

Depository Library 101: Depository Library Basics

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Conference & Depository Library
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The FDLP is based upon three principles:

- With certain specified exceptions, all Federal Government information products shall be made available to Federal depository libraries.
- Federal depository libraries shall be located in each State and U.S. Congressional District in order to make Government information products widely available.
- That Federal Government information in all media shall be available for the free use of the general public.

The legal responsibilities of Federal depository libraries fall into the broad categories of access, maintenance, and service:

- Providing for free public access to Federal Government information products regardless of format.
- Providing for the proper maintenance of the Federal depository materials entrusted to the individual depository's care.
- Providing service to meet Government information needs of the local community and surrounding area.

Resources for Librarians

- Instructions to Depository Libraries
- Federal Depository Library Manual Guidelines
- Other sources, such as Superseded List, shipping lists and item lister

[All of these resources are available on the FDLP Desktop
http://www.access.gpo.gov/su_docs/fdlp/index.html]

Source of "Basics"

- Instructions to Depository Libraries
http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/in_tp.html
 - Official rules and regulations of the Federal Depository Library Program (FDLP)
 - Basis for evaluating depository libraries in self studies and inspections
 - Written by LPS staff

Instructions to Depository Libraries

- Chapter 1 - Federal Depository Status
- Chapter 2 - Collection Development
- Chapter 3 - Bibliographic Control
- Chapter 4 - Maintenance
- Chapter 5 - Human Resources
- Chapter 6 - Physical Facilities
- Chapter 7 - Public Service
- Chapter 8 - Cooperative Efforts
- Chapter 9 - Regional Services

Chapter 1: Federal Depository Status

- A. Federal Depository Library Program
- B. Designation
- C. Depository Termination Procedure

Chapter 2: Collection Development

- A. Purpose
- B. Scope of Collection Development
- C. Selection Tools
- D. Item Number System
- E. Updating Selection Profiles
- F. Selective Housing

Chapter 3: Bibliographic Control

- A. Bibliographic Control
- B. Shipping List
- C. Separates
- D. Processing
- E. Arrangement
- F. Duplicate Publications and Shipments

Chapter 4: Maintenance

- A. Proprietary Interest
- B. Insuring Depository Collections
- C. Discards-General Information
- D. Superseded Publications
- E. Discards by Selective Depositories
- F. Discards by Regional Depositories

Chapter 4: Maintenance (continued)

- G. Discards by Federal Libraries
- H. Discards by Highest State Appellate Court Libraries
- I. Secondary Copies
- J. Substitution of Depository Materials
- K. Microfiche

Chapter 4: Maintenance (continued)

- L. Maps
- M. Posters
- N. Electronic Products

Chapter 5: Human Resources

- A. Responsible Officials
- B. Staffing
- C. Training

Chapter 6: Physical Facilities

- A. Physical Access
- B. Housing
- C. Equipment
- D. Signage

Chapter 7: Public Service

- A. Access
- B. Reference Service
- C. Referrals
- D. Public Awareness

Chapter 8: Cooperative Efforts

- A. Program Administration
- B. Regional/Selective Cooperation
- C. Local Cooperation
- D. Communications with GPO

Chapter 9: Regional Services

- A. Designation
- B. Responsibilities
- C. Publication Disposal Process
- D. Regional Administration
- E. Regional Consultation

Other resources that provide information for depository libraries:

- FDLP Manual
 - Suggestions and recommendations for methods of operation
 - Prepared by Committee of depository librarians and LPS staff
- FDLP Guidelines
 - Program and performance goals for depository libraries and GPO
 - Prepared by the Depository Library Council to the Public Printer
 - Endorsed by the Public Printer

Location for more resources

FDLP Desktop

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

Regionals page –

<https://www.mel.org/fdlp/regional.html>

Regional contacts:

http://www.access.gpo.gov/su_docs/fdlp/pubs/regionals2004.pdf

ALA Government Documents Roundtable
(GODORT)

<http://sunsite.berkeley.edu/GODORT/>