



Administrative Notes

Newsletter of the Federal Depository Library Program

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October 15, 1998

12th Annual Interagency Depository Seminar Announced for June 1999

The 12th Annual Interagency Depository Seminar will be held in Washington, DC from June 2 through June 9, 1999. The weeklong seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being presented by many Federal agencies, including:

- Bureau of the Census
- Copyright Office
- Library of Congress
- Office of the Federal Register
- Patent and Trademark Office
- Government Printing Office
- National Center for Health Statistics
- ERIC Clearinghouse
- National Aeronautics and Space Administration
- Department of Justice
- National Oceanic and Atmospheric Administration
- and more to be announced.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see the attached schedule of events). It is aimed at documents staff with **basic** working experience in a depository. In the eleven years that it has been offered, the seminar has been very popular with the Federal documents community. As attendance must be limited to sixty librarians, preference will be given to those who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$12.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should **complete the registration form and mail it, along with a check for \$12.00** made out to "GPO Cafeteria Service" and postdated after January 1, 1999 to the Library Programs Service by March 12, 1999. Librarians who are officially registered for the seminar will be notified first by telephone and then by mail after March 12. If you have any

questions about the seminar, please contact the Chief, Depository Services, by telephone on (202) 512-1119; by fax on (202) 512-1432; or by e-mail at <smcgarr@gpo.gov>.

12th Annual Interagency Depository Seminar

-Preliminary Agenda-

Tuesday, June 1, 1999

There will be an informal get-together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. Librarians will be able to meet some colleagues and Depository Services staff in an informal setting. Those who are interested may enjoy dining together.

Wednesday, June 2

GOVERNMENT PRINTING OFFICE

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staff will be available to answer questions about how GPO acquires, classifies, catalogs, and distributes depository publications. LPS staff will also discuss writing the self-study and responsibilities of Federal depositories. There will be a comprehensive tour of the LPS facility and an opportunity to network.

Thursday, June 3

FEDERAL REGISTER

This morning's program, on the Federal regulatory system, is presented by the Office of the Federal Register (OFR), National Archives and Records Administration. The workshop covers the rulemaking process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations; using the finding aids of the Federal Register/CFR publication system; and an overview of electronic access to certain publications of the OFR.

GPO ACCESS

In the afternoon, GPO's Office of Electronic Information Dissemination Services will demonstrate the variety of GPO Access on-line services, including the Federal Register, Congressional Record, U.S. Code, Congressional bills, and other databases.

Friday, June 4

In the morning, several different Federal agency representatives will discuss their products, services, and electronic initiatives. The confirmed agencies include the National Center for Health Statistics, National Aeronautics and Space Administration, and the ERIC Clearinghouse. A fourth speaker has not yet been confirmed.

LIBRARY OF CONGRESS

In the afternoon, the Serial and Government Publications Division of the Library of Congress will conduct a tour of its operation, including the government publications stacks and reference. There will be a presentation on the National Digital Library activities.

Monday, June 7**BUREAU OF THE CENSUS**

Staff of the Census Bureau will present a preliminary product preview of the 2000 Census, American Community Survey, the 1997 Economic Census, Data Access and Dissemination System, and demonstrate other new products on CD-ROM and the Census home page. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of Census data.

Tuesday, June 8**INTELLECTUAL PROPERTY**

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of Federal protection for intellectual property and the methods by which this information is accessed by the public. Publications and search methods, where applicable, will also be discussed.

Wednesday, June 9

In the morning, agency representatives from the Department of Justice and the National Oceanic and Atmospheric Administration will discuss their products, services, and electronic initiatives. The third speaker is not yet confirmed.

The seminar will conclude at noon.

Presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office and the Library of Congress. Presentations will begin promptly at 8:30 a.m. and generally will last until 4:00 p.m. A detailed program will be supplied to the registrants in April 1999. All participants are expected to attend all presentations.

Accommodations

As June is one of the peak tourist periods for Washington, accommodations can be very hard to find. A block of suites has been reserved for seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one block from the Foggy Bottom Metro station. Attendees can take the Metro train from Washington's Reagan National Airport to the hotel and to Union Station, which is about a block from GPO. The Library of Congress can be reached by Metro or by walking from GPO.

