

Public Access

FDLP Depository Operation Training Series



Overview

- The Mission of the FDLP
- Public access requirements
- Visibility of the collection
- Access to the general public
- Moving and temporary disruptions in services



Learning Objectives

- Understand depository requirements for provision of free public access
- Know the key components of providing access to depository material in print and electronic formats
- Know the procedures for reporting collection moves or disruptions in service
- Able to recognize when library policy or procedure conflicts with requirements to provide free public access to depository material



Mission of the FDLP

The mission of the FDLP is to provide for no-fee ready and permanent public access to Federal Government Information, now and for future generations.

The mission is achieved through:

- Organizing processes that enable desired information to be identified and located
- Expert assistance rendered by trained professionals in a network of libraries
- Collection of publications at a network of libraries; and
- Archiving online information dissemination products from Federal agency Web sites.



Public Access Requirements

- Congress established the FDLP to ensure that the public has access to Federal Government information of public interest or educational value.
- The FDLP provides Federal Government information products at no cost to designated depository libraries.
- Depository libraries, in turn, provide local, no-fee public access in an impartial environment with professional assistance to information produced by the Federal Government.



What is “public access”?

Not just physical access to your facility and depository resources - it involves:

- Bibliographic identification of depository resources
- Physical access to depository resources not ONLY by primary users, but by the general public
- Sufficient computer capabilities to use online Federal depository library materials
- A commitment to staff training to ensure the provision of reference services in the use of U.S. Government information



Access to the General Public



Federal depository resources must be available free to all regardless of library affiliation, disability, age, residency, or other patron status without impediments.

Access for those with disabilities

All facilities housing depository materials must meet the standards set forth in the Americans with Disabilities Act (ADA) or have a reasonable alternative to ensure access. The depository collection must be available for all library patrons, including those with disabilities.



LRPR 21



Equality of Service

Depository services and assistance for the depository information resources must be of the same quality or comparable to that for other collections and services in the library. Services for non-primary users must be provided in a manner comparable to services for primary users of the library, such as hours of service, degree of assistance and professional expertise of staff. For example, in academic libraries, reference interviews must be conducted for the general public to the same degree as that offered to primary patrons.

LRPR 35



Exception in Law

Highest State Appellate Court Libraries



Colorado Supreme Court Library FDL# 0067B

This is the **ONLY** depository type that is exempt from providing public access

Law and Regulation

- 44 USC § 1915
- *LRPR* Regulation 64



Libraries are not required to provide:

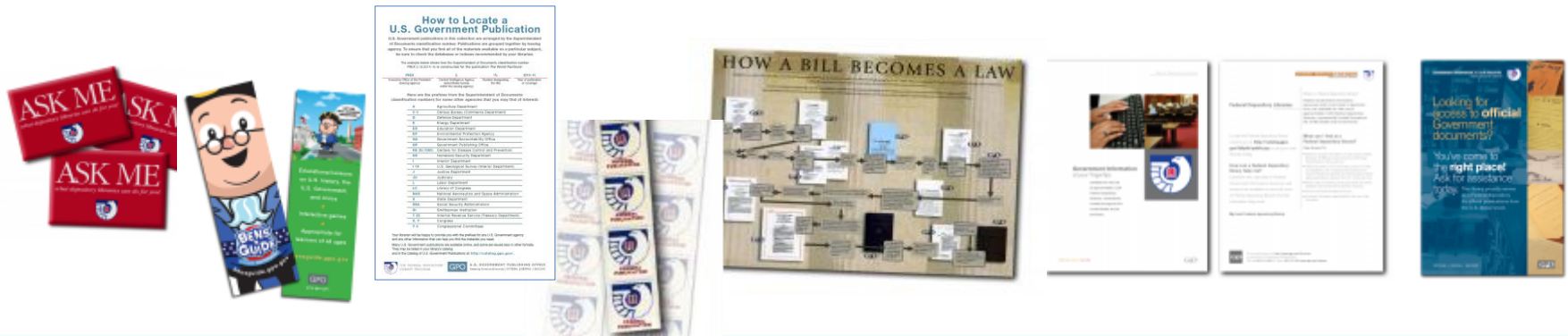
- Circulation privileges to non-primary users, although they may choose to do so
- Remote access to FDLP databases
- Free printing or photocopying
- Access to depository resources during all hours that the building is open
- Anonymous patron access to depository resources
- U.S. Government services or resources not in the FDLP, such as E-Government services
- Access for anyone who poses a threat to library persons or collection

