PREVIEW

2025 Biennial Survey of Depository Libraries

**Instructions for filling out the Preview**

1. Fill in question responses using the Preview in Word format.
2. Send the file to the library director or their designee for their review and approval.
3. Input the responses in the survey tool.
4. Ask questions related to the survey using [askGPO](https://ask.gpo.gov). GPO staff will monitor and respond regularly.
5. Provide your responses according to current conditions.
6. Note that the Preview document includes the same directions you'll find in the survey tool. When a question says to 'drag and drop' responses in a particular order, number the responses in the Preview instead.

**Instructions for filling out the survey in the survey tool**

1. All Federal depository libraries are required to complete this survey. The survey must be submitted by **November 14, 2025.**
2. Have your regional depository coordinator's email address on hand. At the end of the survey, you must enter it into a field so they receive a copy of your library's Biennial Survey.
3. Complete the survey in one session. If you need to leave and come back, your original responses will be lost.
4. It is best to review the responses on each page before clicking the "Next page" button. Your browser's back button may not work.
5. All questions are required unless otherwise stated.
6. At the end of the survey, check the box indicating your director or their designee has approved the survey responses.

Note: All questions in this survey refer to Federal depository resources and Federal Government information unless otherwise specified.

**Introduction**

First and last name of person filling out survey

Click or tap here to enter text.

Please select your state and then your library from the drop down menus.

State [drop down menu]

FDL Number - Library Name [drop down menu]

Library director first and last name

Click or tap here to enter text.

Library director email address

Click or tap here to enter text.

Q1. Does your library plan to remain in the Federal Depository Library Program?

[ ]  Yes

[ ]  No

[ ]  Not sure

**Access**

Title 44 of the U.S. Code requires that depository libraries (except for Highest State Appellate Court depositories) make Government publications available for the free use of the general public. GPO would like to learn more about what ways depositories are providing access. Public access to government information can take many forms and will not look the same at each library.

Q2. In what ways do you provide access to your local depository library digital collection? Check all that apply.

[ ]  Adding bibliographic records to a library catalog

[ ]  Adding links to government information on the library website or library research guides

[ ]  Computers in the library building for public use

[ ]  In-person reference

[ ]  Virtual reference

[ ]  Wi-Fi access within the building for public use

[ ]  We are a Highest State Appellate Court and are exempted from public access requirements

[ ]  Do not provide digital FDLP collection access

Q3. In what ways do you provide access to your local depository library physical collection? Check all that apply.

[ ]  Adding bibliographic records to a library catalog

[ ]  In-person reference

[ ]  Offer Inter-Library Loan of items in the physical collection

[ ]  On-site use of the physical collection

[ ]  Scan on demand

[ ]  Virtual reference

[ ]  We are a Highest State Appellate Court and are exempted from public access requirements

[ ]  Do not have a physical FDLP collection

Q4. Does your depository library require an appointment to access depository material?

[ ]  Yes, all patrons must make an appointment

[ ]  Yes, certain patron groups need to make an appointment

[ ]  No, we ***do not require*** appointments for access

[ ]  We are a Highest State Appellate Court and are exempted from public access requirements

**Operations**

Q5. What challenges or significant events have affected your FDLP operation in the last two years? Select all that apply.

[ ]  Bibliographic records project

[ ]  Budget cuts

[ ]  Collection move

[ ]  Facility issues (for example: burst pipes, mold growth, etc.)

[ ]  Facility renovation

[ ]  GPO transition to a [Limited Print Distribution framework](https://www.fdlp.gov/about-the-fdlp/new-limited-print-distribution-framework)

[ ]  Natural disaster

[ ]  Preservation project

[ ]  Space constraints

[ ]  Staffing changes

[ ]  N/A

[ ]  Other (explain more about a topic checked or provide information about a topic not listed here) Click or tap here to enter text.

Q6. What are your library's major plans for the depository operation in the next two years? Select all that apply.

[ ]  Conduct a preservation project

[ ]  Digitize U.S. Government publications

[ ]  Discontinue receipt of one or more print distribution title(s)

[ ]  Inventory tangible collections

[ ]  Move FDLP material to a new location (within library building, new building, offsite storage)

[ ]  Plan strategic community outreach

[ ]  Renovate facilities

[ ]  Retrospectively catalog U.S. Government publications

[ ]  Train library staff in the use of U.S. Government information

[ ]  Weed tangible collections

[ ]  Do not have any plans

[ ]  Other Click or tap here to enter text.

**Collections**

Q7. Describe the nature of your print depository collection for materials received pre-2024. Please select the option that most closely matches.

