



Legal Requirements & Regulations

FDLP Depository Operation Training Series

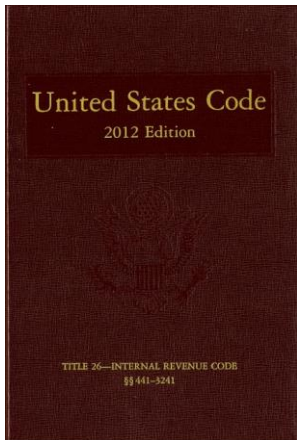


Learning Objectives

- Participants will demonstrate knowledge of GPO legal requirements and governing legislation
- Familiarize participants with FDL responsibilities
- Participants will understand the process for assessing compliance with public access requirements
- Participants will be able to identify resources in the FDL Basic Collection
- Knowledge of FDL retention requirements



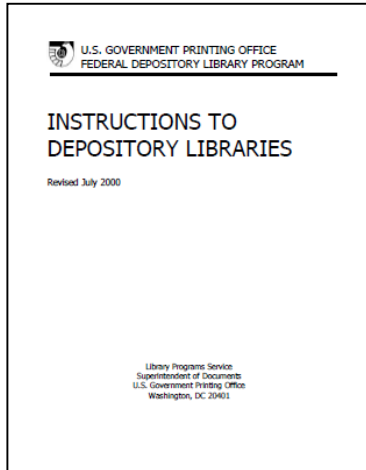
FDLP Rules - Title 44 USC



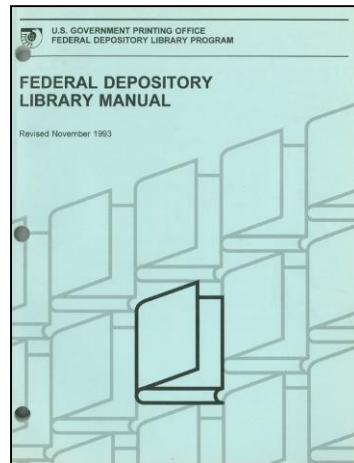
The laws applicable to the Depository Library Program are found in Chapter 19 of Title 44 of the United States Code. Sections 1901-1916 set forth the parameters of the program.

Under Title 44 U.S.C. § 1909, the Superintendent of Documents is charged to uphold U.S. Depository Library Program laws. These duties include, but are not limited to, the requirements to investigate depository library conditions, ascertain whether a library is compliant, make recommendations and, if necessary, to remove noncompliant libraries from the Depository Library Program.

FDLP Rules and Regulations - Historic



Instructions for Depository Libraries (ca. mid-20th C) – rules and regulations of the FDLP



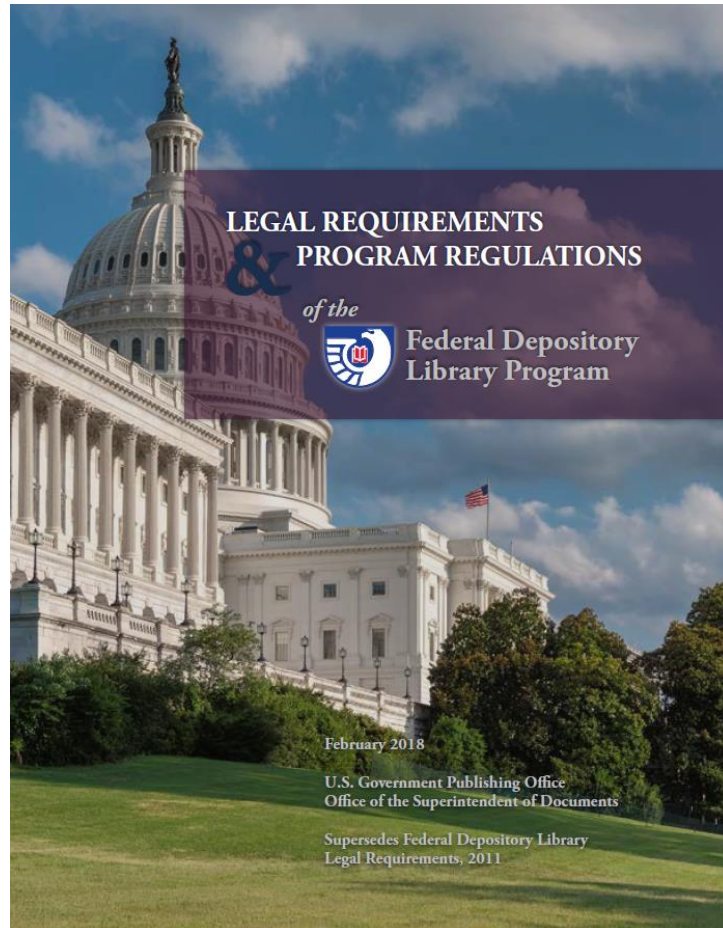
FDL Manual (1985) – guide for carrying out FDLP operations



