

>> Please stand by for realtime captions.

>> Good afternoon and welcome to the FDLP Academy webinar "Help! I Am A New Depository Coordinator". My name is Jaime Hays and with me today's Ashley Dahlen who is our tech support so if you have questions or difficulties let Ashley know and she will help you out. Before we get started I will walk you through a few housekeeping reminders. If you have any questions you would like to ask or have any technical issues, feel free to use the chat box located in the bottom right-hand corner of the screen. I will keep track of all the questions that come in and respond to each of them at the end of the presentation. We are recording today's session and will email a link to the recording and slides to everyone who registered for the webinar. We will also be sending you a certificate of participation using the email you used to register for today's webinar. If anyone needs additional certificates because multiple people are watching with you, please email us at FDLP and include the names and emails of those needing certificates. If you need to zoom in on slides being shown you can zoom in on the full-screen button on the bottom left side of your screen. To enter full-screen mode mouse over the blue bar at the top of the screen so it expands and then click on the blue return button to get back. At the end of the session we will share a webinar satisfaction survey with you and will let you know when the survey is available and the URL will appear in the chat box. We very much appreciate the feedback after the session including comments on the presentation style and value of the webinar. It helps us with programming at GPO.

>> We will go ahead and get started. My name is Jaime Hays and I am an Outreach Librarian at GPO. I have been with GPO now for about six years. My unit and some of the things that we do are the biannual survey which is required by law every few years. We also answer questions from the depository community. The reason we are able to do that is most of us are former depository coordinators. I used to be a coordinator at the University of North Carolina Wilmington and a paraprofessional that opened the boxes at the State Library of North Carolina. Some other things I do is I visit libraries. I visited over 215, maybe 230 depository libraries. We also do public access assessments. We assess libraries by the legal requirements and program regulations. That's what I do at GPO in a nutshell.

>> To get started here, we will talk about the overview. This webinar is geared towards new depository coordinators. Just by a show of hands I want to see how many of you are new coordinators or if you can type how long you have been a coordinator at your depository or library. To chat it in use the bottom box --

>> Yes, Ashley? >> We have a lot of people chatting in a quite a few people raising their hands indicating that they are new.

>> Okay. I will try to do my best to not go too deep into GPO speak, but please stop me if I say something you are not familiar with. A lot of you are really brand-new. Being a new depository coordinator can be pretty overwhelming. I was there myself. I was a first-time coordinator at the University of North Carolina. It's pretty intimidating. With this webinar, I am going to provide some suggestions on what you should be doing as a new coordinator. So brand-new coordinator, I will make suggestions. When you registered for the webinar, one of the things I had to do was answer a question to add other questions you have about being a new coordinator. I viewed those questions and a lot of them I hope will be answered by today's presentation. Some of the questions have already been addressed by other FDLP webinars. What I have done is placed a link at the end of the slide presentation with some of those presentations I think would be helpful for new coordinators. I will not be addressing questions like on

marketing and promotion because we have several webinars that do a good job going into those. I will be screen sharing today, so I have slides and that I would jump back and forth between the web and my

