

Please stand by for realtime captions.

>> The meeting will begin in five minutes.

>> Welcome back to our final session of the NDI . The final session of our program. We've saved the best for last year perhaps not the most glamorous topic, but perhaps one of the more necessary topics that a lot of people need help with. We have fun stuff like library visits, some upcoming things that you need to have a heads up about like the survey, not clamorous but kind of pertinent right now, would be disasters where disaster recovery. Promotion of the collections which is a very popular topic when we go out to visit libraries. People who are trying to rethink how to promote the depository collection and the services offered and things like that. We will have more information on networking in general wrapup stuff. Please type your questions into the chat box. I will talk to you about -- this is your first session, welcome in my name is Ashley Dahlen . As you may be aware, material distributed through the [Indiscernible]'s government property so there are a few steps you need to go through when you want to downsize. You can see that when I was prepping for the presentation, I found that this slide was very boring visually, so I added a very cautionary note. Please don't fall asleep on me here because in some sense this is probably the most important thing that you should understand if you are a new depository coordinator because this is probably what you will be asked to do first when you are hired. There are three mechanisms that selected depositories can use to lead their foster a collection, supersession, institution, and the five-year rule. It requires you to work closely with your regional depository library. Member that the regional is responsible for ensuring the comprehensive collection is within their state or region. The regional depository is trying to ensure that the last copy of something rare is retained somewhere in the safe and they're also trying to make sure a sufficient number of copies of those heavily used titles are skedaddled throughout the state in appropriate locations. This requires the regional coordinator to be familiar with their selective libraries and the collections contained in them. That knowledge takes a long time to develop. If you have a new regional coordinator, bear with them as they wrap their head around this huge monumental task may have. Let's go through these procedures that you have. First is supersession: supersession is frequently practiced by selective depository libraries. This allows libraries to discard publications that are superseded without regional permission. However, please note that libraries are not required to dispose of superseded material if they don't want to. Publications being superseded and removed from the collection must meet certain criteria and I criteria is listed below. At the material is dated, you can discard when it expires. If it is revised by a later addition or issue. If it's a reprint and the depository receipts the original addition, if the item is replaced by a cumulative addition, or if the item is replaced by a corrective copy, you must [Indiscernible] you don't want to have incorrect information out there. One of the things we refer people to is the 2002 superseded list. It was updated in an online format three 2009. It is a reference source for additional examples of specific obligations that are superseded or have special considerations. 1996 superseded list has the explanation of the notations included in the front matter. If you're using the 2002 superseded list which is online, you can consult the 1986 edition for the background information. If you use the superseded list, you will see highlights of exceptions to the supersession criteria for some of those special rules that you might not be aware of but your colleagues were in the past. They made note of the special exceptions. Examples: if you're looking at title III of the Code of Federal Regulations, that actually does not simulate and therefore it must be retained for a minimum five-year period. All other titles of the code of federal relations are revised annually and may be withdrawn upon receipt of the latest. A lot of people are unaware that you don't treat title III like you treat the other titles. Another example is the daily Federal Register. It doesn't cumulative itself but it does have special instructions in the superseded list the REITs, [Indiscernible] plus previous year. The daily edition of the Congressional record is superseded by the sound edition but there is a trick. Only regional depositories nowadays get the bound Congressional records. Regionals may not discard the daily issues until they receive all of the parts and indices of the bound set for that volume. We recommend that you consult your regional and

also usual professional judgment. Let's move to the next mechanism that you have. That is substitution. You can reach your material through a mechanism called substitution, and this is used when you have one version of a publication in your hand and you find an exact replica of it elsewhere in another format. Material in one format may be substituted with the same content in another format. In this case, the regional needs to approve this swap for the substitution. The regional library should issue be told instructions on the prescribed substitution procedures. We cluster them into two types of substitutions. We see tangible substitutions and online substitutions. I have a tip for you. If you find that you do a lot of substitutions, I would recommend that you investigate whether or not you should be select -- deselect any of those numbers so you don't actually have to continue to receive those titles and formats that you're not interested in. Tangible substitution I talked about earlier. That involves substituting depository material with content in another tangible format. Be a paper, microfiche, CD-ROM, or DVD. This may be done for example when libraries were placed their print holdings with commercial microfiche. Regional depositories engaging in tangible substitutions should keep the interest of the state of the region they serve in mind. Will the regional library be able to fulfill interlibrary loan services if they had substituted formats? If they have substituted material, it must have proper reading equipment available. This seems like a no-brainer, but a lot of people are reporting that it's getting hard to have microfiche readers. If you're going to substitute with a microfiche format, please make sure that you are committed to replacing and repairing Iker fiche readers or at least requiring scanning materials so people can actually use the format. The substituted material must be properly referenced and easily accessible to users. Any materials retained in lieu of the depository copy are treated as depository property for the period of time that the library would have retained the original FDL be. Materials are subject to the FDL P requirements during that time.. I give it another tip if you substitute depository material for commercial microfiche, card or protect the indices to that microfiche set with your life. There is nothing quite like moving your microfiche indices into offsites doors and relying on commercial database for your indexing and to later use ask -- lose access and discover you have a totally inaccessible microfiche collection. We heard a few sobs stories over the years and it's quite painful to hear. The other type of substitution was -- I'm sorry. Online substitution, and that involves replacing tangible depository material with an online equivalent. This is typically done when libraries prefer the online format. Select to our permitted to substitute with online equivalents provided this tangible publication has been held for one year, the regional depository has approved the disposal of the tangible format an online version is officially complete and free of charge to the user. No one is required to substitute online versions for tangible material if you don't want to. In determining eligibility for online substitutions, depository coordinator should use their professional judgment in determining what titles may be substituted. I'll give you examples of titles we know they can be substituted. That includes any complete title that appears on [Indiscernible] of the federal digital system. Examples: Federal Register, US government manual, weekly consolation a presidential document, and Code of Federal Regulations. However, note that some of those titles by congressional hearings do not have a comprehensive coverage. If the online content is not copperheads of been libraries can't just substitute the entire series, they have to go through one by one to verify that the content does in fact reside on [Indiscernible]. Any title for digitized material from content partnership are also examples of things they can be substituted. Examples include titles that are found on the site [Indiscernible], homeland security digital library, Department of State for the fears network, and a floppy disk included in committee on institutional cooperation or CIC floppy disk project and so on.. We get this question a lot. How do you know if the online version of a publication is official? Our answer is, it has to be content published by the federal government at government expense as required by law. Here's a tip. GPO only catalogs government publications , so if you do a quick check of our catalog to see, it may help you determine if it qualifies as official. Inclusion of a Perl in a cataloging record does not automatically mean that it qualifies for substitution. The publication that links to in the Perl must meet all requirements of substitution. We

