

What's in the box?

FDLP Depository Operation Training Series



Learning Objectives

Participants will be able to:

- Demonstrate what content is out-of-scope of the FDLP
- Identify various tools used when working with item selection profiles
- Understand the basics of processing depository shipments
- Put in a claim request



LSCM Acquisitions

- Acquires information products from all three branches of the U.S. Government
- Determines what is in scope of the FDLP and C&I programs
- Determines distribution approach, tangible or electronic, or multiple formats



Deciding what to order:

List of Classes and Essential Titles List

- Current edition used (www.fdlp.gov/file-repository/collection-management/list-of-classes)
- Use item numbers to determine formats and amounts
- Use Essential Titles List to determine formats



Publications Not Distributed by FDLP

- Classified materials
- Official use-only materials
- Administrative or internal use-only materials
- Those with no public interest or educational value
 - Posters with minimal information content
 - Bookmarks
- Parts of publications, drafts (except Draft Environmental Impact Statements)



Distribution

- FDLP materials are shipped to depository libraries
- Electronic only materials are PURLed, and harvested using a variety of harvesting methods and tools
- FDLP and C&I materials are included in the CGP



Item Number System

- Item numbers represent categories of publications organized by publishing agency
- Some titles have different item numbers for each format- in most cases, selectives may select one tangible format
(CDs and DVDs are an exception)
- Your item selection profile is the list of item numbers your library has selected to receive

Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Available on fdip.gov at <https://selections.fdlp.gov/itemlister>

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



DSIMS

Depository Selection Information Management System – add and drop item numbers from your item selection profile



[Cart](#) [Profile](#) [Logout](#)

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

Search available item numbers: [All Products](#) [Go](#)

Quick Links

[Selection Profile](#)

[List Of Classes \(PDF\)](#)

[List of Classes Data
Files](#)

[DSIMS Tutorial](#)

Current Selection Profile for Library [REDACTED]

[Drop](#) [Swap](#) [Download CSV](#)

<< first < prev 1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) next > last >>

Select	Item Number	Status	Date Active (YYYY-MM-DD)
<input type="checkbox"/>	1008-D-03	Active	2015-02-24
<input type="checkbox"/>	0806-A-30	Active	2015-02-23
<input type="checkbox"/>	0769-A-13	Active	2015-02-12
<input type="checkbox"/>	1035-E-01	Active	2015-02-10
<input type="checkbox"/>	1035-D-02	Active	2015-02-10
<input type="checkbox"/>	1035-D-03	Active	2015-02-10




List of Classes

- Official list of publications available for selection
- Online only
- Format designations- (P), (MF), (E), (EL), (CD), (DVD), DISKETTE, Nothing

Updated biweekly in an electronic file at: <https://www.fdlp.gov/file-repository/collection-management/list-of-classes/list-of-classes-data-files>

WEBTech Notes * Available on fdlp.gov

[Home](#) / WEBTech Notes

WEBTech Notes Record 

Search: [Search](#) [Advanced Search](#) | [Help](#)

Primary Sort Secondary Sort [GO](#)

☐ Select All

Used to announce classification changes, item number changes, new item numbers, and other changes

