



Administrative Notes

Newsletter of the Federal Depository Library Program

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May 15, 2001

New Sales Toll Free Number Available

The Superintendent of Documents Sales Program, U.S. Government Printing Office now has a toll-free number for the Telephone Order Desk: **866-512-1800**. This toll-free number is for calls originating outside of the Washington, DC metro area. Local calls in the Washington, DC metro area should be made to 202-512-1800.



Annual Item Selection Update Cycle 2002 Begins June 1, 2001

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/fdlp/tools/webtech.html> as they occur.

Schedule

June 1, 2001 "Selection Update Cycle 2002" begins. Information about the Update Cycle will be in Administrative Notes, FDLP Desktop News page, at <www.access.gpo.gov/su_docs/fdlp/tools/news.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, 2001 Deadline for submission of all additions.

Oct. 1, 2001 New selection profiles become effective.
(Drops will be recorded and activated as soon as they are entered.)

Update Cycle Online on the Web

The 2002 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 FDL P Desktop Web site at: <www.access.gpo.gov/su_docs/fdlp/tools/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 should be sent to you. However, please note that we are experiencing some problems with the e-mail confirmation component of this application. For your records you may want to print out and/or save the Web page confirmation that appears as soon as you hit the Submit button. When you save the file, change the file name extension from .cgi to .html to view the page in a Web browser.

Instructions

Preparing for Your Library's Selection Evaluation

In preparing to amend your depository's item selection profile for fiscal year 2002, 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.

Use the chart of selection averages in Administrative Notes, v. 21, # 7 (5/1/00), pp. 47-48, to help determine your appropriate selection rate. This chart is also available on the FDLP Desktop at <www.access.gpo.gov/su_docs/fdlp/coll-dev/itemchrt.html>.

For further information, see "Review of LPS Position on Item Selection Rates" in Administrative Notes, v. 22, # 5 (3/15/01), p. 3.

Tools to Help Evaluate Your Selection Options

Item Lister shows your current item selections and all of the items currently available through the Federal Depository Library Program. Item Lister can be found on the FDLP Desktop Web site at: <www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html>. 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, 2001. During the Annual Selection Update Cycle only, Option 5, Pending Adds, is added to Item Lister. This will show what adds you have made during the Update Cycle. These adds are pending, and go into effect October 1 at the start of the new fiscal year.

For both drops and pending adds, the library should monitor Item Lister to ensure that the submissions went through and were recorded by GPO.

- Consult the List of Classes in paper or download the file on the FDLP Desktop Web site to aid in your evaluation of item numbers and titles. The electronic List of Classes is located at <http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html>.
- Check out the collection management tools available on the Documents Data Miner, a cooperative partnership between Wichita State University and the Library Programs Service, at <<http://govdoc.wichita.edu/ddm/GdocFrames.asp>>.
- 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. Postings of new item numbers, discontinued classes, class

corrections and other changes to the List of Classes are found in the WEBTech Notes database at <www.access.gpo.gov/su_docs/fdlp/tools/webtech.html>.

The WEBTech Notes database is also available in dbf format on the Federal Bulletin Board at: <<http://fedbbs.access.gpo.gov/library/list/files/?lib=WEBTECN>>.

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>, Robin Haun-Mohamed at <rhaun-mohamed@gpo.gov>, or Yvonne Washington at <ywashington@gpo.gov> or by fax at 202-512-0877.

For more information on passwords, see <www.access.gpo.gov/su_docs/fdlp/tools/faqs.html#1>.

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 found on the FDLP Desktop Web site at: <www.access.gpo.gov/su_docs/fdlp/tools/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.

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

Reporting Errors

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. To report all errors or discrepancies in your selection profile, contact:

Information Processing Unit
fax: 202-512-0877
e-mail: jpaskoski@gpo.gov
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, to change the Federal Register selection from 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.

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, 2001 through July 31, 2001).

All additions must be posted to the Web site by July 31, 2001.

All additions remain pending until they are activated on October 1, 2001. Libraries will begin to receive new publications with shipping lists dated October 1, 2001 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 2002 (after October 1, 2001). 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 2001 selection profile during the update cycle period.



Depository Library Council to the Public Printer Spring 2001 Recommendations, Commendations, and Action Items

RECOMMENDATIONS

1. Baseline Electronic Proficiencies Program at the Fall 2001 Conference

Council recommends that the Government Printing Office develop a program for the fall 2001 Depository Library Conference on suggested baseline proficiencies for public access to Federal electronic resources.

Rationale:

Council recognizes the widespread uncertainty regarding the proficiency level needed for accessing electronic government resources when providing public services. It is the sense of Council that a program delineating baseline proficiencies would serve the dual purpose of providing practical information of immediate use, as well as opening a dialog on proficiencies that could become the catalyst for more advanced training opportunities.

2. Basic Collection Proposal

Council recommends that the Government Printing Office proceed with the “Basic Collection” revision proposal. Council also requests that the Government Printing Office regularly review this list. Council further recommends that the Government Printing Office examine the functions and scope of all collection lists in the *Federal Depository Library Manual*.

Rationale:

Council agrees that the Basic Collection list is outdated and in need of revision to reflect the changes in currently available, tangible and online, government products. In order for this to continue as a viable list, Council suggests the list be reviewed for possible revision on a regular basis. Council asks the Government Printing Office to clarify the primary purpose of the Basic Collection and all collection lists in the *Federal Depository Library Manual* to make sure they are still valid and useful, and that the purpose for each is clearly explained.

3. Clarify the Phrase “select or otherwise make available” in the Basic Collection Proposal

Council recommends that the Government Printing Office clarify the phrase “select or otherwise make available” as used in the Basic Collection proposal.