[ ]  Comprehensive research collection of Federal government publications

[ ]  Blend of current and retrospective holdings (active collection management, including weeding)

[ ]  Mostly current publications, held for 5-year retention (regular weeding of tangible publications)

[ ]  Mostly digital collection

Q8. What are your longer-term collection development goals?

[ ]  Build a comprehensive research collection of Federal government publications (could be a mix of print and digital resources)

[ ]  Create a blend of current and retrospective holdings (active collection management, including weeding)

[ ]  Maintain a collection of mostly current publications, held for 5-year retention (regular weeding of tangible publications)

[ ]  Keep or weed for a mostly digital collection

[ ]  Other Click or tap here to enter text.

Q9. Does your library have tangible depository material in any format?

[ ]  Yes

[ ]  No

**Q10 and Q11 will only appear if you choose Yes in response to Q9**

The following questions are intended to assess the tangible collection in Federal depository libraries.

Guidance: [Is there a formula I can use to estimate the size of my documents collection?](https://ask.gpo.gov/s/article/Is-there-a-formula-I-can-use-to-estimate-the-size-of-my-documents-collection)

Q10. To the best of your knowledge, how many FDLP-issued publications in the following formats would you estimate are in your collection?

For linear feet (ft), measure shelves and/or cabinets. A standard shelf is three feet wide.

For sheets, use the following formula: 200 flat sheets - 1 drawer (2" deep)

Enter n/a or 0 if you do not have the specified format in your collection.

[ ]  Print (linear Feet): Click or tap here to enter text.

[ ]  Microfiche (linear feet): Click or tap here to enter text.

[ ]  Maps (sheets): Click or tap here to enter text.

[ ]  DVDs, CD-ROMs, VHS tapes, and floppy diskettes (linear feet): Click or tap here to enter text.

Q11. How much of your tangible collection (paper, microfiche, etc.) would you estimate is cataloged? Click or tap here to enter text.

[response uses a slide bar to select a percentage]

|  |  |  |  |
| --- | --- | --- | --- |
|  | A little | A moderate amount | A lot |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 0 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |

|  |  |
| --- | --- |
| Percent cataloged |  |

**Bibliographic Records**

Q12. From which of the following sources do you identify or acquire GPO bibliographic records for use in your local systems? Select all that apply.

[ ]  Catalog of U.S. Government Publications (Z39.50)

[ ]  FDLP Data Manager

[ ]  LSCM GitHub Repositories

[ ]  New Electronic Titles (CGP)

[ ]  OCLC's automated feed based on your item selection profile

[ ]  OCLC Connexion

[ ]  OCLC's U.S. Government Documents - Electronic knowledge base

[ ]  OCLC's U.S. Government Documents - Non-electronic knowledge base

[ ]  Other proprietary bibliographic records service (for example, ProQuest Congressional)

[ ]  Enable or access a collection of records in your library systems platform (for example, Alma Community or Network Zones)

[ ]  N/A, my library is not identifying or acquiring catalog records

Q13. Which unit(s) within the library works with GPO bibliographic records? Select all that apply.

[ ]  Access Services

[ ]  Acquisitions

[ ]  Administration

[ ]  Archives and Special Collections

[ ]  Consortium or shared/centralized system office (for example, CARLI)

[ ]  Data and Map Services

[ ]  Digital Collections and Services

[ ]  FDLP/GPO Partnerships

[ ]  Government Information

[ ]  Metadata/Bibliographic Services

[ ]  Preservation/Conservation

[ ]  Reference/Instruction

[ ]  N/A

Q14. Do you create original bibliographic records for government documents?

[ ]  Yes (if yes, why?) Click or tap here to enter text.

[ ]  No

Q15. What is your library's Integrated Library System (ILS) or Library Services Platform (LSP)? If you are migrating to a new system or planning to, please indicate the new system.

[ ]  EOS

[ ]  Evergreen

[ ]  Ex Libris Alma

[ ]  Ex Libris Voyager

[ ]  FOLIO

[ ]  Innovative Interfaces, Inc. Polaris

[ ]  Innovative Interfaces, Inc. Sierra

[ ]  Koha

[ ]  OCLC WorldShare Management Services (WMS)

[ ]  SirsiDynix Horizon

[ ]  SirsiDynix Workflows

[ ]  SirsiDynix Symphony

[ ]  Other (please list) Click or tap here to enter text.

Q16. If your library uses a discovery layer, what is it?

