



# Administrative Notes

Newsletter of the Federal Depository Library Program

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August 15, 1998

**Michael F. DiMario**  
**Public Printer**

**Prepared Statement before the Committee on Rules and Administration**  
**U.S. Senate**  
**On**  
**S. 2288, the Wendell H. Ford**  
**Government Publications Reform Act of 1998**

**Wednesday, July 29, 1998**

Mr. Chairman, Senator Ford, and Members of the Committee on Rules and Administration, thank you for inviting me here this morning to discuss my views on S. 2288, the Wendell H. Ford Government Publications Reform Act of 1998.

Mr. Chairman, I commend you for holding these hearings. S. 2288 is the first bill to propose a comprehensive revision of the public printing and documents statutes of Title 44 in more than a generation, and these statutes clearly are in need of revision. The constitutional issues regarding the execution of GPO's statutory mission need to be laid to rest. To serve the taxpayers and Government information users, GPO's authority as the central point for Government printing, procurement, and dissemination must be maintained. In this age of the Internet, it's time to clarify that the statutory jurisdiction of GPO's depository library program includes information in electronic formats. To protect public access, we must reduce the incidence of "fugitive documents," and as Government information increases in its value and utility to the public, we must provide for an effective system of permanent public access to Government information products. These are actions that have long been recommended by many, including GPO, as necessary to maintain and expand public access in the coming years.

Under your leadership, Mr. Chairman, the Rules and Administration Committee over the past two years has held hearings that systematically exposed the problems confronting Title 44 today. Your bill goes a long way toward making the needed changes. We look forward to continuing to work with you and Senator Ford in this critically important effort.

Senator Ford, you have been a champion of GPO's operations for many years, and under your guidance you have moved GPO in directions that have greatly benefited the taxpayers and the public. Perhaps most lasting, under your leadership Congress enacted and President Clinton signed into law the GPO Access Act, P.L. 103-40, making electronic dissemination a mainstay of

our operations and providing the public with a new and convenient way to access Federal Government information. Today, more than 12 million documents are retrieved by the public every month from this service. In an independent study of GPO, Booz-Allen & Hamilton, Inc., recently called this one of the Federal Government's most heavily used Web sites, and GPO Access was recently praised by the Vice President and Government Executive magazine as one of the Government's best Web sites out of the more than 4,300 such sites identified by the GAO last year.

Moreover, Senator Ford, you have continued to support a centrally-managed printing, procurement, and dissemination authority in GPO when others advocated less cost-effective alternatives, and the taxpayers have benefited from your support. The GPO saves millions for the taxpayers every year through its programs, as study after study has shown, and the public has access to a comprehensive range of Government publications simply, and effectively, through GPO's programs.

The need for change to Title 44 has never been more apparent. I testified before this Committee about the challenges confronting Title 44 and GPO in July 1996, April 1997, and March 1998. I have also addressed these issues in testimony before the House and Senate Legislative Branch Appropriations Subcommittees and the Joint Committee on Printing. We have asked for a legislative resolution to these problems. As an outcome of our Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program (in which staff from this Committee participated), in August 1996 we recommended statutory changes to chapter 19 of Title 44 to accommodate and facilitate the growing use of electronic information technologies to provide public access to Government information. In May 1997, we submitted a comprehensive legislative proposal to modernize the depository library program, transfer JCP administrative responsibilities to the Public Printer, and update our procurement and sales authorities. Many of the proposals we recommended are included in S. 2288.

During the development of S. 2288, we had frequent discussions with representatives of the library community, including the Inter-Association Working Group on Government Information Policy (IAWG). The library community and GPO have a shared outlook on the need for improvements to chapter 19 of Title 44 to promote and protect public access to Government information in the electronic era. Such improvements are consistent with the legislative intent and the history of the depository library program, which dates to 1813 and is indeed America's first "freedom of information" program. While we think there is still room for some technical adjustments to Title IV of S. 2288 for the sake of clarification and to ensure administrative workability--and we are working with your staff on these adjustments--the modernization of the depository library program envisioned by Title IV is clearly needed.

