



# Administrative Notes

Newsletter of the Federal Depository Library Program

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September 15, 2000

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## SuDocs Letter to Directors: Changes in FDLP

*[The following letter was sent to all depository library directors.]*

August 25, 2000

Dear Library Director:

I am writing to you in my capacity as administrator of the Federal Depository Library Program (FDLP) and because your library is one of the Nation's 1,330 depository libraries.

Over the past few years, there have been important changes in the way in which the FDLP makes Government information available to libraries and to the American public. The most profound of these changes is the FDLP electronic transition, which follows the general trend in the Federal Government to publish and disseminate information in electronic formats. Often this means that information previously provided for your collection in a tangible, printed format is now available via the Internet. During the most recent 12 months, more than 50% of the content provided through the FDLP has been online. However, due to the proposed congressional appropriation for the FDLP, the shift to a primarily electronic program will accelerate.

The Senate and House appropriations conferees have agreed on \$27.9 million for the Salaries and Expenses Appropriation (S&E) for the Superintendent of Documents for FY 2001. This appropriation funds the FDLP as well as the Cataloging & Indexing, By-Law Distribution, and International Exchange Programs. The current budget is \$29.9 million, and GPO had requested \$34.5 million for the S&E for FY 2001. The conference committee proposal is \$2 million less than the current fiscal year. The House in particular has directed GPO to emphasize electronic dissemination. This was articulated most recently in House report 106-796, which said "[e]mphasis should be on streamlining the distribution of traditional paper copies of publications, which may include providing online access and less expensive electronic formats."

To operate within the reduced appropriation, GPO will be obliged to curtail some traditional products and services. We are evaluating print products in the Program that are also available electronically and changing their dissemination to libraries to the online electronic version only. The Program is not funded at a level that permits us to continue to make dual format distribution on a routine basis.

Therefore, we are implementing a policy on distribution to Federal depository libraries that will accelerate the transition to a primarily electronic Program. As an operational guideline, U.S. Government publications will be furnished to Federal depository libraries solely in online electronic format unless:

- There is no online electronic version available from the publishing agency.
- The online version is incomplete.
- The online version is not recognized as official by the publishing agency.
- The online version is unreliable; e.g., the content is replaced or overwritten without notice.
- The tangible product is of significant reference value to most types of FDLP libraries. The online version poses a significant barrier to access; e.g., the product is very difficult to use, thus impeding access to data or content.
- The tangible product is intended to serve a special needs population; e.g., publications in Braille or large print.
- There is a legal requirement to distribute the product in tangible format.
- The costs associated with disseminating electronically exceed those for the tangible product, a situation that may arise with certain CD-ROM software licensing or fee-based online services.

GPO will present a draft policy regarding the above exceptions to our Depository Library Council for discussion at the upcoming fall meeting to be held in Arlington, Virginia, October 22-25, 2000.

These changes to a primarily electronic FDLP are of much more than academic interest. This fiscal year, we estimate there will be about 27,000 tangible titles in the Program, down from about 40,000 last year, due to reductions in agency publishing and transition to online access. We are now in the annual process of establishing the requirements for depository copies for many products that will be printed under GPO term contracts beginning in FY 2001. This year, in order to save printing and shipping expenses, we are checking each term contract to see if that title or set of products is available online. Our analysis indicates that up to 40% of the products distributed in tangible format may also have an online version available. If that is the case, and they do not fall into one of these exceptions, GPO is changing the depository dissemination to electronic only. Such changes will be reported in the *Administrative Notes Technical Supplement* as they become effective.

These changes will impact the budget and operation of the depository program in your institution. Shipments of tangible FDLP products to your library will decline sharply over coming years, reducing your long-term requirements for shelving and space. However, I am

concerned that we use the electronic transition as an opportunity to expand public access to electronic Government information products. In order to deliver this information effectively, libraries must take steps to ensure that the technological infrastructure is in place. Together we must address accelerating training and continuing education needs of depository library personnel, so that they may keep abreast of this rapidly changing technological environment. In the new, primarily electronic environment, GPO will continue to provide Federal depository libraries administrative support, collection development, and access services (identification, evaluation, selection, authentication, organization, and cataloging), as well as systems for permanent accessibility.