get questions like why would we say that? Sometimes we may Perl to an online format where we know the appendix for example is missing. The print version has the appendix. The Perl is there but the content is incomplete. You have to check for things like that. At least me to the next question. How do you know if the online version is complete? Our answer is, there's no definitive way to determine if an online version is complete without actually comparing it to the tangible publication. Content to look for includes but not limited to: looking for supplements, a table of contents, appendices, images or charts. They should match the two formats you're looking at. Print or microfiche version in which you see online should match. What constitutes free of charge? The answer is all users must be able to access the content at no cost. If the library substitutes with a suspicion database, free access must be provided on-site to all users. The third most common way to material becomes eligible for withdrawal is through the five-year rule. Selected depository libraries may withdraw depository material after holding a material for five years. Dated from the date of receipt, the shipping date, with a data processing. Permission to withdraw that material must be granted by the regional. I used to work at a regional depository, it was a large region, in it was very hard to explain the difference between the different leading mechanisms and when you could use which leading mechanism. I came up with this cheat sheet. The green means it's good to go, and red means stop, don't do it. Reading across the top you can see that I put a timeline of when you're all the way through five years. The three leading methods are listed in the Rose. I'm catching up with my notes. You can see that at the top, the superseded material right away, you can superseded even as you open up the box if you find another version of it is up to date. You can apply supersession criteria. To substitute below that you have to wait here before you can remove the materials and after having held for five years you can wait for the five-year waiting rule more substitution. To hear the question for you, why did I talk about the leading methods in the order I did. Why did I listed there. The answer is that I listed them in order that you can remove material from your collection. Supersession can be done at any time and you don't have to offer the material to your regional coordinator provided your state has agreed to that. Other methods require regional permission and you also have to hold material for bearing links of time. Which method is intentionally the easiest for you to work with? Was people will say that supersession is the easiest method for them to work with. Were going to talk about the actual withdrawal process but we will talk about it from the perspective of the regional and what the regional has to do. One of the legal responsibilities of the regional is to maintain that tangible copy of depository titles within their take -- state or reason -- region. Because regional depositories have varied histories, different collections and local circumstances, and other various operational quarks, regional depository coordinators may handle the withdrawal war substitution requests differently. That make sense. Your local guidelines may be Incorporated into your state plan. It may not be on the other hand, you may not have a state plan depending on where you are. We've discussed state plans earlier. A regional disposable guideline may need cooperation among depositories to ensure that one or more libraries in the state or region retain a tangible version. Basically, the regional has a handful of options at their disposal that they can use to authorize the withdrawal of material from selective libraries. These options include requiring select is to create a withdrawal list, this is the most common method that regional steel with. Withdrawal requests. They can connect conduct an in person review, required selective check against a known [Indiscernible] list and provide a do not [Indiscernible] list that can selective -- selective skin check. We will go over each option in a bit. When you are reviewing withdrawal lists, original may want to keep the depository material at your library or at somebody else's. They may be missing the material from their own regional collection and if they can't take the material in themselves, they may want to set up a selective housing agreement between your library and there's to house the material as they regional copy. The bottom line is, if you have permission to substitute for withdrawal the turtle is not granted by your regional, the selective must keep tangible material for the time being, but can apply at a later date for approval to withdraw. Permission to substitute a draw material is granted, the tangible material must be offered to

other selected in the region for disposable or what trial list following the process. This is perhaps the most hated slide you will see today. This is the dreaded withdrawal list. Or whatever you guys want to call it. We call it needs and offers list. Withdrawal list typically contain a listing of that titles, [Indiscernible] members, dates and arranges of the cereals if possible. Possibly even item numbers of the material you are offering. I will give you a time-saving tip. Check with your regional to see if any formats have been exempted from the offering requirement in your region. Many states don't require that you offer microfiche so you need to check with regionals. The normal process following that is that the regional has first dibs at the withdrawal list. The selective's in that state or the region have second dibs. Some states do have a different practice on that. We can talk about that in a bit. After the lists have been offered up for your states process, though forget that you can offer the material off -- out, hopefully soon. What we call the FPL T exchange site. We used to make a reference to the national needs and offers list. The national needs and offers list has been taken down in anticipation of the FDLP exchange tool rolling out. That tool has been rolled out publicly yet, but when it is rolled out, you will have the ability to offer material nationally. If that's an optional step, if you want to offer material that no longer want up to the rest of the country. Given the number of floods that we have going on in libraries right now, there might be an increased demand for that sort of service. Here are some of the copycatting factors for you to think about when doing withdrawal lists. Please don't pull your hair out. Factor in the timeliness of reviewing the lists when looking at a leading project. If you director says you have three months to do this, you have to remember that you're also working in conjunction with the regional. The regional may not be able to work with your timeframe. You have to keep that time in mind. Understand how your list will be created, whether you're doing a catalog report, or if somebody is sitting there typing in an Excel spreadsheet. You may have multiple regions in your state, I'm sorry, multiple regionals in your state and they both may want to review your needs and offers list. That may take additional time. If you are in a [Indiscernible] stay, you may have adopted the [Indiscernible] documents database tool and in that case, you are working with a different framework than what were talking about here. That's just a factor you need to think of when doing these [Indiscernible] list. If you cut a disaster in your region, which unfortunately we've had quite a few lately, that is going to impact how quickly regionals can search needs and offer lists, as well as the demand for those resources. People who have lost collection may be rebuilding parts of it. Hopefully you have [Indiscernible] numbers somewhere on your document. If you don't have them, it's really hard to re-create that [Indiscernible] number before you offer them out. Other options for you to think about, if you're working with a needs and offers list is to [Indiscernible] through the state process that you want to offer out on [Indiscernible]. It's an option for you if you want to go that route. Here are the other approval options. The needs and offers list in the withdrawal lists are the most commonly used options for the regional but the regional does have some other options at their disposal. The regional can do an in person review. We commonly call that eyeballing the collection. This is where the regional library can come on site, and review the publications that you want to discard. The trick is that really only works well if the regional library is confident that the material being withdrawn is located elsewhere in the state or region. We've had quite a bit of turnover in regional coordinators, so my guess is that very few regionals are going to be comfortable doing this option at this point. The original can also do a union needs list. If there is a list of needs that your state or region has pulled together where one library needs a few titles here and another needs a few titles here, and you compile that into a union needs list. You can have some sort of a process that says, if you have a withdrawal list, please just compare or bounce off this needs list. That way getting the content that they need, that saves libraries from having to list material that's already known to be needed. You can have a do not need to list. This is one of the things I wish I had done more when I was at the University of Maryland. It did not dawn on me until I was four or five years into this workflow of waiting for needs and offers list that it dawned on me, if I had just kept all of those spreadsheets that I had already searched, I dumped it all into one big master list and