We also have no problems with Title I of the bill, which provides for a transfer of functions of the Joint Committee on Printing. We have long advocated the transfer of administrative functions of the JCP to the Public Printer, who can exercise them as a Presidential appointee and therefore avoid any question of constitutional impropriety. As to the future of the JCP and its discharge of other functions, that is Congress's decision to make.

The provisions of Titles II and III of S. 2288 are designed to strengthen and equip the GPO to serve as the centrally-managed producer/procurer of printing and information products for the Government, aiding in our mission to provide comprehensive, equitable public access to Government information. We think this is the appropriate and historically correct way to cast GPO's role in Government as the agency whose mission is to keep the Nation informed, and S. 2288 makes this mission clear.

The conceptual framework of S. 2288 is well settled. Our concern at this point is to ensure that there is sufficient clarity and workability in its details so that GPO personnel have the tools they need to carry S. 2288 fully into action as effectively and economically as possible. To this end, we have had a number of discussions with your staff, but there remain some features that we believe need further adjustment. These include clearly establishing GPO's status as an independent agency within the Federal Government, adjusting the mechanism for determining the future of agency inplant operations to provide for an effective system of oversight and compliance, and ensuring that the definition of "Government publication" in the bill is applied in an appropriate manner to production and procurement functions as well as dissemination. We are pleased that a system has been devised for providing the Administrator with prudent guidelines for the issuance of delegations of procurement authority to the agencies, and we are continuing to discuss the level of discretion that may be exercised by the Administrator in observing those guidelines. We look forward to working with your staff to iron out these and related issues.

Mr. Chairman, Senator Ford, and Members of the Committee, once again we believe S. 2288 is an important step forward in updating and modernizing the ability of the public to gain access to Government information. The need for the kind of changes proposed by the bill has never been clearer, and these changes will endow GPO with the capabilities we need to carry out GPO's informing mission into the next century. While we believe there are still adjustments that need to be made in the bill, we are confident we can work constructively and productively with your staff to craft the necessary language, and we look forward to this task.

Mr. Chairman, this concludes my prepared statement, and I would be pleased to respond to any questions that you or the Members of the Committee may have.



## Register for Fall 1998 Depository Library Council Meeting

The fall 1998 meeting of the Depository Library Council to the Public Printer will convene in San Diego, California, from Monday, October 19 through 10:00 a.m. on Thursday, October 22. The meeting will be held at the Handlery Hotel. The hotel address is:

Handlery Hotel  
950 Hotel Circle North  
San Diego, CA 92108

A limited number of rooms has been retained for the attendees. Special room rates are \$93 per night, guaranteed through September 18, 1998. Reservations must be made by calling (800) 676-6567, (619) 298-0511. Please specify the Government Printing Office (GPO) or the Depository Library Council Meeting when you contact the hotel.

**Register on our WWW page at:  
[www.access.gpo.gov/su\\_docs/dpos/counreg.html](http://www.access.gpo.gov/su_docs/dpos/counreg.html)**

or fill out the form below:

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REGISTRATION FORM  
San Diego, CA

FALL 1998 COUNCIL MEETING  
October 19 - 22, 1998

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E-mail, fax or mail to:

Mr. William Thompson  
Library Programs Service (SL)  
U.S. Government Printing Office  
Washington, DC 20401

Fax: (202) 512-1432  
E-mail: [wthompson@gpo.gov](mailto:wthompson@gpo.gov)

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Please type or print clearly:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone (include area code)

\_\_\_\_\_  
Library/Office

\_\_\_\_\_  
Preferred first name or nickname for badge:

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

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GPO will seek to make accommodations for attendees with disabilities. Please specify needs when registering.