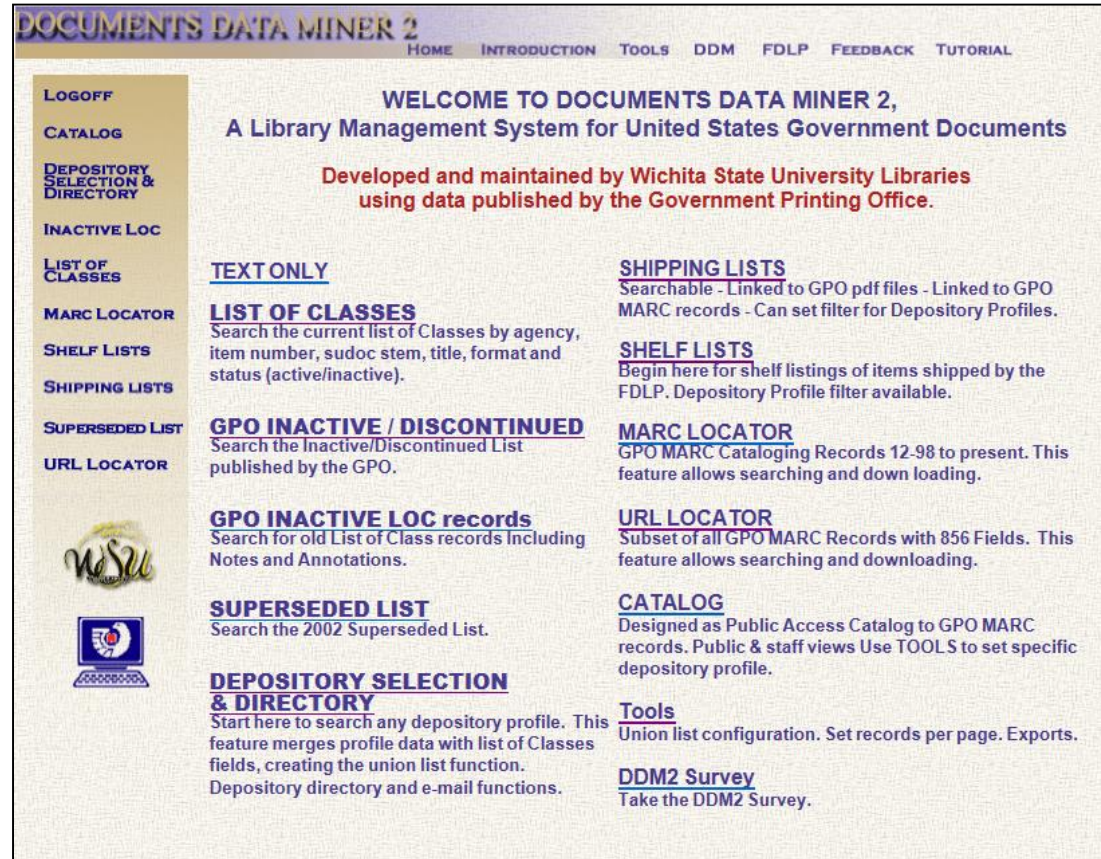
	Title	SuDoc No.	Item No.	Category	Last Modified	Status
<input type="checkbox"/>	The Employment of Negro Troops, 1994	D 114.17:N 31	0345	CC	2015-07-13	Edited
<input type="checkbox"/>	Reference Guide (series) (P)	LC 19.26:	0806-A-30	UN	2015-07-10	Edited
<input type="checkbox"/>	Facts (series) (P)	LC 19.15:	0806-A-10	UM	2015-07-10	New
<input type="checkbox"/>	Reference Circulars (P)	LC 19.4/2:	0806-A-11	UM	2015-07-10	New
<input type="checkbox"/>	Mineral Industry Surveys, Mineral Industry of (Country) Mineral (annual)	I 19.163:	0621-J-14	UM	2015-07-10	Edited
<input type="checkbox"/>	Mineral Industry Surveys, Mineral Industry of (Country) Minerals	I 19.163:	0621-J-14	UN	2015-07-10	Edited
<input type="checkbox"/>	FHWA-FLH (series)	TD 2.30/17:	0982-G-96	UM	2015-07-10	Edited
<input type="checkbox"/>	US Army Psychiatry in the Vietnam War : New Challenges in Extended Counterinsurgency Warfare, 2014 (P)	D 104.2:P 95/4	0351	WH	2015-07-10	New

Documents Data Miner 2

- Non-GPO Tool
- Information comes from GPO sources

Some of the *cool stuff* you can do:

- Tailor shipping lists
- Find selections by format
- Download FDLP data using Tools



DOCUMENTS DATA MINER 2
HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

WELCOME TO DOCUMENTS DATA MINER 2,
A Library Management System for United States Government Documents

Developed and maintained by Wichita State University Libraries
using data published by the Government Printing Office.

LOGOFF
CATALOG
DEPOSITORY SELECTION & DIRECTORY
INACTIVE LOC
LIST OF CLASSES
MARC LOCATOR
SHELF LISTS
SHIPPING LISTS
SUPERSEDED LIST
URL LOCATOR

TEXT ONLY
LIST OF CLASSES
Search the current list of Classes by agency, item number, sudoc stem, title, format and status (active/inactive).

GPO INACTIVE / DISCONTINUED
Search the Inactive/Discontinued List published by the GPO.

GPO INACTIVE LOC records
Search for old List of Class records Including Notes and Annotations.

SUPERSEDED LIST
Search the 2002 Superseded List.

DEPOSITORY SELECTION & DIRECTORY
Start here to search any depository profile. This feature merges profile data with list of Classes fields, creating the union list function. Depository directory and e-mail functions.

SHIPPING LISTS
Searchable - Linked to GPO pdf files - Linked to GPO MARC records - Can set filter for Depository Profiles.

SHELF LISTS
Begin here for shelf listings of items shipped by the FDLP. Depository Profile filter available.

MARC LOCATOR
GPO MARC Cataloging Records 12-98 to present. This feature allows searching and down loading.

URL LOCATOR
Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.

CATALOG
Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.

Tools
Union list configuration. Set records per page. Exports.

DDM2 Survey
Take the DDM2 Survey.