slides. I also have a list of links at the end of my webinar so you don't have to frantically write down the links I will be showing. I have links to everything I will be presenting today. Let's go ahead and get started. >> If you are new to the library or have been told congratulations, you are the new depository coordinator, one thing you may wonder is what exactly is this FDLP? The FDLP or the Federal Depository Library Program dates back to 1812. In the early to mid-19th century, government publications were sent directly to libraries under a program run by the Secretary of State and then later by the Department of the Interior. In 1895, the government printing office which already had the printing materials on hand took over the management of the FDLP and the cataloging and distribution of publications to partner libraries. So today under law in title 44 of the U.S. code, Federal Depository Library's received publications of federal agencies and make them freely available to all users. So GPO's mission is keeping America informed and the FDLP continues to ensure that American public has access to government information. If you need to know more information about FDLP, we did another webinar we recorded called FDLP 101 and the link is at the bottom of the page. I recommend watching that webinar recording after this one today. >> What exactly is GPO? As I said it's a government printing office and in 2014 there was a name change to our office and we are now called the government publishing office. GPO's name more effectively conveys the agencies modern service in a digital age. What we are actually is a legislative branch agency and report directly to Congress. We have about 1700 employees and our headquarters is in Washington, D.C. We have a number of regional offices around the country. If you want to know more about GPO you can go to GPO.gov. The Federal Depository Library program or the FDLP is run by a unit within GPO called library services and content management and we call it LSCM for short. LSCM has about 90 employees who perform tasks such as cataloging and classification of government information in a variety of formats. We also do archiving, distribution of government publications, and outreach and training for libraries to participate in FDLP. So LSCM is actually headed and overseen by the superintendent of documents. Deposition, Superintendent of Documents is who is in charge of LSCM and the FDLP and that person in that position now is Laurie Hall. >> So that was just some quick information about what the FDLP is and who GPO is. Now I will start with what is a depository coordinator. You have been hired and told you are now the new depository coordinator at your library so you are wondering what exactly does that mean? I will provide some explanation of what a coordinator is. A coordinator is the contact person between GPO and your library. Any time anyone at GPO needs to contact your depository library about something, as the depository coordinator we will contact you first. If there is an email we need to send out it goes to you. A letter or phone call will first go to you if we can't get a hold of you then we go to the director next. We get this question a lot. Coordinators do not have to be librarians. You don't have to be a professional librarian to be a coordinator. Someone who is the coordinator should be knowledgeable about the depository program. If you are just starting in this role you may not have a lot of knowledge about the program, but that will come over time and that's perfectly fine. Also I wanted to stress that most depository coordinators have had no formal training on this topic. I myself before I became a coordinator had no training in government information or managing a depository collection. If you are in that position, you are not the only one. A lot of people are in the same position. Hopefully this webinar will help you out with that. >>

What other things do coordinators often do? This depends on the situation at your library. Sometimes these duties are handled by the depository coordinator and sometimes they are broken up into different departments doing different things. I just wanted to provide you an example of some things you may be doing if you are not doing them then someone is doing that so you want to find out who is doing these things. Someone at the library needs to be signed up for FDLP news and events. This is GPO's official communication tool and I will show you where it is very soon.

Someone at the library needs to be open and process tangible depository shipment boxes. Most depository libraries, most libraries in the program, will receive a box full of publications from GPO. Some

only get a couple of boxes a year. Some get multiple boxes in a month. It depends on what you are selecting for. But someone will be receiving those boxes, opening them and processing them. You also need to have someone who is cataloging tangible and digital depository documents. It is required that newly received

tangible documents be catalogued. So someone at the library will be doing that.

Managed the weeding of depository tangible collections. Someone at the library, probably you, as a coordinator will be managing the weeding process of the material. Because the materials considered federal property, there is a process for weeding of your depository materials. The process is going through your regional depository library. You also need to notify GPO of disasters and renovation projects that impact depository collections. I don't mean moving shelves or moving your collection from one part of the library to another. I'm talking about man-made disasters, natural disasters, accidents and that kind of thing. You need to notify GPO. And you need to fill out that my annual survey. The biennial survey done every two years. It's done odd numbers of years and we have one coming up this fall so be on the lookout for that.

>> Monday!

>> On Monday, wow! So Monday you will receive something if you are signed up for FDLP news and events about completing your biennial survey. You are legally required to fill out the biennial survey so make sure you do that.

>> Now we will talk about the first steps that you want to do as a depository coordinator. Feel free to type in if I'm using too much jargon or you have questions. The first thing you want to do is try to find your depository password and number. Hopefully somebody left you your depository password and number. The format

is the username will be your depository number. If you don't know your depository number you can look on the inside flap of one of the boxes that we shipped to you or ask someone at your library. And the password will be FDLP in all caps and then some numbers. You should have that username and password. If you don't have that username and password, what you can do is email FDLP outreach@GPO.gov and we will send you the contact username and password. That's the very first thing you want to do is get that username and password.

