



Administrative Notes

Newsletter of the Federal Depository Library Program

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November 15, 1998

Gil Baldwin Named Director, Library Programs Service

Superintendent of Documents Francis J. Buckley, Jr. has selected Gil Baldwin as the new Director of the Library Programs Service (LPS), U.S. Government Printing Office, effective November 22, 1998. A career LPS employee, Gil is well-known to the depository library community. He began his career with GPO in 1973 indexing the *Congressional Record*. A year later he came to the Library Programs Service as a cataloger, and has since held a variety of staff and management positions involving the Federal Depository Library Program. Since 1994 he was the Chief of LPS' Library Division, and previously he served as the Chief of the Cataloging Branch and as a program analyst. He was the principal author of the Strategic Plan portion of GPO's 1996 Study that outlined the transition to a more electronic FDLP. Recently he has been concentrating on the development of the FDLP permanent public access initiatives and other aspects of the transition to a more electronic FDLP. A native Virginian, he received his B.A. from the College of William and Mary, and received his M.L.S. from Florida State University.



GPO Policies Relating to Electronic Products Explained

[Based on a message posted to the GOVDOC-L and DocTech-L discussion lists in October, 1998.]

Several recent messages on electronic discussion lists concern Library Programs Service (LPS) policies and operations with regard to learning about, cataloging, and servicing electronic resources that are within scope of the Federal Depository Library Program (FDLP). This message is intended to provide an overview of LPS policies and procedures as they exist today. Given the evolutionary nature of the electronic Government information environment, these policies and procedures are subject to review and modification as necessary. We welcome your comments and contributions to this process of growth and development.

1. Why does LPS assign item numbers to online resources?

Assigning SuDocs classification and item numbers to online resources enables documents librarians and users to relate online products to tangible products in their depository collections. For tangible products, the item number drives a series of processes related to distribution and bibliographic control. A secondary but no less important function that has evolved is the use of item numbers for profiling depository selections prior to purchasing bibliographic records for those selections. In support of this secondary function, LPS has, in response to suggestions from the community, assigned item numbers to electronic resources. In this case, however, the assignment of the item number does not imply that all functions that apply to tangible items will relate to electronics.

LPS announced its policy regarding format designations for electronic products on page 2 of the March 31, 1997 issue of Administrative Notes Technical Supplement (v. 4, no. 3). This policy is summarized below.

When U.S. Government information products are made available through the FDLP, all formats for the products will be noted in the List of Classes. Paper and microfiche products are coded (P) and (MF). For electronic products, there are four codes to differentiate format:

E	Electronic Products (miscellaneous)
EL	Online Electronic Format
CD	CD-ROM
FL	Floppy Diskette

2. Why does LPS sometimes use the tangible product cataloging record to catalog intangible (online) products?

There are two key reasons:

1. LPS follows Cooperative ONline SERials (CONSER) guidelines, endorsed by the ALA/GODORT Cataloging Committee, that allow LPS to update tangible product records to reflect that an electronic version is also available. Applying this cataloging option allows LPS to maximize output from our available personnel; and,
2. LPS also uses the existing bibliographic record to tie the tangible and electronic products together.

A synopsis of our cataloging procedures follows:

LPS applies CONSER and ALA/GODORT approved policies for choosing a single record option and applies ALA/GODORT approved collection level records policies, as appropriate, because they provide reasonable access to electronic products in a manner that is consistent with available personnel. LPS does not have sufficient personnel to produce original cataloging records for each format that may be associated with a particular title.

When electronic products are cataloged as physical forms (paper, microfiche, CD-ROMs, etc.), prior to their becoming available electronically, LPS upgrades existing bibliographic records by adding an electronic related note (often, "Also available via the Internet" in the 530 field) and, where appropriate, an LPS PURL (Persistent Uniform Resource Locator) to the 856 field for linked electronic access.

When no suitable record for a physical format version of an electronic product is available for upgrading, LPS produces an "electronic only" record for the electronic product. The cataloging record for a product cataloged as "electronic only" reflects what is known about the product at the time it is cataloged. In some instances, products have been published only in electronic form and were initially cataloged as "electronic only" records. Subsequently the originating agency

published a print version. In such cases, the cataloging record is later upgraded by the addition of physical description data that reflect subsequent publishing of paper and/or other editions.

