BIENNIAL SURVEY OF DEPOSITORY LIBRARIES: 2003 RESULTS



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Biennial Survey of Depository Libraries, 2003

Introduction

The 2003 Biennial Survey of Depository Libraries was sent to nearly 1,300 depository libraries participating in the Federal Depository Library Program from November 5 through December 5, 2003. The survey was conducted online via World Wide Web. This report, a compilation of the results, is available at <<u>http://www.access.gpo.gov/su_docs/fdlp/bisurvey/index.html</u>>.

The purpose of the Biennial Survey is to report on conditions in the depository libraries. Required by law (44 USC §1909), the Biennial Survey gathers data from all the depository libraries every 2 years, supplementing the more in-depth inspections or selfstudies that are performed every 6 or 7 years.

Some responses were incomplete and could not be tabulated. Percentages may not add up to 100 in all cases because of rounding, answers left blank, and multiple answers. Four libraries indicated they did not intend to remain depositories and did not complete the survey. The final number of completed responses was 1278.

Biennial Survey Questions

I have reviewed my library's PROFILE information above, and (choose a or b):

- a. All the information is correct
- b. Some of the information is incorrect, and the corrections were submitted to LPS using the Depository Directory Form above

1a. Do you want to remain in the Federal Depository Library Program?

YES 1274 **NO** - 4

	#	%
Yes	1274	99.69
No	4	.003

DEP. NUMBER	INSTITUTE	LIBRARY	CITY	STATE	SINCE DROPPED
0330A	Drury University	F.W. Olin Library	Springfield	MO	Yes
0282	University of Michigan, Flint	Frances Wilson Thompson Library	Flint	MI	Yes
0011	Alabama Public Library Service		Montgomery	AL	Yes
0115B	Smyrna Public Library		Smyrna	GA	No

1b. Is the library in the process of reconsidering depository status?

YES - 79 **NO** –1195

	#	%
Yes	79	6.2
No	1195	93.8

COLLECTION DEVELOPMENT

2. How many cataloged and uncataloged items are in your library system? Include Federal depository and non-depository materials, all formats, and collections and libraries under the purview of your library director.

All libraries

< 250,000 - 331 250,000 - 1,000,000 - 557 > 1,000,000 - 386 3. Depository's selection rate from Item Lister

<<u>http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html</u>>? % (Round off to higher whole number, e.g., 28.91 is rounded to 29.)

(See <u>http://www.access.gpo.gov/su_docs/fdlp/coll-dev/itemchrt.html</u> for breakout)

4. Do you have a **written** collection development policy for U.S. Government depository documents?

YES and revised within the last five years?806YES but NOT revised within the last five years?342NO126

	#	%
Yes, revised	806	63.27
Yes, not revised	342	26.84
No	126	9.89

5. Are Federal depository documents integrated into the library's main collection?

All – 139 Most - 182 Some – 832 None - 119

	#	%
All	139	9.1
Most	182	14.29
Some	832	65.38
None	119	9.34

Are any Federal depository documents housed in a location separate from the majority of the depository collection (e.g., titles sent to reference, periodicals, etc.)?

YES - 1067 **NO** - 207

	#	%
Yes	1067	83.75
No	207	16.25

6. Are you substituting any official online resources

< <u>http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html</u> > for tangible depository materials?

YES - 702 **NO** - 572

	#	%
Yes	702	55.10
No	572	44.9

BIBLIOGRAPHIC CONTROL

7. Do you provide piece-level records for ALL depository receipts?

YES - 1046 **NO** - 228

	#	%
Yes	1046	82.10
No	228	17.9

8. Is your shelflist for the depository collection (Check all that apply):

Part of an integrated library system - 955 PC-based – 374 Card-based – 561 Other (specify) - 29

	#
ILS	955
PC	374
Card	561
Other	29

8-other annotated MoCat both card and online fiche logbook Going to integr ILS & PC-based In transition kardex kardex Kardex LAN loose-leaf list Map Catalogs No shelflist none Notebook notebook Notebooks ONLINE CATALOG Online Retro paper paper map list Pc/Cards printed list printed lists Unknown vert file visible file Yes since 2002

