



Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 21, no. 09

GP 3.16/3-2:21/09

June 15, 2000

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Dear Library Director:

These are dynamic times for the Federal Depository Library Program (FDLP). We are in the midst of a multi-year transition to a more electronic FDLP, working in tandem with Federal agencies that are using electronic formats to disseminate their information. The networked world, while decreasing geographic distances as a barrier to obtaining information, brings new challenges. Librarians are needed more than ever to provide training and assistance to users in accessing Government information. They need to keep up-to-date on issues and take advantage of educational and training opportunities to expand their skills in dealing with rapid technological change.

The 2000 Federal Depository Library Conference, held in conjunction with the fall meeting of the Depository Library Council, offers just such an opportunity. It presents an array of programs with sessions designed for the beginning depository librarian or technician as well as for experienced staff. A number of Federal agencies will discuss their electronic information initiatives and preview those still in the planning stages. Tours of the Library Programs Service at the U.S. Government Printing Office and other significant area libraries will be available.

This is the largest meeting in the country designed specifically for depository library staff. The conference will be held from October 23-25, 2000, in Arlington, Virginia. A Regional librarians' meeting is scheduled for October 22. As your library administers a Federal depository, I encourage you to send at least one library representative to this important conference.

The joint Federal Depository Library Conference and Depository Library Council meeting provide a valuable opportunity for input into the planning process for the operation of the FDLP as well as an opportunity for the exchange of ideas among depository librarians. The meeting should lead to technical innovations in the management of your depository collection as well as improved service to your patrons.

There is no registration fee for the Federal Depository Library Conference, Regional librarians' meeting, or Depository Library Council meeting.

Thank you for your cooperation and for your continuing role in the support of the public's ability to be informed about their government through the Federal Depository Library Program.

Sincerely,

FRANCIS J. BUCKLEY, JR.
Superintendent of Documents

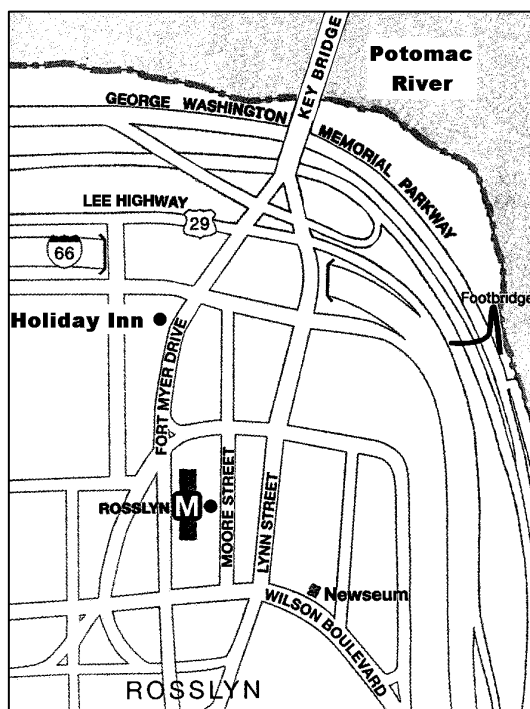
Meeting Site Announced for Fall 2000 Depository Library Council and Federal Depository Library Conference

The fall meeting of the Depository Library Council and 9th annual Federal Depository Library Conference will be held in Arlington, Virginia from Sunday evening, October 22 through Wednesday afternoon, October 25, 2000. A one-day Regional librarians' meeting is scheduled on Sunday, October 22. The Holiday Inn Rosslyn Westpark Hotel is the meeting site. A limited number of rooms at \$126.00 per night single/double, is being held for Council/Conference attendees. This rate is guaranteed for guests arriving three (3) days prior to the meeting and for three (3) days following the meeting. To receive this rate, you must register with the hotel no later than October 2. After the cut-off date, rooms will be subject to space availability at the prevailing rate. Please specify Code: DLC when you contact the hotel.

To register, call (800) 368-3408 or telephone the hotel directly at (703) 807-2000. The hotel address is:

Holiday Inn Rosslyn Westpark
1900 North Fort Myer Drive
Arlington, VA 22209

Nonsmoking rooms are available on request. Parking in the hotel garage is free with unlimited access.



Preliminary Agenda Fall 2000 Depository Library Council And Federal Depository Library Conference

October 22 - 25, 2000

Holiday Inn Rosslyn Westpark Hotel
1900 North Fort Myer Drive
Arlington, VA

Sunday, October 22

Morning	All day meeting of regional librarians	Location
8:30	Coffee	
8:45	Welcome • Sheila M. McGarr, Chief, Library Division, LPS	<i>Dogwood</i>
9:00	Disposition and Replacement Issues for Regionals • Facilitator TBA	
10:15	Break	
10:45	Regional Role in Permanent Access to Electronic Government Information • Facilitator TBA	
12:00	Lunch	
Afternoon		
2:00	Retention of Dual Distribution Items • Facilitator TBA	<i>Dogwood</i>
2:45	Wrap Up • Sheila M. McGarr, LPS	
3:00	Adjourn	

4:00 - 5:00	Orientation to the Depository Library Council and Federal Depository Library Conference This session is designed to acquaint first-time attendees with how the Council works and to preview Conference activities over the next 3 days • Sandy Morton-Schwalb, LPS, Facilitator • Sheila M. McGarr, LPS, Facilitator	<i>Dogwood</i>
6:00	Informal pre-dinner get-together to network by food preference	<i>Hotel Lobby</i>
7:30 - 10:00	Depository Library Council Working Session [open to all]	<i>Club</i>

Monday, October 23

Morning

Location

8:00	Registration and Coffee with Council and GPO Staff	<i>2nd floor</i>
8:30	Welcome and Remarks • Sheila M. McGarr, Chief, Library Division, LPS • Maggie Farrell, Council Chair • Michael F. DiMario, Public Printer	<i>Rosslyn Ballroom</i>
9:30	GPO Update • Francis J. Buckley, Jr., Superintendent of Documents	
10:00	Break	
10:30	GPO Update (continued) • Gil Baldwin, Director, Library Programs Service • T.C. Evans, Assistant Director, Office of Electronic Information Dissemination Services (EIDS)	<i>Rosslyn Ballroom</i>
11:15	GPO Information Exchange: Council and Audience Q&A	
12:00	Lunch	