The second thing you want to do is update the Federal Depository Library directory. We call this the FDL. I will show you and talk a little about what the FDL is. You should be seeing my desktop now. This is the Federal Depository Library directory. I will sign in and I have an administrative username and I will use that because then you won't see what it actually looks like so I will use a library login information and you see the library number and I will put in the password. This shows you what the screen actually looks like. I have logged into the Federal Depository Library directory and I will select the edit FDL profile. What you want to do is you want to look over the information and make sure it is correct. Is the library name correct? Is the address correct? What you really want to pay attention to is a coordinator information. You want to make sure that reflects your information. Your name, your phone number, injure email. Scrolling down, there is a public service phone number which is for the reference desk or circulation desk. Whatever you have. Depository website, so if you have a specific page for the website, the home site for depository information you would put it there. The catalog goes there. And then below this is stuff from the CRTC which you don't need to know about unless you are part of it. This is the directory. When you update this directory, it officially notifies GPO that you are the new coordinator. The reason you want to update this is so you start to receive all of the contact information, all of the emails and letters from GPO.

>> The next thing I want to show you is introduce yourself to your regional depository coordinator and other coordinators. We will go back to the FDL, and I will show you how to figure out who your regional is and what other libraries are in your state. You can see there is a selective depository library

or regional depository library. The regional library is a library that is required to select or take in 100% of the tangible material that GPO distributes through the FDLP. If you aren't sure if you are a regional or selective, you can look at the directory, or you can ask someone at your library. They will know. If you are a selective library you can select what you received. That's the difference. I will look here and I'm from North Carolina so I will click North Carolina. You see a listing of all the depositories in North Carolina. These are the libraries that are also part of the FDLP. I will click on this one. This is Chapel Hill. Here you can see the contact information. If you wanted to contact that library you would click on the email, this is the coordinator, and that is the director. In then let's scroll down. Here you can see this is the regional depository library. 0447 which is the University of North Carolina at Chapel Hill. This is your depository coordinator

, your regional depository coordinator Renee Bosman. If you want to introduce yourself to the regional coordinator I strongly recommend you do so. GPO also when you fill out the directory entry with your name and email address, we will also email the regional and let them know you have come on board so you can just reply to that email. The next thing we recommend that you do is read the legal requirements and program regulations and guidance articles. Going back to my desktop, I will show you FDLP.gov . This is the webpage that is geared towards depository libraries and depository coordinators so it's a one-stop shop for almost everything you need. Under requirements and guidance, you want the legal requirements. What the legal requirements are is a 10 page document that will tell you everything that you need to know for the legal requirements of the program. I will click download for that. This is the legal requirements and program regulations. I will scroll down. Sorry for all the scrolling. Here is the first part. Here you see the basics. Here are the numbers one and so on. So depository libraries must make federal depository library program content available for free use by the general public including all people in the relevant region and congressional district. This is something that as a depository library you must do.

This document is about 10 pages. I recommend strongly that you read this so you know what is Rick -- a requirement for depository libraries. As you can see from this document, it doesn't give a lot of detail it does not explain what free use means it doesn't have any details about that. After you read the legal requirements and program regulations, what I recommend you do is come back to the FDLP page and go to requirements guidance and select guidance. Our intention with the legal requirements was to create a document that you can hand to your director and say this is exactly what we are required to do and nothing more. What we have to do. The bare minimum what we have to do. Guidance articles will explain how you do that. You can see we have a variety of guidance articles and there is some overlap. I recommend reading each one of them. Access to the collections, all are mostly online and depository libraries, amending your library selection profile, biannual survey of depository libraries and I will open this up because we are talking about this earlier. This gives you an explanation of what a biennial survey is and gives information about the upcoming biennial survey. Also passed results and then the uses of the biennial survey. You get more information here than what is in the legal requirements and program regulations. I definitely recommend you read all those sections of guidance.