A suite (bedroom, kitchen complete with china and cookware, and dining area) is available for the government rate of \$126.00 per night for single or double occupancy. The extra person charge for triple occupancy is \$20.00. The room rate is subject to additional Washington, DC taxes that are currently 13%, and \$3.00 per night occupancy tax. Overnight parking is \$17.00. If you wish to reserve a suite at the St. James Hotel, you should call as soon as a seminar reservation is confirmed by GPO. Hotel reservations must be made **no later than April 29, 1999**. After that date, suites will be subject to availability at the best available rate. If you choose to make other hotel arrangements, be sure the hotel is near a subway stop for ease of transportation to and from seminar sites.

The phone number of the reservation desk at the St. James Hotel is **(202) 457-0500 or (800) 852-8512**. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, John Tate at LPS will try to match up roommates. You may contact him by telephone on **(202) 512-1119** or via e-mail at <jtate@gpo.gov>.

1999 Interagency Depository Seminar

REGISTRATION FORM

Mail to: Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Mail by: March 12, 1999

- I would like to attend the June 2-9, 1999 Interagency Depository Seminar.
- I need lodging and will contact the hotel directly.
- I have not previously attended this GPO-sponsored seminar.
- Enclosed is my check for \$12.00 payable to "GPO Cafeteria Service."

Please type or print clearly:

Depository #

Name

Institution Name

Library Name

Street Address

City/State/Zip Code+4

Telephone (include area code)

Internet E-mail Address



New Industry Classification System (NAICS) Now Available

A new North American Industry Classification System (NAICS), which replaces the US Standard Industrial Classification (SIC) system has been published and is now available from the Superintendent of Documents. This system will allow business marketers to classify customers and prospects by industry type.

The NAICS classification system includes 350 new industries including the growing service sector and technological industries. The book also contains definitions for each industry, tables showing correspondence between 1997 NAICS and 1987 SICs codes and vice versa, alphabetic list of more than 18,000 businesses and their corresponding NAICS codes, and a special section on what small businesses need to know about NAICS.

With this official NAICS, government and business analysts can make direct comparisons of industrial production statistics collected and published in the three North American Free Trade Agreement (NAFTA) countries--the US, Canada and Mexico. NAICS provides for increased comparability with the International Standard Industrial Classification System (ISIC, Revision 3), developed and maintained by the United Nations.

The 1997 North American Industry Classification System is available for \$28.50 (paper), stock number 041-001-00509-9 and for \$32.50 (cloth), stock number 041-001-00508-1.

The NAICS book may be ordered by phone (202-512-1800, 8:00 a.m. to 5:00 p.m. eastern time weekdays, fax 202-512-2250, 24 hours a day), mail, and through any of the 24 US Government Bookstores nationwide. Phone and fax orders may be paid by MasterCard, VISA, or DiscoverNOVUS. Mail orders must include either credit card information or a check payable to Superintendent of Documents. Send to Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

NAICS was distributed to depository libraries in both bindings. The softbound copy, SuDocs PREX 2.6/2:IN 27/997, was shipped under item 0854-A on shipping list 98-0049-S, dated 9/4/98. The cloth copy, SuDocs PREX 2.6/2:IN 27/997/CLOTH, was shipped under item 0854-A on shipping list 98-0052-S, dated 9/22/98.



SuDocs Letter: Destroy Substance Abuse Document

[This letter was sent to all depositories the week of Sept. 18, 1998.]

Dear Depository Librarian:

The Library Programs Service was apprised by the Substance Abuse and Mental Health Services Administration that the publication Mid-Year 1997 Preliminary Emergency Department Data from the Drug Abuse Warning Network, August 1998 is defective.

Descriptive information for this document is as follows:

Title: Mid-Year 1997 Preliminary Emergency Department Data from the Drug Abuse
Warning Network (August 1998)
Shipping List: 98-0360-P
SL Date: 9/09/98
Item: 0497-D-33
SuDocs: HE 20.416/3:5

I am requesting that you immediately withdraw this defective publication and destroy it by any means that will prevent disclosure of its erroneous contents.

A corrected edition (dated September 1998 on p. ii, Acknowledgements) together with an errata sheet to be inserted at page 10 will be mailed to depositories by mid-October. This corrected edition replaces the erroneous August 1998 copy.