Visibility of the Collection

- Providing free public access is a requirement of Federal Depository Libraries.
- Many public access issues can be mitigated with increased visibility and communication on library Web pages, in policies, directories listings, etc.

Law and Regulation

- 44 USC § 1911
- *Legal Requirements and Program Regulations of the Federal Depository Library Program (LRPR)*





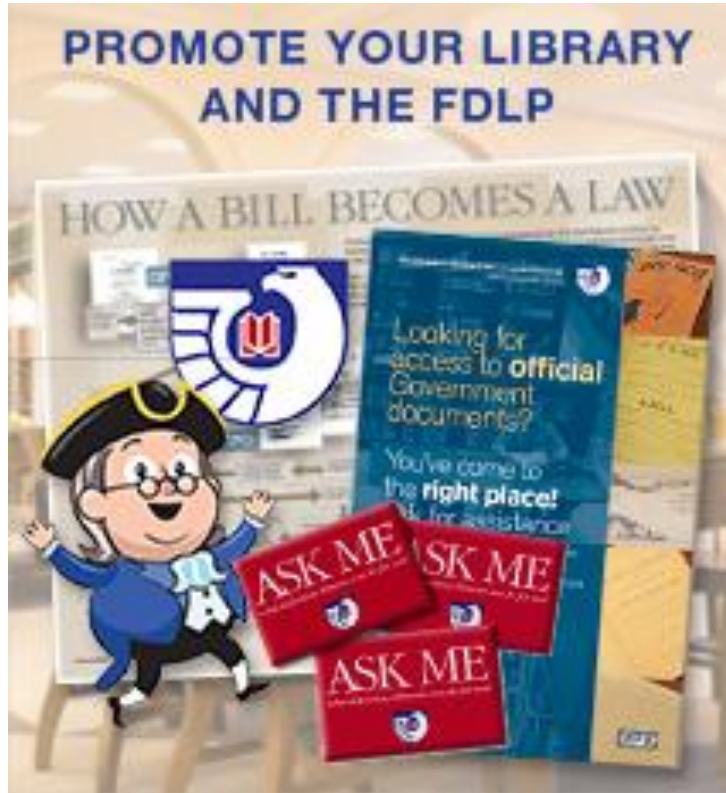
This is the new design of the
FDLP Emblem for depository
libraries



But hey – this is still a
classic! What door
wouldn't love to have
this adornment?



Public Awareness



Promotion should be ongoing and will raise the **visibility** of your depository to current and potential patrons.

Available on FDLP.gov:

- Order Promotional Materials (login required)
- Marketing Ideas
- FDLP Digital Marketing Toolkit
- FDLP Guide to Social Media
- Celebrate your depository anniversary, Constitution Day, and more!

Lots and lots of ideas and resources are available:

- FDLP.gov > Requirements and Guidance > Promotion
- Webinars, conference proceedings, listserv discussions, journal articles, etc.