resorted it, then published online. I could've told selective's, please don't offer me these -- I've searched for them five times already. The last time I searched for it was only two years ago, were searched last month, I don't need it anymore. You can have a do not needs list. These are the options that prevent the regional from having to search their collection for the same publication multiple times. This method works well in reaching with the libraries have identified what the copperheads of collection requirements. Your state or region has to understand what were willing to have one copy of, what's the material where we want to have multiple backup copies are what's reasonable number of copies of this particular title to have around. You have to decide who's going to hold it in various locations within the state or region. Lots of different options, but they all have Rosen cons and that's probably why the needs and offers list is the most commonly used, because it's the easiest way to just make sure everything's in order. We have some exceptions to the rules we just talked about. Some of those exceptions. Discards by libraries who don't have a regional library. Selective depository libraries who are not served by designated regional depository library must permanently retain one copy of all federal government publications selected and received. Exceptions are made for superseded publications and those issued later in another are met, be about, microfiche or electronic media. If you're at a federal library, you have slightly different roles. Federal libraries do not need to retain publications for five years before discarding nor do they need to discard that depository material through the regional depository library. All depository materials remain the property of the US government. Those wishing to dispose of depository materials should contact the exchange at the Library of Congress. For directions on discarding, and the contact info can be find on the FDLP guidance. If you're at a high state appellate court library, those court libraries do not need to retain publications for five years before discarding nor do they have to discard depository but cereals through the regional depository libraries. All of the depository materials remain the property of the US government. If you're at a regional it self, regionals can supersede and they can substitute. They can only substitute tangible material for another tangible format. They cannot substitute tangible material for an online format. They may discard depository materials that have been authorized for regional discard by the superintendent. Let's say you have asked for permission to lead you're not superseded material and original has taken a look at your list and make -- and selected had taken a look at what you have listed and they've claimed what they need, so you feel that material off to them and now what? What you have left to do, is take a look at your material because it has been authorized for discard. You can remove the material that has been approved for withdrawal, superseded material can be withdrawn at any time. You can update your catalog or shelf list to reflect the material is no longer going to be in your collection. We recommend that you stamp or otherwise marked the material as withdrawn. At that point the material can be put on, what will soon be the FDLP exchange list. If you wanted to, you could put it and offer it up nationally. You can give to other libraries were institutions if they can make use of the material. You can recycle the material and you can put the material in the trash. One thing you can't do is make any money on the sale of the withdrawal material. In exchange of funds must be sent to the superintendent of documents. More information about that --

>> We have a somewhat recent development, actually over one year but it still feels new to me. The regional discard policy. There is a new policy in place at present that will permit regional depositories to substitute original copies of materials provided it meets the following criteria: the material has been held for at least seven years, material is authenticated and in [Indiscernible], and it must have at least four copies held in geographically dispersed areas and is copies have to be held under memorandums of agreement. Regionals have to have permission from GPO to lead and make sure that it has met all of the criteria for they can discard anything. For regionals, this means that there may be opportunities to either retain materials under a memorandum of agreement, or on the flipside, to weed those materials once for other copies have been procured and for other geographically dispersed libraries. Is primarily for new content because that's the bulk of the content on [Indiscernible] because we are working