>> The next thing I recommend you take a look at is our Federal Depository library coordinator calendar. I will show you how to get to that. This you can access through FDLP.gov and click on collection tools and then come over to FDLP Lib guides. So it's actually located right there. With these we make acceptable other people's Libguides and make accessible the ones that GPO has made and then there is specific information on FDLP. Here you can see the FDLP coordinator calendar. But we try to do is set out a calendar of all the months in the year and give you some tips on what you should be doing during those months. There are some tasks that you have to do during certain months. Here on the calendar we recommend looking at your profile. For example, in September we recommend your tangible selection time. The reason we recommend it in September is because on October 1 any tangible that

you want to start receiving will go into effect. So this is something I recommend you take a look at. October we have our conference every year.

This has some good information

to get you understanding what you should be doing when. Want to show you one more thing under Libguides. That is information for new depository coordinators. In addition to this program, the links I have at the end of the slide deck, you also have this little guide for information for new depository coordinator so the first step for your FDL and NextStep here's one on passwords and account so these are different passwords you may have and the first one you need to know is when I talked about with your library number.

And then some additional information for regional depository library personnel.

>> We do have one question. Can you tell us how libraries get the 2017 biennial survey? My library doesn't have a copy of [Indiscernible]?

>> I will get to that in just a minute. That's a good question. My next slide I will come back to that one.

>> The next thing you want to do is determine who works with depository material and what they did.

This is very important for you to determine who is working with depository material. EveryLibrary has a very different process. When you start working in your depository or become the coordinator, you need to figure out who is doing what. Newer number on the past slide where I said these are things coordinate errors often do but don't always do, you need to figure out who's doing this. If it's not you, who is doing it? Typically we see tech services opened the boxes and processing them and a lot of times we see the cataloguing department doing the cataloguing. You need to figure out every person involved with depository documents. We recommend you have frequent meetings. The more people involved with depository

documents and in different departments, we sometimes see a lack of communication if you don't meet regularly and talk regularly, one hand doesn't know what the other is doing. We recommend you frequently communicate with each other about issues you are having.

>> The next thing you want to do after you have taken some of your first steps as you need to assess the collection that you have. The very first thing you want to do is look for documentation. Hopefully whoever you replace has left you something behind, some type of documentation. So you aren't starting completely blind. Somethings you want to look for our processing manuals, collection development guides, biennial surveys, public access assessments, on-site inspections, any correspondence with GPO staff. I have visited libraries where a new coordinator has none of that material. Sometimes when they get the office ready to clean up the files and don't realize it's important and should be kept and they discarded. Or you lost material and cannot locate it. If the case is you can't find any material, what you want to do is contact the GPO or your regional library. Your regional library will also receive communications, assessments, biennial surveys about your library which you can also contact GPO FDLP outreach at GPO.gov which is the magic email if you need help with GPO stuff. Ask them for past biennial surveys. A lot of people who are doing the 2019 biennial survey want to see what their predecessor answered in 2017 and we get that all the time and perfectly fine. If you need your 2017 biennial survey, go ahead and contact us at GPO and we can send you a copy. I hope that answered the question, Courtney. The second thing you want to do is determine what formats you have in your collection and find out where the documents are housed. Depository documents come in a variety of formats. I think I saw Ashley had typed them in earlier. As I said before, selective libraries can determine what documents they receive and in what format. The regional library has to take one tangible copy of every publication that is sent out by GPO. They have some flexibility as to the format, but they get a lot more material. Some of the formats you may have in your collection could include paper documents, microfiche, maps, GPO has sent out CDs, DVDs, VHS, floppy diskettes, posters, pamphlets and even some board games. You will want to see if that material is in your collection.

