



Administrative Notes

Newsletter of the Federal Depository Library Program

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June 15, 1999

Sheila McGarr Named Chief, Library Division

The Library Programs Service (LPS) is pleased to announce that Ms. Sheila McGarr has been appointed as Chief of the Library Division, effective June 7, 1999. Her new duties include managing the Depository Administration Branch, Cataloging Branch, and the Depository Services Staff and advising the Director, LPS on program-related matters.

In December 1981, Sheila began her career at GPO as a depository library inspector. From 1987-1992, she served as Chief of the Depository Administration Branch. Since September 1992, she has been Chief of the Depository Services Staff. For the time being she will continue to supervise the depository library inspectors and organize the annual Federal Depository Conference and the Interagency Depository Seminar.

Prior to joining GPO, Sheila worked at Mary Washington College in Fredericksburg, Virginia, and before that she was employed at the North Shore Community College in Beverly, Massachusetts. She received her M.S.L.S. from The Catholic University of America and her B.A. from Merrimack College.



Annual Selection Update Cycle 2000 Running June & July

Schedule:

June 1, 1999 "Selection Update Cycle 2000" begins. Information about the Update Cycle will be in Administrative Notes, askLPS FAQs & News, GOVDOC-L and DocTech-L.

Note: **There will be no separate mailing in conjunction with Selection Update Cycle 2000.**

June-July Depository libraries evaluate selections.

July 31, 1999 Deadline for submission of all additions.

Oct. 1, 1999 New selection profiles become effective.
Drops will be recorded and activated as soon as they are entered.

Selection Update Cycle 2000 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

Instructions for the Selection Update Cycle are located at:

www.access.gpo.gov/su_docs/dpos/updatein.html

On the 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.

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



Survey 99-002 Issued

Survey 99-002 has been assigned to shipping list 99-233-P dated May 24, 1999. The survey will run from May 24, 1999 until June 4, 1999. All depository libraries, selectives and regionals, must respond to this survey.

Libraries will not receive a paper copy of this shipping list. The survey is available **online only** at: **www.access.gpo.gov/su_docs/dpos/surv99-2.html**.

Two products will be surveyed:

- Administrative Office of U.S. Courts will issue Court Testimony and Miscellaneous Information on CD-ROM. Page counts and software requirements will vary upon release.

- The Patent and Trademark Office is discontinuing the use of CD-ROM format and converting to DVD-ROM format. Several titles will be combined. Frequencies will vary, but all titles will supersede. These DVD-ROM products are due to start with the September/October, 1999 issues.

Only the DVD-ROM product “Trademark REGISTERED and Trademark PENDING” contains the same information as the online version, at www.uspto.gov/tmdb/index.html. All other DVD-ROM products contain material in addition to the information posted on the website for those titles.

USAPAT and USAMark will also change to DVD-ROM format, but not before 2000. These titles will be surveyed in the near future.

The following PTO titles are affected:

- 1) Patents BIB (C 21.31/2;) and Patents SNAP (C 21.31/6;) will be combined. New class will be C 21.31/16;, item 0154-H-01.
- 2) Patents ASSIGN (C 21.31/4;) and Trademarks ASSIGN (C 21.31/9;) will be combined. New class will be C 21.31/13;, item 0154-H-02.
- 3) Trademarks REGISTERED (C 21.31/7;) and Trademarks PENDING (C 21.31/8;) will be combined. New class will be C 21.31/14;, item 0154-H-03.
- 4) Patents CLASS (C 21.31/3;) Title and class remain the same. New item: 0154-H-04
- 5) Trademark ASSIST (C 21.31/10;) Title and class remain the same. New item: 0154-H-05.
- 6) Patents ASSIST (C 21.31/5;) Title and class remain the same. New item: 0154-H-06.

NOTE: Regional libraries that are also Patent depository libraries are not required to select these PTO titles.

If your library was unable to respond to this survey during the 2-week time frame, you may add the items during the annual item selection update cycle which concludes on July 31.



Lighted Bin Updates

As a part of Y2K compliance efforts, several changes have taken place recently within the Lighted Bin System. First, the Lighted Bin System has a new name: Automated Depository Distribution System (ADDS). In addition, bin locations changed during the week of May 16, 1999. These changes should be transparent to depository libraries.