backwards to acquire older copies of some materials. Over time, if it happens more and more, regionals will be able to look at identifying older segments of their collection. As a selective, if you are at one, it means that your regional may begin weeding material, provided the criteria has been met in the approval process has been gone through. You can find more information about this new weeding discard policy on [Indiscernible] -- tran03.gov website. FDLP exchange that I keep mentioning should be rolling out. It's a weeding tool that your region may opt to implement. It's not required. It's one of those things where your entire state or region is going to have to figure out whether or not they want to adopt it. We envision and streamlining the offering and claiming a materials, and facilitating the searching of lists in the communication amongst libraries to approve withdrawals and to claim materials that are needed. The biggest thing is it enables needs to match offers and it shoots out alerts of libraries when there is a match. It's like match.com. We have people that like to joke that it should have been named match.com. If you put out that you know you need something and someone is offering it across the country, it doesn't matter. A match will be generated and both libraries would get an alert seeing somebody needs this, is this the same thing? Match.com. It enables libraries to search in various ways. If you're at a regional, I would envision it as -- when I was at original we had at least 5 to 10 needs and offers list that we researched altogether at any one point in time. This will enable you to see everything in one list. You can sort of various ways. You can search library by library or list by list but you will be able to search everything at once. Especially if you're in Compaq Scholey, you could send one student worker out into the capillaries -- A [Indiscernible]. You could target another student worker after that point. Hopefully it makes it more streamlined to search and offers list. If you adopt this tool in your region, it may make it easier for everyone to offer materials and also to get approval to withdraw after it has gone through the process. That said, if you do adopt it, there's a good chance that you may need to change or local rules to accommodate the tools. For example, if you're in a region where your adding materials in January, there is no ability in the tool currently to accommodate that come in so you may have to say, you may have to disable or disregard the rules about what can be offered at which month. The state has to regionals, you may have yourself rethinking workflow to take into account the functionality of the tool. The tool accounts for two regionals, but beyond that it does not take into account that there may be for people actively collecting. Maybe it won't require that you change or local weeding roles. We don't know. We will have some programs on DLC and we have several webinars recorded that you can watch recordings. We also have a couple of webcasts as well that you can watch. Those are shorter recordings. If you want to learn about particular aspects of the functionality, that's available. That was the end of my weeding. We want to take questions now, or --. Spec we haven't had any so far.

>> We haven't had any so far.

>> Are there legal requirements or guides available for weeding at the appellate court libraries or is it based on the individual libraries? If you're at an appellate court library and your designated as such, the only requirement basically says that you do not have to weed through your regional and you don't have to offer it up through the Library of Congress. There's no guidance. In my experience, most high state appellate court libraries to offer up to their regionals because they tend to be offering legal materials and those tend to be heavily use materials at regional libraries. They tend to be better condition for perhaps they are bound editions and you know your regional library can't afford to buy materials. My experience is that most high state appellate court libraries do in fact offer up to regionals into their states. They aren't required. The on that, if you're asking if there are particular areas that high state appellate court libraries weed, no that's up to the individual. Can original library giveaway superseded maps to the public? The answer is yes. I would Mac or -- I would recommend that you do it. When I was at Maryland, we used to have pre-map giveaways and that only did the public, but some of the librarians would turn out like ants and crawl over the tables. They actually serve very well as rapping. For -- wrapping paper. There are lots of things you can do with the maps. Remember it needs to go through

the process. You don't have to go through your regional for that. Make sure you stamp withdrawn. You can't make any money off them. Other than that, you can do whatever you want.

>> Any other questions? Usually we get a lot of questions because this is a hot topic. Let me hand the -- I was going to go over the slide. This is a random slide. It doesn't tie into any of the other topics per se. It's here, and just one single slide to let you know that we have official files on each of the depository libraries in the FDLP. You can see images of what they look like they are. It includes things like your designation paperwork and drop paperwork where we are solid with designated paperwork for maybe 60s on. There's a little bit of a. We do have random designation paperwork for libraries that predate that. It's spotty and if we have anything predating 19 -- I'm sorry 1895, is pretty unusual because we inherited the files from the Department of interior. Body designation information prior to that. We have biannual surveys, so every two years you fill out a survey. We have copies of those. If you want to see -- disputable technology but we can get you the Scantron's, whatever you want. We had significant correspondence. We have selective housing agreements, we have memorandums of understanding, we have your old inspection reports when [Indiscernible] used to come to your library with a clipboard and run an inspection. We had self studies, when I was a popular program. Since then, we have public access assessments if we been in your state doing a public access assessment. We will talk more about that process in a bit. Why might you care about this, because it has a lot of institutional knowledge. Some of the correspondence you can see the past issues, some past disasters, changes in catalogs and some things that didn't go well. Any communication we may have had with your library, there may be a paper trail. If you're interested or curious, have us take a look at your file and we would be more than happy to send that information to you. If you're interested, email. One more question that came in: can we offer things other than maps to the public? Yes, as long as he goes through the process, the needs and offers process. You should be good.

>> I will hand the presentation to Laura.

>> Today we been doing short biographies which we should've done yesterday. Mine is, the before it was library and I worked in historic preservation and I became a librarian, worked in a public library, worked at the University Maryland, Ashley and I did not overlap sadly, but I worked with the depository maps there, and then I came to GPO four years ago as Jimmy said, we started on the same day and that was about a month before the shutdown. Today I'll talk about library visits and GPO on the go. The [Indiscernible] survey and more later on. Over the years, GPO is used different methods to stay in touch with and the visit depository libraries. It's a big country and there are a lot of depository libraries and a limited amount of GPS -- GPO staff. I was trying to be in touch with everyone, but it's a bit of a challenge. The methods we've used have included inspections, studies, public access assessments, and more recently we been doing what we call library visits in this GPO on the go program. I'll talk about all of those. One of the reasons why we do this is that title 44, one of the sections 1909 requires GPO 22 investigations of the conditions and depository libraries. Heidi will interpret that? What does investigations mean? The ways we've done this have included inspections, so we did those from about the 1870s to the early 2000's. That is where someone goes on site to the library and actually -- with a clipboard sometimes, and makes an inspection. Self studies, that's where we did those, and the early 2000's. Kathy will talk to you later and I can understand why. It's a great way for library to take a close look at all of what's going on in your depository collection and understand what's going on there. You would take this list of questions, investigate your collection, write a report and send it to us. We would either say everything looks great, or we see a couple of things here we will come visit you in person and try to help you out. Public access assessment, overlaps a little bit. We done those in the 2000's. That was in part done because we had a [Indiscernible] priest for a while so we couldn't go out and visit in person. Public access assessment might've been in person or might have been by phone call in a remote review of website and policies that you have [Indiscernible]. More recently from about 2015 in onward, we been doing this library visits. Those have been staff that all level of GPO, from the top executives, the