What I would start out with is if you got CD, DVD, VHS collection in your library, check to make sure there is no depository material. The best way to tell if you have a depository copy is your depository item will most likely be stamped. The sample say something to the effect of depository document or federal property. Something like that. It's a requirement that tangible material be labeled as depository property. The most common way that libraries do that is a depository stamp. It's not the only way, but the most common. So be on the lookout for the depository stamp. Figure out what they have used in the past and what they are currently using as a stamp and look for that stamp on these documents to indicate that is a depository document. You can also look for

[Indiscernible] numbers or stickers writing in the book that says it's a depository item and stuff like that. That's how you will determine if it's a depository document. The next thing you need to figure out is where the material is housed . GPO does not tell you where you housed this material. GPO does not tell you which classification system that you use for your depository collection. It could be in multiple classification systems and could be located throughout your library. I have seen depository material placed in stacks, drawers and vertical files, reference collections, periodicals, even children's collections. So what you want to do is you want to look the reach collection to determine if there are documents there. Pull your records to see if there is anything there and if it's not catalogued to and browse the collections. I can tell you it is frequent that people forget what depository material is being placed in different collections. Have a good look for yourself and see if the material is there. Determine what you currently are receiving. We will do a demo. This part may be a bit confusing. I will try to make it as unconfusing as possible.

This is something unique to the depository system. The way you will determine what you are receiving, what you are selecting. We do it by item numbers. My colleague was informing me that I made a mistake. I am in chrome trying to show you something. The first thing you want to know is that most GPO tools work better in Internet Explorer. I'm sorry.

>> You jinxed yourself.

>> There we go. Back on track. You want to use Internet Explorer when you are looking at GPO tools because that's what they work best in. In the case on listserv you have to use Internet Explorer or will not work properly.

>> At this point in time.

>> Yes, at this point in time. There's an issue we are working on. Item listserv will show you the item numbers you are profiled for. It shows you the numbers you are selecting. Those numbers correspond to one publication or many publications. Those are in a variety of formats. I want to see what I am currently receiving. There are a couple ways to do this but I will show you the first one. I will click on selections in rows and columns and then we will go back to the library we were using before, the old library at 0448A. This shows me

what they are currently selecting. This is called your item selection profile. You see it's quite a long list of numbers and just looking at the numbers themselves doesn't tell you anything. I want to scroll down and show you right here this percentage. Sometimes you will hear library say I select 74% or as select 12%. This is a number that they are referring to is the number at the bottom of item lister. This is your item selection profile. What I will show you is a list of classes. The list of classes is the document you will use that will tell you what the individual item numbers refer to. Who want to use the list of classes datafiles because we know longer print the list of classes. We now update the list of classes weekly.

>> I do it on the first and 15th of the month. >> That's modified. >> Here it is. The modified list of classes. It takes a second to upload. Here you see the item number. And then you can see the title of what it is, the performance and accountability report. You have to take these numbers and look at the list of classes to determine exactly what you are receiving. It gets confusing because item numbers like

this, handbooks, manuals and guides, I could tell they are from multiple publications and not just one. Using those two tools I can see exactly what I am selecting. I want to show you another way of doing this. I think it's a bit easier. I Desai question come in. >> We had aside chat but when we get to a stopping point we will talk about that. >> Your comments are spot on by the way, -- >> I will come over and show you documents data miner 2. It's away you can look at your item selection profile. What I will do is tell you about this program. Documents data miner 2 was developed and maintained by wish Utah State University library. It is not a GPO product but the use GPO data. I say they update it once or twice a month. The tool itself is pretty good. When I will do is show you another way to get your item selection profile. I will do it a little bit fast, but when you get the recording you can pause it and go through it and follow what I'm doing. I put in the library number and then I'm going to select the depository number. That it will hit submit. And then export to Excel. What it will do is bring me up an Excel spreadsheet with everything that library 0448A is selecting. With this program, it matches GPO data with the way that our tools don't. Here you can see this is the item number, 003, and you see it's from the agriculture department. The title is agricultural handbook series. You can see at the same time it is in EL format so a document available online. P stands for paper, E is for electronic, and they also have CD and DVD. That's one way you can pull a list of everything you are selecting. Let me go back and I will show you a couple of other things. The shelf list, if you want to see what you have received in the past year you would put your depository number in. And then a year so we will go in 2019. This is GPO fiscal year. GPO fiscal year starts October 1 through the end of September. I will export it to Excel.

