



Providing Access to Digital Documents



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Overview

- How do I make digital information available to patrons?
- What do I do with digital information?
- What am I required to do with digital information?
- What is the workflow on getting these digital titles into the catalog?
- How do I manage electronic documents?
- How do I manage working with the New Electronic Titles List (NET)?



Overview

- Definitions
- Legal Requirements
- How to get records for digital government information
- Q&A about digital records
- Promotion of digital documents



All Digital Depository Definition

- Focuses exclusively on the selection of and provision of access to online or digital depository resources
- Presently, only a handful of libraries are truly all digital libraries
- Please note: Current selective depository libraries may transition to become all digital over time by deselecting **all** tangible format item numbers and by properly weeding all tangible depository publications in the library's collection



Mostly Digital Depository Definition

- Emphasizes selection of and provision of access to online or digital depository resources
- Only selects a few Federal depository resources in tangible formats (print, microfiche, CD/DVD, maps, etc.) and plans to keep selecting these tangibles
- Weeding or has weeded the bulk of the library's historical tangible depository collection



Digital Publication

An **online/digital (EL) publication** is a government publication in online format. For example, it could be

- An entry point to a portal
- An archived website
- A database
- A PDF, text or other format document



PURLs

U.S. Government Publishing Office (GPO) has used Persistent Uniform Resource Locators (PURLs) to provide libraries and other parties stable URLs to online Federal information. If a user clicks on a PURL found on a library web page or in a library catalog, the request will be routed to the Federal publication.

More information at <https://www.fdlp.gov/requirements-guidance/instructions/709-purls>

Use the PURL Usage Reporting Tool to get statistics on usage of digital documents.



A Digital Depository Collection Has...

- Online or digital publications in your library catalog
- [Catalog of U.S. Government Publications \(CGP\)](#)
- The [FDLP Basic Collection](#)
- [govinfo](#)
- [GPO's MetaLib](#)
- [Official content partnerships](#) (including content in “hybrid” partnerships)
- [Agency Subscription Databases](#) the library has signed up to access





Legal Requirements

- **Are we required to provide scanning and printing services?** You are required to provide access to printing services. Patrons should be able to print via a printer or via mediated access.
- **Do we have to list online content for discard with the regional?** No. There is no retention requirements for online material.
- **Does GPO send these records to our library?** No, though if you join the CRDP program GPO will pay for you to receive records.
- **Will the digital content we have selected show up on a shipping list?** No, because GPO is not physically sending you anything.



