

WHAT TO DO IF...

Your Library Has Unplanned Access Restrictions

What are unplanned access restrictions?

An access restriction occurs when your library is open but is temporarily operating with limited access to the depository collection. Unplanned access restrictions can occur after natural or manmade disasters or other events out of your control.

What should I do in the case of an unplanned access restriction?

Communication is key. If a widespread disaster strikes your area, GPO will make every effort to suspend your shipments and contact you to offer assistance. In the case of more isolated emergencies, please follow these guidelines as soon as it is safe to do so:

- Email fdlpoutreach@gpo.gov and your regional depository coordinator with a short summary of your situation and an estimate of the date range for the limited access.
- Email selective depositories in your area and let them know about your access restriction.
- If you are a regional depository and will have limited access, notify the selective libraries in your region, or notify GPO and ask us to provide the closure information to the selective depositories in your region.

How can patrons be served during an unplanned access restriction?

- Post a short message to your website to alert patrons that depository materials may not be available.
- Provide a reference to a nearby depository library as an alternative if possible.
- Provide a reference to your regional library.
- Provide information about how to access depository material online.
- Provide information about any telephone, email, or text reference services that will be available during the restricted access period.
- Alert your public services staff to the situation with the depository collection, and provide them with information about how to make referrals as needed.

I am not sure what to post on my website. Do you have an example?

The following message can be adjusted to fit your particular situation.

LIBRARY is open for business, but due to CIRCUMSTANCE we are operating with limited or no access to some collections. From DATES we will not be able to provide access to physical items in our Federal depository library collection.

Access to online Government information is available as usual through PUBLIC ACCESS COMPUTERS, WEBSITE, LIBGUIDES, TELEPHONE, and TEXT.

We apologize for the inconvenience, and we will provide full access again as soon as possible. In the meantime, you may contact the REGIONAL or NEARBY SELECTIVES for help with Government information. Contact information for nearby libraries can be found in the [Federal Depository Library Directory](#).

What to do if... Limited Access Version 1 October 12, 2017