Afternoon

2:00 - 5:00	Depository Library Council Working Session [open to all] • Council Committee Reports and Recommendations for Council Action	<i>Club</i>
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2:00	Federal Agency Update Session, Part I Defense Technical Information Center (demonstration) - Wendy Hill, SBIR Program Manager, Defense Technical Information Center, U.S. Department of Defense U.S. Nuclear Regulatory Commission - Teresa D. Linton, Reference Librarian, U.S. Nuclear Regulatory Commission U.S. Department of Energy - Dr. Walter L. Warnick, Director, Office of Scientific and Technical Information, U.S. Department of Energy	Rosslyn Ballroom
2:00	Retrospective Cataloging Project of the Five Colleges of Ohio Panel Discussion Speakers TBA	Shenandoah A&B
2:00 - 5:00	New Documents Staff Informal session to answer questions about depository issues - Sheila M. McGarr, Chief, Library Division, LPS, Facilitator - Vicki A. Barber, Chief, Depository Distribution Division, LPS, Facilitator	Dogwood
2:00	LPS Tour	GPO
2:00	National Archives and Records Administration Tour	NARA
3:15	Break	2 nd floor
3:45	Federal Agency Update Session, Part II U.S. Forest Service - Betsy Banas, Staff Cartographer, U.S. Forest Service, U.S. Department of Agriculture National Imagery & Mapping Agency - James Lusby, Staff Officer, National Imagery & Mapping Agency, U.S. Department of Defense U.S. Geological Survey - Rea L. Mueller, Geographer, Earth Science Information Management & Delivery, U.S. Geological Survey	Rosslyn Ballroom
3:45	GPO/OCLC Electronic Archiving Project - John A. Hearty, Director, Business Development Division, OCLC Online Computer Library Center, Inc. - Speaker TBA	Shenandoah A&B
5:00	Adjourn	

Tuesday, October 24

Morning

8:00	Coffee with Council and GPO Staff	<i>2nd floor</i>
8:30 - 12:00	Depository Library Council Working Session [open to all]	<i>Club</i>
8:30	Government Information Reference Services: New Roles and Models for the Post-Depository Era • Speakers TBA	<i>Rosslyn Ballroom</i>
8:30	Digitizing Indian Affairs: Laws and Treaties • Suzanne L. Holcombe, Documents Librarian, Oklahoma State University Digitizing Historic USGS Maps of New England • Meredith A. Ricker, Data Center Coordinator, University of New Hampshire	<i>Dogwood</i>
8:30	Digital Archiving at NARA • Robert Chadduck, Computer Specialist, National Archives & Records Administration	<i>Shenandoah A&B</i>
10:00	Break	<i>2nd floor</i>
10:00	LPS Tour	<i>GPO</i>
10:00	U.S. Senate Library Tour	<i>Senate Library</i>
10:30	Finding Government Economic Statistics • Deborah P. Klein, Associate Commissioner for Publications, Bureau of Labor Statistics, U.S. Department of Labor	<i>Rosslyn Ballroom</i>
10:30	Presidential Libraries: Their Roles & Resources • Nancy Smith, Director, Presidential Materials Staff, National Archives and Records Administration	<i>Dogwood</i>
10:30	Applying for Library Grants • Elizabeth Sywetz, Deputy Director, Institute of Museum & Library Services Technology Opportunities Program • Sahon Palmer, Program Officer, National Telecommunications Information Administration, U.S. Department of Commerce	<i>Shenandoah A&B</i>
12:00	Lunch	

Afternoon

2:00	Federal Agency Update Session, Part III Census Bureau • John C. Kavaliunas, Chief, Marketing Services Office, Census Bureau, U.S. Department of Commerce STAT-USA Products • Robert Wendling, Acting Director, STAT-USA, Economics & Statistics Administration, U.S. Department of Commerce	<i>Rosslyn Ballroom</i>
2:00 - 5:00	GPO Access Open Forum (Ben's Guide, Interactive CD-ROM, Online Bookstore (and other topics suggested by attendees) • T.C. Evans, Assistant Director, EIDS, Facilitator	<i>Dogwood</i>
2:00	How to Balance FDL P Access with Library Missions and Community Mandates • Cynthia L. Etkin, Program Analyst, LPS • Thomas G. Oertel, Depository Library Inspector, LPS • Gail Snider, Depository Library Inspector, LPS	<i>Shenandoah A&B</i>
2:00 - 5:00	Depository Library Council Working Session [open to all]	<i>Club</i>
2:00	LPS Tour	<i>GPO</i>
2:00	Serial & Government Publications Division Tour	<i>Library of Congress</i>
2:00	U.S. Senate Library Tour	<i>Senate Library</i>
3:15	Break	<i>2nd floor</i>
3:45	Federal Agency Update Session, Part IV E-CFR (demonstration) • Bonnie B. Trivizas, Text Database Specialist, Graphic Systems Development Division, GPO Supreme Court (demonstration) • TBA	<i>Rosslyn Ballroom</i>
3:45	Science Agencies: Emerging Technologies & Digital Libraries • Stephen M. Griffin, Program Officer, National Science Foundation	<i>Shenandoah A&B</i>
5:00	Adjourn	
7:00 - 9:00	Depository Library Council Working Session [open to all]	<i>Club</i>

Wednesday, October 25

Morning

8:00	Coffee with Council and GPO Staff	<i>2nd floor</i>
8:30 - 12:00	Depository Library Council Working Session [open to all]	<i>Club</i>
8:30	Federal Agency Update Session, Part V AGRICOLA (demonstration) • Speaker TBA, National Agricultural Library, U.S. Department of Agriculture U.S. Institute of Peace (demonstration) • Speaker TBA, Jeannette Rankin Library Program, U.S. Institute of Peace	<i>Rosslyn Ballroom</i>
8:30	Government Document Displays: A Tutorial & Clearinghouse • Mark McCullough, Government Documents Librarian, Minnesota State University, Mankato Government Document Displays: A Case Study • Mary Sue Lovett, Reference Librarian, St. Olaf College	<i>Dogwood</i>
8:30	Program & Speaker TBA	<i>Shenandoah A&B</i>
10:00	Break	<i>2nd floor</i>
10:00	LPS Tour	<i>GPO</i>
10:00	National Archives & Records Administration	<i>NARA</i>
10:00	Serial & Government Publications Division Tour	<i>Library of Congress</i>
10:30	Reconsidering Depository Status • A. Hays Butler, Government Documents/Reference Librarian, Rutgers University School of Law, Camden • David C.R. Heisser, Reference/Documents Librarian, The Citadel Military College • Elizabeth M. McKenzie, Director, Suffolk University Law Library • Sheila M. McGarr, Chief, Library Division, LPS	<i>Rosslyn Ballroom</i>
10:30	Search Engine Indexing of GPO Access Web Pages: An Open Discussion on How to Measure and Improve Results • T.C. Evans, Assistant Director, EIDS, Facilitator	<i>Dogwood</i>