FDL Handbook (2007) - combination of rules and guidance (online only)

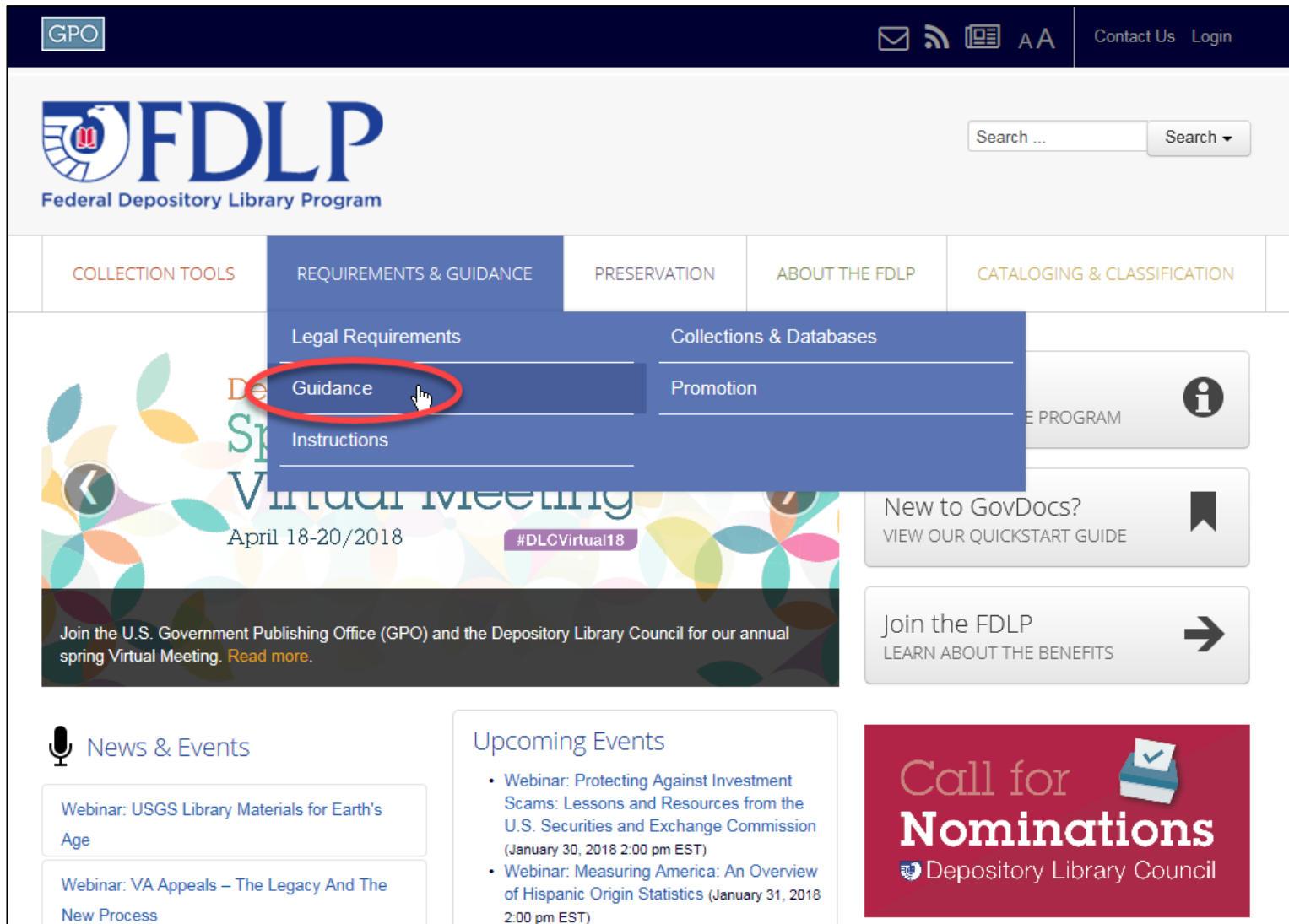


Legal Requirements & Program Regulations (LRPR)



- Regulations are based on Title 44 U.S.C. §§1901 -1916 (2010) and further refine and clarify Federal depository library obligations.
- They are not intended to provide in-depth guidance to help library staff gauge how to implement the regulations.