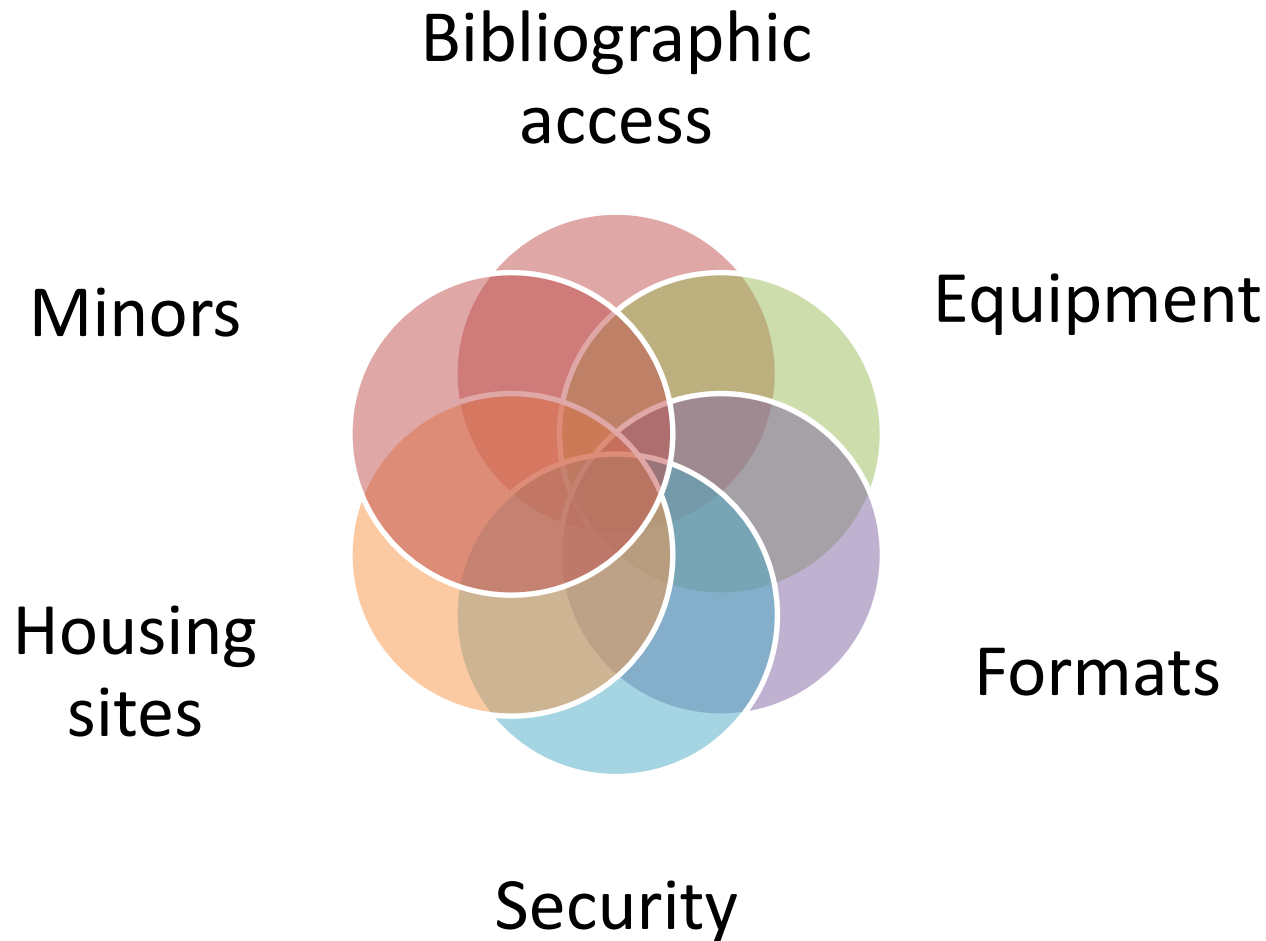
Public Access Complaints

When GPO receives a complaint these questions are considered:

- Has the patron been denied access? Were they in fact using depository resources?
- Does the library have an access policy?
- Does the library have a user behavior or patron conduct policy?
- Was the patron violating the user behavior or patron conduct policy?
- Has the patron been banned or just asked to leave for the day?
- Was the patron notified of the ban?