Multiple titles of works related by subjects that appear at dynamic Web sites (characterized by the addition or deletion of titles and/or URLs generated "on the fly" as a result of a user's search), are often represented by collection level records. The LPS collection level record policy, approved by the ALA/GODORT Cataloging Committee, provides electronic access reflecting the dynamic nature of a site and its associated titles. In many instances, PURLs established for these records bring users to clickable indices or to search windows that may require additional user-initiated actions (searching or browsing) to retrieve a specific title.

In response to various comments, LPS catalogers will soon apply the following 530 note to many Internet resources:

“Internet version also available (content may vary from the physical version and/or the content of the electronic version may have been changed by the publishing agency).”

LPS catalogers had been using a more general note, "Also available via the Internet." The new, more explicit note should more accurately describe what users may encounter at an Internet site. Other, more specialized, notes will continue to be used as appropriate.

The information provided above summarizes GPO's Internet related cataloging activities. GPO's complete cataloging policies are available on the FDLP Administration page at: www.access.gpo.gov/su_docs/dpos/fdlppubs.html.

3. How do documents librarians find out about new online only resources?

For several years, two columns in the monthly Administrative Notes Technical Supplement, "Update to the List of Classes, New Item Numbers" and "Update to the List of Classes, Miscellaneous" have provided status notes including the URLs for new electronic information products.

The format "EL" and the status fields can be searched using the WEBTech Notes database that is available on the FDLP Administration page at: www.access.gpo.gov/su_docs/dpos/webtech.html.

Additionally, the Pathway service Browse Electronic Titles (BET) at: www.access.gpo.gov/su_docs/dpos/btitles.html provides current awareness of new electronic titles. It should be noted, however, that there cannot always be a one-for-one correspondence between BET entries and Monthly Catalog bibliographic records.

4. What are LPS' expectations of Federal depository libraries to select and provide public service for online products?

The Depository Library Public Service Guidelines for Government Information in Electronic Formats was recently released on pages 5-6 in the September 15, 1998 issue of Administrative Notes (v. 19, no. 11). Guideline #2 states in part, "All depository libraries should offer access to Government electronic information disseminated through the Federal Depository Library Program." Guideline #4 states in part, "All depository libraries should provide Internet access to Government information at no cost to the general public."

The Collection Development Guidelines for Selective Federal Depository Libraries, in the Federal Depository Library Manual Supplement, recommends collection analysis that defines the subject areas of the collection in a written Government documents collection development policy. On page 6, the Guidelines for Format Consideration notes that libraries must consider methods for providing access to electronic formats if the information product falls within the collecting scope of the library.

GPO does not expect that depository libraries provide public access to every online Government resource but does expect, at a minimum, that GPO Access be available. Depository libraries should have written collection development and service policies that define the subject scope of their depository collection. FDLP electronic resources may be selected for depository collections and services based on these policies. For example, an urban law library could reasonably decide, based on its depository collection policy, not to provide WWW access to all Department of Agriculture materials but to only those electronic works that are law-related. A small community college library would not be expected to provide Internet access to all Department of Justice materials.

Finally, GPO will not expect that every Internet bibliographic record be "hot linked" in an OPAC. Depositories should develop internal cataloging procedures treating Government online resources comparably with other online resources.



American FactFinder Coming to the Census Bureau's Internet Site

[Text provided by the U.S. Bureau of the Census.]

The Bureau of the Census has posted new information about the January and April 1999 releases of American FactFinder on the Census Bureau's Internet site. The new data retrieval system will give Federal depository librarians and the general public useful facts and information from the 1997 Economic Census, the 1996-97 American Community Survey, the Census 2000 Dress Rehearsal, the 1990 Decennial Census of Population and Housing and Census 2000.

Have a look! <www.census.gov/dads/www>

Or click on subjects A-Z and American FactFinder from the Census Bureau home page.



Electronic Collection Planning Document Released

The Government Printing Office (GPO) has released Managing the FDLP Electronic Collection: A Policy and Planning Document. It is available on GPO Access at <www.access.gpo.gov/su_docs/dpos/ecplan.html> and paper copies will be shipped to all depositories in December.

The Plan is intended to guide the Federal Depository Library Program (FDLP) into the electronic future. It defines parameters and requirements for the electronic products in the FDLP Electronic Collection, and establishes a policy framework on which specific procedures for the development and maintenance of the Collection are being built. The Collection Plan is a further step in the ongoing transition to a more electronic FDLP begun at Congress' direction in 1996.