10:30	How Do I Cite This? Automating Reference Assistance	<i>Shenandoah A&B</i>
	• Kenneth Furuta, Electronic Resources Librarian, Arizona State University	

12:00	Lunch	
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Afternoon

2:00	Depository Library Council: Plenary Session	<i>Rosslyn Ballroom</i>
	Report of draft recommendations and action items, including audience response and comments	

3:30	Adjourn	
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**FEDERAL DEPOSITORY LIBRARY CONFERENCE & DEPOSITORY LIBRARY COUNCIL
October 23-25, 2000 and Regional Librarians' Meeting, October 22, 2000**



Conference Registration Form

Register via the Web by October 11, 2000

www.access.gpo.gov/su_docs/dpos/00conreg.html

PLEASE TYPE:

Depository Library Number (if applicable): _____

Name: _____

Institution: _____

Library Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail Address: _____

____ I am new to U.S. Government documents (3 years or less)

____ I am a first-time attendee

____ I am a former Depository Library Council member

____ I am from a Regional library

Special Needs: (list)

Library Type: ____ Academic ____ Public ____ Law ____ Other

If you are unable to use the Web registration form, mail, fax, or e-mail this form to:

Chief, Library Division
Library Programs Service (SLL)
U.S. Government Printing Office
Washington, DC 20401

Fax: 202-512-1432
smcgarr@gpo.gov

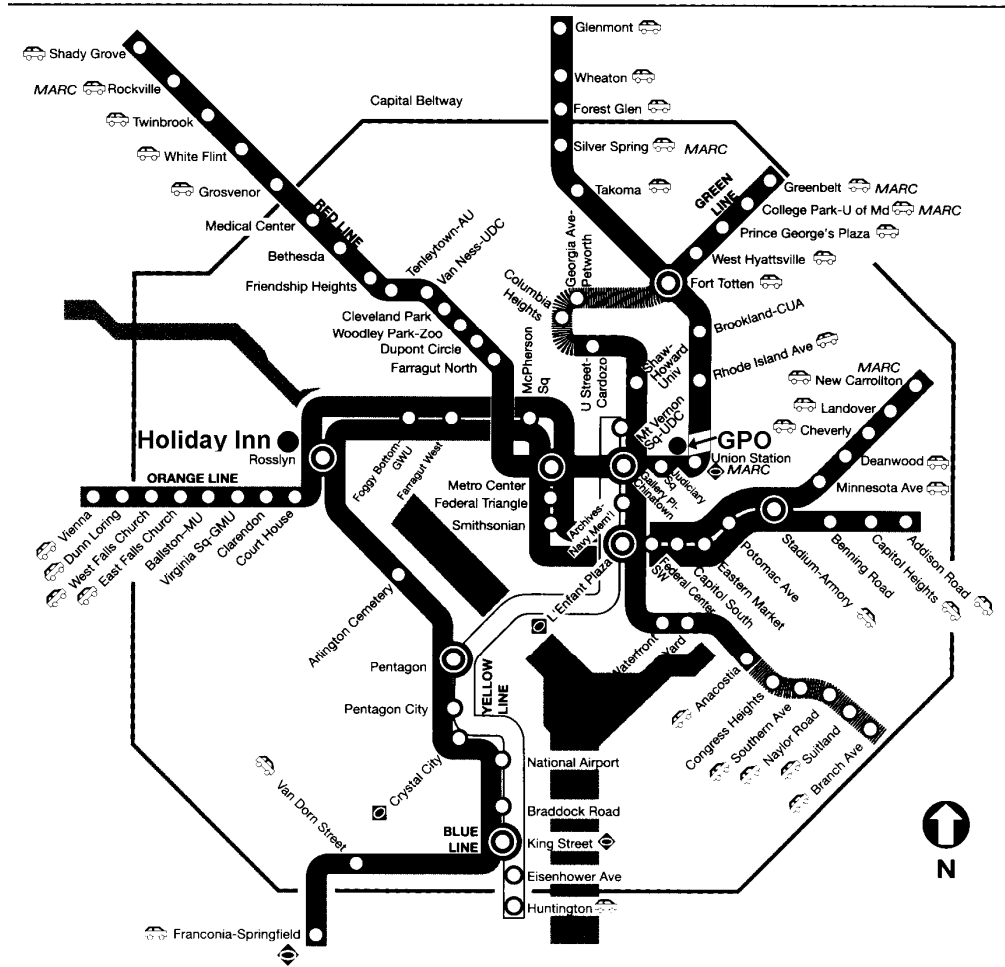
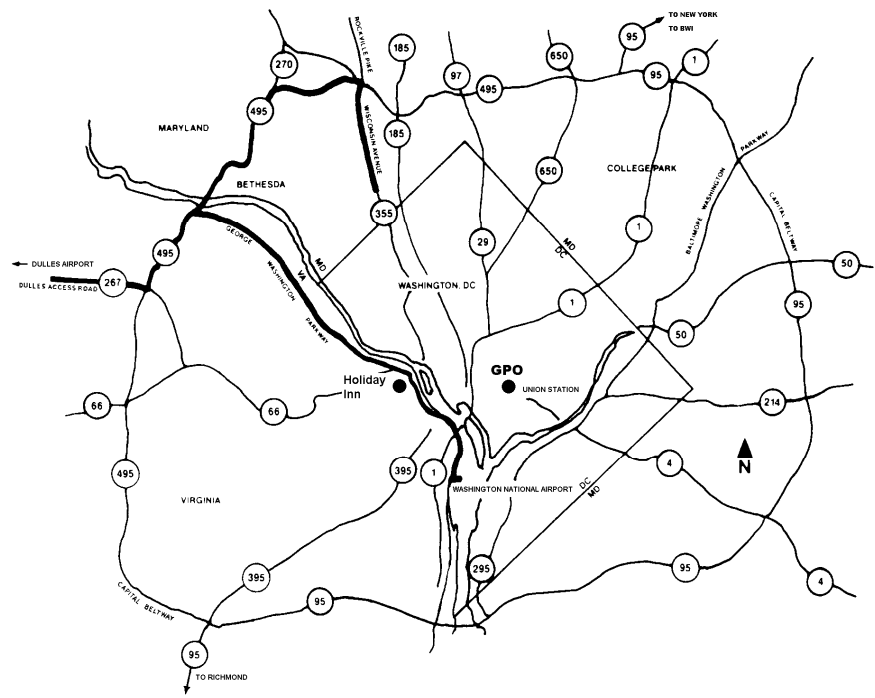


