



# Depository Collection Management

FDLP Depository Operation Training Series



# Learning Objectives

Participants will be able to:

- Identify the different methods for weeding a depository collection.
- Identify required collections for the FDLP.
- Demonstrate knowledge of collection development practices.
- Describe weeding of depository materials through Supersession, Substitution, and the 5-Year Rule
- Explain what a selective housing agreement (SHA) is and to identify proper use of SHAs

# Overview of the CGP

[Basic](#)
[Advanced](#)
[Expert](#)
[Browse](#)
[New Titles](#)
[Help](#)
[About](#)
[FDLP Login](#)
[MetaLib](#)

## CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

**Catalogs to Search:**  
[Congressional Serial Set](#)
[Historic Shelflist](#)
[FDLP Web Archive](#)
[Serials](#)  
[Congressional Publications](#)
[Electronic Titles](#)
[Gov eBooks](#)

**My Options:**  
[Bookshelf](#)
[Results List](#)  
[Preferences](#)
[Previous Searches](#)

[Catalog of U.S. Government Publications Home Page](#) > National Bibliography of U.S. Government Publications

### Welcome to the Catalog of U.S. Government Publications (CGP)!

The CGP is the finding tool for federal publications that includes descriptive information for historical and current publications as well as direct links to the full document available. Users can search by authoring agency, title, subject, and general keywords, or click on "Advanced Search" for more options.

The catalog offers you the option to find a nearby [Federal Depository Library](#) that has a particular publication or that can provide expert assistance in finding and accessing government information. Click on the title of interest from your search results list. Then click on the Locate in a Library link within the displayed record.

Also try our federated search engine [MetaLib](#) to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.

[Bookshelf](#) - [Preferences](#) - [Results List](#) - [Previous Searches](#) - [Advanced Search](#) - [FDLP Sign In](#)

Example: wildlife "environmental impact statement" NOT draft

Keyword(s):

Catalogs:

A service of the Superintendent of Documents, U.S. Government Publishing Office.

[Help](#) [About](#)

- Catalog for Federal publications
- Developed from the Monthly Catalog of U.S. Government Publications

[catalog.gpo.gov](http://catalog.gpo.gov)

# User Needs

- Item selection profiles should be updated regularly to ensure that user needs are being met
- The needs of both primary and non-primary users must be considered
- Collection Development policies and plans are recommended

Old practice	New practice
'Map' or add new item numbers to libraries' selection profiles based on similarity of content	'Map' or add new item numbers to selection profiles based on similarity of content AND format(s)  * GPO will never add a tangible format to an online only selection profile

# Selection Profile

List of  
Classes

DSIMS

Item  
Lister

LIST OF CLASSES  
OF  
UNITED STATES  
GOVERNMENT PUBLICATIONS  
AVAILABLE FOR SELECTION  
BY  
DEPOSITORY LIBRARIES

LIBRARY TECHNICAL SERVICES  
SUPERINTENDENT OF DOCUMENTS  
U.S. GOVERNMENT PRINTING OFFICE  
REVISED JUNE 2014

ISSN 0032-4046



DSIMS

[All Items](#) [Paper](#) [Online](#) [Electronic](#) [Microfiche](#)

Search

[Go](#) [Advanced Search](#)

Welcome to DSIMS

Choose your destination page

Select One

Select items per page for display in list of all items:

1062-C-05	1062-C-27	1062-H	1063-H-03
1063-K-02	1063-K-11	1063-K-12	1063-K-13
1063-K-15	1063-K-16	1063-K-18	1063-K-19
1070-N-02	1070-N-05	1089-C-01	1089-C-02
1089-Q-01	1089-U-06	1089-U-11	1089-U-30
1094-A-02	1095	1095-A-01	1100-B-04
1151-A			

Library # [redacted] has selected 19.51 % of the total items offered.