Online Guidance



The screenshot shows the Federal Depository Library Program (FDLP) website. The top navigation bar includes the GPO logo, social media icons, and links for 'Contact Us' and 'Login'. The main header features the FDLP logo and a search bar. Below the header is a horizontal menu with categories: 'COLLECTION TOOLS', 'REQUIREMENTS & GUIDANCE', 'PRESERVATION', 'ABOUT THE FDLP', and 'CATALOGING & CLASSIFICATION'. The 'REQUIREMENTS & GUIDANCE' menu is expanded, showing sub-links: 'Legal Requirements', 'Guidance' (highlighted with a red circle and a mouse cursor), 'Instructions', 'Collections & Databases', and 'Promotion'. A large banner for the 'Spring Virtual Meeting' (April 18-20/2018) is visible, with the hashtag #DLCVirtual18. To the right of the banner are three buttons: 'New to GovDocs? VIEW OUR QUICKSTART GUIDE', 'Join the FDLP LEARN ABOUT THE BENEFITS', and 'Join the FDLP LEARN ABOUT THE BENEFITS'. Below the banner are sections for 'News & Events' (listing two webinars) and 'Upcoming Events' (listing two webinars). A red banner at the bottom right says 'Call for Nominations' for the 'Depository Library Council'.

GPO

Access U.S. Government information
on the go and on the shelf.

Online Guidance

FDLP
Federal Depository Library Program

Search ... Search

COLLECTION TOOLS REQUIREMENTS & GUIDANCE PRESERVATION ABOUT THE FDLP CATALOGING & CLASSIFICATION

Legal Requirements Collections & Databases
Guidance Promotion
Instructions

De Spring Virtual Meeting
April 18-20/2018 #DLCVirtual18

Join the U.S. Government Publishing Office (GPO) and the Depository Library Council for our annual spring Virtual Meeting. [Read more.](#)

New to GovDocs?
VIEW OUR QUICKSTART GUIDE

Join the FDLP
LEARN ABOUT THE BENEFITS

News & Events

Webinar: USGS Library Materials for Earth's Age

Webinar: VA Appeals – The Legacy And The New Process

Upcoming Events

- Webinar: Protecting Against Investment Scams: Lessons and Resources from the U.S. Securities and Exchange Commission (January 30, 2018 2:00 pm EST)
- Webinar: Measuring America: An Overview of Hispanic Origin Statistics (January 31, 2018 2:00 pm EST)

Call for Nominations
Depository Library Council



Responsibilities of the Library

- Retention of documents
- Public access
- Promotion of depository collections
- Depository management
- Communication with GPO and Regional
- Provide services and staff expertise
- Recall of depository material
- Responsibilities when leaving the FDLP

Official Files (print and electronic)

What's in them?

- Designation and/or drop paperwork
- Biennial surveys
- Significant correspondence
- Selective housing agreements
- Memorandums of Understanding
- Assessments
 - Inspection reports
 - Self-studies
 - Public Access Assessments



What's the use?

- Institutional knowledge, past issues and patterns, dates
- GPO can send you copies of the contents

fdlpoutreach@gpo.gov





GPO on the GO

The screenshot shows the Federal Depository Library Program (FDLP) website. The header includes the FDLP logo and a search bar. The main navigation menu has four categories: COLLECTION TOOLS, REQUIREMENTS & GUIDANCE, ABOUT THE FDLP, and CATALOGING & CLASSIFICATION. The 'ABOUT THE FDLP' menu is expanded, showing links to Superintendent of Documents, Federal Depository Libraries, Depository Library Council, FDLP Academy, Events and Conferences, FDLP Events Calendar, Partnerships, Projects, File Repository, Digitization Projects Registry, Mission & History, and GPO on the Go. The 'GPO on the Go' link is circled in red. Below the menu, there is a banner for the spring 2017 FDLP Coordinator Certificate Program and a 'Join the FDLP' button. The footer includes links to News & Events, Upcoming Events, and the Depository Library Council.