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

FRANCIS J. BUCKLEY, JR.
Superintendent of Documents



Judy Andrews Joins Electronic Transition Staff

Judy Andrews joined GPO's Electronic Transition Staff (ETS) on July 27, 1998. Serving as an Electronic Transition Specialist for one year, she will be working closely with George Barnum to assist the Library Programs Service in making the transition to a more electronically based Federal Depository Library Program (FDLP). Judy will be involved in forming partnerships with FDLP libraries and Federal agencies to provide for permanent public access to Government electronic information products.

Judy will return in July, 1999 to James Madison University where she is the Government Information Librarian. To contact Judy, send e-mail to jandrews@gpo.gov or call (202) 512-1114.



Keep Your Library Entry Up to Date

Depository librarians are encouraged to review their library's entry in the online database and enter changes, no matter how small. Depository shipment labels are generated from the database, and erroneous information causes delays and increases costs. The Federal Depository Library Directory is also generated from the online list.

Using their internal password, depository libraries may update their directory information using the Library Directory module from the FDLP Administration page on GPO Access at www.access.gpo.gov/su_docs/dpos/ldirect.html. Changes may be faxed to (202) 512-1432.



Blank Microfiche Used as Packing Material Reduces Costs

Depository libraries have recently noted receiving quantities of blank microfiche in their shipments. This is not a processing problem, nor does it increase mailing costs. Contractors include extra microfiche in shipments in order to decrease mailing costs. According to postal regulations, if there are 200 pieces of material at the same weight per shipment, the contractor can take advantage of bulk mailing rates. With smaller shipments, regular postage rates apply. Libraries may dispose of the extra microfiche as packing material. Please do not send the extra fiche to GPO!

Of course, all libraries should check actual receipt of microfiche against the shipping lists. And if you find you are not receiving the microfiche on the shipping lists, or the lists themselves, please make a claim with the contractor. If they do not fill your claim, please advise GPO via Michele Harris at (202) 512-1060 or mharris@gpo.gov.



Readers Exchange

Restricted Access and the GODORT Serial Set Survey

by **Bill Sleeman**

**Bibliographic Control/Government Documents Librarian
Thurgood Marshall Law Library
University of Maryland, Baltimore**

A 1993 resource packet jointly produced by ALA's Rare Books and Manuscripts Section, the Map and Geography Roundtable and GODORT's then ad hoc Committee on Rare Government Documents, identified the security of rare and unique Government publications as one of the key areas with which document librarians needed to be concerned as they moved into what was then called a "new era" of viewing documents as rare material. In the past few years this concern has not lessened; if anything it has grown. As the paper produced for the 19th century and much of the 20th century Serial Set becomes more brittle and as Government documents become more appealing to collectors, the need somehow to *secure* the set has taken on a new imperative. These factors, coupled with GPO's decision* to cease providing the bound Serial Set to all depositories, has intensified the need for Government information professionals to find a way of balancing the interests of current access with those of long-term preservation.

*[In September 1997, Congress directed GPO to discontinue distribution of the bound Serial Set to all depositories, except the regional libraries and one library in each state without a regional, beginning with the 105th Congress.—ed.]

Active since 1989, the Rare and Endangered Government Publications Committee (REGP) of GODORT has clearly had a long interest in fostering the preservation of rare Government documents. In 1996, shortly after the ad hoc committee was made a regular GODORT Committee, REGP began to consider the prospects of surveying the entire depository community to ascertain the extent of preservation efforts then underway for the U.S. Congressional Serial Set. By the end of 1996, a sub-committee had been formed and work on the survey had begun. Once a draft survey had been reviewed by the entire Committee, it was submitted to the GODORT Committee on Publications, which approved it. The survey was then printed by the Government Printing Office in early 1997 and distributed to all depositories via regular depository shipments.

This article will briefly review some preliminary results of the survey questions dealing with shelving and restricted access and offer some suggestions and general comments on identifying material that should be relocated to restricted or specialized (i.e., closed) shelving areas. The complete survey with analysis will be available on the GODORT home page and in Documents to the People.

First, some background on the survey respondents. Over 1300 surveys were distributed via GPO to the depository library community, and the REGP Committee received back 299 or slightly less than 30 percent. The bulk of the responses came from academic libraries (see below). Using the

FDLP Administration Web site to conduct a cursory comparison of survey respondents with those depository libraries currently selecting either the reports or documents in paper would suggest that almost all of those libraries responded. Although REGP had not looked closely at it as of early August, 1997, the Committee did get several institutions which responded that they had once selected the hard copy serial set but no longer do so. The REGP Committee members hope this means that the goal of reaching both current and past selectors of the Serial Set was successful.