Item Numbers Selected -> 2011

Total Possible Selections -> 10305

\*Item Lister data file updated Wed Mar 04 14:46:46 CST 2015



# Depository Selection Information Management System (DSIMS)

- Used to view and manage selection profile
- Log in with library number and FDLP password
- Dropped item numbers take effect immediately
- Added item numbers for online materials take effect immediately
- Added item numbers for tangible materials take effect at the beginning of the Federal fiscal year (October 1)



# Collection Lists

- FDLP Basic Collection List (Access is required)
- FDLP Partnerships (Access is required)
- Suggested Core Collection Lists
- Essential Titles List
- Agency Subscription Database(s)
  - Homeland Security Digital Library (HSDL)



# Online Publication

An **online publication** (listed as having an EL format) is a government publication in online format. For example, it could be

- An entry point to a portal or online database
- An archived website
- A database
- A PDF, text, or other format document



# Locating Online Publications

## New Electronic Titles List (NET)

[Basic](#)
[Advanced](#)
[Expert](#)
[Browse](#)
[NewTitles](#)
[Help](#)
[About](#)
[FDLP Login](#)
[MetaLib](#)

### CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

**Catalogs to Search:**  
[Congressional Serial Set](#)  
[Congressional Publications](#)

[Historic Shelflist](#)  
[Electronic Titles](#)

[FDLP Web Archive](#)  
[GoveBooks](#)

[Serials](#)

**My Options:**  
[Bookshelf](#)  
[Results List](#)  
[Preferences](#)  
[Previous Searches](#)

[Catalog of U.S. Government Publications Home Page](#) > National Bibliography of U.S. Government Publications

#### New Titles

The New Titles page is an easy way to find all the latest documents added to the *Catalog of U.S. Government Publications (CGP)*. It provides access to new documents in many different formats, such as print documents, electronic documents, or eBooks. It also provides information on documents that are still in-process. Users can look for documents in a particular range of time by clicking on specific timeframes, such as Last Seven Days or Last Three Months.

	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Titles</b> All new titles	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Electronic Titles</b> Only new titles that are available online	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Government eBook Titles</b> Only new eBook titles (mobi and/or epub formats)	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Preliminary Titles</b> Only report of new titles that are still being processed	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Serial Titles</b> Only new continuing titles (journals, annuals, and periodicals)	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New Integrated Resource (IR) Titles</b> Only new documents such as archived Government websites, databases, loose leafs, etc.	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>New FDLP Web Archive Titles</b> Only new archived Government websites within the scope of the Federal Depository Library Program (FDLP)	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>
<b>Newly Ceased Titles</b> Continuing/integrating resources that no longer have new issues produced or are no longer updated	<a href="#">Last 7 days</a>	<a href="#">Last Two Weeks</a>	<a href="#">This Month</a>	<a href="#">Last Month</a>	<a href="#">Last Three Months</a>

#### New Electronic Titles (NET) Monthly Archive Reports

New Electronic Titles (NET) Monthly Archive Reports are generated from data collected from the *Catalog of U.S. Government Publications (CGP)*. Monthly NET Reports are made available by the middle of the following month (e.g. January's monthly NET report will be available by mid-February).

Beginning in April 2005, data from the CGP was used to generate monthly NET reports that included new records and records that had been recently updated. In the September 2006 NET report, the methodology to generate these reports changed to include only new records. Development to refine the NET report format is ongoing.

The current NET reports will be made available in HTML format with links in the titles to the bibliographic records and in Comma-Separated-Value (CSV) format, which is compatible with most spreadsheet software.

A service of the Superintendent of Documents, U.S. Government Publishing Office.  
[Privacy Policy](#)

2046

# Locating Online Publications

## Catalog of U.S. Government Publications (CGP)

Basic Advanced Expert Browse New Titles Help About FDL P Login MetaLib

### CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

Catalogs to Search: Congressional Serial Set Historic Shelflist FDL P Web Archive Serials  
Congressional Publications Electronic Titles GoveBooks

My Options: Bookshelf Results List Preferences Previous Searches

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

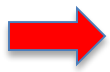
Add to My Bookshelf E-mail

#### Full View of Record

Choose format: Standard | SMD | MARC

Record 2 out of 2 [Previous Record](#) [Next Record](#)