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**Preliminary Agenda  
Fall 1998 Depository Library  
Council Meeting**

**October 19-22, 1998**

**Handlery Hotel  
950 Hotel Circle North  
San Diego, California**

**Sunday, October 18**

**Afternoon**

		<b>Location</b>
4:00-5:00	Orientation to the Depository Library Council This session is designed to acquaint first time attendees with how the Council works and to preview Council activities over the next 3 ½ days <ul style="list-style-type: none"> <li>• Anne Watts, St. Louis Public Library, former Council Chair</li> </ul>	<i>Club</i>
6:00	Informal pre-dinner get-together to network by food preference	

**Monday, October 19**

**Morning**

8:30	Registration and Coffee with Council and GPO Staff	
9:00	Welcome and Remarks <ul style="list-style-type: none"> <li>• Thomas K. Andersen, Council Chair</li> <li>• Michael F. DiMario, Public Printer</li> </ul>	<i>Crystal</i>
9:30	GPO Update <ul style="list-style-type: none"> <li>• Francis J. Buckley, Jr., Superintendent of Documents</li> <li>• Gil Baldwin, Chief, Library Division, LPS</li> <li>• T.C. Evans, Assistant Director, Office of Electronic Information Dissemination Services (EIDS)</li> </ul>	
10:15	Break	
10:45	GPO Update (continued) <ul style="list-style-type: none"> <li>• LPS Staff</li> </ul>	
12:00	Lunch	

**Afternoon**

2:00	Depository Library Council – Plenary Session GPO Information Exchange: Council and Audience Q&A; Committee Reports and Recommendations for Council Action; Election of Officers	<i>Crystal</i>
3:15	Break	
3:45	New Documents Librarians Informal session to answer questions about depository issues. <ul style="list-style-type: none"><li>• Sheila McGarr, LPS, GPO, Facilitator</li><li>• Cynthia Etkin, LPS, GPO, Facilitator</li></ul>	<i>Garden</i>
3:45	Demonstration of GPO Partnership Sites: DOE Information Bridge, National Library of Education, and NTIS <ul style="list-style-type: none"><li>• Speakers TBA</li></ul>	<i>Terrace</i>
3:45	Depository Library Council Working Session	<i>Club</i>
5:00	Adjourn	

**Tuesday, October 20**

**Morning**

8:30	Coffee with Council and GPO Staff	
9:00	Depository Library Council – Plenary Session Statistical Measurement Committee: Report on the 1999 Biennial Survey, and Open Discussion <ul style="list-style-type: none"><li>• Diane Garner, Council Member, Facilitator</li></ul>	<i>Crystal</i>
10:15	Break	
10:45	Depository Library Council – Plenary Session GPO Access: Future Developments <ul style="list-style-type: none"><li>• T.C. Evans, EIDS, GPO, Facilitator</li></ul>	<i>Crystal</i>
12:00	Lunch	

**Afternoon**

2:00	Regional Librarians: Topic and Speakers TBA	<i>Garden</i>
2:00-5:00	Depository Library Council Working Session	<i>Club</i>
2:00	Assessment of Electronic Government Information Products: Update and Discussion <ul style="list-style-type: none"> <li>• Woody Horton, Consultant, National Commission on Libraries and Information Science</li> </ul>	<i>Terrace</i>
3:15	Break	
3:45	Regional Librarians: Identifying Potential Depositories and Handling Discards by Those Relinquishing Status <ul style="list-style-type: none"> <li>• Speakers TBA</li> </ul>	<i>Garden</i>
3:45	National Archives and Records Administration (Pacific Region) Regional Records Services <ul style="list-style-type: none"> <li>• Paul Wormser, Archivist, National Archives and Records Administration</li> </ul>	<i>Terrace</i>
5:00	Adjourn	

**Wednesday, October 21****Morning**

8:30	Coffee with Council and GPO Staff	
9:00-12:00	Depository Library Council Working Session	<i>Club</i>
9:00	Writing the GPO Self-Study <ul style="list-style-type: none"> <li>• Cynthia Etkin, LPS, GPO</li> <li>• Sheila McGarr, LPS, GPO</li> </ul>	<i>Garden</i>
9:00	Transboundary Resource Inventory Program <ul style="list-style-type: none"> <li>• Richard Wright, Department of Geography, San Diego State University</li> </ul>	<i>Terrace</i>
10:00	University of San Diego Pardee Legal Research Center	<i>Tour</i>
10:15	Break	
10:45	GPO Access Focus Group <ul style="list-style-type: none"> <li>• T.C. Evans, EIDS, GPO, Facilitator</li> </ul>	<i>Garden</i>

