

Event ID: 3077225

Event Started: 10/13/2016 2:05:42 PM ET

Please stand by for realtime captions.

this is Jessica. We will be getting started in about 10 minutes.

Once again, I'm giving another warning. We will be getting started about four minutes. This is an audio check for you.

Find all session. I hope you all had a good break. I made myself a cup of tea. I'm feeling good right now. What we will talk about in this last program is a house hodgepodge. We will talk about weeding your collection. Some of the documents that we have been referring to for the past couple of sessions like the legal requirements and regulations. We will go over there. We will talk about some of the things that you are that library services and content management is doing. Like when we visit libraries, the survey of the depository libraries that you've heard of before what our advice to you is during disasters and renovations. We will end up on a high point on how to promote your depository collection .

To get started, let's start with weeding your depository collection. As you may be aware, Terry a distributed is government property. As you can see, when I was prepping for this presentation I found that the slide was the most boring looking side yet. I added a caution note for you. Please don't fall asleep. This is the most important thing you should understand if you are depository coordinator. There are three mechanism that selective depositories can use to meet their collection. The three collections are supersession substitution and the five-year rule. Please note that reading this could collection requires you to work with your regional depository library. We have to think and remember that the regional is responsible for ensuring that proper use collection is within their state or region. The regional depository is trying to ensure that the last copy of something rare is retained somewhere in the state. They are also trying to make sure that there are a sufficient number of copies of heavily used numbers scattered throughout the state in appropriate locations. As you might imagine, that requires the regional coordinator to be familiar with their selective libraries and those collections. That takes a lot of knowledge and a lot of time to develop that feeling for what is located and where does. If you have a new regional coordinator, I will be honest, most of you do. There with them as they wrap their head around the job that they have at hand. It takes a while to get a feel for how to manage that comprehensive collection .

Can you use how I used to work at a regional library? Supersession is the frequently practice [Indiscernible]@depository libraries. This allows libraries to discard without regional permission. Libraries are not required to dispose of those materials if they are not required to. Anything removed the collection must be certain criteria. That includes data material. [Indiscernible] if it has been revised by [Indiscernible] you can discard it .

A reprint in a depository received the original cut you can discard the addition. Cumulative additions can be discarded. You can use the 2002 so superseded list which was updated in 2000 night as a source for additional examples of specific publications are that are superseded. The 1996 version of the superseded lists, the PDF version, has the actual explanation of the notations that are included in the front of the superseded lists. If you are using a 2002 superseded lists online, please consult the 1996 online edition for the background information so you have an explanation of what those codes are .

You can use the superseded list because it highlights exceptions to the supersession criteria or special rules that you may be unaware of. Let me give you some examples: title III of the CFR does not accumulate and therefore it must be retained for a minimum five-year period. All other titles of the CFR are revised on an annual basis and may be withdrawn upon receipt of that [Indiscernible]. Another example: the daily register while it is not cumulative does have special instructions that says keep latest year plus previous year. And another example cut the daily copy of the daily Congressional [Indiscernible] and indices of the #for the volume. That last example really only index regional depositories because the regional depositories are the only ones that are getting the bound Congressional record at this point .

If you have a questions, we recommend you contact your regional and also to use your professional judgment. We know supersession is not a black-and-white rule. It's hard, there are gray areas. Use your professional judgment but also feel free to reach us .

Moving on, libraries may also read materials from their cold substitutions. This method is used when you have one version of a publication in your hand and you find an exact replica of it elsewhere in another format. Material in one format may be substituted with the same content in another format. The regional must approve of that [Indiscernible] format. The regional should be [Indiscernible] to reflect his of the prescribed substitution procedures. There are two types of substitution that you should be aware of hot tangible and online. We will go over those in the .

Let me give you accept out, if you find the to do a lot of substitution, we recommend you investigate whether not you should do this to prevent future receipt of the titles. Basically, from coming in if you know you're going to turn around and offered up in a year.

With tangible substitution involves depository material in another tangible format, paper, microfiche, this can be done when libraries have print holdings with commercial microfiche which is still happening. A lot of regional depositories are reprovng print [Indiscernible] hearings when they have the hearings on microfiche pickets is a lot of space. Regional suppositories depositories should keep the interest of the state or region in mind. For example, will the regional library be able to fill interlibrary loan services with the substituted format? Sub regionals do not IOL microfiche, so it becomes a problem. If the substitute of material is, for example, microfiche cut you have to have the proper reading equipment available for it. It must be properly reference and easily accessible .

Any materials retained in lieu of the depository copy are then treated as the depository property for the period of time that the library would have retained the material. The material are not now subject [Indiscernible] during the temporary .

If you substitute the material for Mike commercial microfiche, guard or protect the indices to that microfiche set with your life! There's nothing like moving your microfluidic fiche indices to all side sources only to later lose access to that database and discover you have a totally unusable microfiche collection. It's hard to get larger indices pulled out of off-site storage after it's been put there. This is a free tip. We've heard a few sub sob stories .

Online substitution I skipped a spot slide .

It involves replacing tangible repository material with an online equivalent. This is that with an online format. Select the depository library are permitted to substitute a with online equivalents provided the digital publication has been held for at least one year .

The regional depository has approved the disposal of the tangible, and the online version is official, complete and free of charge to the user. No library is required to substitute tangible tear materials if you don't want to .

[Indiscernible] depository for Nader should use again their professional judgment in determining which titles may be substituted. I will give you some examples of titles that can be substitute because this is one of those areas where it helps to have examples .

Any complete title that appears on [Indiscernible] Federal Register, US government manuals, weekly, compilation of residential documents and [Indiscernible]. You do have to note that [Indiscernible] Congressional hearings, they are not comprehensive in terms of the coverage. So online content is not [Indiscernible] you can go through piecemeal Indscernible .