Access has many components





Bibliographic Access

Bibliographic control of a depository collection impacts accessibility

- Organize and make depository material accessible
- Piece level accounting
- Cataloging requirements



Equipment = Access

- Computers
- Microfiche
- Photocopier/Scanner

Computer Access



Publicly accessible computer equipment must meet the public needs for the depository collection. Users must have the ability to view, download, photocopy, and print relevant depository content that is available in online and electronic resources.

LRPR 22



Computer Access

Libraries MUST:

- Advertise or otherwise communicate available workarounds to any internet filters.
- Library-wide signage and policies must communicate these workarounds as well.
- Have the ability to install on library computers DVD/CDs or circulate to patrons.
- Printing must be accessible from computers or mediated access must be provided by library staff



Computer Access

Depository libraries MAY:

- Require patrons to present identification
- Require the signing of a computer use register, signup sheet, or log
- Use an authenticated log-in to access computers or public networks
- Use special or generic passwords or visitor cards
- Set time limits for use
- Mediate access to electronic formats and online depository information resources (if filtering cannot be disabled or age restrictions cannot be circumvented)
- Reserve specific computers for depository patrons



Computer Access

Libraries may NOT:

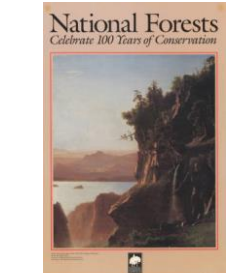
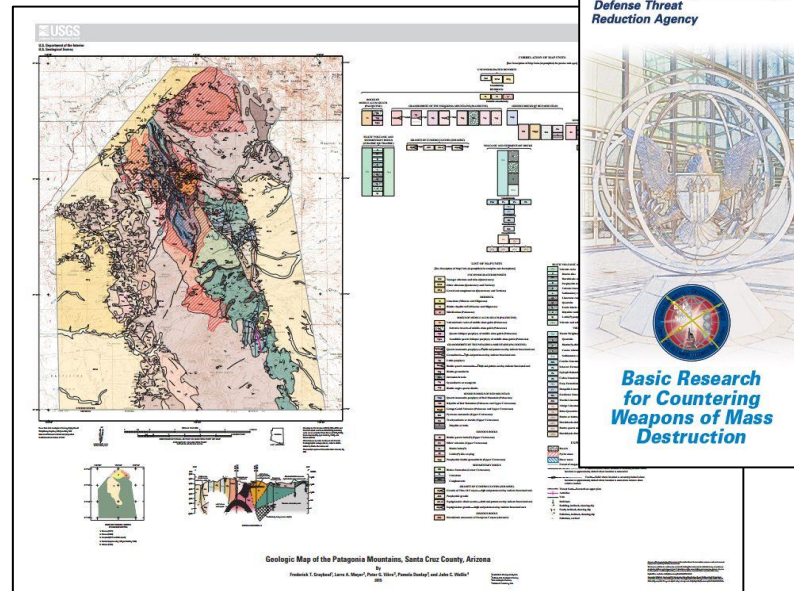
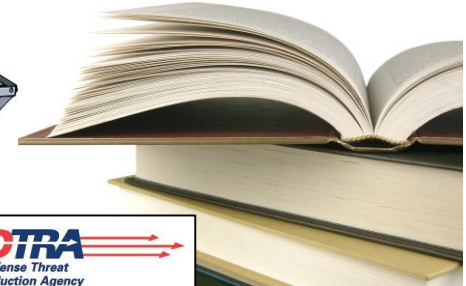
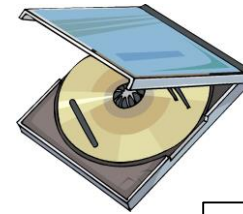
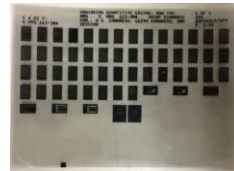
- Charge for access to computers for depository resources
- Have priority use statements that restrict depository patrons
- Refer patrons to other libraries when they want to use online depository resources



Formats

Depository material comes in many formats:

- Paper
- Microfiche
- CD/DVD
- Floppy diskette
- Maps
- Pamphlets/Brochures
- Posters
- Online



Do you even
know what
this is?