Title	An Act Making Appropriations for the Department of Homeland Security for the Fiscal Year Ending September 30, 2015, and for Other Purposes.
Format	online resource
Internet Access	PDF version: <a href="http://purl.fdlp.gov/GPO/gpo56804">http://purl.fdlp.gov/GPO/gpo56804</a> Text version: <a href="http://purl.fdlp.gov/GPO/gpo56805">http://purl.fdlp.gov/GPO/gpo56805</a>
Author	<a href="#">United States, enacting jurisdiction.</a>
Published	[Washington, D.C.] : [U.S. Government Publishing Office], [2015]
SuDoc Number	<a href="#">AE2.110:114-4</a>
Item Number	<a href="#">0575-A-02 (online)</a>
Uniform Title	<a href="#">Department of Homeland Security Appropriations Act, 2015</a>
Description	1 online resource ([39] pages)
Content Type	text
General Note	Title from title screen (viewed on Apr. 16, 2015). "Mar. 4, 2015 (H.R. 240)." "129 Stat. 39." "Public Law 114-4."
Subject	<a href="#">United States, Department of Homeland Security -- Appropriations and expenditures.</a> <a href="#">United States, Department of Homeland Security.</a>
Subject - LC	<a href="#">National security -- United States -- Finance.</a>
Subject - NASA	<a href="#">Expenditures, Public.</a> <a href="#">National security -- Finance.</a>
Genre/Form	<a href="#">Statutes and codes.</a> <a href="#">Statutes and codes.</a>
Linking Field	Print version: <a href="#">United States, Department of Homeland Security Appropriations Act, 2015, Act Making Appropriations for the Department of Homeland Security for the Fiscal Year Ending September 30, 2015, and for Other Purposes (OCOLC)908109099</a>
URL	PDF version: <a href="http://www.gpo.gov/fdsys/pkg/PLAW-114publ4/pdf/PLAW-114publ4.pdf">http://www.gpo.gov/fdsys/pkg/PLAW-114publ4/pdf/PLAW-114publ4.pdf</a> Text version: <a href="http://www.gpo.gov/fdsys/pkg/PLAW-114publ4/html/PLAW-114publ4.htm">http://www.gpo.gov/fdsys/pkg/PLAW-114publ4/html/PLAW-114publ4.htm</a>
CGP Record Link	<a href="https://catalog.gpo.gov/F/?func=direct&amp;doc_number=000946961&amp;local_base=GPO01PUB">https://catalog.gpo.gov/F/?func=direct&amp;doc_number=000946961&amp;local_base=GPO01PUB</a>
Holdings	<a href="#">All items</a>
Locate in a Library	(online) <a href="http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0575-A-02&amp;SYS=000946961">http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0575-A-02&amp;SYS=000946961</a>



Internet Access

<http://purl.access.gpo.gov/GPO/LPS76405>



Item Number  
Description

[0026-A-01 \(online\)](#)

1 electronic text : HTML file.

# Locating Online Publications

## Documents Data Miner 2 (DDM2)

**DOCUMENTS DATA MINER 2**  
HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

**URL Locator**

---

**OCLC Number:**   
And Enter exact OCLC number ie: 42295292

**Item Number:**   
And Item entry requires exact spacing and punctuation.  
Or, truncated and wild card % searches are possible, ie, 0260% or 0619%08

**Sudoc Number:**   
And Sudoc entry requires exact spacing and punctuation.  
Or, truncated and wild card % searches are possible, ie, C 3% or D%23%

**Agency/Author:**    
And Full Text Search 1xx Tags for an agency/author.

**Title:**    
And Full Text Search for title.

**Subject:**    
And Full text search on subject  
Use 'and' 'or' 'near' as operators between words.

**Pub Type:** Any   
And

**Depository:**   
And Find only records that belong to this depository profile

**From Date:**   
Find only records from this date forward (mm/dd/yyyy)

**To Date:**   
Find only records up to this date (mm/dd/yyyy)



# Locating Online Publications

## Documents Data Miner 2 (DDM2)

**DOCUMENTS DATA MINER 2**  
HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

Oclc:  
Agency:  
Item :  
SuDocStem:  
Title:  
Subject:  
Format: \*  
Depo: 0483

**Search Results (400 hits)**

***p20sNE interaction in extended matter***  
Item 0830-D SuDoc NAS 1.15:86312  
<http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0830-D&SYS=000617268>  
Download View Marc ocn234173459 GPO timestamp= 7/17/2008 8:16:02 AM

***p40sAr/p39sAr age-spectrum and laser fusion data for volcanic rocks in west central Colorado***  
Item 0624-H SuDoc I 19.76:01-472  
<http://purl.access.gpo.gov/GPO/LPS27052>  
Download View Marc ocm51796293 GPO timestamp= 3/18/2003 2:53:36 PM