9. Is the processing of depository receipts integrated into the processing unit for other library materials?

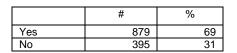
YES - 608 **NO** - 666

	#	%
Yes	608	47.72
No	666	52.28

MAINTENANCE

10. Are written binding and replacement policies in place for depository materials?

YES - 879 **NO** - 395



11. Does the library have a disaster plan in which the Federal depository collection is included?

YES - 839 **NO** - 435

	#	%
Yes	839	65.86
No	435	34.14

12. The depository collection is weeded:

```
Regularly - 695 Irregularly - 543 Never - 36
```

	#	%
Regularly	695	54.55
Irregularly	543	42.61
Never	36	2.83

13. Are documents included in the library's major preservation and conservation activities (e.g., binding, encapsulating, materials moved to climate controlled areas)?

YES - 1057 **NO** – 217

	#	%
Yes	1057	82.97
No	217	17.03

14. Is the majority of the print depository collection arranged using the SuDocs classification?

YES - 1021 NO - 253

	#	%
Yes	1021	80.14
No	253	19.86

HUMAN RESOURCES

15. Number of FTE (full time equivalencies) staff devoted to Federal depository operations (e.g., based on a 40-hour work week, if four librarians spend 100 hours per week on depository activities, report 2.5 FTE for librarians):

NOTE: For this question 15, please fill in EACH block below, even if only to answer 0.

All libraries

Librarians .88 FTE Average Support Staff 1.21 FTE Other (students, volunteers, etc.) 0.72 FTE

	FTE
Librarians	0.88
Support	1.21
Other	0.72

16. Is the depository operation an independently administered unit (i.e., responsible for procedures and policies)?

All libraries

YES - 474 **NO** - 800

	#	%
Yes	474	37.21
No	800	62.79

If "No," with which area(s) is documents most closely associated?

Acquisitions –197 Administration - 61 Cataloging - 288 Reference - 528 Special Collections - 54 Subject Collection (e.g., business, social sciences) - 54 Other(specify) - 80

	#
Acquisitions	197
Administration	61
Cataloging	288
Reference	528
Special Collections	54
Subject Collection	54
Other	80

16-other Serials Access Services All areas all of above **Bib. Services** Circulation Circulation Circulation Collect. Mgmt Collection Dev. collection deve Collection Mgt Collection Mat. Collections Collectn Mngmnt consortium Genealogy Information Ser law library N/A - no depts. Periodicals Periodicals Periodicals Periodicals Periodicals **Public Services** Serial

serials Dept serials dept. Serials Dept. Serials/Gov Pub social sciences state docs

State docs prog systems & tech tech processing **Tech Services Tech Services Tech Services Tech Services** tech services tech services **Tech Services Tech Services Tech Services Tech Services** tech services **Tech Services** Tech. Serv. Tech. Services Tech. Services Tech. Services Technical Serv **Technical Servi Technical Servi Technical Servi Technical Servi** technical servi TechServ whole library

17. Does the library administration budget for attendance at meetings and continuing education activities for professional staff? (Check all that apply)

Local - 1112 State - 1086 Regional - 870 National - 903 Does not support - 55

	#
Local	1112
State	1086
Regional	870
National	903
Does not support	55

18. Does the library administration budget for attendance at meetings and continuing education activities for support staff? (Check all that apply)

Local – 1017 State – 861 Regional – 459 National – 319 Does not support - 213

Total # of Respondents	#
Local	1017
State	861
Regional	459
National	319
Does not support	213

PHYSICAL FACILITIES

19. Since the last on-site inspection or self study of your library, has any construction, remodeling, or relocation affected the depository operation?

YES - 359 **NO** - 915

	#	%
Yes	359	28.18
No	915	71.82

20. Are there any barriers to depository resources (print and electronic) for persons with disabilities?

```
YES, to all resources - 23 YES, to some resources - 281 NO - 970
```

	#	%
YES, to all resources	23	1.8
YES, to some resources	281	22.06
No	970	76.14

21. At current selection rates and with regular collection maintenance, are there five years of growth room for all depository formats?