Survey Respondents by Library Type

Academic (Regional)	21
Academic (Selective)	196
Public (Regional)	1
Public (Selective)	41
Federal Agency	7
Federal Courts	3
State Agency	1
State Court	7
State Library (Regional)	9
State Library (Selective)	8
Special Library	5

Finding the balance between open access for the sake of public service (and to meet GPO's requirements of depository libraries) and preserving material for future generations is difficult. [GPO does not require open stacks.—ed.] Morris Cohen, in his essay on administering rare legal materials, calls for librarians to strike a balance between the custodial role and their information dissemination role. As we look at the Serial Set and other older or unique Government publications in our own collections, this suggestion is one that depository librarians should take to heart. Restricted access will not only reduce the potential for theft or vandalism of valuable volumes but it can also serve to enhance preservation of unique Government publications by reducing handling.

Survey Questions on Shelving

Question 6: Are all Serial Set volumes shelved together?

Question 7: If not together, where are the majority shelved?

- a) Documents Department
- b) Law/Legal Library
- c) Reference Library
- d) Special Collections
- e) Regular Stack Area
- f) Other

Question 9: How many volumes have restricted access?

Question 10: Where are restricted volumes housed?

Question 11: What criteria are used to decide which volumes are separated?

Based upon the written comments included with the survey responses, it is clear that GODORT's message about the need to protect rare Government documents by restricting access to select items has been heard. However, the ability to actually implement specialized shelving for documents, perhaps because of money, time or space limitations, is still lacking.

Of the 150 respondents to the five questions in the survey dealing with shelving location, twenty-nine libraries indicated that some portion of the Serial Set had been moved to shelving in special collections or archives. Twenty-four of the libraries responding to the shelving questions indicated that the Set remained in the general stacks area. Another twenty-nine respondents selected the "other" category, although these were most often variants of the regular stack area responses and included both basement and sub-basement storage. One positive result of the survey was that in almost all cases those libraries that indicated that they held the American State Papers also indicated that the set had been moved to a secure location.

Where Serial Set Volumes Are Located

Total responses	Document Dept.	Law/Legal Library	Reference Collection	Special Collection/ Archives	Regular Stack area	Other
150	77	2	3	29	24	29

Note: 14 libraries selected more than one area.

Deciding what to restrict can be as difficult as the decision to actually move material to restricted access. In the survey conducted by the REGP Committee, poor physical condition was the most often cited method used to identify documents to be relocated to restricted shelving. Age was the second most frequently cited consideration; but was not cited as often as was anticipated (approximately 12 times). Age and condition may, in many instances, go hand in hand.

While older nineteenth century items are certainly attractive to both collectors (a recent visit to some bookstores in Virginia turned up a number of early American House and Senate publications that clearly had been removed from Serial Set volumes) and researchers, it is important to keep in mind that age or poor physical condition are not the sole indicators of the need to move a document to a restricted shelving area.

As Charles Seavey pointed out in his article on "Government Graphics," attractive images have always been prized by collectors, and many items produced by the Smithsonian Institution or as part of the westward expansion in the latter half of the 19th Century (oftentimes included in documents and reports in the Serial Set) are items that should be carefully reviewed and, if possible, removed from the open stacks. But items of a more recent vintage are equally attractive to collectors and should not be overlooked. Recently a rare book dealer offered, in addition to its usual assortment of 18th and 19th century items, the seventeen-volume Watergate Hearings (Presidential Campaign Activities of 1972-Senate Resolution 60) for \$750.00 in their catalog.