As the FDLP grows increasingly reliant upon intangible electronic information, GPO must ensure permanent accessibility to Government electronic information products. A primary goal of the Collection Plan is to assure that access to and retrieval of these products is available to a broad spectrum of users possessing a wide range of technical capabilities.

The Collection Plan was developed by a team of staff from the Library Programs Service, the Office of Electronic Information Dissemination, and the Production Department. The team drafted the plan based on outlines suggested by library collection development and collection management statements and policies, as well as other sources from libraries, library organizations, and consortia. Drafts of the plan were circulated to key staff, GPO managers, significant outside stakeholders, the Depository Library Council to the Public Printer, and the depository community at various stages of the development, and comments were incorporated into the final document.

The FDLP Electronic Collection consists of electronic sources that are in scope for the FDLP and with which GPO has various levels of involvement. In managing the Collection, the guiding principle will be that access to Government information prepared and published at Government expense is a right of the people--the same principle that has guided the FDLP throughout its history.

By defining the FDLP Electronic Collection GPO has assumed or redistributed responsibilities for life cycle management of electronic Government information products. GPO directly manages the portion of the Collection that resides on GPO servers, including core legislative and regulatory material. GPO also provides a broad array of cataloging and locator services that will assure and enhance access to information residing on agency servers. FDLP partners, including individual depository libraries, universities, consortia, and service providers, will provide storage capacity and other resources to provide permanent access to parts of the collection they manage.

It is GPO's goal to act in concert with agency information producers, as well as with the end-user consumers of Government information. These actions will be carried out in an environment that will build content, assure permanent accessibility, and capitalize on the cooperative strengths of GPO and the FDLP to expand and strengthen the necessary infrastructure for access, retrieval, and delivery of Government information.

Success of the FDLP Electronic Collection depends on the participation and cooperation of stakeholders at all stages of the information life cycle. GPO's resources are being used to manage products already in the Collection, link users to other Federal Internet sites, and assure permanent access through coordination with other agencies, FDLP partners, and depository libraries. The Collection Plan provides a framework on which specific procedures and practices are being built to manage these activities.



NIMA Map Distribution Changes Take Effect in December 1998

[The following notice was sent to all depositories selecting National Imagery and Mapping Agency materials.]

November 6, 1998

Dear Depository Librarian:

This letter is to announce changes to the Federal Depository Library Program (FDLP) for maps and other materials previously distributed by the National Imagery and Mapping Agency (NIMA). The Library Programs Service (LPS) has agreed to begin shipping NIMA maps from LPS directly. This change requires modifications to internal procedures at LPS and will change how material is identified and delivered to your institution. This package is being sent to depository libraries currently receiving NIMA materials, and includes 1) your item selection profile data and address information, and 2) a sheet detailing changes in LPS procedures for NIMA map distribution.

Selective Housing Sites

Many libraries currently participating in the FDLP choose to store map materials at an alternative location known as a selective housing site. Depository material stored in a selective housing site is subject to the full range of depository standards including public access, retention, and bibliographic control, and remains the responsibility of the designated depository.

If there are any questions concerning selective housing site agreements, or if your institution wishes to discontinue or modify your selective housing arrangement for NIMA products, please contact:

Sheila McGarr
Fax: (202) 512-1432
E-mail: smcgarr@gpo.gov

Changes to Addresses and Item Selection Profiles for Libraries Continuing to Receive NIMA Materials

All libraries that select NIMA products through the FDLP must review and update the information sheet included in this package. This information sheet contains delivery information for libraries and selective housing sites, if applicable, and item selection data for NIMA products currently on file at LPS.

When making changes to the enclosed information sheet, libraries need to be aware of the following:

Address Information – Review and make necessary changes to the address where NIMA products are to be sent. This may be your selective housing site address or your depository mailing address. Street addresses are required by our mailing contractor. Addresses with P.O. boxes cannot be accepted. Please include Zip + 4 numbers if available.

Modifications to Item Selection Profile – Libraries may modify their selection profile, either by adding or deleting map item numbers at this time. Annotate the enclosed information sheet with the map item numbers you wish to add or drop. Online changes to item numbers will not be accepted for this project.

All additions and deletions must be coordinated with the parent depository library. Changes will be made to the parent depository item selection profile as soon as received by LPS. Item number profiles are maintained on the profile of the official (or “parent”) depository library. Changes made to selection profiles are posted on the Item Lister at <http://www.access.gpo.gov/su_docs/dpos/itemlist.html> on the first Friday of each month.