Print YES - 1172 NO - 102

	#	%
Yes	1172	91.99
No	102	8.01

Microfiche

YES - 1181 **NO** - 93

	#	%
Yes	1181	92.7
No	93	7.3

CD-ROMs/DVDs YES - 1160 NO - 114

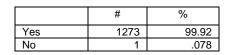
	#	%
Yes	1160	91.05
No	114	8.95

Maps YES - 1081 NO - 193

	#	%
Yes	1081	84
No	193	16

22.a Does the library have Web access to the Internet?

YES - 1273 **NO** - 1



22.b Does the library meet the "2003 Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries," Administrative Notes, v. 23#8, 6/15/2002. See

<<u>http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad091503.html#3</u>> for details.

YES - 1005 NO - 269

	#	%
Yes	1005	78.89
No	269	21.11

23. Does the library have computer equipment for the physically challenged that uses assistive technologies (hardware or software)?

YES - 809 **NO** - 465

	#	%
Yes	809	63.5
No	465	36.5

24.a Depository CD-ROMs are currently accessible:

YES, from (Check all that apply):

Stand alone workstation(s) – 1065 Library-wide LAN - 131 Wide Area Network (WAN), beyond the library (i.e., campus wide) - 36 Internet - 177 Circulation to patrons - 867

	#
A Stand alone workstation(s)	1065
B LAN	131
C WAN	36
D Internet	177
E Circulation	867

NO (Check one response only - **NOTE: DON'T** answer here if you answered YES above for 24.a):

We have CD-ROM capability, but we do not select depository CDs - 25 We select depository CDs, but we do not have CD-ROM capability - 12 We do not have CD-ROM capability nor do we select depository CDs - 8

	#
а	25
b	12
С	8

24.b Depository DVDs are currently accessible:

YES, from (Check all that apply):

Stand alone workstation(s) - 779 Library-wide LAN - 44 Wide Area Network (WAN), beyond the library (i.e., campus wide) - 9 Internet - 78 Circulation to patrons – 706

	#
A Stand alone workstation(s)	779
B LAN	44
C WAN	9
D Internet	78
E Circ	706

NO (Check one response only - **NOTE: DON'T** answer here if you answered YES above for 24.b):

We have DVD capability, but we do not select depository DVDs - 96 We select depository DVDs, but we do not have DVD capability - 43 We do not have DVDs capability nor do we select depository DVDs - 152

	#
a Do not select DVD	96
b Select, but no DVD capability	43
c Capability	152

PUBLIC SERVICE

25. How many hours per week is the library open? (Round off to next full hour.)

1274 libraries - average: 83 hours per week

26. How many hours per week is there professional level assistance (not necessarily by librarians) at the reference desk that services the depository collection? (Round off to next full hour.)

1274 libraries - average: 64 hours per week

27. Is there a service desk for the depository collection that is maintained separately from the library's main reference desk?

YES, and staffing (hours and level) comparable to that of the main reference desk – 115 **YES, but** staffing (hours and level) **not** comparable to that of the main reference desk – 144 **NO** – 1015

1274 total – all libraries

	#	%
Yes, comparable	115	9.03
Yes, not comparable	144	11.30
No	1015	79.67

28. Does your library have a written access policy for the depository collection?

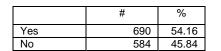
YES - 918 **NO** - 356

	#	%
Yes	918	72.06
No	356	27.94

29.a Does your library have a written policy regarding public services for Government information in electronic formats? < http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html >

all libraries

YES - 690 **NO** - 584



29.b Does your library provide access to the World Wide Web/Internet?

all libraries

YES - 1259 **NO** - 15

	#	%
Yes	1259	98.82
No	15	1.18

30.a Does your library have a written policy for FDLP Internet use? < <u>http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html</u> >

YES - 654 **NO** - 620

	#	%
Yes	654	51.33
No	620	48.67

30.b Does your library use filtering or blocking software on the public access workstations?

YES - 204 **NO** - 1070

	#	%
Yes	204	16.01
No	1070	84.25

30.c Does your library have the ability to turn-off, or work around filtering/blocking software when patrons are doing research or need to use Federal Government information on the Web?