<http://govdoc.wichita.edu/ddm2/gdocframes.asp>



Selection Requirements

- Until 2014, all libraries were required to select 0556-C and 1004-E – Regulation 10 is rescinded.
- Selectives may select only one tangible format for a title. Regional depositories may select titles in both formats, and are required to select at least one tangible format for all items.
- Some item numbers are available only to regionals and/or law libraries

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



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



Box Processing



- Sent by GPO



- Sent by vendor

LRPR 14: Many documents are extremely time-sensitive. All shipments must be unpacked and organized for easy access by staff while awaiting processing and cataloging.



Regular Box Shipments

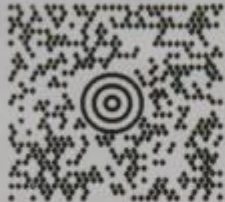
LAUREL LSCM CENTER
(202) 423-3014
GPO
3660 CHERRY LANE
LAUREL MD 20707

10 LBS

1 OF 1

SHIP TO:

RUTGERS UNIV-NEWARK
(973) 353-5676
123 WASHINGTON ST-RM 267
LAW LIBRARY-FED DOCS
NEWARK NJ 07102-3094



NJ 071 0-02



UPS GROUND

TRACKING #: 1Z 6RV 822 03 7580 9001



BILLING: P/P

REF 1:0378A
REF 2:0779



Library Number

MS 16.0.31

48.0A 01/201



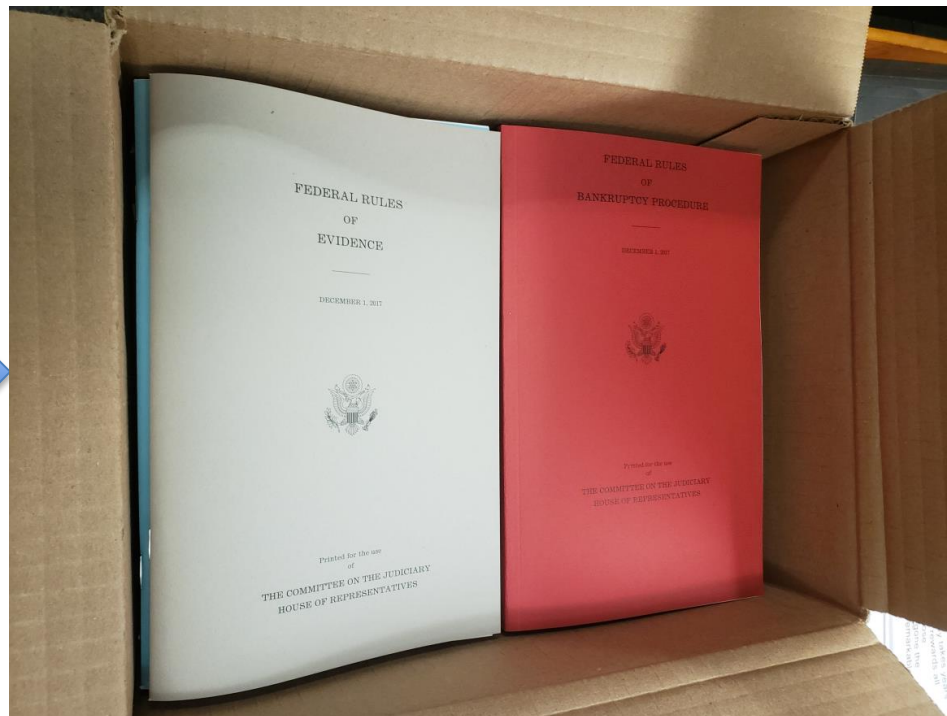
SEE NOTICE ON REVERSE regarding UPS terms, and nature of limitation of liability. Where allowed by law, shippers authorize UPS to act as forwarding agent for export control and customs purposes. If exported from the US, shippers certify that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. Otherwise, violation of law is authorized.



What's in the Box?

Well duh!

Goodies
are inside.



Federal Depository Shipping List

Shipping List Number: **2018-0130-P**

Shipping List Date: February 05, 2018

Shipping lists: Electronic versions of shipping lists are posted online at <https://www.fdlp.gov/collection-tools/shipping-lists>

Claims for selected publications but not received, or damaged, must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: <http://www.fdlp.gov/webclaimform>

Item Number	Classification Number	Title
0572-B	AE 2.106/3:49/PT.178-199/2017	Code of Federal Regulation, Title 49 Transportation, Parts 178 to 199, Revised as of October 1, 2017
0573-C	AE 2.106:83/18	Federal Register, Vol. 83, No. 18, January 26, 2018
	AE 2.106:83/19	Federal Register, Vol. 83, No. 19, January 29, 2018
0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles **4**

☐ Shipped under Separates Package(s)

Questions? Contact [askGPO](#)

Indicates shipping list number.

