

## The Inspection Process:

It's Not That Bad, Really!

## Inspection Process

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- Robin L. Haun-Mohamed, Chief Depository Services, Library Programs Service, U.S. Government Printing Office
- (202) 512-1119
- rhaun-mohamed@gpo.gov

## Inspection Process

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- Reasons to Inspect
  - Title 44 Requirements
  - Response to Complaints
- Inspection Team
  - Walter Zoller
  - Regina Koo
  - Kathy Brazee
- Only One Day of Your Life

## History of the Inspection Process

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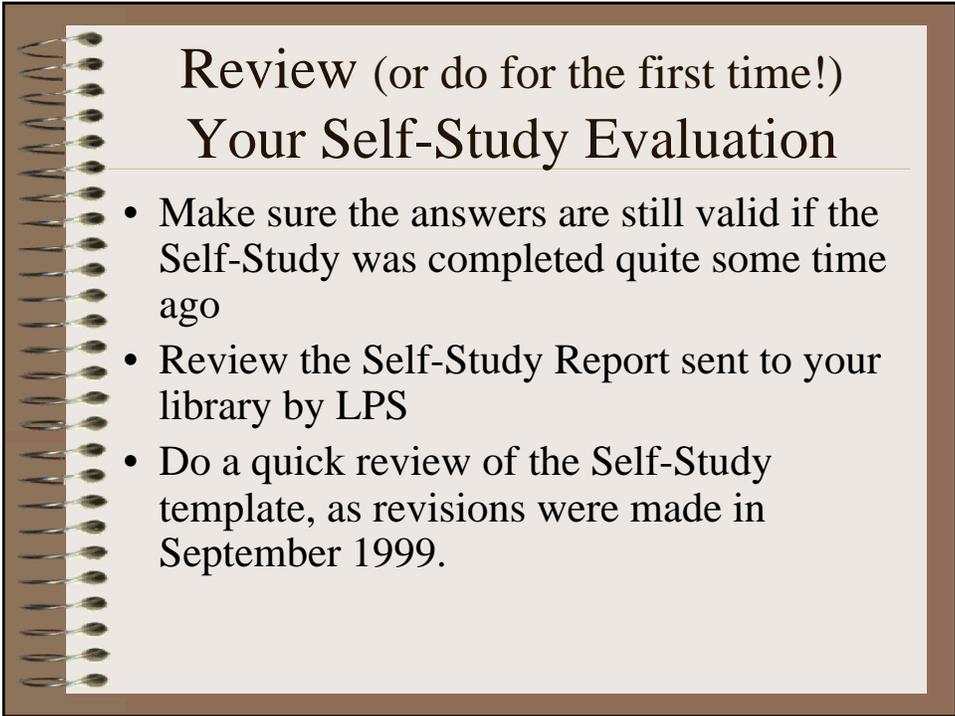
- Inspections often done in conjunction with other trips such as visits to GPO Bookstores
- Inspection process as we know it started in 1974
- Originally 2 or more libraries per day inspected (with no advance notice!)
- Move to one library per day with inspectors on the road two weeks at a time

## Addition of the Self-Study Process

- Self-Study Project began in 1996 (tested in 1994-1995)
- Issued as Supplement 3 of the Federal Depository Library Manual
- Reasoning Behind the Self-Study Process
- FAQs for the Self-Study located on the Web at [http://www.access.gpo.gov/su\\_docs/fdlp/selfstudy/prepare\(2000\).html](http://www.access.gpo.gov/su_docs/fdlp/selfstudy/prepare(2000).html)

## Preparing for the Inspection Once You Have Been Contacted

- Preparing for the Inspection located on the Web at [http://www.access.gpo.gov/su\\_docs/fdlp/selfstudy/prepare\(2000\).html](http://www.access.gpo.gov/su_docs/fdlp/selfstudy/prepare(2000).html)
- Planning for a Library Inspection located on the Web at [http://www.access.gpo.gov/su\\_docs/fdlp/selfstudy/planning.html](http://www.access.gpo.gov/su_docs/fdlp/selfstudy/planning.html)



## Review (or do for the first time!) Your Self-Study Evaluation

- Make sure the answers are still valid if the Self-Study was completed quite some time ago
- Review the Self-Study Report sent to your library by LPS
- Do a quick review of the Self-Study template, as revisions were made in September 1999.



## Take a Fresh Look at Your Library

- Library Signage
  - Chilling Effect
  - Limited Access
  - Lack of Depository Emblem
- Location of the Depository Collection
- Entrances and ADA Compliance
- Overall Library Organization from User Perspective

## The BIG Problems

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- Access, Access, Access
- Bibliographic Control of Physical Products
- Item Selection Rate and Collection Development Policy
- Physical Limitations of the Library
- Not Responding to Biennial Survey in a Timely Manner

## Where is the Inspection Process Going in the Future

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- Current Status of Inspections and Self-Studies
- Future Trends for Depository Dissemination
- Role of the Inspection Process in a Mostly Electronic Federal Depository Library Program

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Robin Haun-Mohamed  
U.S. Government Printing Office  
Washington, DC

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One of the most important considerations when faced with an upcoming depository library inspection is to remember it is just one day in your life. It too shall pass. The inspection process was established to meet the requirements of 44 U.S.C. §1909: "The Superintendent of Documents shall make firsthand investigation of conditions for which need is indicated..." The current inspection program of self-studies and on-site investigations has evolved from the original program when two or more libraries were inspected each day.

Inspections originally focused more on technical services, facilities, and processing of the physical depository receipts. Over the years, this has changed increasingly to a review of access issues,

including access to the physical and online-only depository resources. When preparing for an inspection, be sure to review the existing depository operation with a critical eye for potential problems such as library signage, ADA compliance, availability of public access computer workstations, and location of the depository collection in the library.

Future concerns for the inspection program will continue to focus on access filtering placed on computer workstations, authentication of users to use computer workstations, and increasing requirements by libraries for patrons to have identification to access the library facility or use equipment.