YES - 178 **NO** - 63 **N/A** - 1033

	#	%
Yes	178	13.97
No	63	4.95
N/A	1033	81.08

31. What type of catalog does your library have? (Check all that apply.)

Card catalog - 155 COM catalog - 6 CD-ROM catalog - 10 Text-based online catalog – 359 Web-based online catalog – 1224

	#
а	155
b	6
С	10
d	359
е	1224

32. Are any U.S. depository documents included in the library's catalog?

YES - 1265 **NO** - 9

	#	%
Yes	1265	99.29
No	9	.71

If "YES,"

A. What percent of **current** depository receipts are included in the library's catalog?

1264 libraries - average: 77%

B. Do you use: (Check all that apply)

Cataloging record loads - 744 Original/copy cataloging - 1012

All libraries

	#	
а	744	
b	1012	

33. What library system do you currently use?

CARL Solution - 12 Classic - 25 Dynix - 131 Endeavor Information Systems Inc., Voyager - 208 Ex Libris (USA), Inc., ALEPH 500 - 55 Geac, ADVANCE - 10 Geac, PLUS - 6 Innovative Interfaces, Inc., Millennium 381 **NOTIS - 16** Library Solution - 4 Sirsi, Unicorn, Solution - 206 TLC - 5 Virtual - 1 **VTLS - 14** None - 9 Other (specify) - 189 33-other DRA Aleph DRA Aleph DRA ALS Horizon DRA ALS, Horizon DRA ALS, Horizon DRA Amlib DRA Athena DRA DRA Athena Autographics dra Auto-Graphics DRA C2 DRA CASPR DRA CINCH DRA Concourse DRA Data Research A DRA DBtext DRA devlpd in-house DRA **Discovery Place** DRA DRA (SIRSI) **Discovery Place** DRA Classi DRA DRA DRA Classic DRA **DRA Classic** dra **DRA Classic DRA Classic** DRA **DRA Classic** DRA DRA **DRA Classic** DRA DRA classic DRA Classic DRA DRA DRA TAOS DRA DRA TAOS DRA, Classic DRA

DRA

DRA. TAOS DRANET/Sirsi **DRA-TAOS** Dynix Horizon Dynix Horizon Dynix/Horizon Dvnix/Horizon 7 EOS EOS Int'l EOS Int'I GLAS EOS Int'l Glass EOS, GLAS EOS.Q EOS/GLAS EOSI EOSi Q Series **EOSI Q Series** EOSL GLASS Epixtech Epixtech FCLA developed **FCLA NOTIS FCLA NOTIS** FCLA NOTISbase Follett Follette Form of NOTIS Galaxy Galaxy Galaxy galaxy Gaylord Galaxy

DRA, Taos

34. Are you planning to migrate to a new system within the next two years?

YES - 233 **NO** - 1041

	#	%
Yes	233	18.29
No	1041	81.71

35. Are records for Internet-accessible electronic Federal Government information products included in your library's catalog?

(Select ONE best answer)

YES, and interface supports active hyperlinking capability – 947
YES, though multiple interfaces are offered and not all support active hyperlinking capability - 108
YES, BUT interface does not support active hyperlinking capability - 45
YES, BUT a policy decision not to link - 8
NO - 166

	#
Yes, and hyperlinking	947
Yes, and some hyperlinking	108
Yes, but no hyperlinking	45
Yes, but policy does not allow linking	8
No	166

36. How are library staff regularly made aware of new Federal Government information products, services, and resources? (Check all that apply)

Announcements from Administrative Notes routed – 490 Regular staff meetings - 691 E-mail - 901 Demonstrations - 505 Help guides created - 391 Hands-on training sessions - 444 No regular program - 157 Other (specify) - 116

	#
Announcements from AdNotes routed	490
Regular staff meetings	691
E-mail	901
Demonstrations	505
Help guides created	391
Hands-on training sessions	444
No regular program	157
Other (specify)	116

37. Is the library's catalog available via (check all that apply):

Dial-in access - 369 Internet – 1219 Network with other libraries – 531 Not applicable - 37

	#
Dial-in	369
Internet	1219
Network	531
N/A	37

38. The library's promotion (e.g., flyers, newspaper articles, etc.) of the depository to the general public can best be described as:

Active, on-going promotion to the general public - 200 Infrequent promotion to the general public - 784 No promotion to the general public - 290

	#	%
Active	200	15.70
Infrequent	784	61.54
None	290	22.76

39. On average, how many patrons use the depository collections or services each week (including all incidents of use, i.e., in person, phone, fax, e-mail, etc.)? You may choose a week to sample. This refers to the number of people using depository materials, not the number of people who enter the library.