If your library experiences any major problems with shipments, please contact:

Vicki Barber
Chief, Depository Distribution Division
phone: (202) 512-1014
e-mail: <vbarber@gpo.gov>



Claiming Procedures Reminder

When claiming materials in paper or electronic formats, including separates, mail a copy of the original shipping list to the following address:

U.S. Government Printing Office
Library Programs Service (SLDM)
Paper Claims
Washington, DC 20401

For "Direct Mail" claims, use the "Depository Library Inquiry Form" and send it to the address for paper format claims.

To fax claims to GPO, including those for direct mail, use (202) 512-1429. Please **do not** use any other fax number. Using other fax numbers delays the processing of your claim.

Mail microfiche claims directly to the contractor's address on the shipping list.



LPS Now Shipping NIMA Maps

LPS began shipping National Imagery and Mapping Agency (NIMA) maps to depositories in mid-May. These maps had previously been distributed directly to the libraries from NIMA. Because many libraries have a separate location for maps, a separate shipping list will be prepared and mailed to the separate map location. The depository of record will continue to receive the shipping list also via the regular shipment box. The shipping list number format is: 99-2001-S. Map shipping lists are posted to the U.S. Fax Watch and to the Federal Bulletin Board (FBB) in .dbf format.



Materials Selected under Old Item Numbers May Be Distributed under New Item Numbers

New item numbers are assigned when new material enters the Federal Depository Library Program, when groups of materials are split out from existing item numbers, and when publications already in the program are altered in ways that make a new item number necessary. In the Administrative Notes Technical Supplement, new item numbers are listed in the column: Update to the List of Classes: New Item Numbers. These changes are posted weekly in the GPO Access Web site, in WEBTech Notes, at: <www.access.gpo.gov/su_docs/dpos/webtech.html>.

As noted in the Technical Supplement and in WEBTech Notes, materials previously selected under an old item number will continue to be distributed under the new item number unless the library deselects the new item. Materials received under these new item numbers must be processed and retained in depository collections in the same way as if received under the old item number.



1999 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 Work Stations in Federal Depository Libraries" (Administrative Notes, v. 18, no. 9, June 15, 1998).

RECOMMENDED NEW WORKSTATION CONFIGURATION

COMPUTER

Processor

IBM-compatible Pentium chip, 333 MHz Pentium II processor minimum. Consider 450 MHz. System board should be "ATX" form factor.

Memory (RAM)

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

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: 9.0 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, DVD-ROM, DVD-Rs. Must have a MPEG-2 decoder card for video.

- FOR CARTOGRAPHIC DATA USE: 5X speed (comparable to 32X CD-ROM). Single platter or changer design. Should support all available standard CD formats. Avoid proprietary I/O designs.

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 plotter, 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)

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 are required for use of some online databases (for example, the DOE/GPO Information Bridge partnership). Also recommend 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 last year's 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.

Y2K

Depository librarians are reminded to check computer and network configurations and software to ensure Y2K compliance. Most software developed in the 1960s, 70s, 80s, and to a lesser extent the 90s, was not designed to be operable into the 21st century. If you are using any application programs (database management, spreadsheets, word processors, etc.) to administer any part of the depository operation, verify their Y2K readiness and upgrade or migrate to a new program if necessary.

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.

As of this writing the Pentium III was just released. LPS believes it is too soon to recommend its purchase for depository libraries. At this early stage not much software supports the Katmai New Instructions (KNI) of the Pentium III that make it a more powerful and speedy processor. Of greater concern is the unique ID number associated with each chip that has potential security

risks. Intel is going to release software that allows the ID number to be turned on and off. When this problem is eliminated and if your software supports KNI, consider purchasing a 500 MHz Pentium III.

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.

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, Mac's 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, Depository Library Inspector, at <cetkin@gpo.gov> or by voice at (202) 512-1119.

Related guidelines:

- “Public Access to Electronic Government Information Provided Through Federal Depository Libraries,” Administrative Notes, v. 17, #7 (May 15, 1996).
- “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).



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