[Indiscernible]. Those are complete .

Any title that has been digitized from content partnerships, examples are titles from the cyber Cemetery, Homeland security digital library, Department of state for affairs, floppy disks included in the committee on Institute of cooperation floppy disk project, those are titles that can be substituted .

We always get questions about this. Had enough the online version of the publication is official. Our answer to that is its content is published by the federal government at government expense or as required by law. GPL only catalogs official catalog. That catalog will help you see if it is qualified. Carolina record does not automatically mean that it qualifies for substitution. The publication linked to in the Perl must be meet all the requirements for substitution. Another question: how do you know if the online version is complete? There is no definitive way to determine if an online version is complete without comparing it to the tangible publication that you are holding in your hand. What we would advise is to look for supplements, table of contents, appendices, images of the charts if there are maps. Those are some indications that the online version has everything .

What constitutes free of charge? All users must be able to access the content at no cost. If your library substitutes printed material with subscription databases, for example. Free access must be provided on-site .

In the third and most common way that material becomes eligible for withdrawal is through the five-year rule. Selective depository libraries may withdraw depository material after holding the material for five years, data from the date of receipt, shipping the state or the data processing. The permission to withdraw must be granted by the regional .

Here's your cheat sheet. Across the top with a timeline that begins with when you receive the publication. So if you received it a year ago, two years ago, three years ago, for your scope, or fighters go .

The three leading methods are listed on the [Indiscernible] supersession, substitution and the five-year rule. To green row, the green color means that you can use that leading methods. That means good to go. That's my little color mnemonics. It's good to go. Red means that the material has not been held on FC cannot use that leading method. Red means stop and hold onto the publication .

You can see right now that you can supersede material right away after you receive it because it is all green. To substitute, you have to wait for year before you can remove the material. After having held something for five years, you can withdraw it per the five-year rule or through substitution .

. The question for you .

Why did I talk about the [Indiscernible] method in the order that I did .

I don't know if I will get anyone to answer because it may take a bit of time to type .

The answer in essence is that I listed them in the order that you can remove the material from the collection. It is also the easiest way to remove material from your collection. Supersession can be done at any time and as a bonus, you don't have to offer the materials to your regional coordinator provided you [Indiscernible]. The other method after that require your regional permission and you also have to hold onto the material for various links lengths of time. The various ways to keep your collection trim and right size is to stay on top of supersession. It's the easiest method to work with .

Today skip another list? Apparently, we have a sensitive mouse. It's gets over

let's talk about the withdrawal process itself. You want to identify the process you are going through. If you're going to work with the regional, one of those responsibilities is to maintain the tangible copy of the suppository title within the regions [Indiscernible]. Because depositories have varied histories cut different collections and local circumstances and other variations on their operations, regional depository coordinators may handle withdrawal or substitution request

differently. I can give you the outline, of what most people go through, but each state operates differently. You need to get the official word on what your local procedure is at the local level .

Or local guidelines may actually be incorporated into the state plan. We discussed state plans at the end of the last session .

Your regional disposal guide may include depositories to ensure one or more libraries maintains that tangible version. Definitely take a look at your local operation to be sure that if there are any agreements or plans or processes in place that you should be aware of. Basically, the region has a handful of options at their disposal. They can use it to authorize the material from those options include a withdrawal list, conducting in person interview. A known needs list, providing a do not need lists which you can chance check. Keep in mind when you are worth reviewing your regardless, originate want to keep the depository material at your library or they may want to remove the area over to someone else's library. In fact, they may be missing the material from their original collection and if they cannot take that material in themselves, they may want to set up a collective housing agreement between your house lot library in theirs to house that material. The bottom line is that permission to substitute with drop material is not granted, the selected must keep the tangible material for the time being but may apply at a later date for approval to withdraw the material .

Permission to substitute or withdraw the material is granted, the material must be offered to other selective in the region for disposal or withdraw list for access .

This is, perhaps, the most hated slide you will see today. It is what I call the dreaded withdrawal list to the needs and offers list. Withdrawal list typically contain a listing of the titles and item numbers you are trying to offer up for withdrawal. I will give you time-saving tip. Check with your regional to see if any format have been exempted from the offering requirement in your region. I tell you right now, it would break my heart because some people would dutifully submit to me these needs and offers list for the microfiche format, not realizing that we did not offer microfiche in my state. It broke my heart that someone took all the time to do that. Give your regional a call. The normal process followed when you're doing a needs and offer this is that the regional has first to get it. Anything that is on that list, and then the selectors have second tips although some states have a different practice where they all get the list at the same time and it's a free-for-all. The ideas to keep the content with libraries that needed in the state. After lists have been offered up to your states process, don't forget that you can offer the material on the national needs and offers list. It's optional, but it's a way of seeing if anyone else outside the country or outside your local region is needed.

Here are some competent vectors to think about when you're doing a withdrawal list. I don't want you to pull your hair out about these things. I put that little day there. The timeliness of revealing list your regional may be in a bit of a pension at the time, said there were the original if they have a lot of list all through. Understand how your list is being created. Is it through an OPEC report or are you typing it into exile. Are you extracting it from a database and putting it into a spreadsheet? How are you going to create or generate this list? Do have multiple regionals and you state that need to review your list? To come from one of the state that have two originals that is doubling the work? The ace role disposition database, do you have that tool in your state? If

you're from the Association of Southeast regional libraries, I believe most of you are using that tool to upload to your withdrawal list. You have a whole set of procedures in place to help with that process. Have you had a disaster in your region? When that happens, typically people are able to rebuild collections through material that other people are eating. That impacts the likelihood that somebody may want. You are offering .