P = paper

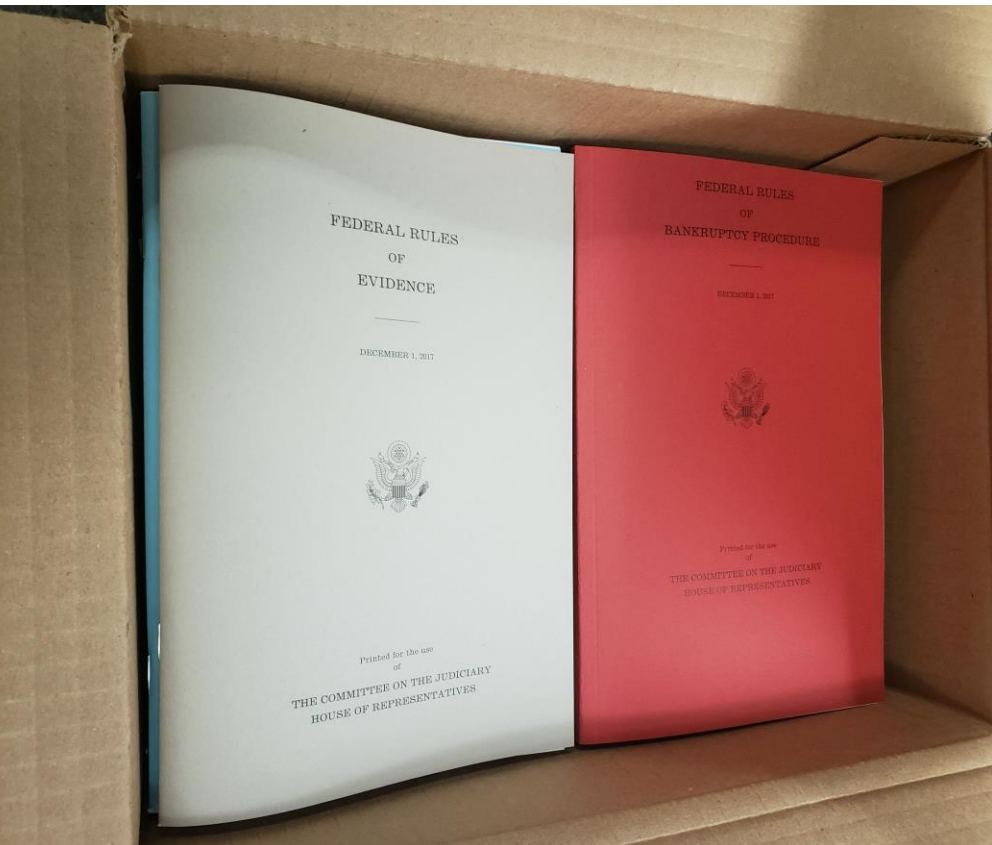
S = separates

E = electronic

TIP

EL = online format item number, so it cannot be 'distributed' on a shipping list

What's in the Box?



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0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles 4 ☐ Shipped under Separates Package(s)

Questions? Contact [askGPO](https://askgpo.gov)

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0994-B	X 1.1/A:164/18	Congressional Record, Vol. 164, No. 18, January 25, 2018, 115-2

Number of titles **4**

☐ Shipped under Separates Package(s)

Questions? Contact [askGPO](#)

What's in the Box?