Local research needs were another factor offered by many survey respondents for moving rare or unique Government documents to secure shelving. One library responded that it set aside all material that deals with New Mexico, while another, a service academy library, retains all of the documents related to its branch of the service. Identifying those Government publications that deal with your state or primary clientele and selecting them for restricted access is one simple means of assuring your patrons continued access to these items. Other factors offered by survey respondents to isolate portions of the Serial Set included:

- Circulation Statistics (if the item circulated less than once every three years)
- Famous authors or compilers of reports
- Whether the document contains maps or images
- Anything dealing with the American Civil War
- All volumes that duplicate microfiche
- Space concerns, given the growth rate of the Set

Overall, the number of libraries that utilize archives or special collections to house rare or unique Government documents was quite small. But with so many other pressing issues before us as Government information professionals should we be concerned at all about moving our rare or unique documents to restricted shelving? As our paper document collections will only grow in research value (and perhaps monetary value as well) our answer should be a resounding yes! As pointed out by Daniel P. O'Mahony, Government Documents Coordinator at Brown University, in a recent issue of *Government Information Quarterly*, "there are substantial (and growing) physical collections of Government publications that will continue to reside in depository libraries... the care and management of these physical collections will continue to be an issue for the [depository] program and its participating libraries." If the documents produced by the Federal Government and made available to the public through the depository system are to be available in their original format for citizens in the next century, we must begin now the process of identifying and moving rare and unique items to restricted shelving. If we wait or do nothing we risk losing this material, and our Nation's history, to theft, age and/or neglect.



Recommendations and Responses

Depository Library Council

Spring 1998

1. SERVICE GUIDELINES

Council recommends that GPO adopt the "Draft Depository Library Public Service Guidelines for Government Information in Electronic Formats" as amended at the spring 1998 Depository Library Conference. Council understands that GPO may need to make certain technical amendments.

Rationale:

The eighteen-month process of creating the Draft Guidelines has provided the entire depository library community with adequate time to comment, recommend changes, and dialog with one another. These comments and recommendations, as well as those from GPO, resulted in many changes to the original draft. It is now time to move forward and finalize the Guidelines.

Response:

The "Depository Library Public Service Guidelines for Government Information in Electronic Formats" have been reviewed by the GPO Office of the General Counsel, and have been found to conform to existing law and policy and fit within the statutory framework of Title 44. Any library selecting items in electronic formats must maintain a capability to allow for the unimpeded use of those documents by public patrons. The Library Programs Service (LPS) published the guidelines in the September 15, 1998 issue of Administrative Notes. They are also available on the FDLP Administration page under Miscellaneous – Fact Sheets, Speeches, Proceedings, etc. at: <www.access.gpo.gov/su_docs/dpos/fdlppubs.html#5>.

2. BIENNIAL SURVEY

Council recommends that:

- GPO formalize and standardize the Biennial Survey.
- The core elements of the Biennial Survey remain consistent over time.
- The core elements of the Biennial Survey be made compatible with other major data surveys (e.g., ARL, IPEDS, Public Libraries Data Survey) wherever possible.
- Council and FDLP libraries be consulted on the content of the survey instrument.
- Experts in survey research be consulted on the methodology of the survey instrument.
- Council and GPO review the instrument in the intervening years between surveys.
- New questions to survey be announced with sufficient notice.
- If the Biennial Survey must be used to gather data needed on an occasional or emergency basis those questions should be relegated to a special section.

Rationale:

Although the Biennial Survey, as it currently exists, has yielded useful information for the GPO, the process could also be made useful to depository libraries if the data were tracked over time and made compatible with other data collection instruments. The data that are gathered should meet the needs of GPO and the FDLP libraries for FDLP management, FDLP advocacy, reporting to Congress, depository library management, depository library advocacy; and for satisfying the requirements of the law. We need to begin to gather data on a consistent and methodologically sound basis. Each data element should be sufficiently defined so that FDLP libraries can complete the survey instrument with accuracy and consistency. FDLP libraries should have sufficient notice of new data or definitions to allow them to prepare; e.g., if annual data are required, the libraries should know at least a year in advance.

Response:

LPS staff is providing support to Council's Statistical Measurement Committee as it works on issues relating to the Biennial Survey. Volunteers from the depository library community were sought and several have been appointed to two subcommittees: Cost Benefit Study and Biennial Survey Content. The subcommittees include LPS staff, current and former Council members, and interested documents librarians

In order to maximize the response rate, basic questions on costs of staffing, equipment, bibliographic tools, etc., will be asked on the 1999 Biennial Survey rather than in a separate survey. The Committee has developed a proposed set of questions, which are being reviewed and discussed. It is the Committee's goal to have a draft Biennial Survey ready for discussion at the October Council meeting.