Legal Requirements

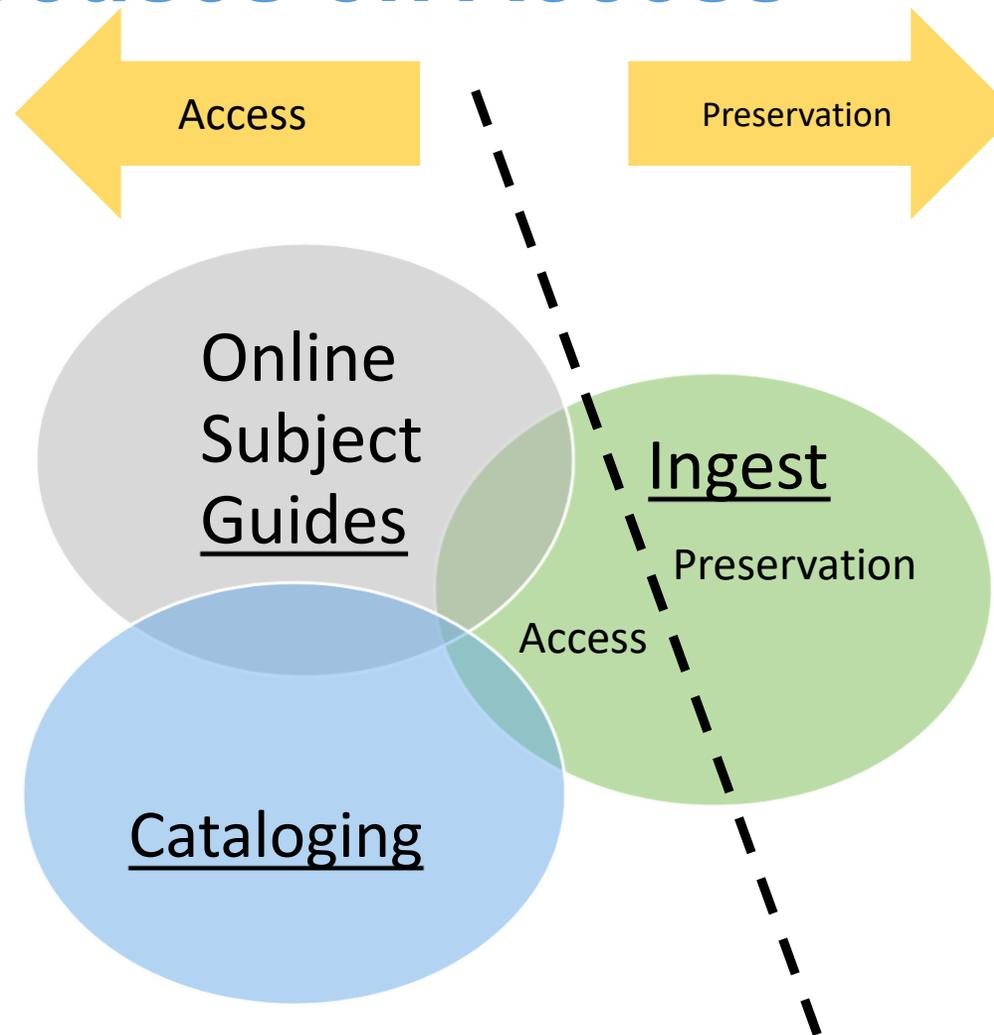
- **What are we required to provide to community patrons in order for them to access the digital documents?** You are required to provide access to digital documents. This means that public patrons can use a computer or have mediated access to digital information.
- **What does GPO do to help provide access to digital government information?** We catalog digital documents and provide PURLs. In addition, we review PURLs for broken links. GPO staff create and provide access to LibGuides.
- **Is my library required to catalog online depository resources?** No, that is not a current requirement. Being able to access the content is required.



Scope Here Focuses on Access

- Ways to develop a digital collection

Reminder: Federal depository libraries provide *free, public* access.





Ways of Cataloging

Different ways to catalog based on how your library's workflow is set up:

- Copy catalog
- Purchase vendor records for bulk upload
- Original cataloging
- Mix

Sources of records:

- Catalog of U.S. Government Publications (CGP)
 - Email up to 20 per email *free*
 - Z39.50 for up to 10,000 records
- CGP on GitHub *free*
- Documents Data Miner 2 (DDM2) – non GPO tool
- CRDP *free*
- 3rd Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)



Online Government Information: How to Provide Access

Copy Cataloging

- DDM2
- CGP
- NET
- GitHub

Vendor

- Receive records by specified criteria
 - Format
 - Monographs/serials

OPAC

- “Turn on” government information

LibGuide/Web Page

- Provide access through links on a LibGuide or webpages



Q&A

- We're assuming there are no copyright limitations since it's government, but are there exceptions?
- Are there requirements for software federal depositories need to provide to the public for the purpose of accessing federal digital documents?
- What is GPO's plan/timeline for digitizing older federal documents?
- What methods do you use in order to provide 508 compliance to older scanned documents?
- How do you tell what digital documents your library receives?
- Access to documents from different agencies such as the USPTO and DOI. Can we save and deliver these documents to our patrons?



Promoting Digital Documents

- Feature digital documents on your library's website, social media channels, blog, targeted emails, and newsletters
 - Plan a calendar around holidays, commemorations, moments in history, seasons, etc and feature digital documents that correlate. Check out the FDLP Guide to Social Media for a list of suggested calendar items to get you started
- Review your library's LibGuides to see where your digital docs can be incorporated – and vice versa, review your digital docs to see if there are opportunities to create new LibGuides
- Incorporate digital documents into physical displays in the library through signage – same goes for library stacks. That's great real estate to promote the digital docs as well and remind patrons as they are browsing that other resources are available.
- Remind library staff to refer patrons to your digital resources as well as your tangible
- Hold training for staff AND patrons focused on digital resources
- Make sure your digital documents are cataloged just as the tangible are



Questions?

Office of Outreach and Support has a shared phone and email:

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