personnel take on a tremendous responsibility when contributing to a Federal depository library operation, and there are many resources to review and read.

The following resources are key starting points to utilize in order to learn about managing a Federal depository library. These resources will prepare you to engage in depository management responsibilities within your library and also with the partnership of Federal depository libraries and GPO.

New Depository Coordinators Tutorial
http://www.fdlp.gov/home/tutorials/ndc

This guide provides suggestions for starting as a Federal depository library coordinator, descriptions of FDLP resources, and more. It is intended to help new depository personnel learn about their collections and responsibilities. The tutorial includes several articles on:

⇒ What to do first as you get started
⇒ Familiarizing yourself with your collection and services
⇒ Identifying ways to promote and increase the visibility of the collection and services
⇒ Understanding your item selection profile
⇒ Communicating with other depository coordinators and GPO
⇒ Finding training opportunities
⇒ Learning key dates in the FDLP
⇒ Information for new regional depository coordinators
⇒ What to do if you have questions
⇒ Additional resources to learn more about the FDLP

Federal Depository Library Handbook
http://www.fdlp.gov/administration/handbook

The Handbook informs depository personnel of FDLP requirements and provides guidance about depository management.

FDLP Desktop
http://www.fdlp.gov

The Desktop serves as the centralized Web resource for depository personnel. With the Desktop, stay up-to-date with the latest news and activities in the FDLP and access various tools in support of depository operations and services.

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