Please make the necessary changes to your address information and selection profile and fax your information sheet before November 25, 1998 to:

Laurie Beyer Hall
Fax: (202) 512-0877

If no changes are needed, please return the information sheet marked “NO CHANGES.”

Map shipments will begin shortly after the November 25 deadline. To avoid missing or lost shipments, please be prompt in your responses.

If you have further questions concerning changes to the distribution of NIMA material, please contact Laurie Beyer Hall by e-mail at: <lhall@gpo.gov>.

Sincerely,

Robin Haun-Mohamed
Chief, Depository Administration Branch

PROCEDURES FOR NIMA DISTRIBUTION

- A. **Shipping and Handling** – In most instances, maps will continue to be distributed to depository libraries in mailing tubes. Maps will be distributed by one of LPS’ authorized mailing contractors or from LPS directly. Mailing labels will be standard GPO mailing labels, identifying the address of the library or selective housing site and the number of the shipping list where the descriptive information for each map will be found.

- B. **Shipping Lists** – Each map title will be identified on a “separates” shipping list, whose numbering sequence will begin with 99-2001-S. Copies of these shipping lists will be prepared in-house at LPS following the same procedures for other items currently shipped as separates. Map shipping lists will be posted to U.S. FAX WATCH, and to the Federal Bulletin Board (FBB). Copies will also be dropped in the regular shipping boxes for all libraries. Map collections housed at a different mailing location than their parent depository will receive copies of the map shipping lists on a weekly basis by first class mail.

- C. **Claims** – Claims should be processed following existing procedures as outlined in the Federal Depository Library Manual, Chapter 5, pgs. 73-76. Be sure to identify your claims with the depository library number or number assigned to your selective housing site and appropriate mailing address. Claims should be faxed directly to LPS at (202) 512-1429.



USGS State Map Classification Clarified

In response to questions received on the SuDocs classification of state maps issued by the U.S. Geological Survey, LPS staff submit the following in an effort to clarify this subject.

In 1983, the U.S. Geological Survey, the Defense Mapping Agency, and GPO entered into an agreement to coordinate the distribution of maps through the Federal Depository Library Program. When LPS began cataloging the USGS and DMA maps, state maps were grouped in one class, I 19.102:. These maps carry one of the following notes:

- 1) Base map with highways (SP); or
- 2) Base map with highways and contours (ST); or
- 3) Base map with highways, contours, and shaded relief (SR).

In the SuDocs class, a unique identifying number, made up of coordinates, map reference numbers, type of map, and scale, with year added, followed the colon.

Example: I 19.102:32086-D 3-ST-500/989 (Alabama map)

In 1995, each state was given its own class stem, by adding a unique number before the colon. For a while an additional alphanumeric designation for the state was added after the colon. Letters designating the type of map followed the alphanumeric designation, and the year was added as necessary.

Example: I 19.102/37:OR 1/SR/982 (Oregon map)

LPS has dropped the alphanumeric designator for the state in favor of the unique identifying number based on the map coordinates, etc., as outlined above. In the majority of cases, the identifying number is printed on the map.

Example: I 19.102/28:35115-ST-500/984 (Nevada map)



Serial Set History and Web Tour Now Available; Missing Numbers List Coming Soon

A description and history of the U.S. Congressional Serial Set, complete with a “virtual tour” showing the binding process, is up on GPO Access at <www.access.gpo.gov/su_docs/dpos/sset.html>. The text is based on a presentation by Virginia Saunders, GPO Congressional Documents Specialist, at the 1998 Federal Depository Library Conference.

Ms. Saunders and August Imholtz, executive editor at Congressional Information Service, Inc., have compiled a collection management aid titled: U.S. Congressional Serial Set: Assigned Serial Numbers Not Used. This compilation, which required extensive research into records dating to the last century, will appear in the November 30, 1998 issue of Administrative Notes Technical Supplement (v. 5, no. 11). The list will also be on GPO Access, with the Administrative Notes Technical Supplement issues.



Correction to E-Mail Address for Kaczmarek

The e-mail address for Depository Library Council member Paula Kaczmarek in the Oct. 15, 1998 issue of Administrative Notes (v. 19, no. 12) was incorrect. The correct entry appears below.