>> One thing to be clear about is it doesn't know for a fact that you receive these things, it's everything that was shipped out that said 2019 but filtered according to your current selection profile. If you have made changes to your selection profile within the last fiscal year, it doesn't know that, it only knows [Indiscernible].

>> Here you can see this library's profile and if they haven't made any changes to their item selection profile, this is the tangible material they would have received. So it gives you an idea what's coming into your library. You can make changes. May be for example you don't want U.S. exports of merchandise. Then you would know I need to drop this item number. If you drop that item number you stop receiving the tangibles. So it's a very simple explanation and I have more presentation links in the slides that will provide more information on that. There is a lot more stuff you can do with document data miner 2 but one to show you a little bit on how to figure out what you're currently receiving.

>> The next thing that you want to do is figure out how cataloging is handled at your library. It can be a little bit difficult. We have a worksheet we have created at GPO. It's a very basic orientation to depository cataloging. The idea with the worksheet is if you are a brand-new coordinator, you don't know what questions to ask. This will give you the questions to ask. Ask your cataloger or whoever's doing the cataloging of your materials these questions. Sit down with them and talk to them and ask them these questions. This should help you figure out the cataloging process at your depository library. This will be linked in the archives and you can download it and use it to figure out what's going on at your library.

>> Another thing you should try to figure out once you have figured out where collection is a what formats you have and what you are receiving as well as how cataloging is done, you want to find out how much of your collection is catalogued. Heads up that a lot of our libraries are not 100% catalog because GPO didn't require cataloging of depository material until 2011 or 2012.

>> Did we roll it out in 2011 and went into effect in 2012? >> I think it's 2012.

>> January 2012. >> It's been so long.

>> So long ago. Anything before

2012 you were not required to catalog. When going through your collection you may find a lot of your materials are not catalogued. You may be wondering then how do I figure out if my catalog is 100% catalog if my documents are 100% catalog? What I recommend libraries do when they try to figure this out is pull a collection of documents and all formats you have, maybe say 50 documents in all the formats and check to see if they are in your catalog. If they are not in your catalog, then you want to see if you have what we call peace level accounting or card catalog system for them. Card catalog system or shelf list, you want to see if there's some kind of document for that.