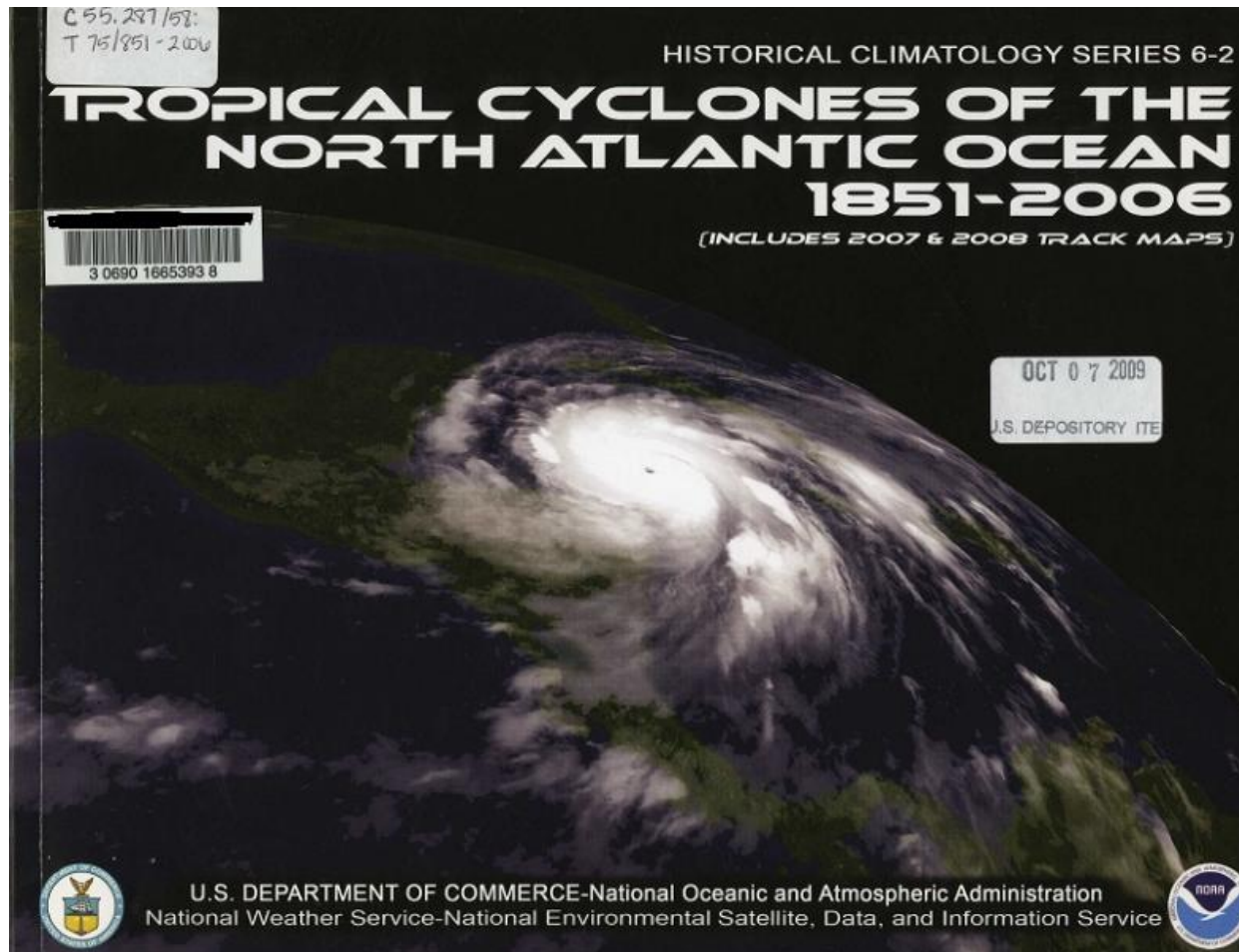
LRPR 17: "Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods."

Item Lister

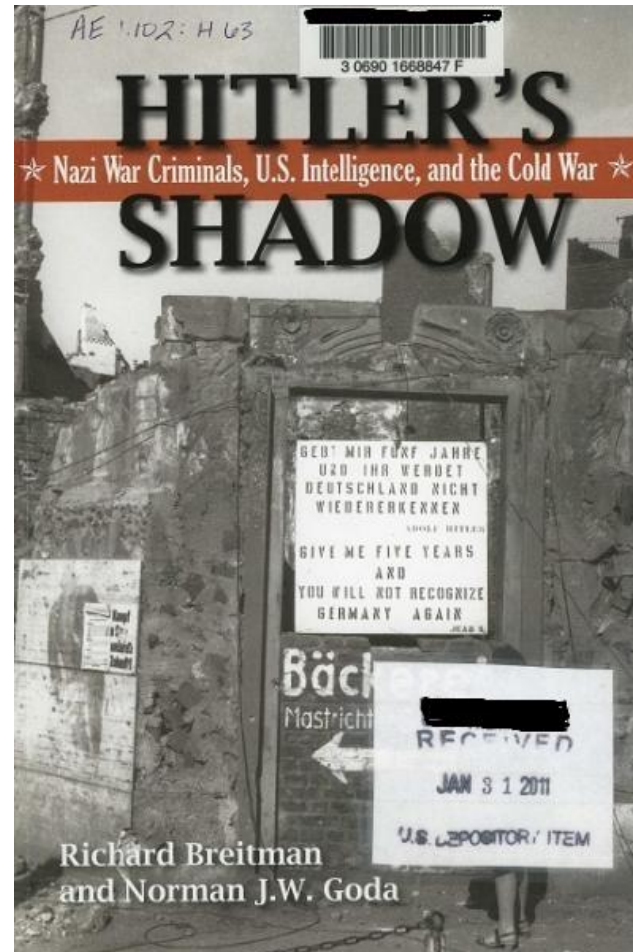
The following list is for: [Download CSV](#) NOTE: In CSV file, certain item numbers are contained in single quotes to prevent spreadsheet software from removing leading zeros in those items.