Transportation Tips from Washington Area Airports

Reagan Washington National Airport 5 miles to Holiday Inn Rosslyn Westpark		
VIA	FARE	DIRECTIONS
SuperShuttle (800) 258-3826, press 2	\$8 per person	Walk to the south end of the main terminal near Northwest Airlines. Follow the Washington Flyer/Super Shuttle signs to the ticket counter.
Metro	\$1.10 Sunday one-way fare	Walk through main terminal to National Airport Metro station. Take Blue line train marked ADDISON RD to Rosslyn station (travel time: 10-12 minutes). The hotel is less than a 10-minute walk north on Fort Myer Drive from the subway.
Taxi	\$10-12	Walk through terminal to Ground Transportation area to locate taxi.
Car		Take George Washington Parkway north. Merge left onto Route 50 West (Rosslyn/Key Bridge). Then take a quick right continuing to follow Route 50 West for a short distance. Take right at top of ramp (Rosslyn/Key Bridge) onto North Lynn Street. Take left at 19 th Street North. Take right at North Nash Street and pull into hotel's parking lot.

Washington Dulles International Airport 25 miles to Holiday Inn Rosslyn Westpark		
VIA	FARE	DIRECTIONS
SuperShuttle (800) 258-3826, press 2	\$22, 1 person \$10, each additional person going to the same location	After exiting the main terminal, pick up is at curbs 1C and 1F.
Washington Flyer van & Metro	\$8.00, 1 person one-way van fare \$1.10 Sunday one-way Metro fare	Take the Washington Flyer van from Dulles to the West Falls Church Metro station (travel time: 20 minutes). Take the Orange line train marked NEW CARROLLTON to the Rosslyn station (travel time: 15-20 minutes). The hotel is less than a 10-minute walk north on Fort Myer Drive from the subway.
Car		Take Dulles Access road to I-66 east. Take exit 73 (Rosslyn/Key Bridge) onto Lee Highway. Take right at second light onto Fort Myer Drive. Hotel entrance is immediately on the right. Driving time 30-40 minutes

Baltimore-Washington International Airport (BWI) 35 miles to Holiday Inn Rosslyn Westpark		
VIA	FARE	DIRECTIONS
SuperShuttle (800) 258-3826, press 2	\$35, 1 person \$5, each additional person going to the same location	Pick-up is on the lower level, Ground Transportation, between baggage claim carousels 3 & 4.
Shuttle, Amtrak, & Metro	\$19 one-way Amtrak fare \$1.10 Sunday one- way Metro fare	Take the free shuttle bus to the BWI rail station. Pick up an Amtrak train to Union Station (travel time: 30 minutes). At Union Station, take a down escalator to the Metro. Enter the Red line train marked SHADY GROVE or GROSVENOR. Transfer at the Metro Center station to a Blue line train marked FRANCONIA/SPRINGFIELD or to an Orange line train marked VIENNA (travel time: 12-15 minutes). Exit at the Rosslyn station. The hotel is less than a 10-minute walk north on Fort Myer Drive from the subway.
Car		From BWI, take I-195 West to southbound Baltimore- Washington Parkway (MD Route 295). Drive about 23 miles to US Route 50 West (New York Avenue). Take left onto K Street near Mt. Vernon Square. Continue on K Street for 1 ¼ miles, then take right onto US Route 29 South (Whitehurst Freeway). Turn right on M Street, then right onto Key Bridge (US Route 50 South). After crossing bridge, road becomes North Fort Myer Drive. Hotel is on right.



New Electronic Titles Service Begins July 2000

An improved service announcing electronic information products coming into the Federal Depository Library Program Electronic Collection (FDLP/EC) will be unveiled by the Library Programs Service in July. Named New Electronic Titles (NET) <www.access.gpo.gov/su_docs/locators/net.html>, this tool will replace the Browse Electronic Titles (BET) locator service. Each week the NET will contain a list of online U.S. Government information products. Users will be linked to information products on GPO Access, Federal agency websites, FDLP partnerships and the FDLP/EC archive.

As part of this service, LPS will announce the availability of all new congressional hearings that are to be placed on GPO servers and made available through GPO Access. NET entries will appear in a true title arrangement, instead of BET's current arrangement by agency. After four weeks the oldest NET list will be moved to a NET archive.

Full bibliographic information for the new titles and former BET entries will be available in the online Catalog of U.S. Government Publications (CGP) <www.gpo.gov/catalog>. Through this arrangement, users will be encouraged to search the CGP as the prime resource for identifying, locating, and accessing both tangible and online U.S. Government information products.



Annual Item Selection Update Cycle 2001 Begins June 1, 2000

[The following notice was sent to all depositories in shipment boxes.]

Libraries are reminded that the process of changing to a more electronic Federal Depository Library Program (FDLP) is continuing. The dissemination format for some Government publications will change from the physical distribution of tangible products (paper, microfiche, or CD-ROM) to online access only. In the coming months these changes will affect FDLP products currently available in multiple formats, particularly those available in both paper and online versions. In some cases the discontinuation of physical distribution will affect titles that you may wish to add during this update cycle, or even titles that you currently select. Changes in distribution format will be announced in WEBTech Notes <www.access.gpo.gov/su_docs/dpos/webtech.html> as they occur.