***p40sAr/p39sAr age-spectrum data for hornblende, biotite, white mica, and K-feldspar samples from metamorphic rocks in the Great Smoky Mountains of North Carolina and Tennessee***  
Item 0624-H SuDoc I 19.76:2011-1250  
<http://purl.fdlp.gov/GPO/gpo14422>  
<http://pubs.usgs.gov/of/2011/1250/pdf/ofr2011-1250.pdf>  
<http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0624-H&SYS=000845030>  
Download View Marc ocn758500175 GPO timestamp= 10/25/2011 1:51:41 PM

***p40sAr/p39sAr and K-Ar geochronology and tectonic significance of the Upper Cretaceous Adel Mountain volcanics and spatially associated Tertiary igneous rocks, northwestern Montana***  
Item 0624 SuDoc I 19.16:1696



# Digital Depository Libraries

The digital depository can be an excellent model for the FDLP library with limited budgets, space, and staff to process, house, and maintain tangible depository materials.

GPO always recommends cataloging online resources and/or providing subject guides of other finding aids to help patrons be aware of the online resources.



# Digital Depository Libraries

1. New libraries who join the FDLP as a digital depository
2. Existing FDLP libraries who change their selection profile to stop receiving anything tangible and also weed their tangible collection over time to nothing
3. Existing FDLP libraries who change their selection profile to stop receiving anything tangible but keep some tangible material in the collection



# Why be a digital depository?

When the public sees this →



They can expect to find excellent government information services and standards, regardless of the information formats available locally



# Online Depository Collections

- Online publications cataloged in the [Catalog of U.S. Government Publications \(CGP\)](#) (required)
- [govinfo](#) (formerly FDsys) (required)
- [GPO's MetaLib](#)
- [Agency Subscription Databases](#) the library has signed up to access
- [Official content partnerships](#) (including content in “hybrid” partnerships) (required)
- The [FDLP Basic Collection](#) (required)





# Online Only (EL) Item Numbers

Why libraries should select online only (EL) item numbers:

- Receive cataloging records for EL items when purchased from vendor
- “Locate in a Library” feature in the CGP
- Use of various collection tools is easier
- Sometimes agencies decide to switch formats

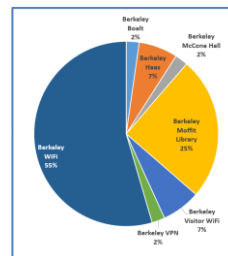


# FDLP PURL Usage Report

[purlreferrals.fdpl.gov/](http://purlreferrals.fdpl.gov/)

- Save institution 'patterns' to get customized PURL usage statistics
- Understand what your users are clicking on for collection development purposes

SubDoc Stem	3/1/2015 - 1/1/2016	1/1/2016 - 1/1/2017	Total
1 10.42/4	533	570	1103
2 Y 4.1.1.1/4	278	17	295
3 GA 1.1.1/3	74	58	132
4 10.42/6-4	34	10	44
5 Y 4.6.7/4/7	19	94	113
6 Y 1.1/6	46	33	79
7 NA 1.1.1/3	80	21	101
8 Y 4.7.7/4/7	44	44	88
9 1.18.1/3	40	35	75
10 1.1.1.1/3	100	3	103
11 Y 4.1.1/3	29	31	60
12 Y 1.1/3	25	30	55
13 Y 1.1.1/3	3	3	6
14 Y 1.1.1/3	32	40	72
15 Y 1.1.1/3	23	26	49
16 Y 1.1.1/3	35	14	49
17 Y 1.1.1/3	25	23	48
18 Y 1.1.1/3	29	18	47



SubDoc Stem	Usage
10.42/4	1103
Y 4.1.1.1/4	295
GA 1.1.1/3	132
10.42/6-4	44
Y 4.6.7/4/7	113
Y 1.1/6	79
NA 1.1.1/3	101
Y 4.7.7/4/7	88
1.18.1/3	75
1.1.1.1/3	103
Y 4.1.1/3	60
Y 1.1/3	55
Y 1.1.1/3	6
Y 1.1.1/3	72
Y 1.1.1/3	49
Y 1.1.1/3	49
Y 1.1.1/3	48
Y 1.1.1/3	47

Webinar [Understanding PURL Usage at Your Library...](#)



# Collection Management by Format

## Benefits of keeping and/or selecting tangible:

- Some publications are preferred by users in paper format.
- Paper may offer more security for preservation and access.
- A core collection, with historical or current materials in tangible formats, may benefit the needs of many users.
- Some content is not online.
- Online access features may not be user-friendly.
- Some online resources are not official like their print counterpart.
- Some agency Web sites only provide access to the current issue of online resources.