Library # **██████**

0001	Y	0001-A	Y	0001-A-01	Y	0002	N	0002-A	N
0003	Y	0004-A	Y	0004-A-01	Y	0004-B	Y	0004-C	N
0006	Y	0006-C	Y	0006-C	N	0006-H	N	0006-J	Y
0006-J-03	Y	0006-J-04	Y	0006-R	Y	0006-R-01	Y	0010	Y
0010-A	Y	0010-A-01	Y	0010-A-02	Y	0010-A-03	Y	0010-A-04	Y
0010-B	Y	0010-B-01	Y	0010-B-02	Y	0010-D	Y	0010-E	Y
0011	Y	0011-B	Y	0011-C	Y	0011-C-01	Y	0011-F	Y
0011-F-01	Y	0013-A	Y	0014-A	N	0015	Y	0015-A	Y
0015-A-03	Y	0015-A-04	N	0015-A-05	Y	0015-A-06	Y	0015-A-07	Y
0015-A-08	Y	0015-A-09	Y	0015-A-10	Y	0015-A-11	Y	0015-A-12	Y
0015-A-13	Y	0015-A-14	Y	0015-A-15	Y	0015-A-16	Y	0015-A-17	Y
0015-A-18	Y	0015-A-19	Y	0015-A-20	Y	0015-A-21	Y	0015-A-22	Y
0015-A-23	Y	0015-A-24	Y	0015-A-25	Y	0015-A-26	Y	0015-A-27	Y
0015-A-28	Y	0015-A-29	Y	0015-A-30	Y	0015-A-31	Y	0015-A-32	Y
0015-A-33	Y	0015-A-34	Y	0015-A-35	Y	0015-A-36	Y	0015-A-37	Y
0015-A-38	Y	0015-A-39	Y	0015-A-40	Y	0015-A-41	Y	0015-A-42	Y
0015-A-43	Y	0015-A-44	Y	0015-A-45	Y	0015-A-46	Y	0015-A-47	Y
0015-A-48	Y	0015-A-49	Y	0015-A-50	Y	0015-A-51	Y	0015-A-52	Y



LRPR 15: All tangible depository material must be marked in some manner as depository property, which is usually accomplished with a depository property stamp.



LRPR 16: Library staff must be able to identify the shipping list date, date of receipt, or the date of processing of depository material for retention purposes.



Separate Boxes

Library Number

Shipping List Number

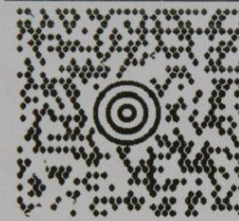
LAUREL LSCM COTR
(202) 423-3014
GPO
8660 CHERRY LN
LAUREL MD 20707-4951

3 LBS

1 OF

SHIP TO:

100 N. OSCEOLA AVE
(727) 46-2680
CLEARWATER PUBLIC LIBRARY -
GOVT DOCS
CLEARWATER FL 33755-4083



FL 337 9-06



UPS GROUND

TRACKING #: 1Z 6RV 822 03 5385 8553



BILLING: P/P

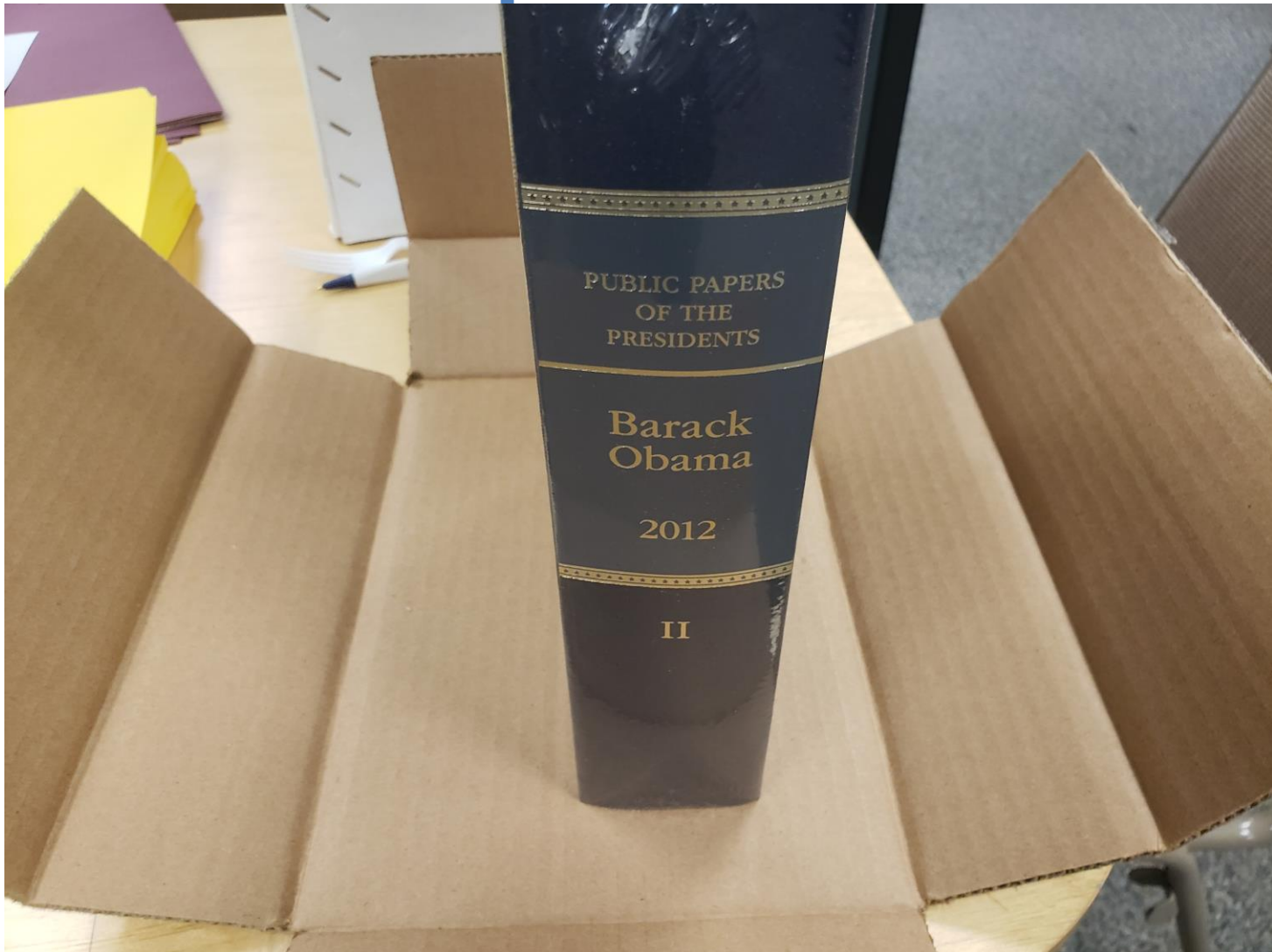
REF 1:0102B
REF 2:0991A *** 2014-0016-S

WS 16.0.31

48 DA 01/2014



Separates



Separates

- Separates shipping lists come in regular paper shipment boxes
- Wait for all separate shipments to arrive before claiming

Federal Depository Shipping List

Shipping List Number: 2018-0017-S

Shipping List Date: February 02, 2018

Shipping lists: Electronic versions of shipping lists are posted online at <https://www.fdp.gov/collection-tools/shipping-lists>

Claims for selected publications but not received, or damaged, must be made within 60 days of the date on this list. Use the Web Claim Form to claim GPO issued material. The Web Claim Form is available at: <http://www.fdp.gov/webclaimform>

Item Number	Classification Number	Title
0074-A-02	A 98.9:330/SPAN./ENG.	Supplemental Nutrition Assistance Program, Retailer Training Materials = Materiales De Capacitación Para Minoristas. FMS-330-DVD Kit, English and Spanish, 2016
✓ 574-A	AE 2.114:2012/BK.2	Public Papers of the Presidents of the United States, Barack Obama, 2012, Book 2, July 1 to December 31, 2012

Number of titles 2

☐ Shipped under Separates Package(s)


Questions? Contact askGPO



Shipping Lists...

- After you have checked off your receipts to ensure you received everything you should have, you are free to dispose of the shipping list.
- Some libraries hang onto them for 6 months in case there are questions later on.
- GPO recommends that you maintain a log of what shipping lists you have received because they are not shipped in numeric order.

Shipping Lists

 **FDLP**
Federal Depository Library Program

Search ...

COLLECTION TOOLS


REQUIREMENTS & GUIDANCE


PRESERVATION

ABOUT THE FDLP

CATALOGING & CLASSIFICATION

Claims


DSIMS 

Item Lister 

List of Classes

LostDocs

FDLP eXchange

PURL Usage Reporting Tool 



Shipping Lists


Shipping List This Week

UNION-L


WEBTech Notes

CGP on GitHub





Registration is now open for the fall 2017 DLC Meeting & FDL Conference. [Learn more.](#)

Join the FDLP
LEARN ABOUT THE BENEFITS 



Shipping Lists

doc

pdf

2017

2018

electronic

microfiche

paper

separates

Shipping List Type

<input type="checkbox"/>	2018-0001-s	80.06 KB
<input type="checkbox"/>	2018-0002-s	89.71 KB
<input type="checkbox"/>	2018-0003-s	80.57 KB
<input type="checkbox"/>	2018-0004-s	80.67 KB
<input type="checkbox"/>	2018-0005-s	81.72 KB
<input type="checkbox"/>	2018-0006-s	80.75 KB
<input type="checkbox"/>	2018-0007-s	82.39 KB
<input type="checkbox"/>	2018-0008-s	80.58 KB
<input type="checkbox"/>	2018-0009-s	79.71 KB
<input type="checkbox"/>	2018-0010-s_cor	90.47 KB
<input type="checkbox"/>	2018-0011-s	81.26 KB
<input type="checkbox"/>	2018-0012-s	82.14 KB
<input type="checkbox"/>	2018-0013-s	82.12 KB
<input type="checkbox"/>	2018-0014-s	80.87 KB
<input type="checkbox"/>	2018-0015-s	81.74 KB