SCHEDULE

June 1, 2000 "Selection Update Cycle 2001" begins. Information about the Update Cycle will be in Administrative Notes, askLPS
<www.access.gpo.gov/su_docs/dpos/answers.html>, and GOVDOC-L and DocTech-L.

Note: No information packet will be mailed to depository libraries.

June-July Depository libraries evaluate selections.

July 31, 2000 Deadline for submission of all additions.

Oct. 1, 2000 New selection profiles become effective.
(Drops will be recorded and activated as soon as they are entered.)

Update Cycle Online on the Web

The 2001 Update Cycle will take place electronically on the Web. Libraries will be responsible for entering their own amendments to selections using the Web site "Amendment to Item Selections" on the FDLP Administration page at: <www.access.gpo.gov/su_docs/dpos/amendment.html>. On this Web site, you will control the input, and the changes will be recorded instantaneously.

You will need your depository library number and internal password to submit your additions or deletions.

What If We Can't Access the Web?

If your library does not have Web access, please contact:

Joe Paskoski
e-mail: jpaskoski@gpo.gov
fax: 202-512-0877
phone: 202-512-1698
or

Yvonne Washington
e-mail: ywashington@gpo.gov
fax: 202-512-0877
phone: 202-512-1131

Automatic Confirmation of Selections

Automatic confirmation of the changes you input is a function of the Web application. In addition, if you enter your e-mail address along with your depository library number and internal password when filling out the online selection update form, an e-mail confirmation of your transactions will be sent to you.

After October 1, 2000, libraries can verify their entire selection profile, including new additions and deletions, by using the Item Lister. (Drops can be viewed on Item Lister before October 1, one week after they are dropped via the Amendment of Item Selection Web form.) Item Lister can be found on the FDLP Administration web site at:

<www.access.gpo.gov/su_docs/dpos/itemlist.html>. The Item Lister provides several options by which a library can view its selections and non-selections.

INSTRUCTIONS

Preparing for Your Library's Selection Evaluation

In preparing to amend your depository's item selection profile for fiscal year 2001, please consider the following:

- LPS requests that documents librarians conduct a zero-based review of the depository's current item selections by carefully examining the need for each item.
- Librarians should not make their collection development decisions in a vacuum. LPS encourages cooperative collection development to ensure that all relevant items are available within a local area or region without unnecessary duplication of little used documents.
- After consulting with other depositories, documents librarians should delete any items not actually needed to serve current or anticipated future needs of the public. If appropriate, a library should add relevant items needed by its clientele.
- Regional libraries may choose a single format when an item is offered in both microfiche and paper formats.
- Selective libraries must choose only a single format when an item is offered in both microfiche and paper formats.

Depositories should select items at a level at least half the average rate of libraries of a similar size and type. Exceptions are made for depositories with a written collection development policy certifying that their current selection rate of tangible and electronic information products effectively meets public government information needs.

At the April 2000 Depository Library Council meeting, Council endorsed GPO's redefining depository library size categories based on the 1999 Biennial Survey. Use the recently revised chart of selection averages to help determine your appropriate selection rate. (See Administrative Notes, v. 21, # 7, May 1, 2000, pp. 47-48.)

Tools to Help Evaluate Your Selection Options

Use the Item Lister on the FDLP Administration page to evaluate your depository selections.

The Item Lister is located at: <www.access.gpo.gov/su_docs/dpos/itemlist.html>. The Item Lister is updated weekly (Thursday evening or Friday morning - the exact update time/date is on the results screen for each of the four Item Lister search options). Item Lister shows your current item selections and all of the items currently available through the Federal Depository Library

Program. Your drops will be reflected in Item Lister the next week after you make them. Adds will be activated, and added to Item Lister, on October 1, 2000.

- Consult the List of Classes in paper or download the file on the FDLP Administration page to aid in your evaluation of item numbers and titles. The electronic List of Classes is located at <ftp://fedbbs.access.gpo.gov/su_docs/class/listclas.txt>.
- Check out the collection management tools available on the Documents Data Miner, a cooperative partnership between the Wichita State University, the National Institute for Aviation Research and the Library Programs Service, at <<http://govdoc.wichita.edu/ddm>>.
- New item numbers added to the list of item numbers available for depository selection, can be found in several locations:

New item numbers not appearing in the paper List of Classes can be found in the "Update to the List of Classes, New Item Numbers" column in Administrative Notes Technical Supplement.

New item numbers are added to the Item Lister and also to the Documents Data Miner each week. Weekly postings of new item numbers, discontinued classes, class corrections and other changes to the List of Classes are found in the WEBTech Notes database found on askLPS at <www.access.gpo.gov/su_docs/dpos/webtech.html>.

The Administrative Notes Technical Supplement database is also available on the Federal Bulletin Board at: <<http://fedbbs.access.gpo.gov/libs/webtechn.htm>>.

Passwords

Each library is assigned a unique internal password for FDLP administrative functions, such as submitting the Biennial Survey, amending item selections, and updating the directory entry.

All libraries also have an external password. It is used with external applications, such as special access to agency Web services (there is only one such application in place now - the Environmental Health database at <<http://ehis.niehs.nih.gov/>>).

All passwords provided by LPS should be secured and only authorized users should be allowed to submit adds and drops for a library. If you lose your password, or you have problems accessing the system, please contact:

Joe Paskoski at <jpaskoski@gpo.gov> or

Robin Haun-Mohamed at <rhaun-mohamed@gpo.gov> or

Yvonne Washington at <ywashington@gpo.gov>

or by fax at 202-512-0877.

Making Amendments to Selections

Libraries notify LPS of changes to their selection profile by submitting their adds or drops on the "Amendment of Item Selections" form (see sample on page 7) found on the FDLP Administration page at: <www.access.gpo.gov/su_docs/dpos/amendment.html>. You will need your depository library number and internal password to process your amendments. Internal passwords begin with FDLP followed by a series of numbers. Information on how to fill out the Web form and whom to contact are accessible by clicking on various buttons on the form.

Automatic confirmation of your transactions will be e-mailed to you if you enter your e-mail address in the block provided.

If you have specific questions or comments, please contact Joe Paskoski at <jpaskoski@gpo.gov> or by fax at 202-512-0877.