Most important, you have Sudhakar numbers on the material you're offering. If you do not have Sue numbers it's hard for people to understand what you are offering up. When you use LC or do we call numbers you make sure what the original [Indiscernible] never was an the bibliographic numbers because it does make it easier to read later and Emerald .

Other approval options that your regional can employ outside of the needs and offers list include an in person review. What we commonly call eyeballing the collection [Indiscernible]. In this case, the regional library can conduct an in person review of the publications that you want to discard. This really only works well if the regional library is confident that the material that you are withdrawing is located somewhere else in the state or region. It's easy to go through and take a look at material that is brand-new or five years old or so. They can say that you're pretty confident that your holdings are good and you don't think that it needs to be held elsewhere in the state so you're safe to withdraw the stuff. That doesn't happen often because things happen and it takes a long time to develop that positive that you are not accidentally letting something still to the crack by doing an eyeball review.

You can also do a union needs list. Doing that basically, the state or the region or the regional itself has created a list of needed items, a list of things that they know that they need. Through regionals can request a selective search of that needs list for material that's known to be needed in the state or region and it saves the library the task of listing those things that are needed .

If you have a needs list, you can take a look at it if you're offering up something that is on that list, then you can go ahead and send the material off to whomever needs it. There is also a do not need this. It's something I wish I had done when I was at the University of Maryland. I was searching dozens upon dozens of needs and offers lists a lot of time. I was searching the same content over and over again. What I wish I had done was compiled all of the list together and then I would say I got it already. So regionals are able to do that. They can convert list of material that they have our research and put it out as it do not need .

Where it gets sticky with the do not need list, if it is you need multiple copies of what you have and you need to require acquire less of those copies .

So, just to confuse you, there are exceptions to all the rules that we just talked about. Specifically, libraries that do not have a regional that are not being served by one select a depository library that is that certified and permanently retain one copy of all federal publications selected as received.'s exception are made for superseded publications unless her in another format, it's been bound, available in microfiche or electronic. If you are at a federal agency library, they do not need to retain the publication for five years nor do they have to discard the depository materials to the depository libraries. They mean remain the property of the US

government. Those wishing to retain those, they have to contact the Congressional library [Indiscernible] weeding your depository .

Appellate court library are also different. High state appellate court libraries do not need to retain for five years before discarding nor do they have to discard depository pictures to the regional depository libraries. All retained property of the library .

Regionals cannot substitute tangible material for online material. Although they may substitute tangible material for another tangible format. They may discard depository material that have been authorized for regional discard by superintendent of documents .

Essentially, they can supersede as well. Then they can substitute tangible for tangent tangible .

So you have identified that you are going to supersede or substitute or wait for five years. You have a needs and offers list for you regional has come outside and I Bolter election or something. You've asked for permission to [Indiscernible] and they have claimed what you they have needed. They've also taken on Luke and what you are offering up and they have claimed what they need. You've made all those materials often for the materials that they pointed. Now what do you do? At this point, the remaining material has been authorized for discard. Some libraries remove the material that has been approved withdrawal. They supersede superseded material may be withdrawn at any time. Library should update their category record or their software should reflect that the material is no longer there. We recommend that you set the material as withdrawn or otherwise mark the material is withdrawn and that prevents the dumpster divers saying that you are throwing a government property when when you have got to the proper procedures .

You to places on the-meets offers list. It can be given away to other libraries or institution to can make use of the material. It can be recycled. It can be put in the trash .

Keep in mind that libraries may not make any money on the sale of the withdrawal of the materials. Any exchanges found must be sent the superintendent of documents. For more information on [Indiscernible] I recommend that you take a look at one of our recorded webcast that we did because get a lot of questions about weeding .

I have a couple of things that I need to alert you all to. We have some the things on the horizon. Some of the things will be talked about extensively and are upcoming at the up coming library council meeting. I would just keep an eye out about any discussion about the regional discard policy. The policy is approved, the procedure for how this plays out is still in pilot mode. We are still working on the procedures that would actually implement it. The policy is approved. Right now, the policy would permit regional depository owners to substitute material provided it meets the criteria. They would have to hold onto the material for seven years, but the material is authenticated and [Indiscernible] or government and fro and at least four copies are held in geographically dispersed areas under memorandum [Indiscernible]. So regionals have to have permission from JPL. GPO. For regionals this may be opportunity to retain material under the memorandum of agreement or, on the flipside, to leave the materials once for other copies have been secured and other libraries. For selective sky this means you regional may begin weeding

material that meets the criteria I just talked about and it's been approved for withdrawal. Again, this program is in development now. We are trying to hash out the process procedures for. More information can be found on the FDL P.gov website. As I mentioned, there will be a couple of programs, particularly regional region which will take place on Tuesday evening. They definitely want to play this out at since it's been batted around. At the hot subject.

Another thing to keep your eye out for is called FDL the exchange. This is a reading tool that your region may opt the streamlines the offering of material and facilitates the searching of list and the communication to approve withdrawals and to claim needed materials. Is like the [Indiscernible] disposition database. Slightly different though .

It also enable the needs to match the offers. It enables libraries to search lists in various ways which is helpful if you have a lot of libraries in a particular region doing [Indiscernible] .

In other words, if your region I still may make it easier for you to offer your material to get them approved for withdrawal. So local weeding roles may necessarily change to accommodate use of this tool. If your state offers a materials and January, it might be changing because the tool and at this point time, the tool cannot limit bad to just be offered in January. Another example is if your state has two regionals, you may find yourself rethinking the workflows of it to take into account the functionality of the tool. On the other hand, maybe while. Is something to be aware of, your stating your region may be taking that into consideration. Two programs on this tool on program will actually going to a demo of it. On program will be more at the high level with people giving input from counsel [Indiscernible] .