Two programs at the October Council meeting are planned to provide opportunities for discussion and consultation with the depository library community. One program will focus on the Biennial Survey and the other is titled, "How to Determine Costs of Being a Depository." LPS' goal is to advise the depository community of the contents of the 1999 Biennial Survey before the end of 1998.

3. TRAINING

Council recommends that the Public Printer allocate appropriate resources for GPO Access training and user support and asks the Public Printer to provide a progress report to Council on the GPO Access Learning Center. In addition Council recommends that GPO expand its GPO Access hands-on training efforts.

Rationale:

The remarkable success of GPO Access as evidenced by the phenomenal growth in its use as well as the positive publicity that has appeared in the professional literature demonstrate the need for expanding training opportunities. Despite the reality of constrained funding, Council reiterates the importance of training and user support in the continuing transition to a more electronic Federal Depository Library Program. The entire GPO Access user community continues to benefit from the training efforts at conferences as well as on-site training and user support.

Response:

The Public Printer recognizes the value of GPO Access training and user support and has endeavored to provide as many high quality services in these areas as resource constraints will allow. During the past year approximately 1,000 individuals in the depository library community have received hands-on GPO Access training at classes held around the United States. Many thousands more have visited the GPO booth at library conferences and trade shows to receive information and personal assistance with GPO Access.

Many of those who attended the training classes have gone on to teach GPO Access classes of their own. More than 1,100 copies of the GPO Access training manuals have been shipped to individuals who have planned such classes. These dedicated individuals who are working to pass on what they have learned to others are rendering a great service by providing GPO Access training. This multiplier effect is essential to providing the maximum number of GPO Access training opportunities to the library community.

A Congressionally mandated ceiling on travel in support of the Federal Depository Library Program and the other programs funded by the Salaries and Expenses Appropriation imposes limits on the number of GPO Access training trips. Superintendent of Documents personnel have worked to ensure the widest possible coverage for GPO-taught training opportunities and will continue to supply training materials to others teaching GPO Access classes. In addition, the GPO Access User Support Team is now fully staffed and has increased its hours of operation to 7:00 am to 5:30 pm, Monday-Friday EST, in order to extend services for our West Coast customers. The User Support Team responded to more than 85,000 user inquiries in the past year.

GPO also continues to study the feasibility of constructing and operating a GPO Access Learning Center at the main GPO facility in Washington, DC.

4. PROCESSING OF MONTHLY CATALOG TAPES

Council recommends that GPO resolve problems related to the processing of cataloging records so that these records are available in a timely manner for the production of GPO's own products and for use by libraries. Specifically, Council urges GPO to:

- a) In the short term, intensify the current analysis of tape processing problems within GPO and with the Cataloging Distribution Service of the Library of Congress, to ensure that a usable product is available promptly each month.
- b) In the longer term, work toward a solution based on modernizing the entire technological infrastructure.
- c) Keep the depository library community informed of developments because of the importance of these records to the libraries and their users.

Rationale:

Cataloging of depository information is an essential function of GPO. In addition, many libraries depend on tapes of GPO records for their online catalogs. Delays in the production and distribution of these tapes cause serious problems for libraries.

Response:

We share Council's concerns regarding the delays in distributing GPO cataloging data that occurred during the first quarter of this year. We have worked closely with data processing personnel of GPO and the Cataloging Distribution Service (CDS), Library of Congress, to ensure that monthly data sets are issued promptly by GPO to CDS for data processing and distribution to vendors.

Short term solution:

Our efforts to re-establish effective services have succeeded. From April 1998 (when all data sets from January through April were issued, including the 1998 Periodicals Supplement) through August 1998, prompt service has been restored. Monthly data sets are being distributed to CDS via tape cartridges within two days of production at GPO. For their part, CDS staff has expeditiously disseminated data to customers within one or two days of the receipt and additional processing of GPO-produced records.

Longer term solution:

Although distribution of cartridges remains a viable manner of transferring data from GPO to CDS, both GPO and CDS personnel recognize that a more convenient and potentially more effective method of sharing data would be to transmit cataloging records from GPO to CDS via an FTP (file transfer protocol) service. Personnel from GPO and CDS are testing and evaluating such an option as an alternative to the continued use of cartridges. We will advise Council of progress with these efforts. In the meantime, we are confident that procedures employed for resuming services this past April will ensure continued and effective distribution of cataloging data.