director, -- people in the last CM, outside of our little outreach unit have been traveling in visiting, and outreach has been doing traveling in visiting libraries. When we do the -- we can also provide on-site training for those [Indiscernible] which is really nice. We might still do the occasional on-site public access assessment. The bulk of what we do is library visits. If you want an on-site assessment you can request one. We would be happy to come help you out. Assessment can be valuable. People get a little bit scared, but it's important to know that they don't have to be intimidating were scary. Primarily it's a good opportunity for communication between GPO and your library. It's a reciprocal conversation. If there are questions on how to operate or if you want us to talk to you about best practices, you can ask us and were happy to help you. Another benefit to an assessment is that it can really help raise the visibility of your depository with your administration. A number of people feel alone in their depository, they don't have anyone to talk to about it, they may feel like their administration doesn't understand the importance of it and what they're doing. Having us, GPO reach out to you and talk to you, provide you with this report, it can help you make your case internally for improvements or addressing issues that you know the help but maybe you haven't been able to get traction on. Another thing we do is highlight notable achievements and recommendations. We notice when we do these that a lot of people think they are just going along and doing things normally and not doing much, and we say, know you're really doing a lot of great outreach and people should know that what you're doing is useful. This slide is a tiny little screenshot of a sample public access assessment report. The report reflects [Indiscernible] legal requirements and program relations that we were talking about. When we make the assessment, we are going within that framework and we are determining if your meeting these requirements or if you're not, how can we help you meet them. If you're not, this is something we call a noncompliance issue. Will we ask is within a certain timeframe, for you to either fix the issue, or frequently it's just a very tiny thing like nobody at the library has actually signed up for the FDLP news alerts. Sometimes it's a larger issue like our 19th-century material is not catalog and we lost the shelf list that we had for that at one time. In that case we asked you to make a plan. We just check in overtime and say, Hausa coming with that project. We send the final report to the depository core data, the library director, and the regional coordinator. What were doing now is library visits. The GPO on the go program has been going on from about 2015 to present. We got some travel funding again which we are excited about. It does make a difference to me people in person. Is really valuable. We have a website about GPO on the go. You can go there and look at a map of all of the libraries we visited and see a list of everyone we visited. Staff at all levels like a said of GPO had been traveling in making visits. We do make the distinction that these visits are not assessments. They are friendly visits. The purpose is , munication and helping you with whatever you need for your depository, figuring out how we can make the program work better for you and us. How do we improve services to you. And opening discussion, meaning administrators. That's for reliable and providing any training that you need. There's not a very specific, obviously the goal would be to visit every library in the program. We've been concentrating on visiting regional depository, we been visiting libraries that have significant anniversary so you know hundred and 25 -- hundred and 25th anniversary we will make an effort to come to your event. This into libraries that are near the GPO regional procurement offices , visiting libraries where we have not visited in person in a long time or when we attend conferences we will try to fold in visits to the library. We hope to get to all of you. The biannual survey we talked about. We have it coming up again, generally an odd numbered years or having one in 2017. This is something that is required by law -- what it says is the designated depository Library share report to the superintendent and documents at least every two years concerning conditions. Biannual every two years, we give you a survey. It's a really useful tool for the library to assess your collections and to maintain awareness of the FDLP within the institution and see what happened in the past that your institution. We at GPO use the information from the survey to spot trends and see common issues we can address. Your regional library will also keep your survey responses on file. A lot of the questions on the survey stay the same or similar and so that kind of helps

things overtime. Some new questions will appear that reflect developments and the current state of the FDLP. This year, the biannual survey is going to be open from October 23, through November 30. We've already released a preview of the survey questions if you want to take a look at those ahead of time. There's a link to that on this slide. The biannual survey, we announce it using all of our regular communication channels. News and events alert service, we put information on tran03.gov, and we had electronic submission now. That's handy. No more Scantron's. We recommend that you print questions and gather answers prior to filling out the online form. You can fill it out in one sitting. We provide questions ahead of time. If anybody remembers, this year surveys does have new questions which is pretty traditional. If anyone is thinking back to the 2015 survey, it was a little bit of an outlier. 2009 in 2015 were a little different but the sheer is pretty standard as you'll see from the questions. If we don't receive a submission from you, we are going to contact you. We really need to get it from everybody. We will email you, call you and if we still don't hear from you, we will actually call your director. Don't make us do that. We like to talk to you, but we don't like to go above your head. On tran03.gov you can also do questions from prior the annual surveys. If you're filling out your very first one, that can help. You can look at past responses and see what the answers were like. If you have questions while the survey is open and find it hard to interpret one of the questions on the survey, has always contact us. We will help you with any confusion you have about the survey. Next is Kathy talking about disasters and renovation situations.

>> This is in the happiest of topics so we put it in the middle of the session here. Happily, we have promotion and networking upcoming. This topic is related to something that is unique for management of government publication collections. We wanted to share it with you. Depository publications are federal property as previously mentioned. Free public access must be available at all times unless you're at a high state appellate court. If your library is affected by a major disaster, or you are planning for a renovation that will affect public access, we want to know and we ask you to contact your regional depository as well. I don't know about you but I can't get the images of hurricane Paris a importer Rico and the rest of the islands out of my mind today. If you happen to be hit by a natural disaster or man-made disaster like -- of course the first priority is everybody's safety. Down the road, you can actually make it to the library building back there, do let us know. The condition of the collection, and building. Were reaching out to all the libraries in Texas and Florida and the Caribbean as we can get in touch with him. We may be reaching out to. These things do happen. If you are in a library or remodel or collection mode, what we would like is a contingency plan. I'm going to go over this really briefly because this is an unusual thing. You probably don't have to do it for [Indiscernible] library collections. One-page checklist is on tran03.gov. I will cover everything on the contingency plan but I wanted to give you a flavor. You can ask us questions. The plans usually are a page to a page and a half in length. One library sent in a plan that was about 15 pages, but that's because they had to do it twice. The library was closed for [Indiscernible] and everybody moved out of town to a warehouse and everything seemed fine. Everybody moved back and they were told that it wasn't done properly and they had to go through the whole thing again. They updated their contingency plan which was really handy. With a contingency plan, we're looking for information about your institution, expected beginning and ending dates of closure. Contact information, and what exactly going to be affected in terms of access to the collection in computer access. We offer this once, you don't need to notify us if your data reopening coincides with what's in the plan, but if there are major changes affecting the plan, and you are going to open on time, please do let us know with emails or phone calls. We can add that to your plan. Notify us in your regional depository. We are looking for ways that you can provide public service. Think about providing best customer service you can with the current situation. I understand may be dictated to you, but as much as you can, plan ahead and no them a consider the depository free access needs with this. To provide services you can search online to find electronic equivalents, certainly for more recent receipts that could be a good way to provide access. If it is faster for your patrons to gain assistance from