If they are not in either of those locations, you want to catalog that material. That is a best practice that we would recommend. One question we got from when you registered is what did you wish you knew as a new coordinator? I asked some people here at GPO because there are quite a few coordinators and librarians at GPO and these are some things they have come up with. This is mine, DDM2 is a great tool and can match up data in a way that makes using your item selection profile and see what you are selecting is easier. When I was a coordinator, I didn't use it at first because I thought it was ancient technology. I didn't use it and it took me a very long time to go through my item selection profile without using the tool. Lesson learned. Don't judge a book by its cover. You would think a librarian would know that. I didn't. Another one is it was common practice to abbreviate years and call numbers. So 1999 became 999. It means the year 1999 or 998 is 1998. That confused me for a while. Another thing to keep in mind as every depository library sorts there sudocs differently. GPO doesn't tell you how to sort them but just tells you what the numbers are. Everyone does it differently. We also recommend you be prepared to explain why your library should remain in the program. It's just a natural process that directors will review all portions of their library so we recommend you always have a good elevator speech. And the last thing that I wish I knew when I was a coordinator is that GPO is here to help. I would never talk to GPO and I was scared. We are here to help and we want to make things much easier for you guys. You can just email us at FDLP_outreach@GPO.gov if you want to talk about anything. Where can I get training? I have a couple of places I recommend getting training for all of you new be coordinators. One is the FDLP Academy. I will show you that. At the same time I will show you FDLP coordinator certificate program. Let's go to FDLP.gov. FDLP Academy is under about the FDLP and FDLP Academy. The FDLP Academy is a program that we do all of our webinars and training on site are virtually and we do a ton of webinars such as this one. There are also these FDLP Academy training repository. After today this will be in the training repository. You can see it right now. It has not been uploaded yet, but you can look at these different programs here. There is a ton of different programs you can look at. At the end of my slide deck I have some I recommend that you view as a new coordinator. We also have a program called the FDLP coordinator certificate program. This is an eight-week program and we just closed the registration today, but there will be more certificate programs and the next is in the spring. The certificate program is an eight week virtual program and its two hours a week where you have homework and discussion points and group work. Everything you are taught in order to be a coordinator and another good one. Another one we recommend is if you are a regional or work in a regional library, we have the FDLP regional coordinator program. We just had that this summer and we will have it again. And we have the help I am a government information library and webinar and those are being done by the North Carolina Library Association government Roundtable. They have a lot of really good webinars. You can also look at government documents Roundtable of ALA. They have a ton of material. And then of course you can request individual training from GPO. You can request we do training with you or several librarians at your library or even in person or a virtual environment. So where can I get help? We have been drilling this into your help that it's at FDLP_outreach@GPO.gov or also at 202-512-1119. The email and phone number are a shared line and anyone in the picture which is the Federal Depository support services or S group, any of us can answer your questions. You can also use asked GPO to send in a question.

>> And then we will take questions.

>> We do have a couple of questions related to [Indiscernible] and a question that just came in from Katie regarding the coordinator certificate program. And Katie, we close the registration today so we will go through the list of registrants tomorrow and make our decisions and you are right that not everyone will make it in the program because we only have so many slots available. We actually had quite a few more people applying than we anticipated. You should be getting an email tomorrow or Monday.

>> It's tomorrow. >> Tomorrow. >> The other question

relate basically to the item list. Those of you who are trying to address understanding what you are [Indiscernible] understand what are you not profiled for or trying to make adjustments to your item selection profile, we advise that June or July there was an update done on the tool and it broke a lot of webinars. You been working with the vendor to try to get them to provide a patch that will work and you can use whatever browser you are on. Right now for most people they are able to get in using Internet Explorer and not edge. That is a step backward for a lot of people unfortunately, so you have to scrounge to get into the tools to make your selection adjustments. So on October 1 we begin our new update and we run a program [Indiscernible] selection tool that you use. In the update for tangible ads will go into effect. We are not sure we will be able to run that update because so many people are unable to get into their tools to make the adjustments. Stay tuned and we are working on plan B for the update cycle. I don't want to say we are close to getting the patch in because that may jinx us.

>> Don't do that.

>> I am knocking on wood but I think we are close. Any other questions? >> One of the questions you have about being a new coordinator? What did we not address? >> We usually get a whole range of people who suddenly inherited it, the role or people who have been working with it for years and years and then it was a natural transition for them to assume the role as the coordinator so we get a whole range of people with different skill sets. >> This is a good one. They are asking if you will be at the conference and other sessions you should attend. >> If you are a first-time attendee we recommend you attend [Indiscernible] new attend the orientation. Our conferences are different. We are not ALA. >> It's a very different format than you are used to.

>> It's different and smaller. It's very focused on government information. If you want to understand who on earth is the depository counsel library loop is we put you in the [Indiscernible] at the beginning Monday morning and we will cover that. >> First time I went to the conference I was pretty confused because it's like a three-way conversation between GPO staff, the Depository Library Council and then depository staff. Understanding

who the Depository Library Council are, what their role is, will be of real help for you.