10:45	U.S.-Mexico Border Issues • Speaker TBA, San Diego Border Liaison Office, U.S. Environmental Protection Agency	<i>Terrace</i>
12:00	Lunch	
<b>Afternoon</b>		
2:00	How to Determine Costs of Being a Depository Library • Anne Watts, St. Louis Public Library, Facilitator	<i>Garden</i>
2:00	Using Government Documents in Genealogical Research • Carole C. Callard, Library Specialist, Library of Michigan	<i>Terrace</i>
2:00-5:00	Depository Library Council Working Session	<i>Club</i>
3:15	Break	
3:00	San Diego Public Library	<i>Tour</i>
3:45	Topic and Speakers TBA	<i>Garden</i>
3:45	Topic and Speakers TBA	<i>Terrace</i>
5:00	Adjourn	

## **Thursday, October 22**

### **Morning**

8:00	Coffee with Council and GPO Staff	
8:30	Depository Library Council – Plenary Session Report of Draft Recommendations and Action Items (including audience response and comments)	<i>Crystal</i>
10:00	Adjourn	

Preliminary Agenda  
 Fall 1998 Depository Library Council Meeting  
 San Diego, CA

	Crystal	Club	Garden	Terrace	Tours, etc.
<b>Sunday, October 18</b>					
4:00		Orientation			
6:00					Pre-dinner get-together in Lobby
<b>Monday, October 19</b>					
9:00	Welcome				
9:30	GPO Update: Plenary Session				
2:00	Council Plenary Session				
3:45		Council Working Session	New Documents Librarians	Partnership Sites	
<b>Tuesday, October 20</b>					
9:00	Council Plenary Session				
10:45					
2:00		Council Working Session	Regional Libraries	Assessment of Electronic Products	
3:45				National Archives Regional Services	
<b>Wednesday, October 21</b>					
9:00		Council Working Session	Self-Study	Transboundary Resource Inventory	
10:00					Pardee Legal Research Center
10:45			GPO Access	U.S.-Mexico Border Issues	
2:00		Council Working Session	Costs of Being a Depository	Documents in Genealogy	
3:00					San Diego Public Library
3:45			TBA	TBA	
<b>Thursday, October 22</b>					
8:30	Council Plenary Session				



## You Can Help Plan the 1999 Federal Depository Conference

Once again, the Library Programs Service is seeking assistance from the depository community to identify topics, potential agencies, speakers, and information products for the 1999 Federal Depository Conference.

The participants in the 1998 Federal Depository Conference placed the highest value on the Federal agency presentations, especially the latest information on their electronic products and services. The one-hour orientation to the Conference/Council on Sunday afternoon and the three-hour brainstorming session with experienced documents librarians and GPO staff on Monday afternoon were hits as well. Hints on writing the self-study, Documents Data Miner, depository management, and tours were very popular.

Your ideas are needed to create another successful Federal Depository Conference. The 1999 conference, regional meeting, and Depository Library Council will be held in a hotel in the Washington, DC metro area during the week of April 12-15, 1999.

If you would like to volunteer as a speaker or can identify potential speakers or topics, please contact Sheila McGarr by telephone on (202) 512-1119; by fax on (202) 512-1432; or by e-mail on smcgarr@gpo.gov no later than October 30.



## Dept. of Education Requests Comments on CD

The U.S. Department of Education is soliciting feedback from libraries receiving the following title on CD-ROM:

Title:	Integrated Postsecondary Education Data System (IPEDS) CD-ROM
Class:	ED 1.334/4:995
Item:	0455-N-06
Shipping list:	98-0045-E (4/23/98)

Depository librarians' comments will assist the Department of Education in improving instructions, displays, commands, and outputs for subsequent versions of this and other future CD-ROM products.

Comments on the information provided on the CD, and on its instructions, installation, or searching, should be addressed to:

Carl Schmitt  
 Department of Education  
 carl\_schmitt@ed.gov

## **Nautical Almanac Office Notice To Depository Libraries**

*[The Nautical Almanac Office posted the following notice to the GOVDOC-L listserv.]*

The Astronomical Almanac for 1999 and the Air Almanac for 1999 have recently been distributed. A mail-back survey for readers was shrink-wrapped to the outside of each book.