another depository like a regional, that is really good customer service. If your collection has moved to a temporary storage location that is only accessed once a day but your regional -- it might be good customer service to refer. Think about the needs of the patrons if they are fine with scanning something in you can retrieve the book and scan it, send it as you can. That's great. We are also looking for setting a public access computers and microfiche readers. If you have microfiche somewhere, you got public access. Notifying library users of all of this. Information on your webpages or any of your institutions, public relations materials. If you're also still getting tangible receipts and most of you probably are, we are looking for information on how you're going to check in the receipts and where they will be made available. We can vary temporarily help shipments. Our colleagues to send out the shipment boxes would like us to say, as short as possible come obviously for natural disaster, that something we don't know when the end date will be. If we can say, if it would help your library to temporarily -- for two weeks, while you are moving the collection, we can certainly do that. We can send it to an alternate address for short period of time. I want to mention that a contingency plan is not needed for relatively short closure. For example, during a holiday period, December into January, that something that your community is typically aware of. You're at an academic institution for example and you) that period of time, we don't need a contingency plan. We are interested in notification about something that is really out of the norm. As -- if your library is routinely closed Bogut in a few weeks during the summer, please contact us and consult with us. We would be interested in knowing how free public access is provided. Some institutions have a schedule like that. Please do contact us. On a related note, because of all of the natural disasters happening right now, we do get questions about disaster recovery and here are a few thoughts. On September 6, we sent out a news alert called [Indiscernible] ready to assist disaster and impact zones. There is information in this news alert about assessing your collection for water damage. We have a new preservation section now in tran03.gov and I -- more information will go there about assessment. We've had a lot of presentations about dealing with disasters, earthquakes, arson, bug infestations, and anything you can think of. The presentations about this so you can find a lot in conference for [Indiscernible]. The physical facilities article on tran03.gov. One more thought. If you have discovered parts of a tangible collection that are just really too far gone and there's no way to keep them and you want to get them out of the building, get a sense of what's in there and notify us, and your regional depository and toss this material. I was at a library that had been [Indiscernible] boxed up in an area with -- in the middle of the building and they said, these are the congressional records but they got termites in them. I said, I will walk those out of the building with you right now. Let's get them out of the building. They were so kind and said no. If you discover something that has so much mold on it that is dangerous to be around, carefully dispose of it. Let us know. Everything else would go through the regular waiting process, but if something is dangerous, and you wanted out of the building, please do that. Next up is Kelly and we will take questions about disasters and renovations.

>> What I do in [Indiscernible] I had our communications and marketing. Generally what that means is I handled the email alerts that you get from FDLP news and events, FDLP connection newsletter, things like social media him and a lot of the planning involved for our fall conference in our spring meeting, and the promotional tools that we offer which is what I'm going to speak with you about today. As you know, there is no public service unless the public is aware that you are there. There are many ways that you can make your library or visible and that's what were going to go through in these next few slides. Just be aware that promotions should always be ongoing and it will raise visibility of your depository to both current and potential patrons. It's very valuable activity. Even though often times, we hear and understand that promotion often falls to the bottom of your priority list because you have so many other things going on. I will stall with GPO role in this endeavor. It's up to us to create free tangible and digital promotional tools and resources for depository libraries to use. Secondly, we've also provided guidance to libraries through our tran03.gov website and on an as needed basis through one-on-one consultation. Next, we made a pledge and actually in our strategic plan, to use GPO social media

channels to promote activities and achievements. We rely on libraries to share their good news stories with us in order to accomplish that. We also promote all sorts of things by our social media sites like library anniversaries, interesting displays that you have a library, or commemorations of events, holidays, fun events like Constitution day, news services, etc. We share good ideas of other libraries frequently. When a library is planning an event for an anniversary for example, we get lots of questions about what others have done in the past. How others celebrate their special events, we try to share a lot of the promotional ideas that we see happening around the country. Last year we actually launched a number of new promotional items that I wanted to briefly talk about. On the very left, we have some informational handouts. We have some on the FDLP, CGP and [Indiscernible]. Also the how a bill becomes a law handout. From tran03.gov you can actually order all of those, or you can download and print Howard for many copies yourself, if you prefer to do that. Above that you can see the FDLP Eagle, it's 14 inches wide and 13 inches high. It's made of a really thick cardboard so it's durable and comes with some small holes at the top that you can actually use to mount that sign with nails. On the top right, you see our been which is a popular new item that we have. The below that it looks like a clear-cut out but it's a window cling. We offer both of those items as well. Hello that is a small handout on government info. The difference between this handout is that this is the only one that is actually not available for order through our site. We did that because got been so is about to come out of beta so we didn't want to over plan and waste too many copies and make that available for orders since it references the beta site. We are taking those when we visit libraries. We are spending them out on a request basis. If you contact us and are having an event and you want to share some government info the turtles, we do have it. We just don't have it on the large-scale ordering like we have the other stuff. Once called info comes out of data -- beta. At the government is our government information though car. It has different descriptions of websites and they each have a QR code so they can be scanned and it will leave the patron to the website. You see some red pencils on there as well. These are -- we had these in 2016. They are sold out and we replace them with something new which I will show you in one of our upcoming slides. We have our classification chart poster. You can hold that up to help patrons navigate. We've had a lot of these. We've had these for quite a while but we still have them. Oldies but goodies, to ask me button. Asked me what depository libraries can do for you. You can order up to 15 of those for your staff. In the top right you have FDLP publication stickers. You can put those on your federal [Indiscernible] and each roll that you order has 500 stickers. On the bottom is the promotional poster that advertises to your patrons that your library is a federal depository. In 2017, we came up with a number of new resources for promotion. We added a lot of content to tran03.gov. We created a gallery of various ways that many of our library celebrate December holidays. We've included a photo gallery and description on that page. That's one of the most popular requests that I often get. What others are doing to either decorate the library or host events. Everyone feels festive in December. We also put together an inventory of the various promotional handouts and resources and other items that have become obsolete because either URLs of change for information has become outdated. As we travel through different libraries, we noticed there is a really good mix of out of date promotional materials and Kermit -- -- promotional materials. We wanted to put together this inventory so you can have -- there images of what should be discarded and it will send you to the ordering page 2 update your items if you have those out of date items. We added some resources to help you promote your depository anniversaries. We have some of these new logos that you see on the screen here. You can use these on your website, social media and on your print materials. They are available for download on tran03.gov and they are available in five-year increments from the 15th anniversary of through the 175th. Also on the page we do note that if you're having some kind of specialized event and there is no logo that commemorate your specific anniversary, we can customize a logo for you. You have to reach out to us and we can do that in short turnaround time. We also offer a press release template. This was a popular request for many years. You can basically use to plug-in information about your anniversary

