2005 Spring DLC
Educational Program
Depository Library 301:
Revision of the Depository
Library Manual

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Submitted by: Janet M. Scheitle
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Information Dissemination

An educational session entitled Depository Library 301: Revision of the Depository Library Manual was held during the 2005 Spring DLC on April 20, 2005, at 8:30 pm in the Turquoise Room to include the following people:

Presenter: Janet Scheitle
Attendees: About 60 attendees with wide range of experience from new government documents librarians to experienced depository librarians. No sign-in sheet was used.

Designed as an informational program for all government documents librarians, Janet Scheitle explained GPO's efforts to date to revise the *Instructions to Depository Libraries* and the *Federal Depository Library Manual* with its four supplements into one online manual.

The proposed chapters for the new Manual are cross-walked to the existing *Instructions* and *Manual*. The proposed chapters are outlined with potential subject matter. They are:

- Chapter 1: ID Organization & Contacts
- Chapter 2: Legal Requirements, Minimum Standards, & Policies
- Chapter 3: Federal Depository Status
- Chapter 4: Public Service
- Chapter 5: Depository Collections
- Chapter 6: Bibliographic Control
- Chapter 7: Authentication & Version Control
- Chapter 8: Preservation
- Chapter 9: Housing
- Chapter 10: Staffing
- Chapter 11: Partnerships
- Chapter 12: Regional Services
- Chapter 13: Virtual Depository
- Chapter 14:   Resources

Discussion centered upon what is legal required and what is minimal performance in each chapter. Since the new manual focuses upon being a practical guide to the operations of depository libraries, community input for the revision was solicited.

The general conclusions GPO might draw from this educational session are:

Attendees requested an update be scheduled on this topic for the fall conference.

Librarians were eager and enthusiastic about collaboration on the manual revision. Several librarians committed to assisting with the project.

The collaboration process should be defined and presented to senior management so that living policy documents can be written in conjunction with the subject matter experts in the FDLP community.   The draft manual could be an agenda item for review by the attendees at the fall conference.

Suggestions for the new manual included adding hot links within the document, making the new manual a living electronic document, writing the document from the perspective of the librarian rather than the GPO, and including useful information for librarians instead of only the rules and regulations.

The New Electronic Depository Library Manual

Janet M. Scheitle
Director, Office of Library Program Planning
Spring Conference
20 April 2005

New Electronic Depository Library Manual

Purpose of Session

- Report on our efforts to update the manual
- Explain what we envision as content
- Incorporate feedback from the community
- Outline steps for revision

New Electronic Depository Library Manual

Reasons for Revisions

- Nature of program is changing
- Nature of our efforts is changing
- Consolidate several previous documents
- Refresh contents
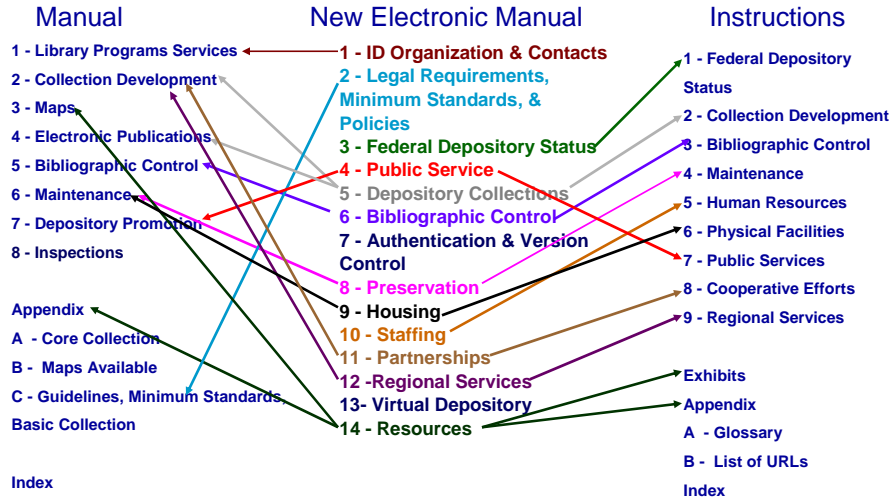- Document good practices, lessons learned

New Electronic Depository Library Manual

Process for Revising

- Review and consolidate existing documents
- Advice of DLC and Depository community
- Cross-walk new to old
- Develop a draft framework
- Work with community
- Initial release by Fall conference

New Electronic Depository Library Manual
Comparison of Chapters

Manual

1 - Library Programs Services
2 - Collection Development
3 - Maps
4 - Electronic Publications
5 - Bibliographic Control
6 - Maintenance
7 - Depository Promotion
8 - Inspections

Appendix
A - Core Collection
B - Maps Available
C - Guidelines, Minimum Standards
Basic Collection

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New Electronic Manual

1 - ID Organization & Contacts
2 - Legal Requirements, Minimum Standards, & Policies
3 - Federal Depository Status
4 - Public Service
5 - Depository Collections
6 - Bibliographic Control
7 - Authentication & Version Control
8 - Preservation
9 - Housing
10 - Staffing
11 - Partnerships
12 - Regional Services
13 - Virtual Depository
14 - Resources

Instructions

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

Exhibits
Appendix
A - Glossary
B - List of URLs
Index

New Electronic Depository Library Manual

Chapter 1: ID Organization and Contacts

ID Organizational Structure
Contact Center as main Point of Contact
Mon-Fri, 8-5
(202) 512-1800 / Toll Free (866) 512-1800
ContactCenter@gpo.gov

Chapter 2: Legal Requirements, Minimum Standards, Policies

Title 44, Chapter 19, Sec 1909
Minimum Standards
Policies

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Chapter 3: Federal Depository Status

Define FDLP

Purpose of the FDLP

Designation

Withdrawal

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Chapter 4: Public Service

Define Public Service

Public Service Functions

Access

Reference and Research Services to Users

Referrals

Circulation of Materials

Marketing to Users

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Chapter 5: Depository Collections

Purpose
Scope
Collection Development
National Collection
Collection Management

Chapter 6: Bibliographic Control

ILS and its Impact
Pushing Records
Future of Cataloging at GPO
Link to NC and NB

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Chapter 7: Authentication, and Version Control

Authentication
Version Control

Chapter 8: Preservation

Definition
Process
Tangible Products
Electronic Products
Dark and Light Archives

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Chapter 9: Housing

Tangible collections
•Current
•Historical
Electronic collections
Shared Housing Agreements (also Chapter 11)

Chapter 10: Staffing

Responsible Officials
Staffing Levels
Training

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Chapter 11: Partnerships

Content Partnerships
Service Partnerships
Hybrid Partnerships

Chapter 12:   Regional Services

Designation
Responsibilities of a Regional
Minimum Service/Performance for Regionals

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Chapter 13: Virtual Depository

Define an "almost" virtual depository

Characteristics
Requirements
Functions
Services
Support levels

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Chapter 14: Resources

Resources
Tab A - Electronic Shipping List
Tab B - Essential Title Shipping List
Tab C - Administrative Notes
Tab D - Selective Housing Agreement
Tab E - Essential Titles Survey
Tab F - Digitization Ranking Survey
Tab G - Minimum Standards to be revised
Tab H - Glossary
Tab I - Core Legacy Collection by Library Type

New Electronic Depository Library Manual

Next Steps

Work with DLC
Work with Depository community
Incorporate feedback
Target date for initial release Fall conference

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