Thank you for your continuing support for the FDLP and your library's contributions to the public's right to know about the activities of their Government. If you have questions or concerns about these issues, or wish to discuss any aspect of the Program, please do not hesitate to contact me at 202-512-0571, or by email at <fbuckley@gpo.gov>.

Sincerely,



FRANCIS J. BUCKLEY, JR.  
Superintendent of Documents



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## Revised Edition of Instructions Distributed

A new revised and enlarged edition of the Instructions to Depository Libraries (July 2000) is available to all Federal depository libraries. A printed version with a yellow cover has been shipped to all depositories under item number 0556-C, SuDocs class number GP 3.26:D 44/2000 on shipping list 2000-0344-P dated August 31, 2000. A limited number of paper copies is available upon request to <asklps@gpo.gov>. The 2000 edition replaces the 1992 edition. Please discard the 1992 and any earlier versions in the library's possession.

The Instructions are also available for printing and downloading from the FDLP Desktop at <[www.access.gpo.gov/su\\_docs/fdlp/pubs/instructions](http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions)> in MS Word, PDF, and HTML. All of the URLs in the Instructions are hyperlinked to information on the FDLP Desktop. The URLs in the Instructions on the web will be kept up-to-date as new policies or manuals are issued.



## **SuDocs Letter: Destroy VA CDs**

July 21, 2000

Dear Depository Librarian:

The Library Programs Service (LPS) was apprised by the Department of Veterans Affairs, Board of Veteran's Appeals, that the two Board of Veterans Appeals Decisions on CD-ROM for 1999 should not have been distributed to depository libraries, as they contain information other than just the decisions. The VA has asked LPS to return or destroy all copies of these CD-ROMS.

Descriptive information on these publications:

Title: Board of Veterans Appeals Decisions, CD-ROM, First Six Months of 1999

SuDocs Number: VA 1.95/2:999

Shipping List Number: 2000-0019-E

Shipping List Date: 01/14/2000

Item Number: 0983-E-01

Title: Board of Veterans' Appeals Decisions, CD-ROM, 3rd Quarter of 1999

SuDocs Number: VA 1.95/2:999-2

Shipping List Number: 2000-0035-E

Shipping List Date: 04/28/2000

Item Number: 0983-E-01

I am requesting that you immediately withdraw these publications and destroy them by any means to prevent disclosure of their contents. Both LPS and the Department of Veteran's Affairs deeply regret any inconvenience resulting from the shipment of these publications.

Sincerely,

FRANCIS J. BUCKLEY, JR.  
Superintendent of Documents



## **LPS Discontinues Monthly Catalog CD-ROM**

The CD-ROM edition of the Monthly Catalog of United States Government Publications (Item 0557-C, SuDocs GP 3.8/7:) has been discontinued effective with the January 2000 issue. Contractor problems with producing the CD-ROM and the popularity of the web Catalog of U.S. Government Publications <<http://www.access.gpo.gov/catalog>> were factors leading to the cancellation.

This decision is consistent with general program directions for multiple format distribution as announced in the letter to directors in this issue.

The Monthly Catalog CD-ROM, containing full cataloging records, started in January 1996. It replaced the full-record printed and microfiche editions. The abridged-record printed version of the Monthly Catalog will continue. Libraries that previously received the CD-ROM Monthly Catalog will begin receiving the abridged printed edition, effective with the February 2000 issue, under item number 0557-D. Libraries not wishing to receive the paper Monthly Catalog should deselect item 0557-D.



## **Change of E-mail Address for Council Member Koepp**

The e-mail address for Council member Donna Koepp has changed to: <[dkoepp@ukans.edu](mailto:dkoepp@ukans.edu)>.



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