and about your celebration and you can use that to promote what's happening in your library to the media. Also new this year, we data promotional items. In the upper left was our 2017 Constitution day packet. It included 50 pocket constitutions, 50 of our new bookmarks, and 50 government information notecards. The packets no longer available now but be aware it will be back next summer for your 2018 Constitution day. On the top right this is the brand-new guide bookmark which is available for order, coming in packs of 50. On the bottom right you see the new CGP pencil. That replaced the formerly red pencils that we had. When you place your order, you receive a number of accompanying pencil sharpener's based on the pencil quantity that you order. Finally on the bottom left you see our brand-new depository decal for your library's entrance. We have the two Paredes with the adhesive on the front and adhesive on the back. If your library currently displays an older decal or just asking that you please remove it and replace it with our new version that you see here. Where do you find all of this? On the top menu of every tran03.gov page if you hover over requirements and guidance, one of your options to click on his promotion. That takes you to this page. From here you can have access to the FBO P guide to social media, this is also your access to order pre-promotional materials, this is where you get promotional tips and ideas, is where you can access the FDLP digital marketing toolkit , which is a downloadable collection of different graphics and a public service announcement if you have a local campus or AM radio station. This is something that we had up there for a few years. We are in the process of revamping right now. It should be available later this year. We also from this page you can have access to the pages for celebrating depository anniversaries, celebrating Constitution day, and celebrating December holidays that I mentioned. Finally on this page you can access the inventory of obsolete promotional materials. That brings me to another one of our promotional roles that I mentioned at the beginning which is social media. Not only do we provide guidance to FDL on using social media, but we also try to promote the FDL using GPO social media channel. What you see is our latest social media campaign which is [Indiscernible] adventures. Through the month of September then is traveling around GPO and documented his travel on GPO social media. If you see the email alerts lately, we've asked libraries who have ordered the then cut out to do the same in their area and use the #Benz adventures. Actually I did search that #in the day and we got a lot of participation from libraries around the country. I was happy to see that everyone is getting in the spirit with taking been a rather library and using it to promote. We also like to post your content and information about our libraries on all of our social media channels. GPO office of public relation maintains all of GPO social media accounts. I work with them to make sure the FDLP is represented. The many folks in the community just proactively send me updates when they have a new service, they have a new display or other event. You can do that by emailing me directly or using ask GPO. My last slide in this series has my email address and also the ask GPO path that you would use to get to me. We also proactively reach out to libraries. Often as their anniversary approaches and we asked them if they are celebrating in any way and if we ask them they can share photos and their advance for celebrations. Regardless if they are celebrating or not, we try to post congratulatory anniversary notes and tag the library and include a photo of the library as well. As you've seen, we also like to post about special events. We've been posting this week about a lot of different Constitution day events around the country. We post a lot of national Library week when it rolls around. We love to share your stories and photos, and what you do to generate more interest in government documents. You can basically use our audience to further promote your library and the FDLP at the same time. Also, we post things about new and noteworthy documents that are available through the CGP, and gov info. Welcome any and all news and updates and photos from libraries that I can share. Finally, another way that we try to help you with your promotion is through idea exchange. It's in addition to the formal guidance that we give you on tran03.gov. You can reach out to us to bounce off are cutting ideas, ask for advice, or ask about what others in the community have done in certain situations. In our FDLP connection newsletter we share guest articles for members of the FDLP community. Often times these articles are focused on library

promotion. Each issue is archived on tran03.gov if you want to browse through those. I just showed you examples of library events where we've used idea exchange. On the left is Jacksonville public libraries 100th anniversary. They had up special event and notable guests. They had the Navy band Southeast Woodwind quintet playing as events gathered. They had speakers like the library's director, the Board of Library trustees president, and also their Congresswoman and Senator. who presented them with a proclamation. On the right you see a flyer created by Maryland's Harford community college for one of their past Constitution the contests in the promotion they used for their event. These are the types of things we share when I -- libraries ask for a device on how to promote their services. My email address is up there. As I said, if you want to reach me through ask GPO there is the path that you take in order to come to me. Please reach out to me. I would love to see photos, share them, and right now I'm getting a flood of Constitution day pictures. We're going to keep adding those to our Constitution day page. We have quite a gallery. Thank you and reach out to me at anytime.