FDLP
Federal Depository Library Program

Search ... Search

COLLECTION TOOLS REQUIREMENTS & GUIDANCE **ABOUT THE FDLP** CATALOGING & CLASSIFICATION

Superintendent of Documents Events and Conferences File Repository
Federal Depository Libraries FDLP Events Calendar Digitization Projects Registry
Depository Library Council Partnerships Mission & History
FDLP Academy Projects **GPO on the Go**

Learn more and sign up to be part of the spring 2017 FDLP Coordinator Certificate Program.

Join the FDLP
LEARN ABOUT THE BENEFITS

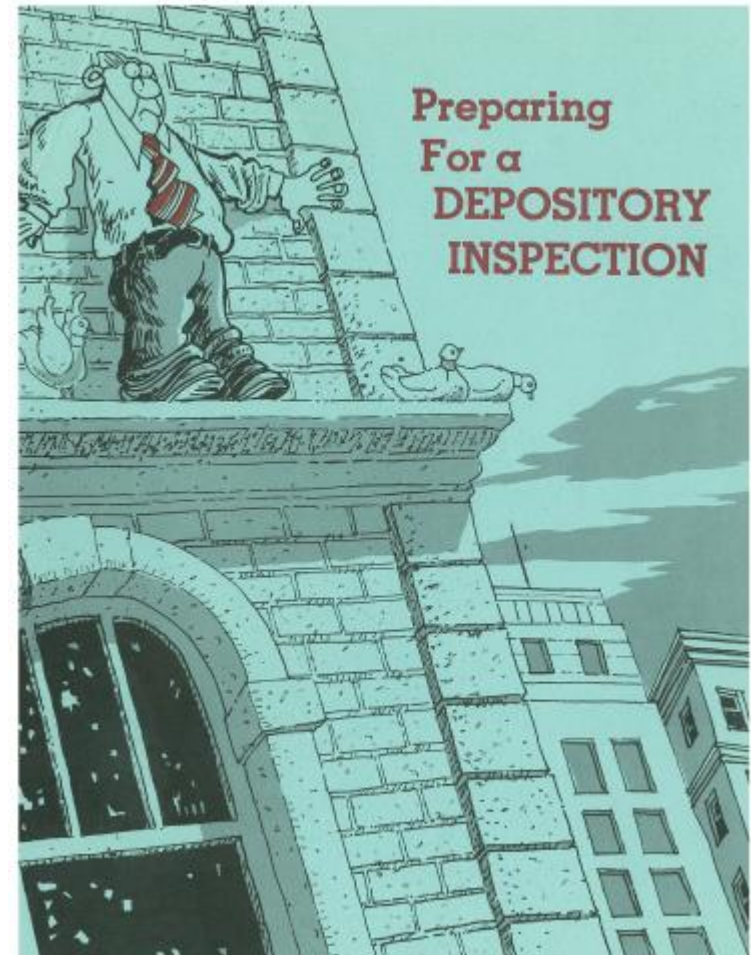
News & Events Upcoming Events Depository Library Council

GPO Visits



Public Access Assessments (PAAs)

- Investigations of the conditions in depository libraries required by Title 44 U.S.C. §1909
- Former ways of doing this:
 - Inspections (on site at the library)
 - Self-studies leading to inspections as needed
- Current way of doing this:
 - Public Access Assessments (phone call & remote review)





Public Access Assessments

- They don't have to be intimidating or scary – they are an opportunity for communication
- Benefit - a PAA can help you make your case internally for improvements or addressing issues
- PAA report reflects Legal Requirements and Program Regulations
 - Also includes notable achievements and recommendations
 - Final report sent to depository coordinator, library director, and regional coordinator



PAAs – What is GPO Looking For?

- **The two best readings in preparation for a PAA**
 - Legal Requirements and Program Regulations:
<https://www.fdlp.gov/requirements-guidance/legal-requirements> (PAA report format follows this)
 - Guidance article on PAAs:
<https://www.fdlp.gov/requirements-guidance-2/guidance/24-public-access-assessments-paa>



Noncompliance

- All noncompliance issues are reported to libraries during the PAA call
- Libraries are provided with a time period to address the issue and reach compliance
- Libraries may submit a report to GPO with an intended time frame if need more time
- Libraries that do not respond to issues or have persistent, serious issues are placed on probation.