We will talk about those documents that we talked about recently up like the legal requirements and program [Indiscernible]. We talked about a couple times. We'll talk about the was roles of FDL P. The laws that apply to the US depository Library program are found in Chapter 19 of title 44 of the United States code, sections 1909 to 1916. That is where the parameters of the FDL PR outline. Under title 40 fold, code 1909, we are charged to uphold the US depository library laws. These duties include but are not limited to the requirements to investigate depository library conditions, ascertain whether a library is coming plan, make recommendations and, if necessary, to remove noncompliant library from the depository Library program. I will give you a bit of trivia. The content that governs the entire FDL P is four pages long and has a major update with the 1962 regional library act when it was created and libraries were finally allowed to lead. There's been a couple of other changes since then but nothing really major .

That was the law. To implement the law, GPO had other documents issued over the air. The instructions to libraries had numerous revisions. Cover the official rules and regulations of the FDL P Prickett was first listed by GPO in the beginning of the 19th century. Sometime in the early 50s, we suspect it when went back. The FDL manual had me supplements. It was a guide to carry out operations Prickett was first written in 1985 by a committee of depository librarians and staff. It had suggestions and recommendations for operations .

The guidelines for the FDL P, it was initially adopted by the depository Library Council in 1977 and later it became an appendix to the manual that I just talked about. It had stated that program

and performance goals and an minimum libraries and GPL Prickett was written by the depository library, and at the time Public printer with input from the entire FDLP community .

Moving on, the library community collectively votes the depository library book in 2007 Prickett was an online only publication that attempted to combine both the rule of the FDLP and the guides for those roles along with updated policy information. We learned of a very valuable lesson. It was by combining the roles of guidance, the community immediately got what was legally required and what was not legally required, kinds of practices. That leads us to our current documentation. We have the legal requirements which you prefer her to refer to as L RTR. They are based on title 44 code in 19 [Indiscernible]. They are not intended to provide in-depth guidance to help library staff gauge how to implement the regulations. So it's pretty bare bones. The regulations that you see in this document. I recommend that you take a look at if you have and while. They are pretty bare bones. If you need more guide, information on how to make that regulation happen, that is where you're going to go to this guidance article and tran01.gov. We're updating on a continuous cycle, renewing the guides articles. We are retiring and renewing. We're constantly updating the guides articles to give you what we hope is there for nation y'all need to get your depository operations running smoothly .

Did we want to stop for questions?

I think we should. Lets stop for weeding questions while it's still fresh .

We will switch around here for a second .

Homeland security is not listed on the supersession list. The 2002 list will be updated? That's a good question. I don't know if the 2009 updates, which are only found online includes the Department of Homeland security or not. Whether the list will be outplayed dated, we don't know. We don't actually have library here at JPL. It's painful thing a library with her collection. We cannot go out and go through the material of figure out over the last five years this thing really does appear to accumulate. This does appear to revise itself. We are not able to do the updates ourselves. We put out feelers in the past at previous conferences a couple years ago to say is the community interested in updating it? We got no response .

Next question. The superseded list includes a lot of policy and so on. What do we do if it is blank .

I suspect you are talking about if you have something in hand but it is not in the [Indiscernible] list in which case you apply the criteria that we went over. So if it appears to be dated or if it appears to be revised with the later edition, then you just apply the criteria I think there are five or six criteria in the superseded list. Just apply the criteria to what additional holding period [Indiscernible]

What it he's talking about is that it is there endless but I have a blanket policy .

That's weird .

Usually it is a at least one of the reasons .

I think the answer is still the same though, you go through the criteria and use your judgment, right ?

Yes, the answer the same .

So probably you won't see that often .

And makes her want to go and open it up. It's been so long since I've been a GPO for eight years now .

Laura will go look at it.

Because we are all curious now .

[Indiscernible]. I have no idea why it is like that. I honestly do not know why it is like that. There may be a history to its.

I do not think I ever noticed that. The answer still the same. Just apply the same supersession criteria. The result these materials are listed here is because the community went to have figured out for example, this arboretum plant introduction and winter they figured out pretty early on that they are constantly being revised. So people said, listed as Discover provide. Title III of the US code constantly said there is a [Indiscernible] about title III here so we will change the policy and say that title III needs to be kept. It will not supersede copper for all the other titles you do. Somebody has got to have figured out what the deal is with those particular publications. They have given you a cheat sheet. You still have the flexibility to apply the criteria, however you want to apply. Will go back to the question .

Carina asks, would you say again what their 1969 edition, whether it is helpful? We were talking about the superseded list at the time. Remember? I think was the 1996 edition of the superseded list .

She clicked on the 2002 superseded list. If you'll notice, page 1 started with the beginning of the chart. There was no explanation of the code. So if you want to see the explanation of what the Army's [Indiscernible] .

Those are all the people that worked on it .

There we go. See the explanation of the R and 's back there's a little more information or .

Whatever reason when they scan the 2002 version, this information did not get copied over .

Which is unfortunate. I would say use the 1996 was because you get us information your .

Okay. With the links from the official federal sites constitute an official on line substitution .

As long as the.gov website is not linking to a debt golf content, .golf content, [Indiscernible] I would hate to say blankly across the board anything with the.gov is official.

When we decide to swap or read material what is the process from getting approval from the regional office. That is local. You will have to contact your regional to get the local process. Ecocide, we can outline the parameters as the states and the regions have to operate in. You are offered to set up your own roles within these parameters. After know what state you are in. And I would put you in touch with your regional .

So reach out to your regional .

Regional libraries also read material after five years. The answer to that is no. Regionals can only read superseded material and they can read substitute material with a tangible equivalent. If they they are not able to read material after five years .