>> I'm back for our last little bit. The transition worked beautifully because Kelly gave you the path to use for ask GPO and I'll talk to you about ask GPO again. Here are your two main ways to get help from GPO. There's the ask GPO system and there's just straight as we been saying contact the outreach and support unit. We had the shared email and shared phone number that you see up there. Straight to the source, or the system, whichever you prefer. A couple of tips about using ask GPO. If you haven't used it before, one thing to remember is that it's agencywide. Is not just for library services and content management. Whoever needs to ask anybody in the agency a question, they can use the system. We are just a portion of it. The categories of the most interest to you at depository libraries are federal depository libraries, [Indiscernible]/glove info. The first time you use it, and account will automatically be created with the email that you use to submit the question. You create your own password. Your ask GPO password is separate from your internal login that week mentioned before that you use to get onto tran03.gov to use your promotional materials -- to alter your selection profile. If you're experiencing confusion, we have a guidance article about it because you're not alone. There is a link to that their. Once you have an ask GPO account you can review all of your past sessions. Another tip about it is, you may wonder when you get in there and trying to submit a question, why are there so many categories. The idea is to help get your question to the right person within GPO at the beginning so the categories are meant to be helpful. If you read them closely and carefully and find one that applies, go ahead and pick the category and you should get to the right place. If you can't figure out what the right place is worth none of the categories look appropriate, just choose other depository library issue or ask the library. That will send it to us here in outreach and support and we can triage it for you and get it to the right place. The last thing I wanted to talk about was FDLP networking. Joe started out with this and I'm going to end with this. Really one of the absolute beauties of the federal depository and library program is this community of people who are passionate about government information who know a lot about it, who really want to just help people find it some of the ways you can really participate in this community and you get much more out than you put in your it's a really active a great community. I just put up some recommended lists for -- the biggest list for the community I would say. Is pretty active. If you're only going to go to one, I shouldn't say if you only go to one, because of your regional has a list, you should be on that to. -- Is focused on the processing and technical aspects of depository collection a lot of times are technical services [Indiscernible] that anybody can be on it. Maps, that's an active list serve, full of people who have a ton of knowledge and want to be helpful and are very welcoming. There's a listserv for federal libraries as well. There's regional -- a closed list for regional depositories only. If you are a regional coordinator you deftly want to get on that one. A lot of regions maintain their own list for just the selective and depositories that are within a certain region. If you not sure if your region has one of those, contact or regional coordinator and they will get you want. FDLP conferences we been mentioning, the big one is in person annual event. It happens generally in October in Washington DC. There's also the spring virtual depositories

library Council meeting. Attending the conference is really valuable. There's no registration fee. You do have to get yourself here. Even if you can't come every year, try to come every now and then to the conference. There's the local, state or region list and actually go to [Indiscernible] roundtable of the American Library Association maintains a wiki list of local listserv's that you might want to take a look at. You've made it to the end. There was a lot of information. We had a couple of last questions did we?
>> From Leslie: my library process is tangible items for another library. The bulk of what we received goes to them. Do we provide a joint or separate answer to the survey questions. She's referring to the biannual survey. The answer is, you fill it out jointly to the best of your ability. The only can have one submission per library unfortunately. A lot of libraries who have selected housing agreements are in the same boat as you.

>> Ultimately the responsibility for filling out the survey comes to the library that is the depository. The ones who are going to submit it.

>> Whoever is the designated depository.

>> Marissa: I'm in South Carolina and it was very last minute that we were close for hurricane Erma. Should I have submitted a plan? We were only closed today's. Our answer is, storms and other disasters can involve suddenly. It happens and we understand. If you didn't have much lead time we would ask that you focus on your families and community and prep for the upcoming storm. For -- after the storm is over, drop us a line letting us know you're okay and give us a summary of the situation, and we will fill that summary in your libraries official file for later reference. Let your regional know that you are back up and running and let them know what's going on so they have awareness.

>> The full plan, those unaffected, everyone around you was affected, so basically no, you didn't need a full plan.

>> The contingency plan is usually used for something like a library remodel or you're moving your collection to an outside storage facility and is going to take two weeks where the books are going to be in temporary housing as they are moved. They are good questions, thank you. We are aware of hurricanes coming. Obviously things like earthquakes or man-made disasters like arson, they come out of the blue. Good questions, but thank you.

>> We would ask for the contingency plan when you have known things coming like renovations were moving your collection. Storm events where we keep our eye on -- that's being head, we have a little bit more trouble monitoring libraries that are in fire zones because sometimes smoke close as your institution, sometimes it doesn't. We have to do a lot of outreach to figure out whether or not you're able to receive boxes. We are working with the UPS vendor that point to figure out how to best handle your delivery in your receipt. Tornadoes are another one that are hard. I have memories of when Joplin got hit in Oklahoma, like twice in a couple of weeks. That was awful. I'm trying to figure out who was able to receive boxes, and was there anything we can do to help.

>> This a library in the Southwest which was just flooded. Not in an area that you would expect to have flood damage. I can't remember the cause, but things come out of the blue.

>> We understand some of the immediate thing is if you're in danger, please don't worry. Take care of yourself and your families and everything, but the contingency plans are largely for people undergoing known things. We want to make sure that you thought about all of the various ways that you can print the public and prep for libraries that are nearby that you may be referring people to. Just to make sure we thought about things like that. On the other hand, one thing we often get questions about is if you shut down for Christmas or something like that. We know that you probably will be shut down for a little bit of time for Christmas or for winter holiday. That's a normal library operation, said we don't require contingency plan for that. If you do have a pre-winter break party that has -- send the photos because we like to see the photos of parties. We love the photo of the light Eagle in the library. One library had an event where they brought a light Eagle into the library.

>> Do we have any other questions. I haven't seen others come in. [silence].

>> I'm not seeing any more questions. I will send you a URL if you could fill out the satisfaction survey and let us know what worked and didn't work, what we covered too fast, too slow or if we were to being clear in anything, or -- you have our contact information. If you have further questions, reach out to us. With that, I guess we will stay on the line for a minute or so longer to see if you have more questions, but other than that, thank you very much. We appreciate it.

>> [Event concluded]