Paula Kaczmarek
Manager, Government Documents
Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202-4093
(313) 833-1025
(313) 833-0156 (fax)
pkaczma@detroit.lib.mi.us



Correction to August 1998 AdNotes Header

The header on the inside pages of Administrative Notes, v. 19, no. 10 (Aug. 15, 1998) is incorrect. The header should read: AN-v19-#10-8/15/98.





GPO FACT SHEET

The United States Government Printing Office – Keeping America Informed

Office of Congressional, Legislative & Public Affairs – 202-512-1991 <http://www.access.gpo.gov>

The U.S. Government Printing Office (GPO) keeps America informed. For over 130 years GPO has produced and distributed Federal Government information products. Whether providing public access to Government information online, or procuring or producing printed publications, GPO has combined conventional technology with state-of-the-art methods for supporting nearly all the information needs of the U.S. Congress, Federal agencies, and the American public.

FACILITIES AND PERSONNEL

Such an accomplishment takes the skills and dedication of a workforce of approximately 3,400 employees nationwide. Most are based at the Central Office facility in the Nation's Capital, making GPO the largest industrial employer in the District of Columbia. Also located in the Washington metropolitan area are two warehouse units, one for paper, and the other for publications. Across the country, a field printing office in Denver, CO, 14 regional procurement offices along with 6 satellite facilities, a distribution facility in Pueblo, CO, and 23 bookstores complete the overall GPO structure.

ADMINISTRATIVE STRUCTURE

GPO is a part of the legislative branch rather than executive branch of Government. It began operations on March 4, 1861, the same day that Abraham Lincoln became the 16th President of the United States. The Public Printer serves as the head of the agency, and is nominated by the President and confirmed by the Senate.

Created primarily to satisfy the printing needs of Congress, GPO today is the focal point for printing, binding, and information dissemination for the entire Federal community. Approximately 130 Government agencies and departments, in addition to the Congress, rely on GPO's services. At one time GPO's mission was accomplished through the production and procurement of traditional printing. Today, GPO is at the forefront in providing Government information through a wide range of formats including print, microfiche, CD-ROM, and online technology through **GPO Access**, at <www.access.gpo.gov>.

ANNUAL REVENUE

In FY 1997 GPO revenues exceeded \$875 million, including \$769 million for printing and binding, \$70 million for sales of publications, \$28 million for the depository library and related programs, \$5 million for other reimbursable services performed for Federal agencies, and \$3 million from other operations.

More than 70 percent of GPO printing and binding revenue covers reproduction services procured from commercial firms throughout the country. GPO has a long-standing partnership with America's vast printing industry to provide for the Government's printing needs. GPO competitively buys printing products and services from more than 10,000 private sector firms in one of the Government's most successful procurement programs, helping to assure the most cost-effective use of the taxpayers' printing dollar. Commercial contractors interested in receiving information on how to do business with GPO may call the Printing Procurement Bid Section at (202) 512-0526.

The remainder of GPO's printing revenues represents the volume of work actually completed in GPO's Central Office and Denver printing plant. More than 1,600 orders are processed daily either for internal production or commercial procurement.

GPO AND INFORMATION TECHNOLOGY

For the Congress and Federal agencies, GPO provides both print and electronic products and services.

For Congress, GPO maintains a capability to fully support the information needs of the legislative process, working in close cooperation with leadership offices in each Chamber. The *Congressional Record* is produced overnight. Bills, hearings, House and Senate documents, reports and committee prints are all printed quickly.

New technology and automation has changed the traditional printing processes. GPO's automated composition services enable customers to compose their own publication data and output galley or page proofs on-site. Once satisfied with the pages they have generated, the computer file is forwarded to GPO electronically for output via high-resolution phototypesetters. In addition, GPO has developed its own composition software package. This provides users with on-site composition capabilities utilizing their own microcomputers outputting to PostScript laser printers.

State-of-the-art computer-to-plate (CTP) technology has updated the traditional areas of composition and printing. This equipment accepts electronic input for platemaking directly from GPO's automated composition system, saving agency time and taxpayer money. The CTP equipment is used to process the Congressional Record, the Federal Register, the Code of Federal Regulations, the U.S. Code, the Budget of the United States, patents-related publications, and other documents.

PRODUCTION EQUIPMENT AND FACILITIES

More than 40 presses are in operation within GPO, supported by a wide variety of bindery equipment including cutters, folders, sewing machines, adhesive binders, and stitchers. GPO utilizes more than 60 million pounds of paper each year, part for production purposes and part sold to agencies as blank paper.