# Collection Development Policies

The following are ways to identify and document the Federal government information needs of the congressional district or local area:

- Analyze demographic and socio-economic data about the community served.
- Gain knowledge from subject matter expertise of library colleagues.
- Review reference questions.
- Track depository resources used in answering questions.
- Review daily news sources.
- Review other library Web pages or guides.
- Employ library user surveys that include questions about Federal government information needs.
- Gain knowledge from participation in library associations or other library networks.
- Review data about patron collection use within the library building (e.g., in-house use or circulation).
- Review use of PURLs from your catalog and library Web pages.



# Tangible Collections

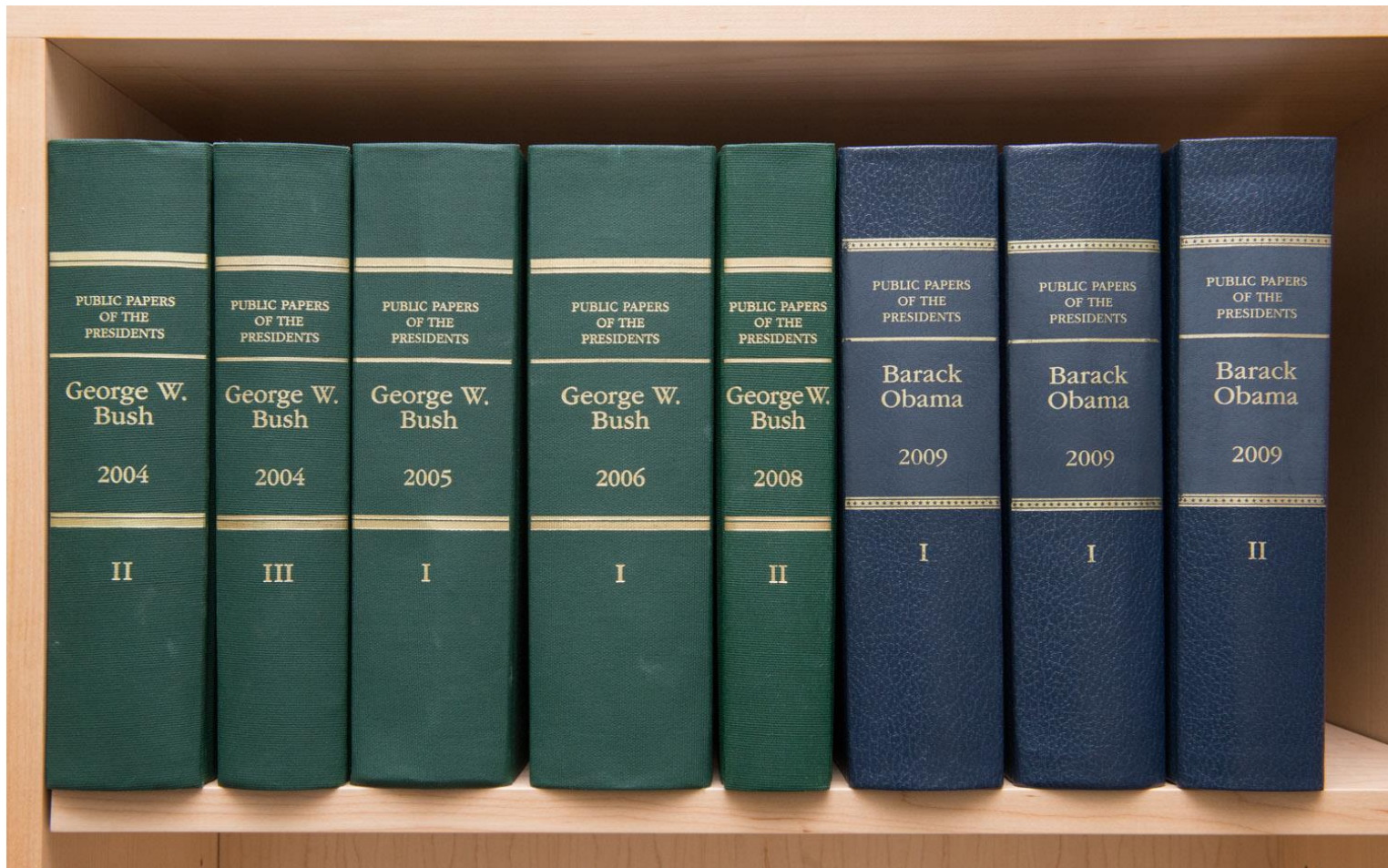


Remember these?