Reporting Errors

Report errors or discrepancies in your selection profile to:

Information Processing Unit
fax: 202-512-0877
e-mail: ywashington@gpo.gov

If you mistakenly delete an item number or select an item number that you really wanted to delete, you must contact LPS. Do not try to re-input the correct selection by entering another transaction on the "Amendment to Item Selections" Web form. Contact:

Information Processing Unit
fax: 202-512-0877
e-mail: ywashington@gpo.gov

SUGGESTIONS FOR MAKING AMENDMENTS

Changing Formats

If you want to change from paper to microfiche for dual distribution items, LPS suggests the following procedure to reduce gaps in holdings:

1. Add the microfiche item during the update cycle.
2. Once the new selection is distributed in October, delete the paper item.

For example, if a library wishes to change from receiving the Federal Register in paper to microfiche, add item 0573-D in June or July, for implementation in October. Then use the Web "Amendment to Selections" form to delete item 0573-C after you begin receiving microfiche copies sometime after October 1.

Items Distributed to All Libraries

Titles distributed under item numbers **0154-B**, **0556-C**, and **1004-E** are distributed to all depository libraries whether your library selects these items or not. LPS will distribute other titles under these item numbers throughout the year if the informational content is deemed relevant to all depository libraries. Please do not drop these item numbers from your selection profile.

EFFECTIVE DATES

Deletions

If you have deleted item numbers for paper and electronic titles, LPS will stop shipping the publications within 72 hours of your Web transaction. You should not claim publications listed under these items on shipping lists dated after the date you submitted the deletion.

Deletion of microfiche item numbers will take effect beginning the week after the amendment was submitted.

Deletions can be submitted to LPS throughout the year.

Additions

Libraries will be able to make additions to their selection profile only during the Annual Selection Update Cycle (June 1, 2000 through July 31, 2000).

All additions must be posted to the Web site by July 31, 2000.

All additions remain pending until they are activated on October 1, 2000. Libraries will begin to receive new publications with shipping lists dated October 1, 2000 and after.

Claims

Do not base your claims for missing depository publications on additions made during this update cycle period until the first shipping list is distributed for FY 2001 (after October 1, 2000). If you do, the claims will not be honored.

LPS will always indicate on the shipping list which selection update period governs the item distributions. Continue to claim from your 2000 selection profile during the update cycle period.



2000 Recommended Specifications for Public Access Workstations in Federal Depository Libraries

These recommended specifications are intended to assist depository librarians who are planning purchases of new personal computers (PCs) for public use in Federal depository libraries. This document supersedes the Federal Depository Library Program (FDLP) "Recommended Specifications for Public Access Workstations in Federal Depository Libraries" (Administrative Notes, v. 20, no. 10, June 15, 1999).

In accordance with Depository Library Council action at its spring 2000 meeting, these recommended specifications will become requirements October 1, 2001.

RECOMMENDED NEW WORKSTATION CONFIGURATION

COMPUTER

Processor

IBM-compatible Pentium chip, 450 MHz Pentium II processor minimum. Consider Pentium III 500 MHz. System board should be "ATX" form factor.

Note: The Pentium II processor is no longer being manufactured but computers with this chip are still available for purchase.

- FOR CARTOGRAPHIC DATA USE: 700 MHz processor

Memory (RAM)

64 MB (expandable) minimum - 128 MB (expandable) recommended.

- FOR CARTOGRAPHIC DATA USE: 256 MB SRAM

Ports

One (1) Serial
One (1) Universal Serial Bus (USB)
One (1) Parallel
One (1) P/S-2 Mouse
One (1) SVGA Video (if video is built into system board.)

I/O bus

PCI. Should have at least four available PCI or shared PCI/ISA slots after system is configured for delivery.

Video

64 or 128 bit PCI interface SVGA controller. Should come with 4MB Windows RAM (WRAM) or Video RAM (VRAM), and be expandable to at least 8MB WRAM or VRAM. Recommend the selected device provide MPEG hardware acceleration.

- FOR CARTOGRAPHIC DATA USE: 64 or 128 bit PCI interface SVGA controller with 8MB WRAM or VRAM.

Audio

Sound Blaster 16 or better, or compatible (only if appropriate for library setting).

Drive Bays

One (1) 3.5" half-height (HH).

Three (3) 5.25" HH Externally Accessible.

Two (2) 3.5" HH Internal.

DISK DRIVES AND STORAGE

Hard Disk Drive

8.4 gigabytes (GB) or greater capacity, partitioned into smaller drives for quicker access time. IDE or SCSI interface.

- FOR CARTOGRAPHIC DATA USE: 20.0 GB or greater capacity, or network connectivity that provides the same.

Removable/External Storage

3.5" 1.44 MB drive. Use an older system for 5.25" floppy conversion.

Also, strongly recommend additional external and/or exchangeable drives, especially drives such as Zip or Jaz drives for downloading files too large to fit on a regular floppy disk, and tape drives for periodic backup.

DVD Drive

4.8X speed minimum, 5X recommended. Ensure compatibility with CD-ROM, CD-R, CD-RW, DVD-ROM, DVD-Rs. Must have a MPEG-2 decoder card for video.

- FOR CARTOGRAPHIC DATA USE: 8X DVD. Single platter or changer design. Should support all available standard CD formats. Avoid proprietary I/O designs.

CD-RW Drive

- FOR CARTOGRAPHIC DATA USE: 4x4x24x (rotational speeds to read/write/rewrite).

PERIPHERALS

Monitor

17" Super VGA (SVGA) Multimedia monitor, 0.28 dpi or smaller. May want to consider rotatable displays if in a technical services area or if users do a lot of word-processing.

- FOR CARTOGRAPHIC DATA USE: 21" monitor, Super VGA (SVGA), with at least 70 MHz vertical refresh rate at 1024x768 resolution non-interlaced, 0.28 or smaller dot pitch; display card which supports 1024x768 resolution at 70 MHz or faster.

Printer

Ink Jet or laser printer. Must support PostScript. 10MB Memory, minimum. More recommended if using PostScript or color.

- FOR CARTOGRAPHIC DATA USE: Color ink jet printer, 36", 600 dpi, 68 MB or more memory, or access to a comparable networked printer

Keyboard and Pointing Device

Microsoft-compatible keyboard, plus mouse or other compatible device. Strongly recommend ergonomically-designed products.