Common Noncompliance Issues

LRPR
#4

- FDLP News & Events Email Alert Service

LRPR
#5

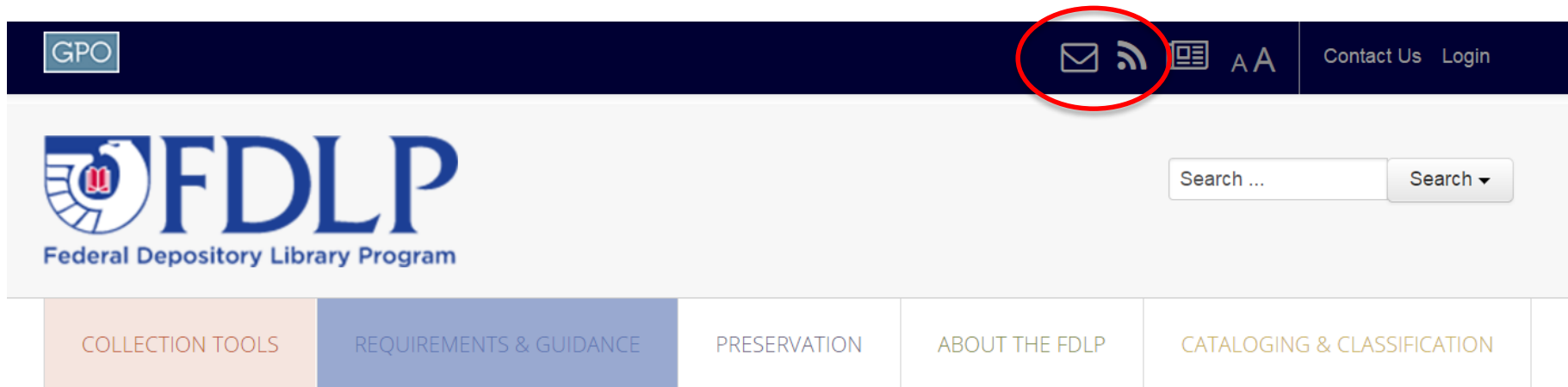
- FDL Directory

LRPR
#8

- FDLP Basic Collection

FDLP News & Events

- At least one person at each depository needs to be signed up for FDLP News & Events
More than one person can sign up!
- Official channel for FDLP communication





FDL Directory

- Lists all FDLP libraries and their library type, size, designation status, and contact information.
- Depository staff can log in to update their depository email addresses and edit their library's FDL Directory entry.
- Depository staff are required to keep their library entry up-to-date.

catalog.gpo.gov/fdlpdir/login.jsp



FDLP Basic Collection

- Depository libraries must provide access to FDLP content including: (LRPR 8)
 - Publications selected, distributed, and received
 - The FDLP Basic Collection:
<https://www.fdlp.gov/requirements-guidance/collections-and-databases/1442-basic-collection>
 - Publications available through the official FDLP partnerships
 - Online publications cataloged in the CGP and FDsys/**govinfo**

Common Noncompliance Issues

LRPR
#12

- Piece-level Accounting

LRPR
#13

- Cataloging current tangible receipts



Piece-level Accounting

- Has always been required for depositories
- Can/has been done in various ways
 - Shelflist
 - Map index sheet with holdings marked
 - Serials check-in
 - In-house database or spreadsheet
 - OPAC
 - Combination of any of the above



Cataloging current tangible receipts

- Has been required since January 2012
- Does not have to mean cataloging in an OPAC
- Makes the depository collection much more visible and increases usage

Common Noncompliance Issues

LRPR
#34

- Minor Restrictions

LRPR
#35

- Priority use statements



Restrictions for minors

Priority use statements

- Federal depository resources must be available and usable for all library patrons regardless of library affiliation, disability, age, residency, or other patron status
- What if this conflicts with other library policies?
 - State the exception for depository users
 - Mediated access for depository users
 - Clear signage, webpages, and training



Biennial Survey of Depository Libraries



Required by law
(44 U.S.C. § 1909)

“The designated depository libraries shall report to the Superintendent of Documents at least every two years concerning their condition.”



Biennial Survey of Depository Libraries

- Distributed in odd number years
- Electronic submission
- GPO uses its communication channels to announce the survey:
 - FDLP.gov
 - FDLP News and Events Announcements
 - Will contact non-responders via email, phone, and letters to directors
- See FDLP.gov to view questions from prior Biennial Surveys:
<https://www.fdlp.gov/file-repository/about-the-fdlp/biennial-survey>

Biennial Survey of Depository Libraries

- Biennial Survey 2017
 - Report available on [FDLP.gov](https://www.fdlp.gov)
- Future Biennial Surveys
 - Next one in 2019
 - Possible new questions

Questions?

Outreach and Support

202-512-1119

FDLPOutreach@gpo.gov