Superseded items of the supersession list 2000 Superseded items of the supersession list 2002, the slide made it seemed as though if we received an updated version of the document that's on the superseded list that we can use her own judgment if we keep the earlier edition. That is some serious power .

Wow. Yes. You can do that. Just apply the supersession criteria and if you have an earlier version of something in a new one in your hand, by all means coffee to what the earlier version, there can be various regions reasons why you don't want it, then feel free to withdraw the earlier version. Some people like to hang on to the earlier version, at least in the old days they would save it if it was superseded .

Question from Garrett: with the regional be charged for determining the availability of copies held in geographically dispersed areas. At the Malik, that's coming onto GPO's shoulders if we as we get these agreements in place, we are aware of who is agreeing to hold what. The information will be made public, but I believe it will be GPO that will be determining if it needs for copies for requirements .

Question from Mark: what are the [Indiscernible] online material perspective Mark, you are about 10 years ahead of us. We would love to have some guidance for you on how to weed online material, but it's becoming increasing issue with our still depositaries were adding pillars and URLs. Yes, your category catalog is getting cluttered we don't have the guidance in place at this point time for how to extract online resources that you have made available in your category catalog or through your [Indiscernible] guide and identify which resources are likely to [Indiscernible]. If you think about it, pearls and URLs that go rectally to a PDF, that's easy to identify and save yes, this is 2013, and there's a 2016 available now. It's a whole other ball of wax when you're dealing with a Pearl that goes to a portal. How do you know if that portal is out of date in favor of something that has a bigger umbrella or a meta-search that is tromping that earlier on. It is really hard to wrap your how had around digital content and what is supersession worthy, or what do you need to weed? We are trying to investigate that. At least I am, because I see a big concern in the libraries with that. Trying to wrap my head around it but we were all

have to poll the community to weigh in on best practices when we get around to tackling this. Speculate that occurs to me to add is that there is in the catalog of [Indiscernible] publications in that new titles area, is fairly recent that we have added code titles. That will include some online and you can monitor that and try to stay on top of what titles are ceased and eliminate those if you want to .

I don't know how many of you have gone in and looked at it but if you go into the catalog of government publication and you click on the top of the new titles there are a whole bunch of basically canned [Indiscernible] searches that you can run for different time periods.

Laura is driving look at her go.

I just went looked for myself .

Here's the CVP start page. Let's look for new titles here.

There are a lot of new reports here that I am not sure are very well advertised. This may give you a good place to identify both do serial titles I mentioned a lot of people do not regularly at serial catalog records to their catalog. They don't get the records from the vendors. If you want to identify new serial records that have been created, this would be a good place to do it in .

Let's go back to the questions. How do you handle the weeding of online material especially when you only want to keep a copy in the English language and wish to weed the foreign language version .

I'm stumped on the latter part of that question because usually, when an online resource is in another language, do they not put in the [Indiscernible]. I was under the impression that in theory, we try to add some kind of old language does the in theory, you could run [Indiscernible] online resources you have and then identifies the non-English language materials. Maybe I'm oversimplifying this .

That's an interesting question .

That was the end of the question that we had to copy and paste it over. I will scroll up. Patty Anderson listed a best practices in the superseding .

Thomas Waters S are we allowed to read online materials? Absolutely. You develop your print collection however you want to develop it. You do the same with your online or digital collection. You develop it the same way you want to develop it. If it's the content where you think your users will find it, it's best to discover. If you need to weed your online material.co catalog or [Indiscernible] find in your lip guide or course guide, by all means do .

Can we delete the online records from our catalog that has no working week and has a responsive GPL .

I'm not sure I understand. If you have a P URL and it does not go to where you are supposed to or if you get 44 message, at that point reported to GPL. How Perl works is it reroute you. You hit the P URL and the server will send you wherever the content is found. Usually, it will link to the agency website because agencies like to direct traffic to their website, but if we suspect that the agency will move that contact, what we try to do is pull the content out that the content on our own server. We would reroute our site. So if the link goes out to the agency website is that, we need to know that. What we do is we investigated. We try to track the content down and we change where the Perl P URL goes to. [Indiscernible] corrected-. You can let us know if the PURL is dead by reporting it to GPL .

If we are not required to catalog online resources that I think we could clean our catalog that will

Online resources, yes. Protectable resources, I would be careful especially if it is serving as your piece level accounting. Be careful that you don't need online resources that have a tangible [Indiscernible] holding record. The link for best practices is not working at this time. I just tried it and got an error message. Oh dear. Can we turn [Indiscernible]. I'm clicking on it not to see what it does .

I don't think it likes the fact that I'm already in a webinar. We will get back to you, Barbara, with a link .

Oka Québec with more information. [Indiscernible] come automatically from the vendor .

What I call the same as anything up to that: so you don't have the/so it wouldn't be available. So that might be something you would want to talk with your vendor about fish could also be some new cataloging practices that I'm not aware of in terms of how we catalog the online resources. Like maybe we are not doing [Indiscernible]. I apologize. I feel out of my element .

Petty theft, I've got replies from GPO that the P URL is [Indiscernible] .

What that means is it probably was an old catalog record and we never pulled the content down from the agency's website when it was still posted. So when we went to try to track it down we could not find the content and the agency did not have the content anymore. We did do try to acquire from the agency if we can .

If that happens and we say that the content is no longer available, the PURL will redirect to a page that says as of X date this content is no longer available. There are couple of tricks you can do if you really want the content. You can check web archives to see if somebody pulled the content down in the 2008 presidential election somebody may have caught the content in a web archive. But if you do not want the content anymore, then, by all means, [Indiscernible] leave the record in your catalog. There's no reason [Indiscernible] that you're not interested in providing [Indiscernible] access in your catalog.

Okay. Shall we move on ?