We also appreciate that the "technological infrastructure" used in producing cataloging records should be modernized. We are pleased to report that, in this regard, SAMANTHA, the primary software package used for producing Monthly Catalog products, is itself Year 2000 compliant. Tests to determine whether SAMANTHA will run without additional modification on GPO's new Y2K compliant operating system, OS/390, are expected to take place in October. LPS staff will advise Council of test results and are prepared to pursue necessary measures to assure that Monthly Catalog products will continue to be supported and produced.

We recognize that an integrated library system (ILS) for use in producing records, maintaining our Web site, and publishing CD-ROM and paper versions of the Monthly Catalog would do much to improve the efficiency of dissemination efforts. Preliminary reviews of some commercial software applications suggest that ILS products currently available support Web OPAC and record creation applications but do not support the publishing of CD-ROM and paper catalogs. At present, we do not see an urgent need for an ILS but shall continue to seek products that will meet our needs.

5. FREQUENCY OF UPDATING THE SUPERSEDED LIST

Council recommends more frequent updating of the online Superseded List. Council and GPO should establish an ongoing committee of depository librarians to evaluate new items for retention decisions, with special emphasis on tangible electronic products.

Rationale:

The Superseded List is heavily used in depository libraries as a collection management tool. More expeditious updating of the list for new information products would greatly assist these libraries in the management of their collections. Information about agency policies relating to retention of electronic products is especially necessary, since it may be more difficult to ascertain from the product in hand. Council believes that GPO is in the best position to determine from the publishing agencies their policies and recommendations regarding retention. Regional libraries as a group should be encouraged to evaluate new items, in particular new tangible electronic products, to make recommendations on retention by some or all Regionals.

Response:

LPS staff has recently converted the information in the Superseded List to a data file, including annotations for new material not contained in the 1996 revision. We are reviewing the converted data for any errors that may have occurred in the conversion process. When completed we plan to update the database on a weekly basis similar to the process used for WEBTech Notes.

The superseded information lends itself to development of an Open Text Database, as part of the askLPS service. This will allow users to search the records using the already familiar Open Text search strategy. The new application will include the information presently in the printed Superseded List: classification number, item number, title, retention notes, and regional requirement. In addition, we will add a field for the person who submitted the entry to LPS, and a status field to identify if the title is active, inactive, discontinued, or new, and a date field associated with any change in status.

The next step in this process is to obtain assistance from the librarians in the depository community to review the current entries and recommendations to be added to the list. It is imperative that we have this assistance as LPS does not maintain a physical collection. All material obtained for the FDLP is distributed to depository libraries. An initial group of volunteers has already been identified, and LPS will continue to seek additional volunteers. Progress depends upon the available resources and the makeup of the volunteer committee. LPS will publish new Superseded List information as it becomes available, but we intend to complete the project by April 1999.

6. GUIDANCE ON RETENTION OF TANGIBLE PRODUCTS

Council recommends that GPO provide the FDLP community with guidance on retention of tangible products that are available in the FDLP Electronic Collection

Rationale:

GPO is now providing permanent public access to many Congressional and administrative publications through GPO Access. GPO is also developing plans for the FDLP Electronic Collection. In light of these developments, depositories are asking whether they may withdraw a

tangible product and rely on the electronic version as their official depository copy. While the electronic collection plan is still under development, it is time to begin the deliberations about this complex policy issue. Council will want to work with GPO and regional libraries as the requirements of the law are clarified and appropriate guidelines are developed.

Response:

LPS is formulating guidance to the depository community on the retention of tangible products when official and reliable electronic alternatives are available. At LPS' request the GPO General Counsel is reviewing the legislative history and extant opinions relevant to retention of publications also available via online databases. In our preliminary discussions, the General Counsel has advised us that incorporating an online electronic product into a depository collection by substituting it for a tangible product appears to be acceptable, providing that certain conditions are satisfied. First, the electronic product must be a complete and official version. Second, permanent accessibility to the electronic version must be assured. Third, the library must be able to offer to its users unimpeded access to any electronic product incorporated into the library's depository collection. And fourth, the procedures for disposition of the tangible product copies shall conform to the requirements established by the Superintendent of Documents and the regional depository library.