# Preservation/Conservation





# Housing Microfiche







# Housing Maps







# Housing Posters



Iowa Digital Library presents:  
U.S. Government Posters

Search

go

☒ this collection ☐ all collections

[Digital Research & Publishing](#) [Contact Us](#)

## Contributing Institution

Government Publications, University of Iowa  
Libraries

----- Browse the Collection ----- ▾

In partnership with the Government Printing Office, The University of Iowa Libraries has collected U.S. federal government information since 1884. This includes nearly 1500 posters promoting services, programs, and initiatives by agencies such as the Works Progress Administration, the War Mobilization Office, and the Environmental Protection Agency. Although the bulk of the UI collection spans the 1970s through the 1990s, it also includes items from pre-WWII through the present. These posters provide a graphic representation of priorities of a given presidential administration and of the culture at a discrete point in time.

U.S. GOVERNMENT PUBLISHING OFFICE  
FDLP PARTNER



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# Housing Electronic Products



CIC Floppy Disk Project

[GPO ACCESS](#)

[FDLP Desktop](#)

[University of Chicago](#)

[University of Illinois](#)

[Indiana University](#)

[University of Iowa](#)

[University of Michigan](#)

[Michigan State University](#)

[University of Minnesota](#)

## CIC Floppy Disk Project

The CIC Floppy Disk Project is a partnership between the [U.S. Government Printing Office](#) and the [Indiana University, Bloomington Libraries](#) on behalf of the [Committee on Institutional Cooperation \(CIC\)](#), making publications that were distributed to federal depository libraries on floppy disk available via FTP over the Internet. The site is designed to provide a central location through which Federal Data, made available on floppy diskettes, can be identified, located and downloaded. While the project provides the information as it was originally presented on the floppy disks, it cannot provide software which might be needed to fully operate the disk. Records provided within the FDP inform the user about the specifications and may refer users to "read me" files. Consultation with local computer administrators may be required. With the ever-increasing number of products being released by the Government Printing Office, FDP enables libraries to either fill in gaps to their collections, or provide an immediate access point for patrons. While the collection represents over 200 entries, our collection is not complete. We would welcome contributions from your library's holdings or suggested titles.

A search will retrieve a title list from which individual titles can be "clicked" and down-loaded (click on the file name next to "link.")

1. When clicking on the file link, you will be prompted to open or save the file.
2. Select SAVE and an appropriate location (e.g. floppy disk or hard drive). All files are compressed.
3. Once the file is downloaded, double click on it to "explode" the compressed files and directories (the files will be extracted within the directory where the compressed file resides).