1244 libraries average: 207 patrons each week

40. Has your library conducted user surveys or other studies to determine the quality of depository services?

YES - 208 NO - 1066

	#	%
Yes	208	16.33
No	1066	83.67

41.a. Does your library charge a fee for any of the following depository services? (Check all that apply)

Printer paper - 709 Formatted floppy diskettes - 442 Fax - 286 Extensive reference service - 28 None of the above – 388 Other (specify) - 79

	#
Paper	709
Disks	442
Fax	286
Ref.	28
None	388
Other	79

41.b. Does your library receive Federal funds for technology related purposes? (Check all that apply)

all libraries

LSTA - 224 IMLS - 77 ESEA - 8 N/A - Do NOT receive the above funds – 1005

	#
LSTA	224
IMLS	77
ESEA	8
N/A	1005

COOPERATIVE EFFORTS

42. Is your Federal depository operation governed by a State Plan for providing government information services, including such elements as interlibrary cooperation, advisory group, coordination of training, etc?

YES, and the Plan has been revised within the last five years. - 549 YES, BUT the Plan has NOT been revised within the last five years. - 298 **Don't know** - 177

NO - 250

	#
Yes and revised	549
Yes but not revised	298
Don't know	177
No	250

43. Do you use the following?

FDLP Desktop < http://www.access.gpo.gov/su_docs/fdlp/index.html >

YES - 1243

NO if "No," why not? Did not know about it - 12 Know about, but not how to use it - 10 Not useful - 9

	#	%
Yes	1243	97.57
No - a	12	.94
No - b	10	.78
No - c	9	.71

askLPS (NOW HELP) < WAS

http://www.access.gpo.gov/su_docs/fdlp/tools/asklpsin.html, NOW http://www.gpoaccess.gov/help/index.html >

YES - 1041 NO if "No," why not? Did not know about it - 73 Know about, but not how to use it - 51 Not useful - 109

	#	%
Yes	1041	81.71
No - a	73	5.73
No - b	51	4
No - c	109	8.56

Documents Data Miner < http://govdoc.wichita.edu/ddm/GdocFrames.asp>

YES – 1069 NO if "No," why not? Did not know about it - 65 Know about, but not how to use it - 65

Not useful - 75

	#	%
Yes	1069	83.9
No - a	65	5.10
No - b	65	5.10
No - c	75	5.89

Enhanced Shipping List Service

<http://www.access.gpo.gov/su_docs/fdlp/tools/sl/index.html >

YES - 918

NO if "No," why not? Did not know about it - 78 Know about, but not how to use it - 70 Not useful – 208

	#	%
Yes	918	72.06
No - a	78	6.12
No - b	70	5.49
No-c	208	16.33

Federal Bulletin Board < <u>http://fedbbs.access.gpo.gov/</u> >

YES – 819

NO if "No," why not? Did not know about it - 72 Know about, but not how to use it - 85 Not useful - 298

	#	%
Yes	819	64.29
No - a	72	5.65
No - b	85	6.67
No - c	298	23.39

FDLP Electronic Collection

<http://www.access.gpo.gov/su_docs/fdlp/ec/index.html>

YES – 1117

NO if "No," why not? Did not know about it - 55 Know about, but not how to use it - 51 Not useful - 51

	#	%
Yes	1117	87.68
No - a	55	4.32
No - b	51	4
No - c	51	4

New Electronic Titles (NET)

< http://www.access.gpo.gov/su_docs/locators/net/index.html >

YES - 987

NO if "No," why not? Did not know about it - 89 Know about, but not how to use it - 68 Not useful - 130

	#	%
Yes	987	77.47
No - a	89	6.99
No - b	68	5.34
No - c	130	10.20

Government Information Locator Service (GILS) via GPO Access

< http://www.access.gpo.gov/su_docs/gils/index.html >

YES – 732

NO if "No," why not? Did not know about it - 85 Know about, but not how to use it -98 Not useful - 359