Ashley gets a well-deserved break now. This is Laura back. I'm going to talk about it's randomly placed here but we just wanted to mention that we do have these office files at GPO. They are official files. We have those in print and electronic for the more recent information. What is in these files is the designation paperwork or the drop paperwork [Indiscernible] came into and left the program. Like all files, they are not consistent over time. We do not have our files back to the dawn of the FDLP. And that we were talking about what is the dawn of the FDLP. It's hard to pin down. Our files a pretty good from the mid-20th century we haven't got much from the 19th century .

If your library joined the FDLP in 1897, we probably are not actually going to have your designation paperwork. But it's certainly worth asking about. Usually we have an idea of what the designation state was from some other sources even if we don't have the paperwork .

Will also find in these files [Indiscernible] service. We talked about that yesterday. I will talk about that more in a few minutes. This began in 1947. They can be useful for figuring out what has happened to your collection over time. What do you have called what were the attitudes. You can get a sense of that from those. You will have correspondents in their. Hopefully you will have paperwork at selective housing agreements. Sometimes when we visit libraries, we have assessments with them, we find out about selective housing agreements that we didn't know about. So, if you have a selective housing agreement in place, it's a good idea to keep updating it regularly. Whenever you updated, please send us a copy. Memorandums of understanding

its Latin .

Those will be in there. And also the past assessment that we've done. Those are different format that we've done. A public access assessment PAA. So you might ask, what is the use of this? Institutional knowledge cop has patterns of specific dates that you may or may not know about and so if your regional library or regional depository is also supposed to maintain the files on all of the selective in their region, so there will be a lot of overlap between their files and hours. But it is probably worth checking with both of us if you want a copy of the file, we can send to .

I was just talking about assessments. These have changed over time. Ashley mentioned in title 44, there is a requirement that Tran GPO needs to depository libraries. We've done that differently's overtime .

I should've written my dates down. Everyone will have to correct me if I don't get them right. But from the 1970s to 1940s, to 2003, we did inspections. They would go to library with their little clipboard. People got quite scared. Unnecessarily. We really would go to the library person. Look at the conditioner collection. Look at everything that was going on. We would determine whether the library was in compliance with the rules of rectal regulations of the FDLP. So from the 2000s, we move to something from self-study. The library would complete their own inspections. They would do an investigation of their own collection, write up a report and send it us at GPO. If we thought it was necessary, then we would send someone on site to do a follow-up inspection. In the later 2000s, we started doing what we call public access assessment. These are versions of the same thing.

That was when we did not have any ability to travel. We did these assessments by phone and by remote review, looking at websites. We would then write up a report. And all of these cases, we would note any areas where the library was not in compliance. Then we would say, here's what you need to do to either fix this and come into compliance, or we need to get a plan from you. We understand that some issues can be fixed very quickly and some cannot. If the library had a compliance issue that could not be fixed immediately, we would ask for plan on how you would address the issue. More recently, we have just in the past year particularly, we've been doing library visits practices been throughout the agency. We've had the directory director visiting agencies. Other people in LS CM and then we in outreach and support .

Everyone has been out visiting libraries. It has been valuable for everybody as well. We have been providing we can provide on-site training when we visit as well .

I do not have the exact figures and on hand but I'm pretty sure that we visited several hundred libraries in approximately 40 states in the past year. So that was quite a bit. I also believe we are planning to come back together now, figure out what we learn, figure out what all the trends were from all these visits and see what is happening .

Is Kathy coming to [Indiscernible] soon ?

We just texted that Kathy did get to go there. I'm sorry. I'm accidentally making the Earl go. So just a little bit about assessments. Right now, we're just doing visits, not assessments. Just to remind you that if an assessment does come your way, you don't have to be intimidated or scared. An assessment for visit, either one is an opportunity for communication. We want to know what is happening at your library, which appeal can do for you to help you get the most out of the FDLP program. We want honesty both ways .

A nice thing about an assessment is that it can bring the FDLP into prominence at your institution. Also, sometimes you might be the only person or one of the few who work mostly with government documents and the depository program. So when GPO comes to your apartment to realize, they realize it's an important program they are participating in, this is what it's all about. Sometimes, having GPO , if you have a report from us, saying that GPO recommended that we do this, that can help make your case .

Also, we definitely take care and our assessments to highlight notable achievements of the wonderful things you're doing. A lot of depository library still amazingly creative things. They come up with fantastic solutions for all the tangle things we've been talking about. Like how do I kill it my arm hard resources, highlight track uses.

This is a picture of a sample PA report. If you find these around your official file emissivity, this is basically what it looks like. They are structured similarly to the legal requirements and program regulations. It goes through and says here are all the areas. Here's the libraries in compliance or it is not. If there is a noncompliant issue, we're going to fix it. This report gets sent to the library as a positively Positively Court, Nader and the regional and repository coordinator .

.com we have talked about this a little bit also. This is one of things that are required by law in the title 44 coat. We keep mentioning it. It says the designated repository library shall report to the superintendent of documents at least every two years determining their commission. This is the mechanism we use for that. We lasted one and 2015 and we will do another one in 2017. Generally, the questions on the biennial survey are similar. We had two off years. Last year, 2015 happened to be an off year. 2009 and [Indiscernible] on needs assessment associated with the survey as well. We try to keep the question similar so we can make comparisons over time with the biennial survey. We do recognize that some of the questions in there can be a little bit confusing. So when one is going on, please feel free to contact us for clarification of questions. As we said, if you don't already have, copies of your past service we can give us to you so we can see what kind of answers you have given overtime .