The Nautical Almanac Office, which produces these publications, has been receiving the surveys back from librarians. While we appreciate the effort to respond, this does not serve the purpose of the surveys. We really must have responses from the people who actually use the book, in order to ascertain whether to continue the publications and in what form. A return from someone who does not use the book gives us almost no information useful to our survey, and it also removes the notification that is intended to alert the reader that a survey is under way.

It would serve our purpose best if libraries that receive either publication would make an effort to notify the readers of the books about the survey. Perhaps the survey form could be prominently posted on a bulletin board, or a supply of extra copies put out in a prominent place. If any library needs more copies, please send a message to the address below, and please state which publication(s) you have. We will close the survey on 1 September, so time is of the essence.

In the case of the Astronomical Almanac for 1999, the mail-back form is a fallback if the reader does not have access to the Internet. We really want a reply to the more complete survey posted on a web site, whose URL is on the survey form: <[www.ast.cam.ac.uk/nao/survey.html](http://www.ast.cam.ac.uk/nao/survey.html)>.

For those libraries that receive The Air Almanac, we are trying to spread the word that a significant percentage of copies of the Air Almanac for 1999 have been found to have 3 sheets (6 pages) bound in reverse order. These are pages A131-136. There is no information lost, so it is not necessary to return such copies. However, we would appreciate it if you would examine any copies you have, and if this defect does exist, just tag it or write a note on the cover to alert readers.

Please feel free to forward this notice to any appropriate departmental staff or listservers within your respective institutions.

Thank you for your assistance.

Dr. Alan D. Fiala  
Chief, Nautical Almanac Office  
Astronomical Applications Department  
U. S. Naval Observatory  
3450 Massachusetts Avenue NW  
Washington DC 20392-5420  
Telephone: (202)-762-1496  
Email: [adf@usno.navy.mil](mailto:adf@usno.navy.mil)



## **Readers Exchange**

### **Using A Dummy Patron to Track GPO Claims and Rainchecks**

**Lori Smith  
Sims Memorial Library  
Southeastern Louisiana University  
Hammond, LA**

The Linus A. Sims Memorial Library recently began receiving weekly loads of Shipping List records, and monthly loads of full bibliographic records from Marcive. We quickly realized that we would inevitably have records in our catalog for items we had not received from GPO (claims and rainchecks). We considered suppressing the records, but didn't want our patrons to lose access to them entirely. We hoped to find some way to indicate in the OPAC that the item was not actually held in the collection until a copy could be obtained.

The solution we struck upon was to create a dummy patron to whom we would "check-out" the items we hadn't received. We use NOTIS software, but I imagine that other software packages might have similar capabilities.

In step one, our Systems Librarian established a separate patron category with only one patron, GPO Claims. Having the dummy patron in its own category allowed us to set up the timing of overdue notices, designate that the patron would not be blocked as a result of having items overdue, and set up other customized features. The most important feature was the appearance in the OPAC of a note reading "on order" whenever an item was checked-out to the dummy patron. That is a note that our patrons are accustomed to seeing in the OPAC, and it does convey the essence of the truth.

The next step was to begin checking-out claims and rainchecks to the dummy patron. In order for any item to circulate, it must have a barcode assigned to it, and an item record must be created in the database. This was a bit tricky, because some of our titles receive smart barcodes, others receive dumb barcodes, and some receive no barcodes at all. Also, since the default location codes given to our Marcive records are non-circulating, each claimed or rainchecked item must temporarily be given a circulating location code. The procedures we established to handle each of these barcoding situations are detailed at the end of this article.

Once the item has been assigned a barcode and an item record, it's a simple matter to check the item out to the dummy patron. The barcode and a SuDocs number label are attached to a 3" X 5" card and filed in SuDocs number order in our claims file. If a disgruntled student worker should happen to run off with our claims file some day, it is possible within NOTIS to see a detailed list of all items currently checked out to the Claims patron.

If a claimed or rainchecked item is received, we pull the barcode and SuDocs label, affix them to the document, check the item back in, and process the document as usual.