GPO is a highly versatile printing facility. It produces cut forms, perfect-bound books, and beautiful leather-bound volumes. Many people think money, bonds, and postage stamps are also produced at GPO. However, that work is done at the Bureau of Engraving and Printing, which is a part of the Department of the Treasury. GPO does, however, produce more than 7 million passports and nearly 300 million postal cards each year.

Since 1965, GPO's Denver Field Printing Plant has been equipped and staffed to handle classified printing needs. Documents up to and including those at the "Secret" level are produced in this recently updated full-service facility.

In addition to these reproduction capabilities, a 2,400-megabyte CD Publisher, a CD-ROM premastering system, is manned by trained GPO personnel to satisfy the growing number of requests from Federal agencies for CD-ROM products. GPO has been a leading producer of Government CD-ROMs for nearly a decade.

SUPERINTENDENT OF DOCUMENTS

While the original job of GPO was to handle printing, responsibility for the sale and distribution of Government documents was added in 1895 when Congress passed a comprehensive printing act which became Title 44 of the U.S. Code. Today, through the Superintendent of Documents program, GPO disseminates the largest volume of Government informational literature in the world. Yearly sales are more than \$70 million. Approximately 12,000 titles are available for the public at any given time. These are sold principally by mail order and through a series of bookstores across the country, including the Consumer Information Center in Pueblo, CO. More than 2,600 mail orders are handled each day.

Most publications produced by the Federal Government are also made available to the American public for reference through nearly 1,400 depository libraries located in the United States and its possessions. These libraries are designated by Members of Congress or by law as official depositories. In addition, through an International Exchange Program administered by the Library of Congress, GPO distributes U.S. Government publications to more than 65 countries around the world.

"U.S. Government Books" and "New Books" are catalogs that list recent and popular publications for sale. These catalogs are free and provide complete ordering information, prices, stock numbers, and annotations. To find out about these and other services, write to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Similar information can also be obtained by telephoning U.S. Fax Watch at (202) 512-1716,

GPO's 24-hours-a-day, 7-days-a-week free service for those with facsimile machine access. To order Government publications, call (202) 512-1800.

GPO ACCESS

At the forefront of GPO's electronic information dissemination capabilities is **GPO Access**. **GPO Access** provides no-charge public access to more than 70 Federal databases from all three branches of Government, a growing number of agency Government Information Locator (GILS) sites, and associated locator and Pathway aids. GPO Access includes or points to over 115,000 electronic Government publications. More than 15 million items are downloaded monthly by the public.

GPO Access has achieved widespread recognition, including a 1994 Technology Leadership Award and the 1995 James Madison Award. In 1998, Government Executive magazine named GPO's web site among its **Best Feds on the Web**. This distinction earned praise from Vice President Al Gore, who wrote in a letter to the Public Printer, "Your organization continues to serve as an excellent model for other Federal agencies on how to provide an interesting and easy-to-use web site, providing consumers hassle-free access to Government services. Your innovative website encourages consumers to contact your agency and to take advantage of the many services you provide."

From its historic past to its electronic present, GPO has earned a reputation as one of the Federal Government's finest agencies - one dedicated to providing its Government customers and the American public with quality and service - a distinction its workforce carries with pride as it looks to the challenges and opportunities of a new century.

10/1/98



FOR THE LATEST INFORMATION
ON SUDOCs CLASS CHANGES
NEW ITEM NUMBERS
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SEE
WEBTECH NOTES
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www.access.gpo.gov/su_docs/dpos/webtech.html

- Cumulative from 1991
- Searchable by item, class, keyword, date
 - Updated weekly

Table of Contents

Gil Baldwin Named Director, Library Programs Service.....	1
GPO Policies Relating to Electronic Products Explained.....	1
American FactFinder Coming to the Census Bureau's Internet Site.....	4
Electronic Collection Planning Document Released.....	5
NIMA Map Distribution Changes Take Effect in December 1998.....	6
USGS State Map Classification Clarified.....	9
Serial Set History and Web Tour Now Available; Missing Numbers List Coming Soon.....	10
Correction to E-Mail Address for Kaczmarek.....	10
Correction to August 1998 AdNotes Header.....	10
GPO Fact Sheet, 10/1/98.....	11

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