We do the biennial survey now pretty much exclusively electronically. I should not admit that sometimes people are so [Indiscernible] the online line form has close. That's pretty much the only paperwork might have now so we might have to track down and make you generally, it is electronic. It will get announced through our official news event announcements. I mentioned the other day that it is required for somebody to be signed up. This is one of those important things that goes on in the program, [Indiscernible] and that's how it's going on. If you do not respond, we will contact you because we need everyone to respond. We will track you down and some letters to your directors. Don't let it come to that. It's not that hard. Maybe it's coming across that way .

Another way to make it easier on yourself to fill out the survey, is you can also go to tran01.gov and do questions about the biannual service. You can see reports on the analysis of the entire biennial survey. Patterns in the FDL P broad picture Consumer Reports on the survey .

There are some good things in their .

That is it for me today. I'm going to turn it over to Kathy again .

Hello everybody. I'm capybara. Hello to everyone.

I get the pleasure of speaking about the last few topics. One is not quite so far. It's about disasters or renovations. We just had a major hurricane hit the eastern United States. This may be timely. Just keep that in mind. We are talking about this because we have a unique process in the FDL P for managing content that is probably very different from how you look at the rest of the collection. Tangible our federal property, the basic tenet of the project is free access, it must be available to all primary and non-primary patrons. In the library wide planning, [Indiscernible] remain available. If you have a plan for response to disasters, and it does not currently include any information about managing the depository collection, please work to get that library plan updated. It can be very useful. When there is a disaster [Indiscernible] we hope that you never experienced this. If you are regional dealing with selective this might come into play. If there is a disaster, and there is a just significant disruption, and access to the collection or if you are at a library undergoing a major remodel, and access to the collection where it is currently impacted, we ask that you notify us. The reason for this is that all three of publications remain federal property. They must be accounted for by us at the GPO at made available to patrons and the

trauma. If you're going through a remodel, we have a process, request that you send in that is called a contingency plan. Usually, I had of time, you know what's going to happen and how it will impact access to services. Of course, if your [Indiscernible] disaster after you take care of everything you need to take care of to make sure everyone is safe and sound, we do ask that you notify us. We have our shared email address and phone number for that.

I am going to just very briefly describe the contingency plan. These are elements on the next few slides from a template. You can find this in the FDL P guidance that explains. It did not provide the [Indiscernible]. From 10 1:03 who to guidance and then there's a article that called moving and FDL collection. Within that, you can find a contingency plan. I realize that many library remodels or other temporary disruptions of access kind may not be actually moving a collection, but we provided information about all impacts on excess within that article. You can find the template there. I just wanted to explain what is in that. You can send a response to these bullet points. You can let us know that you are going to have a disruption in excess. Obviously, we ask your institution [Indiscernible] remember the expected beginning and end. If you're in the middle of a remodel or you are your expected date of operation is significantly delayed, we would appreciate knowing that through the contingency plan. Obviously contact name and the extent of the curtailment of service. If you are sending publications off for treatment because they have a water damage, obviously you cannot provide access to the digital publications. The class to know. In any case where the collection or public access computers or service stocks are impacted, we as that you provide alternative strategies to help answer government information questions. Some cases you can direct folks to the next closest depository and sometimes that's quite a ways away. So other methods rather than asking someone to drive to the library might be useful .

You can, of course, find an online equivalent. You can send them to the regional depository staff. You can arrange to set up public access computers and printers in a new location outside the library. You can gain access to alternatives alternative access publications, other sources. There might be something that is digitized that you can provide access to. If the researcher needs to copy and need to look at, you can direct them to the library, the next library that houses that. That is continuing to provide service to the extent that you can.

Of course, we ask that you notify your clientele through information on a webpage or news on a webpage this also notifies the general public of change and service. If you continue to get tangible publications and want them sent to a different address, can change the address for you. We can temporarily halt shipments. We do differ on library on her came if he was coming. We can usually help set shipments for a few weeks. It gets more complicated. If it's longer than that, that we can always work with you on a case-by-case basis. As long as we are trying to find an alternative shipping location. Once you send in this contingency plan or information about what happens during a disaster, if there are major changes, we would appreciate knowing that. Again, the date of resumption of normal services is important to us. Of course, we know that remodels to always end up time .

I just want to mention that a contingency plan is not needed for a routine or relatively short closure, such as a week or two. A lot of institutions closed during the winter holidays. If you are at an institution that has a longer routine closure, perhaps over the summer, please contact us at

outreach and support. We would like to talk with you about how service is provided. During [Indiscernible] of the year .

On a much happier topic, our last section is the promotion. Promotion should be ongoing. We will raise the visibility of our depository to potential and current people. [Indiscernible] during the end of this presentation, but here are some ideas on where to find information about promotion of depository resources or US government information. Certainly, on the FDLP. golf website there is a section I and you can find lots of webinars, conferences, programs and a conference proceedings, there is also other discussion on [Indiscernible] is probably other listeners as well. There are a lot of Journal: articles out there as well. And individual webpages on their activities. The whole point of this is that public service begins with public awareness. There are many ways you can make your federal depository visible to library users .

Want to explain what visibility means. The goal of this is to help promote the idea of promotion. Visibility in order to benefit from the resources and federal depository libraries cut the public must be aware that these valuable resources exist and where they can wear receive assistance. To quote from the legal requirements, the repository collection of services may be available. For example, repository of federal government there's probably and your .

[Indiscernible] or other promotional offer. Please excuse any typos. This call for promotion has roots in the service requirements. We really want you to promote, market, advertise your collection and services .

Just to explain this further, of course you are doing a lot to make your depository visible with a decal on your front door, which is a requirement, by the way. It's a regulation of the FDLP . You are likely cataloguing some if not all of the publications that you have in the collection. You may have profited placement of digital collections and service points that have information about the fact that you are depository. Training staff, obviously promote the visibility and access of the collection because the staff will collect direct researchers to the repository and help answer questions. You can help share information with other depositories. You may have ongoing promotional activities to all user groups. Two small activities and major events there are a lot of libraries that have ongoing activities .