Internet Connectivity

Local Area Network with TCP/IP (Strongly Recommended)

or

Dial-up SLIP/PPP connection using 56 Kbps or better Modem (internal modem would be advisable to reduce cabling and power requirements)

or

Digital Subscriber Line (DSL)

SOFTWARE

Operating System

Microsoft Windows 95b (OEM release which includes "FAT-32" and their fixes)

or

Microsoft Windows 98

or

Microsoft Windows NT 4.0 Workstation

Communications

Package which supports multiple file transfer protocols; several terminal emulations such as ANSI-BBS, TTY, VT-100. Data transfer rates up to 56 Kbps. Supports Hayes "AT" compatible modems; manages telnet sessions. Must have ability to "script" log-on files.

Client Software

World Wide Web graphical browser with forms support. Java-enabled browsers such as Internet Explorer 4 or Netscape Navigator 4 or greater are required for use of some online databases (for example, the DOE/GPO Information Bridge partnership). Also consider EINet winWAIS 2.06 customized for use with GPO Access WAIS databases.

Viewers

WWW graphical browser (see above) will handle both GIF and JPEG graphics. Additional PDF viewer and MPEG player; strongly recommend viewers for other file formats such as TIFF.

- FOR CARTOGRAPHIC DATA USE: GEOTIFF file viewer. Viewing software for raster data, such as Photo Shop or Print Shop.

Applications Software

Consider getting an integrated "office suite" product such as Microsoft Office or Corel WordPerfect8 Suite. Otherwise:

Database

dBASE file format compatible or dBASE and ASCII comma delimited file importing database management software; useful to have fixed field format (SDF) import ability.

Spreadsheet

Lotus .WK1 file format compatible software; support for other formats such as Excel and Quattro Pro.

Word Processing

Software capable of importing major text file formats (Microsoft Word, WordPerfect, WordPro, etc.) and ASCII text files.

Mapping Software

- FOR CARTOGRAPHIC DATA USE: Data manipulation package, such as ArcView 3.0 or higher, Landview, MapInfo 4.5 or higher, or other similar packages.

DVD AS A PERIPHERAL

A DVD external drive may be purchased to add to an existing workstation. However, here are some cautionary notes about this. Most of these products are first and second generation DVD drives and not all of them read CD-ROMs. If you want the flexibility to use this as an additional CD-ROM drive, verify its compatibility with CD-ROMs before purchasing. External drives are available only at 1X and 2X speed. This is equivalent to 9X or 18X speed CD-ROMs and slower speeds than were recommended in the 1998 specifications. Most external DVD models use a SCSI or PC card interface. Macintosh machines and many recent PCs have a SCSI interface. Make sure your system has a compatible interface. It must also have a MPEG-2 decoder card for video.

RELATED ISSUES AND CONSIDERATIONS

These specifications are intended to assist depository staff in making informed purchases which will best achieve the goal of providing public access to Federal Government information in a variety of electronic formats.

These guidelines are aimed at providing reasonably robust workstations which should provide years of service before they become obsolete, but LPS encourages the purchase of equipment that exceeds these specifications if at all economically feasible. The speed at which computer capabilities are evolving indicates that the higher the initial outlay, the longer the useful life for the equipment. If a higher end system is not affordable, look for flexibility and expandability in the system that will allow for enhancements and upgrades at a later date.

Depository libraries must have computer equipment sufficient to allow timely and equitable public access to Government electronic information products and should allow printing or downloading information selected by the user. During a depository library inspection LPS will use a functional approach to determine compliance with this requirement.

Libraries should determine if they have a need to duplicate depository CD-ROMs for preserving data or to create circulating copies. If the need is there, the library should consider purchasing a CD-R (compact disc recordable) or a CD-RW (compact disc rewritable) drive. These can be purchased as either internal or external drives. With a CD-RW the discs can be reused, unlike those of the CD-R that can only be used once. The other major difference between CD-Rs and CD-RWs is that CDs created from a CD-R can sometimes be read in older CD-ROM drives while those created from a CD-RW can only be read from MultiRead drives. This is something to consider particularly if you are creating circulating copies and want to meet the needs of most of your users. Be sure to check compatibility with your operating system. The chart below will help decipher portability:

DRIVE TYPE	READ	WRITE
CD-R	CD-Rs and CD-ROMs	CD-R format only
CD-RW	CD-Rs and CD-RWs	CD-R, CD-RW, CD-ROM
DVD-RAM	CD-ROMs, CD-Rs, CD-RWs and DVDs	DVD-RAM

The Workforce Investment Act of 1998 (August 7, 1998) amended §508 of the Rehabilitation Act of 1973 to require “individuals with disabilities, who are members of the public seeking information or services from a Federal department or agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities.” Federal depository libraries must provide hardware and software to allow this or accommodate users in some other manner. Federal Electronic and Information Technology Accessibility Standards proposed rules were published in the March 31, 2000 (pp. 17348-17367) issue of the Federal Register. Further guidance can be found in Electronic and Information Technology Access Advisory Committee Final Report, which is available from: <<http://www.access-board.gov/pubs/eitaacrpt.htm>>.

LPS cannot anticipate or address every possible depository library computer scenario and depository libraries are encouraged to adapt this menu of specifications to fit their local situations. Depositories may require multi-purpose single workstations, electronic access in networked environments, or a combination of both. Given the large variation in the size of Federal depository libraries and the numbers of users served, LPS cannot recommend a universal standard for the number of public access workstations in any given library. However, when assessing workstation needs, librarians should consider such local factors as:

- the amount of information provided over the Internet compared with the amount from CD-ROM
- whether and how the workstations are networked
- to what extent users are permitted to perform additional information processing at the public access workstations
- whether users are experiencing extended waiting times at library peak service hours, etc.

When configuring workstations bear in mind that some government CD-ROM products now link to the web to update information on the CD-ROM. This means that for the user to get the newer information and the full benefit of the product at least one workstation must have **both** CD-ROM capability and Internet accessibility with a graphical browser.

Additional or different capabilities may be desirable for workstations used by library staff. Some libraries may elect to add applications software, such as spreadsheet, word processing, or data base software, to their public access workstations, but this is a local resource management decision.