7. HEARINGS

Council recommends that GPO work with the Secretary of the Senate and the Clerk of the House to encourage more Congressional committees to create electronic files of hearings transcripts, and that these be made available through the GPO Access database of Congressional hearings.

Rationale:

GPO Access provides online access to important congressional resources, including the Congressional Record, bills, House and Senate Reports and Documents, and other valuable congressional materials. Council applauds efforts by GPO to enhance the GPO Access system by creating a database of selected hearings from the 105th Congress (1997) forward and encourages further efforts to develop this into a more comprehensive database.

Response:

The transcripts of more than 110 congressional hearings are now available through GPO Access. Although the inclusion of hearings is still dependent on the request of the originating committee, more are requesting that their hearings be added to GPO Access as time goes on. GPO personnel are working to encourage more committees to do so and to facilitate the generation and transfer of the necessary electronic source files. In order to gain additional insight about congressional intent for the electronic dissemination of hearings, we have included hearings of key House and Senate committees among the products being studied in the GPO/NCLIS "Assessment of Electronic Government Information Products."

8. CONGRESSIONAL RESEARCH SERVICE

Congress is currently considering legislation (S. 1578 and H.R. 3131) that would provide no-fee public access through the Internet to issue briefs and reports of the Congressional Research Service (CRS). If this legislation is enacted, Council recommends that GPO pursue making these important congressional materials available through GPO Access.

Rationale:

CRS Issue Briefs and Reports are an important part of the congressional decision-making process. Council believes that, if this legislation is enacted, these important materials should be available to the public through GPO Access.

Response:

GPO staff is monitoring activity on legislation that would provide public access to Congressional Research Service (CRS) reports and issue briefs via the Internet. In addition, a team, created by Office of Electronic Information Dissemination Services (EIDS) that includes LPS and the Office of Congressional, Legislative, and Public Affairs staff, is examining the possibility of obtaining publicly released CRS products in electronic format to either point to or put up on GPO Access. One scenario might be to point to CRS products on individual member's or committee Web sites. There are some drawbacks to this idea: it does not address permanent access issues and would entail a great deal of staff time. Another scenario would have GPO Access hosting the CRS products for all users, with the member or committee site pointing to it at GPO Access. This approach requires that GPO obtain the source data files from CRS once the member or committee has cleared the product's release. Also under consideration is how cataloging, locator, and classification services should be applied to these products.

9. Z39.50/GILS

Council recommends that GPO continue to provide an update at Council meetings on its progress in implementing Z39.50/GILS compliance for the databases GPO maintains.

Rationale:

Council reiterates its concern, expressed in recommendations of October 1997, that GPO remain committed to the interoperability of its online services using the ISO 23950 (ANSI Z39.50) international search standard and GILS Profile. This particular interface is essential to GPO's ability to keep pace with technology evolution in its own information systems, as well as to GPO's ability to enable access to information throughout government.

Response:

GPO continues to work toward providing a Z39.50 search interface for GPO Access. This effort has examined several possibilities without success, but has identified other potential options and is currently exploring them. Among these is the Advanced Search Facility (ASF) project currently being examined for possible use with several GPO Access applications. GPO will continue to report on this effort as it progresses.

10. INFORMATION ARCHITECTURE COMMITTEE

Council recommends the formation of a committee to provide expert advice to GPO and Council on issues of information architecture in systems operated in support of the FDLP.

Rationale:

The complexity of systems supporting the FDLP would be a design challenge under any circumstances. The pace of change in information technologies compounds the challenge and makes it even more critical to attend to the basics of information architecture, such as the

interfaces between central and distributed databases or facilities for networked information discovery and retrieval. Council and GPO could benefit greatly from an ongoing source of architectural advice focused specifically on the FDLP. Council believes such advice could be obtained directly from information architecture expertise available among institutions participating in the FDLP. The work of such a committee might also generate a greater awareness of the FDLP among computer science and networking leaders.

Response:

The challenges from rapidly changing information technologies require a great deal of attention to maintain services such as GPO Access. GPO is fortunate to have a depth of experience and talent in this area. Staff constantly monitors and evaluates emerging technologies for possible use in improving the products and services of GPO Access. As these efforts progress, GPO experts enter into a dialog with outside experts to complete this evaluation process. GPO does not, however, think it is necessary to set up a formal committee structure to accomplish this valuable interchange.



Members, Depository Library Council (1998)

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