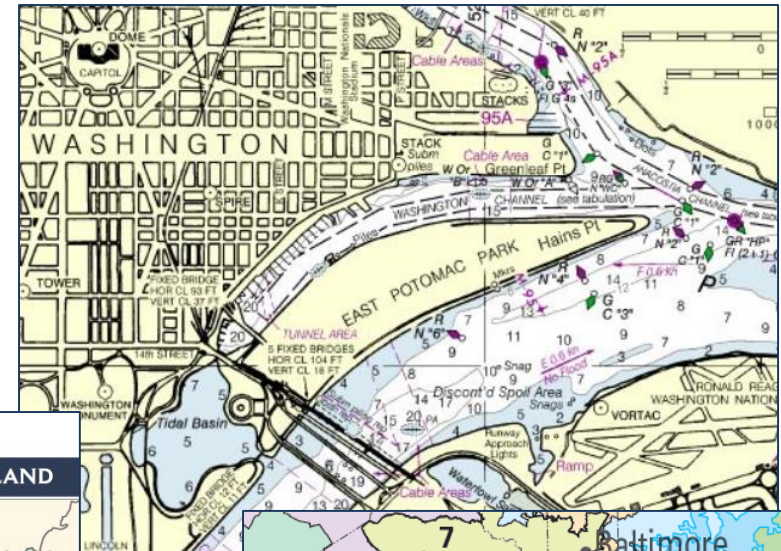
Number on Box



2018-01-29

2018-02-14

Don't be scared of your maps!





General map processing tips

- Flat or rolled maps: Flat, in folders, in map cases
- Folded or small maps: In pamphlet boxes, in vertical storage such as file cabinet
 - Folding maps causes creases and weakens them
- Stamp and put call numbers:
 - Consistently in the same place
 - In a place you can see without taking map out of drawer
 - So you are not obstructing information



Specific map processing tips

- Stamp nautical charts **Not for navigational use**
- Stamp maps **Withdrawn** when you withdraw them
- To flatten rolled maps: roll them the other way around a map tube, leave for a couple of days, then undo
- Questions? Issues? **Join maps-l**
(<https://listserv.uga.edu/cgi-bin/wa?SUBED1=maps-l&A=1>)

Claims

Claim

Do Not Claim

☐☐


- ☐ Selected but not received
- ☐ Publications damaged during shipment
- ☐ Defective publications
- ☐ Individual publications or entire shipment

- ☐ Publications not on the library's item selection profile
- ☐ Newly selected publications whose selection is not yet in effect (Oct 1)
- ☐ Material on the Claims Copies Exhausted page
- ☐ Material listed as 'shipped short

LRPR 17: "Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods."



Claim Form



Federal Depository Library Program

Search ▼

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Register Now

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LEARN ABOUT THE BENEFITS





Claims



Contact Us Login

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CLAIMS

Claims for depository materials from GPO-issued shipping lists must be made within **60 days of the date of the shipping list**. Only claim documents in your selection profile that you did not receive.

- Microfiche claims must be made through the appropriate microfiche contractor.
- USGS map claims must be sent to USGS.
- Check the [Claims Copies Exhausted](#) list for a list items that can no longer be claimed against surplus stock.

Claims can be submitted from one shipping list at a time. Only five items can be claimed in one submission. If all of the documents on a shipping list need to be claimed, check the "Claim Entire Shipping List" box. [Read more...](#)

Claims Cut-Off Date

Claims may not be made for
shipping lists dated on/before:

August 14, 2017

Contact Information

Depository Library Number: (*)

Claims- Microfiche

Fax or mail your claim within 60 days of receipt at your library to the address below. Please include Title, SuDocs number and your Depository Library number on all correspondence.

*Data Management Internationale, Inc.
55 Lukens Drive
New Castle, DE 19720
Fax: (302) 656-1169
Phone: (302) 656-1151*



Miscellaneous...

- **Duplicate or misdirected shipments and boxes received in error** - return to GPO or forward to appropriate library
- **Defective copies** – Claim, then discard the defective copy once you receive the new copy (do not offer to regional)
- **Problems with a claim?** Submit an askGPO question, select Federal Depository Libraries > Claims.



Questions?

Outreach and Support

202-512-1119

FDLPOutreach@gpo.gov