These are just some examples of FDLP graphics that you may be using . This is like coming up the church where to get these if you don't have .

Again, the whole point of promoting visibility and developing promotional activities is to connect with your patrons. We are looking at providing you depository resources and your staff expertise about them to your current patrons coming in the library as well as potential patrons. That may mean taking some of the activities outside the library.

Of course, if you are planning a special event like a depository anniversary or an event on Constitution Day or any other event, take refreshments, that's a good idea. If you would like a GPO speaker, we would love to participate .

This is meant to be fun, drawing people in, taking refreshments is always a good idea .

Here is a screenshot of the webpage about promotions. On the webpage, there is a FDLP guidance. There's a link where you could order FDLP promotional material purposes resources, one-page handouts, bookmark, pencils, that kind of thing. You do have to login to the FDLP website. The login is at the top. You login with your library never enter FDLP internal individual independent library password. If you do not have that, please contact us at outreach and support. Just to give you some food for thought, and there is a link to our digital marketing toolkit we can get our expensive graphics. You have to unzip the files. Then there tips for celebrating depository these can be popular events, ways to really highlight the value of the depository. If you have a milestone anniversary in the 50s are hundreds or even later, it really shows how long the institution has been part of the FDLP and can really help promote the collection. Then, of course, we have information on celebration celebrating Constitution Day which is very popular date on the calendar that depositories used to highlight their collections. We just had Constitution Day Westmont.

I wanted to highlight the media. It's been out for a while but if you haven't looked at it yet, it has some great in the information on how to provide information about your library and your activities to GPL for us to include on our social media. Then there are ideas that of things you could do. Including sample posts which can be great if you have not ventured out into government information on social media yet .

This is promotional resources there is a fairly recent GPL webinar. ^ Just a few resources from others in the F DLP. Just [Indiscernible] North Texas did a presentation at a conference about marketing to your community. It is chock full of examples of things that you can do. It's in our 2011 conference proceedings at. It's in our 2011 conference proceedings@FDL.gov. Mankato library developed government documents about clearing houses several years ago. They have kept it available on the website. It can give you really good ideas more food for thought on developing a display. Then the regional coordinator, Marion Mason, Birdie newsletter where she came up with an interesting way to celebrate Constitution Day by combining it with [Indiscernible]. It was a fun article .

Definitely have fun with promotions. Raising the visibility of your collection and promoting the expertise is of the library staff. The whole point of this is reaching out to your current users and potential users so that they know that they can gain free public access to US government information at your depository .

Data set for the last section. We invite questions about topics discussed this afternoon. Or, if you have a question from a previous session, please feel free to write that into the cat .

We appreciate your attention to these discussions yesterday and today .

If you are thinking of questions or while you are pondering all the different topics we address, if you have any questions later on, again, we have a shared email address at FDLP outreach FDLP outreach@FDL.gov. We have a phone number, 202542 202-542-1119. Or 202512 Or 202-512-1119. One caveat, since we always try to be very responsive and respond right away, we will feel bad if we are unable to respond to any questions next week while we are all out of the office

Monday through Wednesday. So I wanted to give you a heads up that we will respond as soon as possible after the conference, if you send us a question under through Wednesday. What is the maximum quantity for ordering promotional material .

I think it's dependent on time with your ordering. It depends on our stock so they may adjust it depending on demand. It comes in packets of 50s in some in packets of 25. If you log into the tran01.gov then you can peruse what is available for ordering. You'll see the quantity on the item itself. There is a little cardboard cutout of her new Benjamin Franklin unfortunately you can only order one of those. If you have not, take a look at the promotional order form. He is really cute .

I along those lines, we have promotional materials I know for our current contact management system. We will develop promotional material for golf info. If you go to the government info site now, though, and go to the help button, below that are some links to handouts. You can print handouts to government info if you're teaching a class about it. And if you want to describe this new data interface .

I am not seeing any more questions coming in. Thank you all so very much for purchase a painting in our two half-day programs. We do have a question. Oh I advocate question? For selective what is the different advantage of selecting the online version of material and not selecting the material at all. Presumably the material. Discoverable [Indiscernible] or even a Google .

Really, it's a question for everyone. Why bother to select the item number of an online publication. It is actually it will depend on your workflow, really. Some people find it easy to profile for online resources so the records come to them automatically to a vendor load or to use their selection profile to help identify online resources like document data you can go in and identify newly cataloged online resources that match your selection profile. So it is a way of whittling down the number of resources you would touch we have to sift through if you are Capi cataloging or working with the vendor for catalog red vendors. Or if you're not cataloging, you can put them on your guide or peruse them. You are right, you do not have to profile for them because there is nothing to stop you from reviewing all of the new resources that we catalog. I will caution you, though, that we average anywhere from 412,000 online resources about. So it is a lot of records to sift through. If you don't profile. But there are some pros and cons to profiling. I believe we have some guidance on whether or not to develop a selection profile for online resources in the guidance article amending your library selections. All or mostly online digital depository. I think we have one or two guidance articles on managing online resources including moving toward a more online collection, I believe, so I believe we put guidance in multiple places .

That the very popular question .

Are there scholarships to attend the FDL conference. GPO cannot give money out . Sorry. But that is not to say that local or state associations might not have a government interest group to send people on site. Another good place to consult is it is not a GPO, but Gupta back especially if you have a little bit of money that you are willing to expend you could possibly find

roommates for hotels and stuff like that. You will see people headed for the [Indiscernible] who want to remain. [Indiscernible] great. Sue, if we do not see you on site, I hope we see virtually .

Please take time to fill out our satisfaction survey. We would appreciate your feedback on how we can improve this .

[event concluded]

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