>> I would also recommend attending LSCM updates. I say that because that's where staff goes through at a high level will cover the things we are actively working on and we try to limit it to the things that are actually going to impact you all. If you want to have a heads up about updates coming up on the tool or something like that, we put that information on the LSCM page.

>> And as new attendees to the conference, typically the first day at lunch the coordinators will go out to lunch with the regional if they are there. Make sure you look at the board when you come to the conference at the registration table. I don't know which date you are from a lot of our regionals to attend.

>> You can also email your regional in advance and say are we doing a lunch or what is the deal? If there are organizers [Indiscernible]. We have other questions that have come in and Blake said the email said it started at 2 PM Eastern and Washington, D.C.'s eastern time zone and hard for us to [Indiscernible]. All communication say Eastern. I'm sorry, Blake. There will be a recording made available and should be up by tomorrow. And Lauren asks if we investigate our collection and realize it's a mess with missing documents who would be the best person to contact to get things back on track? >> Lauren, if you

realize there is something fishy going on in your collection, the best person to contact is GPO. The reason being is because the Outreach Librarian like myself and Ashley and anyone who can answer FDLP outreach , we help libraries with those types of questions. You would describe the issue that is going on and we would tell you what you would need to do in order to fix the situation. That would be the best way to handle it. You can also ask your regional or selective's in your area if you don't feel comfortable talking to GPO. But I urge you to talk to GPO because we do like to help libraries.

>> And we have all been there.

>> We have all been there. We will be fine with all the problems. Whatever you have, we have seen it.

>> Your regional will have a heads up about any [Indiscernible] projects that might have gone on or may be able to help you understand there were those some discards that shouldn't have taken place or something like that. We seen it also don't worry about it. Between the regional GPO and yourself I'm sure we can figure out what's going on and get you back on track. >> And what are some examples of greater highly effective elevator speeches, talking points that relate to the worth of the FDLP?

>> Sometimes sign up for news and events now.

>> I know you were in the certificate program. In that program we had a bunch of people do some elevator speeches. A lot of people what they will focus on is things like the value of the documents that they have received. Other people say we are a service academy but these other service academies also are FDLP so it's like a competition where we can't drop out if they are not. People talk about the prestige and the usage of the material. So there are all kinds of things that people use for reasons to be in the FDLP.

>> If you are an active library, the number one reason is you are working with a library director to point out it's a primary resource collection. You might want to file the material under fiction, but it's primary resource material and the government sticks its nose in everybody's business. There isn't a single topic that you can come up with that we don't have FDLP paper trail on. The government likes to investigate a report or been legalized you name it. >> Everything.

>> That's why working at a regional depository is fun because I get to see 100% of everything that comes through. Sometimes you want to laugh and sometimes you cry. >>

Each libraries a little different. I recommend writing your own committee part of it to memory. You will get the question I promise you.

>> I've even got the question in the bathroom when I was at the University of Maryland. It comes up extremely odd places. So Ashley will send out the survey and we have one minute left so what other questions do you have? We are looking to do more of the new be types of webinars. If there's anything you would like us to do please let us know in the comments in the Survey Monkey are here in the chat box.

>> We really appreciate you filling out the questions that you have when you became a new coordinator because it helps. We are trying to reach out to newbies because when we were new and didn't have this we had to learn the hard way.

>> We didn't have any webinars. It was just me and legal requirements and program regulations. That was bad. >> Lori wants to know where the past webinars are posted.

>> Tomorrow morning when I get the archive up and running I will send out an email to everyone who registered for the webinar today and then email will contain a link not only to this webinar but to the other webinars as well.

>> Okay. We are at 3 PM Eastern time so I will thank everyone for joining us. You've had a lot of great questions and given us something to think about it GPO. Feel free to sign up for teacher webinars. We look forward to seeing you all. Thank you all. >>

[Event Concluded]