[ ]  Aspen Discovery

[ ]  BiblioCommons Bibliocore

[ ]  Blacklight

[ ]  EBSCO Discovery

[ ]  Ex Libris Primo/Primo VE

[ ]  Ex Libris Summon

[ ]  OCLC WorldCat Discovery

[ ]  SirsiDynix Enterprise

[ ]  VuFind

[ ]  No discovery layer

[ ]  Other (please list) Click or tap here to enter text.

**Training and Engagement**

Q17. Please rank the FDLP promotional services that your library is most interested in. Drag and drop the options into your preferred order with the most preferred on top.

\_\_\_\_\_\_ Downloadable graphics for websites and social media

\_\_\_\_\_\_ English-language handouts and brochures

\_\_\_\_\_\_ FDLP-related social media content

\_\_\_\_\_\_ Free promotional materials for distributing to patrons (pencils, bookmarks, etc.)

\_\_\_\_\_\_ Promotional guidance (photo galleries, social media, anniversary celebrations, etc.)

\_\_\_\_\_\_ Spanish-language handouts and brochures

Q18. Please describe any promotional services that GPO does not currently offer but your library would find beneficial.

Click or tap here to enter text.

Q19. For training and professional development, I prefer and/or my organization supports: Drag and drop the options into your preferred order with the most preferred on top.

\_\_\_\_\_\_ In-person national conferences or meetings

\_\_\_\_\_\_ In-person regional conferences or meetings

\_\_\_\_\_\_ Online interactive training

\_\_\_\_\_\_ Online videos (recorded)

\_\_\_\_\_\_ Written instructions

\_\_\_\_\_\_ Interactive online community / email list

Q20. Please describe any tools or services that GPO does not currently offer that your library would find beneficial to better support a more digital FDLP.

Click or tap here to enter text.

Q21. Are you interested in exploring official partnership opportunities with GPO in support of the National Collection of U.S. Government Public Information?

[ ]  Yes

[ ]  No

Q22. Are you interested in becoming a mentor for a depository librarian, with the understanding that this may require 1-3 hours a month of your time? Note: Mentoring can be peer-to-peer or pairing experienced Government information specialists with those who want to expand their knowledge.

[ ]  Yes, I am interested in being an experienced mentor

[ ]  Yes, I am interested in being a peer-to-peer mentor

[ ]  Yes, I am interested in being a data collection mentor

[ ]  No, I do not want to be a mentor

Q23. Are you interested in being mentored, with the understanding that this may require 1-3 hours a month of your time?

[ ]  Yes, I am interested in being mentored

[ ]  Yes, I am interested in being peer-to-peer mentored

[ ]  Yes, I am interested in being mentored to learn more about data collection

[ ]  No, I do not want to be mentored

**Depository Library Council Questions**

Q24. What, if anything, are the most lasting impacts of COVID-19 upon the operations of your institution as an FDLP member?

[ ]  Describe impacts: Click or tap here to enter text.

[ ]  No lasting impact

Q25. In which area(s), if any, did your depository implement new, or revise existing, policies/procedures as a result of COVID-19? Select all that apply.

[ ]  Collection maintenance and weeding

[ ]  Instructional and education services

[ ]  Outreach services

[ ]  Public access

[ ]  Reference services

[ ]  Staffing

[ ]  Other (please explain) Click or tap here to enter text.

[ ]  Changes were made due to COVID-19 but now back to pre-COVID policies

[ ]  No new policies or procedures were implemented because of the COVID-19 pandemic

Q26. Do patrons who use depository collections, or are offered use of government information resources, express mistrust of them?

Note: This is a follow-up to a fall 2024 Depository Library Conference program to determine how widespread mistrust is or isn't, and to address with solutions, if necessary.

[ ]  Yes (if yes, please briefly describe the nature of their concerns or mistrust) Click or tap here to enter text.

[ ]  No

[ ]  Don't know / decline to answer

**Final Thoughts**

Q27. Is there anything else you'd like to tell us about your library operations or activities that is not already included in this survey?

Click or tap here to enter text.

**Review and Approval**

My institution's approving library director or designee reviewed and accepted the responses to this survey.

[ ]  Yes

[ ]  No

|  |
| --- |
|  |

Enter your email address to receive a copy of your institution's 2025 Biennial Survey submission.

Click or tap here to enter text.

Enter your regional depository coordinator's email address so they will receive a copy of your institution's 2025 Biennial Survey submission.

Click or tap here to enter text.

Enter any additional email address to receive a copy of the survey results (optional). If you have two regional coordinators, you can enter the second email here.

Click or tap here to enter text.