If the document has not been received within sixty days of being checked-out to the dummy patron, we receive a printed overdue notice from our Circulation Department. We check the shelves to make sure the item has not been received, processed and shelved without being discharged.

After another sixty days we receive a second overdue notice. At that point we check again to see if the item is on the shelves. If it isn't, we'll consider ordering a copy. After a final sixty day period, we'll receive the third and final overdue notice. If we haven't yet been able to obtain a copy of the item, we will discharge the item and delete or suppress the record.

One danger of this system is the artificial inflation of circulation statistics for documents. We believe, though, that we have found the solution to this problem in NOTIS Quikreport number CIRC017A. This report gives us the number of check-outs to a specific patron category within a specific period of time. We will likely run this report monthly so that "real" circulation statistics may be kept.

## **DETAILED PROCEDURES FOR GPO CLAIMS PATRON**

**by Lillie Cobb and Lori Smith**

### **Claims made (charges):**

1. Paperclip or staple label and barcode at the upper left on a 3"x5" card.
2. Logon to NOTIS, and enter LTSG mode (the documents processing unit).
3. For a document that receives no barcode: assign a temporary dumb barcode from the file of temporary barcode cards; create an unlinked item record, inserting the temporary location docd,circ.
4. For a document with a dumb barcode: create an unlinked item record, inserting the temporary location docd,circ.
5. For a document with a smart barcode: enter the item record, and insert the temporary location docd,circ.
6. Enter the circulation mode and charge the document out to the claim patron.
7. File the card in SuDocs no. order in the claims/rainchecks file.

### **Claims filled (discharges):**

1. When the claimed/rainchecked document is received, pull the card with the label/barcode from the claims/rainchecks file, and process the document following established processing procedure.

2. Logon to NOTIS and enter the circulation mode.
3. Discharge the document from NOTIS.
4. For a document that receives no barcode: Enter the item record and delete the unlinked item record by changing the note in the status field from "a" to "d". NOTE: Remove the SuDoc number label from the barcoded 3"x5" card and attach it to the document, and process the document following established processing procedures. Return the barcoded card to the temporary barcode file, saving it for a future claimed/rainchecked issue of a serial receiving a temporary barcode (documents that will get no [permanent] barcode).
5. For a document with a dumb or a smart barcode: Enter the item record and delete the temporary location.
6. Place the document, with shipping list attached, at the designated location on the work station reserved for processed documents.

### **Overdue notices:**

#### FIRST NOTICE

1. Check stacks/cabinets to verify that the document has not been received.
2. If the card with the label/barcode is in the claims/rainchecks file, and the document is not located, discard the overdue notice.
3. If the document is located, verify that the document has been properly processed. Check the claims/rainchecks file for the correct label/barcode, logon to NOTIS and ensure there are not two item records for the same document. If the document has been properly processed, enter the circulation mode in NOTIS and discharge document, access the item record and delete the temporary location.
4. Place the document, with the overdue notice attached, in the designated location in the work area.

#### SECOND NOTICE

1. Check stacks/cabinets to verify that the document has not been received.
2. If the document is not located, place the overdue notice in the designated tray in the work area. The notice will be forwarded to the Documents Librarian for her to determine if the document should be ordered.
3. If the document is located, verify that the document has been properly processed. Check the claims/rainchecks file for the correct label/barcode, logon to NOTIS and ensure that two item

records do not exist for the same document. If the document has been properly processed, enter the circulation mode in NOTIS and discharge document, access the item record and delete the temporary location.

4. Place the document, with the overdue notice attached, in the designated location in the work area.

### THIRD NOTICE

1. Check stacks/cabinets to verify that the document has not been received.
2. If the document is not located, place the overdue notice in the designated tray in the work area. The notice will be forwarded to the Documents Librarian for her to determine if the record should be suppressed or deleted.
3. If the document is located, verify that the document has been properly processed. Check the claims/rainchecks file for the correct label/barcode, logon to NOTIS and ensure that two item records do not exist for the same document. If the document has been properly processed, enter the circulation mode in NOTIS and discharge document, access the item record and delete the temporary location.
4. Place the document, with the overdue notice attached, in the designated location in the work area.



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