	#	%
Yes	732	57.46
No - a	85	6.67
No - b	98	7.69
No - c	359	28.18

GPO Access Databases < <u>http://www.gpoaccess.gov/multidb.html</u> >

YES - 1216

NO if "No," why not? Did not know about it - 25 Know about, but not how to use it - 10 Not useful - 23

	#	%
Yes	1216	95.45
No - a	25	1.96
No - b	10	.78
No-c	23	1.81

Catalog of U.S. Government Publications (CGP)

< http://www.gpoaccess.gov/cgp/index.html >

YES – 1169

NO if "No," why not? Did not know about it - 20 Know about, but not how to use it - 8 Not useful - 77

	#	%
Yes	1169	91.76
No - a	20	1.57
No - b	8	.63
No - c	77	6.04

Browse Topics < http://www.access.gpo.gov/su_docs/locators/topics/index.html>

YES - 919

NO if "No," why not? Did not know about it - 109 Know about, but not how to use it - 48 Not useful – 198

	#	%
Yes	919	72.14
No - a	109	8.56
No - b	48	3.77
No - c	198	15.54

Federal Agency Internet Sites < <u>http://www.gpoaccess.gov/agencies.html</u> >

YES – 1153

NO if "No," why not? Did not know about it - 50 Know about, but not how to use it - 14 Not useful - 57

	#	%
Yes	1153	90.5
No - a	50	3.93
No - b	14	1.11
No - c	57	4.48

U.S. Government Online Bookstore < <u>http://bookstore.gpo.gov/</u> >

YES – 955

NO if "No," why not? Did not know about it - 23 Know about, but not how to use it - 22 Not useful - 274

	#	%
Yes	955	74.96
No - a	23	1.81
No - b	22	1.73
No - c	274	21.51

Needs and Offers List

< http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html >

YES - 970

NO if "No," why not? Did not know about it - 25 Know about, but not how to use it - 31 Not useful - 246

	#	%
Yes	970	76.22
No - a	25	1.96
No - b	31	2.43
No - c	246	19.39

Ben's Guide to U.S. Government < <u>http://bensguide.gpo.gov</u> >

YES - 850 **NO** if "No," why not?

> Did not know about it -105Know about, but not how to use it -18Not useful - 301

	#	%
Yes	850	66.72
No - a	105	8.24
No - b	18	1.41
No - c	301	23.63

44. Cataloging pre-1976 U.S. Government Publications:

a. Does the library catalog pre-1976 U.S. Government publications in your depository collection?

YES - 652 NO - 621

	#	%
Yes	652	51.22
No	621	48.78

b. Are these pre-1976 catalog records available in a bibliographic utility? (indicate all that apply)

1. YES, in OCLC - 558

2. YES, in RLIN - 43

3. YES, Other (specify) - 58

44b-other

Amigos Bibliofile c/wmars -guicat campus system card catalog card catalog card catalogue CIS Tapes consortium cat. CONSORTOhioLIN Κ CONSULS Cutter DRA dynix Dvnix ILLINET Online ILLINET, Dynix ILS & OPAC ILS, OPAC

ILS, OPAC KLN, ACLCP, PALC Ks Union Cat Library Catalog Local database Local OPAC Marcive Marcive MARCIVE Marcive MARCIVE Me. Infonet Melvyl MELVYL Melvyl of UC Monthly Catalog online catalog online catalog online catalog online catalog online catalog

on-line catalog OPAC our catalog partial in oclc Shelf List Sirsi SIRSI SIRSI SIRSI WORKFLOWS Sirsi/DRA opac some/oclc state union cat Statewide OPAC union list web catalog WorldCat WorldCat WULS

- **4.** No 55
- c. What percentage of pre-1976 cataloging is:
 - 1. Original cataloging? 464 libraries average: 20%
 - 2. Copy cataloging? libraries 604 average: 83%
- **d.** Identify those areas of emphasis for the pre-1976 cataloging in your collection: (indicate all that apply)
 - **1.** Hearings 323
 - 2. Committee Reports 238
 - 3. Specific Agency 468