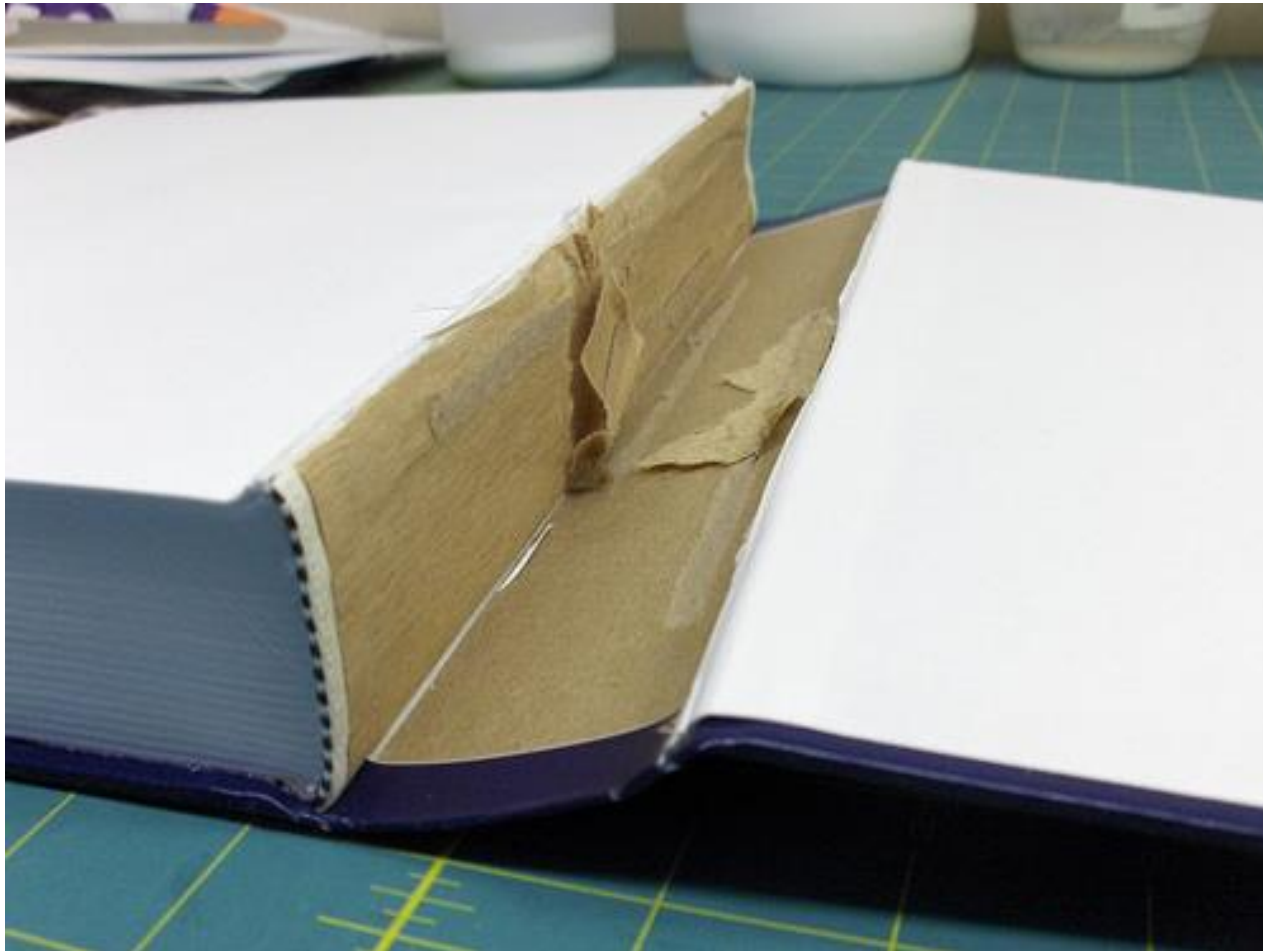
Every effort has been made to maintain the original file/directory structure of the diskettes. Please let us know if you have any [problems or suggestions](#).

[Click here to display titles with full bibliographic detail](#)





# Repair/Replacement





# Unusual Circumstances

- Disaster (Response) Plans
  - Are you prepared to react if something happens?
- Contingency Plans
  - Used when access to depository collections is going to be or has been affected





# Disasters



Any disruption in access to the collection needs to be reported to GPO and your regional.

We recommend you have a disaster policy in place which accounts for depository materials.

O&S staff are available if you have any questions.





# Moving & Temporary Disruptions in Service

When depository libraries undergo planned remodeling, undertake a significant move, or otherwise find their public service operations disrupted for an extended period of time, library staff are required to submit a contingency plan to the GPO's LSCM Office of Outreach & Support.



# Contingency Plans

Contingency plans typically include:

- Institution name and depository number
- Expected beginning and ending dates of closure
- Contact name at your institution for depository questions
- Extent of the curtailment of service
- Before moving depository material off site, contact GPO outlining how the library staff will provide access to depository material stored off site. A contingency plan may be needed.



## Contingency Plans (ctd.)

- Alternative strategies to be employed to fulfill Government information requests, including where the next closest depository is located. This may include:
  - Searching online to see if an electronic equivalent is available to use in lieu of a tangible copy housed in a temporary housing location
  - Gaining assistance from your regional depository library and other depositories to acquire copies of publications, if this process is more timely than retrieval from a temporary storage location
  - Arranging to set up public access computers and microfiche readers and printers in a new location
  - Notifying library users where they may find alternate access to Federal depository publications in all formats and related reference and other services





## Contingency Plans (ctd.)

- Techniques for notifying primary clientele, other libraries (both depository and non-depository), and the general public of changes in service
- How your library will continue to check in new depository receipts or if shipments need to be temporarily halted

Questions or need to notify GPO?

Contact Outreach and Support at 202-512-1119 or  
[FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov)



# Questions?

Outreach and Support

202-512-1119

[FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov)