Rationale:

The electronic environment that we work in makes the concept of “selection” more fluid since libraries can access things that they have not selected. Questions that Council raised include: does each library have to point to all items in the basic collection or is one pointer to *GPO Access* enough; should the online catalog include each title; and are there reference service

implications? Council believes that an articulated range of options for depository libraries would be helpful.

4. Cooperative Cataloging Partnerships

Council recommends that the Government Printing Office investigate the feasibility of entering into cooperative cataloging partnerships with depository libraries. The investigation could include the development of criteria and requirements for cooperative cataloging partners.

Rationale:

Through partnerships, depository libraries would have the opportunity to share the results of local and regional cataloging efforts by contributing records for inclusion in the Government Printing Office's *Catalog of U.S. Government Publications* and distribution as GPO records. Cooperative cataloging by GPO partners has the potential to add value to other FDLP initiatives, such as the University of North Texas Cybercemetery and the Permanent Public Access initiative. In addition, cooperative cataloging partnerships may enable the Government Printing Office to discover and obtain cataloging for government information products outside the current GPO cataloging workflow. Once developed, cooperative cataloging partnerships could be used to enable depository libraries engaged in a variety of digitization, retrospective conversion, and discovery projects to share cataloging of GPO-distributed products.

COMMENDATIONS

1. Council commends Sheila M. McGarr for her many contributions to the Federal Depository Library Program during her nineteen-year career with the Government Printing Office and congratulates her on her appointment as Director of the National Library of Education. Through her advocacy, leadership in providing training opportunities, and professional activity in the American Library Association Government Documents Round Table, she helped thousands of depository librarians and those whom they serve.
2. Council commends the U.S. Department of Labor's Wage and Hour Division and the U.S. Government Printing Office for the development and release of the Davis-Bacon Wage Determinations database now freely available on GPO Access. This partnership creates a valuable resource for those affected by local wage scales and for contractors as they bid on government contracts. Council is especially pleased to see the Government Printing Office reaching out to a variety of government agencies that provide important resources for the public.
3. Council commends the Government Printing Office and partner libraries for the innovative and wide-ranging partnerships that have been forged over the past few years. These service and content partnerships provide examples of good work, experts in new fields, and provide an opportunity for FDLP Libraries to serve both their public and other libraries in new and creative ways. In addition to previously recognized partnerships, Council commends:
 - University of Central Oklahoma for *Browse Topics* (Service Partnership)

- State University of New York at Buffalo for the *Enhanced Shipping List Service* (Service Partnership)
 - Louisiana State University for the *List of Federal Agency Internet Sites* (Service Partnership)
 - Library of Michigan's *Regional Federal Depository Libraries Pages* (Service Partnership)
 - U.S. Department of State and the University of Illinois at Chicago's *Department of State Foreign Affairs Network (DOSFAN)* (Content Partnership)
 - University of North Texas *Research Collections* a.k.a. the "Cybercemetery" (Content Partnership).
4. Council commends the Government Printing Office for taking a leadership role in developing and implementing a wide range of Web metrics and evaluation methods. These are essential to assuring that *GPO Access* continues to be as user friendly, useful, and accessible as possible.

ACTION ITEMS

1. Action Item on FDLP Value in the Digital Age

Council will send to the new Public Printer appointee a letter welcoming the appointee and articulating the values of the FDLP in the digital age. The letter will emphasize the key role of the FDLP in assuring no-fee public access to Federal Government information and will highlight the defining contribution of the FDLP toward this end.

2. Action Item on Replacement Cost of a Depository Library Collection

Council will update the information posted to GOVDOC-L in January 2001 with the latest average cost figures for Government Printing Office sales items and by May 1, 2001 will send the final version to the Government Printing Office for posting on the Depository Library Council Web site.

3. Action Item on Recommendation Number 3

Council will send examples of acceptable options for "select or otherwise make available" to Robin Haun-Mohamed by June 1, 2001.



Readers Exchange

Joint Forces Staff College Library Participates in the National Commemoration of the Korean War

**Patricia M. Liquori
Reference Librarian
Joint Forces Staff College
Norfolk, VA**

Norfolk, Virginia was designated by the Department of Defense and the National Korean War Commemoration Committee as the first "Commemorative Community" and was selected to host the 50th Anniversary Commemoration of the Korean War. Norfolk was the largest debarkation point for American forces during the Korean War. Numerous events were planned as part of the commemoration, including a recreation of the Inchon Landing, living history displays, a POW/MIA Remembrance Day Ceremony, Korean War Veterans' Parade, a USO-type show, and a fireworks display.

Home to the MacArthur Memorial, which tells the story of American service men and women who fought for their nation from the Civil War through the Korean War, Norfolk's commemoration included participation by many civic, religious, and educational groups. The Joint Forces Staff College Library decided to tie in with the community celebration, and what began as an idea for a small display on the Korean War turned into a full size museum display of Korean War memorabilia.

With a lot of creative thought, time, talent, and memorabilia donations from many sources, the library display began to grow. With the donation of a full size reconditioned jeep as the focal point, the display covered one corner of the first floor of the new library. The 1/4 ton 4 x 4 truck, used during World War II and the Korean War, was restored by a former JFSC staff member and was used during the recreation of the Inchon Landing during the commemoration events. Surrounding "The Little Work Horse" were displays of seasonal military uniforms and equipment used by American GI's, graphic time lines of events, journal articles, military cartoons and library books covering the war period. The display also included information on the MacArthur Memorial and the Hampton Roads events. Two more displays, located on the 2nd floor of the library, included memorabilia donated by staff college members and a visual trivia display of life on the homefront during the Korean War. JFSC students, faculty, staff and visitors to the college were given a true glimpse of life during the Korean War and an opportunity to remember those veterans who served during the sometimes "Forgotten War."



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