Many depository libraries have existing computer equipment that is no longer "state of the art." These specifications should not be applied retrospectively to existing equipment, although they may assist in determining the appropriate time for replacement or upgrading.

LPS has deliberately not provided specifications for Apple Macintosh (Mac) or UNIX workstations. Based on responses to the 1995 and 1997 Biennial Surveys, Macs are the computer of choice for a small minority of the depository libraries. However, depository libraries that have a Mac or UNIX environment should assess their functional capabilities in light of these specifications.

LPS works with the Cartographic Users Advisory Council (CUAC) to develop any additional specifications which support GIS applications. These are included in the recommendations with the indicator *For cartographic data use.

For additional information, or if you have any questions about these specifications, please contact Cynthia Etkin, Program Analyst, at <cetkin@gpo.gov> or by voice at (202) 512-1119.

Related guidelines:

- “Depository Library Public Service Guidelines for Government Information in Electronic Formats,” Administrative Notes, v. 19, #11 (September 15, 1998).
- “FDLP Internet Use Policy Guidelines,” Administrative Notes, v. 20, #2 (January 15, 1999).



How to Find Congressional Hearings on GPO Access

In response to questions regarding the availability of congressional hearings online through GPO Access, GPO staff have prepared the following report on the current status and future plans at GPO for providing hearings electronically.

All congressional hearings are not centrally available on GPO servers at this time. This is due in large part to the fact that committees from the House and Senate do not provide GPO with all hearings to place on GPO servers. Also, there is frequently a delay between the receipt of hearings in hard copy and their subsequent availability online through GPO Access. Below, we outline five ways for users to find congressional hearings on or through GPO Access, and also present some enhancements currently being developed to further improve the ability of customers to access congressional hearings.

Existing Tools

The following examples use the existing tools available on GPO Access and external sites GPO links to for congressional hearings. “Cervical cancer” is the sample search used to find the hearing on “Women’s Health: Raising Awareness of Cervical Cancer.”

1. GPO Access - Database of Congressional Hearings

Starting at the GPO Access homepage <http://www.access.gpo.gov/su_docs/>, click on “Legislative.” Scroll down the page and click on “congressional hearings, 105th Congress Forward.” Enter the terms “cervical cancer” in the search box. The desired result “Women’s Health: Raising Awareness of Cervical Cancer” comes back as the first result, available as a Text or PDF file.

2. GPO Access - Committee Browse Page

Starting at the GPO Access homepage <http://www.access.gpo.gov/su_docs/>, click on “Legislative.” Scroll down the page to “Miscellaneous House Publications and Committees.” Click on this. Scroll down the “U.S. House of Representatives” page until “Committees of the U.S. House of Representatives” appears. Click on “Commerce.” You will notice on that page a link to “Committee Hearings.” These are hearings that are physically located on GPO servers. Click on this link. The next page will contain a link to “Committee Hearings, 106th Congress.” Click on this page. “Women’s Health: Raising Awareness of Cervical Cancer” comes back as the fourth result, available as a Text or PDF file.

3. GPO Access - Site Search

Starting at the GPO Access homepage <http://www.access.gpo.gov/su_docs/>, click on “Site Search” and enter “cervical cancer.” The results list (on the test day) shows the 11th result as “House Committee on Commerce, Committee Hearings (106th Congress). Click on that link, scroll down the page, and find “Women’s Health: Raising Awareness of Cervical Cancer” as the fourth option, available as a Text or PDF file. It should be noted that Site Search was able to find this hearing because the title of the hearing appeared on a browseable HTML

page. Site Search does not search for information within individual hearing databases on GPO Access.

4. Catalog of U.S. Government Publications

Starting at the GPO Access homepage <http://www.access.gpo.gov/su_docs/>, click on “Finding Aids.” Next click on Catalog of U.S. Government Publications, and enter the sample search terms in the keyword search box. “Women’s Health: Raising Awareness of Cervical Cancer” appears as the seventh result. There are two PURLs available; one for the Text and the other for the PDF file.

5. Individual Committee Web Pages

In order to find a congressional hearing through GPO Access on individual committee web pages, a user must know the committee name. For example, to find a hearing on terrorism from the House Committee on Armed Services, start at the GPO Access homepage <http://www.access.gpo.gov/su_docs/> and click on “Legislative.” Scroll down the page until the link to “Miscellaneous House Publications and Committees” appears. Click on this. Scroll down the “U.S. House of Representatives” page until “Committees of the U.S. House of Representatives” appears. Click on “Armed Services.” There are no congressional hearings listed that are available directly from GPO servers on this page. However, by clicking on “Web Site” you leave GPO Access and go directly to the House Armed Services Committee Web Site. Click on “Schedules and Transcripts” to link to their page of hearings. A hearing on “Terrorist Threats to the United States” is listed. On the test day, however, only a press release about the hearing is posted, not the hearing itself.

GPO cannot guarantee the authenticity of information on non-GPO sites, because we do not have control over the content or organization of that information.

Tools Under Development

GPO is in the process of developing a new application to create a browseable list of all congressional hearings that are officially part of GPO Access. Eventually a catalog of hearings will be available for customers to browse by Congress on separate web pages, similar to the current Catalog of Congressional Bills application.

Also, on a weekly basis, GPO will announce the availability of all new congressional hearings that are being placed on GPO servers and made available through GPO Access. This will be accomplished through weekly postings to New Electronic Titles (NET), the service that will replace the Browse Electronic Titles in July. (See New Electronic Titles Service Begins in July on p. 14.)



Photo Gallery: Spring Council 2000



Public Printer Michael F. DiMario and Superintendent of Documents Francis J. Buckley, Jr. congratulate outgoing Council members after 3 years of service. Left to right: Gregory W. Lawrence, Diane L. Garner, Buckley, DiMario, Mary Alice Baish, and Duncan M. Aldrich



Front row, left to right: Andrea Sevetson, Duncan Aldrich, Maggie Farrell, Fred Wood. 2nd row: Mary Alice Baish, Paula Kaczmarek, Donna Koepp, Diane Garner, Mary Redmond, Greg Lawrence, Sharon Hogan, Linda Fredericks, and Robert Hinton

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