Access to Tangible Electronics



Texarkana College - Texarkana, Texas

Depository CD/DVDs in the library collection must be accessible on the library computers to all users. Alternatively, the library must provide mediated access, or circulate the material to users.

Access to Microfiche

Microfiche readers must be available if the library has depository microfiche in the collection. Duh.

Additional capabilities for microfiche readers, such as printing, scanning, and saving or sending digital files generated from microfiche resources are strongly recommended.





Security Issues

Appropriate security measures can vary from library to library but may include:

- Requiring patrons to sign a guest register for building access.
- Requiring identification for building access.
- Conducting a reference interview to screen visitors to ensure there is a need for depository material.
- Escorting users to the depository collection.
- Restricting library users to using only the Federal materials in the depository collection.





Facilities with Limited Access

Depository libraries with access restrictions—such as military facilities or Federal buildings—must still provide free, public access to the extent feasible.

For facilities with limited access - appropriate measures include requiring visitors to:

- Make arrangements in advance
- Show identification
- Have an escort in order to access depository resources.

If this poses too many challenges for the library user, assist the patron by phone, email, or other form of communication.



Physical Arrangements

Locations

- Onsite (open or closed stacks)
- SHA
- Offsite
- Other library branches

Closed Stacks

Libraries must house depository materials in a manner that facilitates timely access. Once processed, resources should be available either in open stacks, or retrievable from closed stacks and remote storage.

When using other housing arrangements, librarians need to consider how alternate storage methods affect patron access to the material and make adjustments accordingly.



La Crosse Public Library - La Crosse, Wisconsin

Offsite Storage Locations



Pretty sure the *Ark of the Covenant* is in there somewhere...

Book retrieval system, the University of Chicago, Joe and Rika
Mansueto Library

Access for Minors

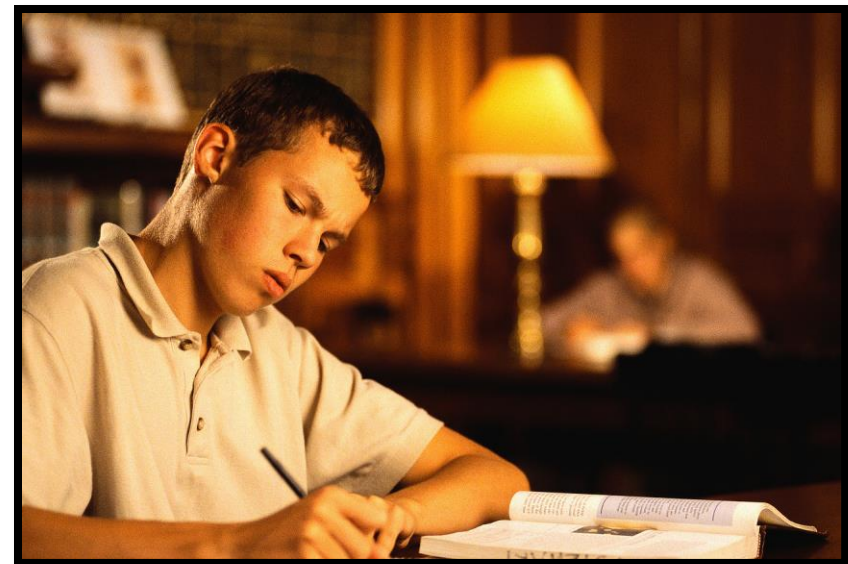


Minors In the Library

LRPR 34: “Depository libraries must provide free access to FDLP information resources of all formats to a member of the general public without impediments such as age limitations, technology barriers, or residency status limitations.”

Areas of conflict:

- Safety of the minor and institution
- Access policies of parent institution
- State laws
- Conduct of minors
- Library policies or signs





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Questions?

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