

2017 Biennial Survey of Federal Depository Libraries

Preview of Questions - July 2017

The following is a preview of the 2017 Biennial Survey questions. This document is being made available to libraries in the Federal Depository Library Program in order that they might prepare for the official launch of the 2017 Biennial Survey, which is scheduled for release on October 23, 2017. As this is a preview of the final survey, there may be minor edits and changes when the 2017 Biennial Survey is released in October.



FEDERAL DEPOSITORY LIBRARY PROGRAM

<https://www.fdlp.gov>

Instructions for filling out survey online

- 1) All Federal depository libraries are required to complete this survey. The survey must be submitted by November 30, 2017.
- 2) Responses must be reviewed and approved by your institution's library director or designee prior to submission. Survey questions were posted in advance so that depositories could prepare their responses.
- 3) Have your regional depository coordinator's email address on hand. At the conclusion of the survey, you must enter it into a field so they receive a copy of your library's Biennial Survey.
- 4) Once started, if you are unable to complete the survey, either leave your browser open if you wish to continue where you left off or restart the survey at a later time. The system will automatically log you out after 8 hours of inactivity.
- 5) Do not use your browser's back button. Use the Previous/Next Page buttons on the bottom of each page to navigate.
- 6) Due to its lack of adherence to web standards, Internet Explorer 8 and below are not recommended. Please use a standards compliant browser.
- 7) Ask questions related to the survey using [AskGPO](#). GPO staff will monitor and respond regularly.

Definitions

Tangible: A physical publication format, such as print, microfiche, DVD-ROM, CD-ROM, Floppy diskette, etc.

Digital Federal depository library: The library has no tangible item numbers on the item selection profile and no tangible material in the depository collection; electronic collections are curated according to library's collection development policies.

Mostly digital Federal depository library: The library has few or no tangible item numbers on the selection profile; may have tangible material in the depository collection; both tangible and electronic collections are developed and curated according to library's collection development policies, with an emphasis on development of and access to digital (online) depository resources.

Harvest [websites or publications]: The identification and replication of Federal agency digital content on library-managed web servers.

Basic Questions

Depository Coordinator Information

Name: _____

Title: _____

Parent institution: _____

Library name: _____

Depository library number: _____

Email address: _____

Phone number: _____

☐ I certify that my library's information is correct in the [Federal Depository Library Directory](#).

Question 1. Do you have a copy of the [*Legal Requirements and Program Regulations of the Federal Depository Library Program?*](#)

☐ Yes

☐ No

Question 2. Have you read the [*Legal Requirements and Program Regulations of the Federal Depository Library Program?*](#)

☐ Yes

☐ No

Question 3. Do you have any questions related to the [*Legal Requirements and Program Regulations of the Federal Depository Library Program?*](#)

☐ No

☐ Yes. Please submit your questions to FDLPOutreach@gpo.gov.

Question 4. Does your library plan to remain in the Federal Depository Library Program?

- ☐ Yes
- ☐ No
- ☐ Not sure

Question 5. Are you considering changing your designation from regional to selective?

- ☐ Yes
- ☐ No
- ☐ Not applicable. My library is a selective depository.

Question 6. How many tangible publications (paper, microform, etc.) are in your library or library system other than Government publications? (Include material in cataloged and uncataloged collections under the purview of your library director.)

- ☐ Less than 10,000
- ☐ 10,000 or more

Question 7. Describe your depository collection characteristics. Select all that apply.

- ☐ Comprehensive research collection (regional or minimal weeding of tangible publications)
- ☐ Blend of current and retrospective holdings (some weeding of tangible collection, performed on a regular or as needed basis)
- ☐ Mostly current, 5-year collection (regular weeding of tangible publications)
- ☐ Mostly digital collection
- ☐ All digital collection (with no tangible publications)

Question 8. Can anyone (general public, and your library's primary and non-primary patrons) enter the library and use Federal Government depository resources in all formats and receive reference services free of charge at your library?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☐ Not applicable, as my library is designated as the highest state appellate court library

Question 9. Select any of the following used to measure your library's performance with regard to depository services and usage.

- ☐ User needs assessments
- ☐ Studies/surveys on user satisfaction
- ☐ Studies/surveys to determine impact on users
- ☐ Studies/surveys conducted not exclusive to depository services
- ☐ Circulation statistics for tangible materials
- ☐ Statistics for in-house use of tangible materials
- ☐ Other. Please specify _____
- ☐ None of the above

Question 10. What are the biggest issues that your library as a whole is facing? Select all that apply.

- ☐ Changes in collection scope
- ☐ Changes in library user groups
- ☐ Changes in expectations of users
- ☐ Staffing
- ☐ Use of physical space
- ☐ Insufficient number of computers
- ☐ Internet access
- ☐ Constraints in the budget
- ☐ Security issues or concerns
- ☐ Library remodeling
- ☐ Other. Please specify: _____
- ☐ None of the above

Question 11. What are your library's major near-term plans for the depository operation? Select all that apply.

- ☐ Become a digital depository
- ☐ Digitize a collection of historic U.S. Government publications
- ☐ Retrospectively catalog depository resources
- ☐ Hire new or designate more library staff to work with Government information
- ☐ Train more library staff in the use of Government information
- ☐ Weed depository resources extensively
- ☐ Weed depository resources selectively
- ☐ Inventory physical collections
- ☐ Reclassify materials
- ☐ Integrate depository resources into other collections
- ☐ Move FDLP material to a new location
- ☐ Change library service model from collections-based to service-based
- ☐ Do not have any plans
- ☐ Other. Please specify: _____

Question 12. Are there services GPO is not providing that would benefit your library's FDLP operation?

- ☐ No
- ☐ Yes. Please specify: _____

Question 13. How do you provide access to online Federal depository publications? Select all that apply.

- ☐ Catalog records
- ☐ Library website
- ☐ Library finding aids/subject guides
- ☐ Linking to locally harvested websites
- ☐ Linking to locally harvested publications
- ☐ Provide search capability in a local digital collection or repository
- ☐ Other. Please specify _____

Question 14. Describe your library's item selection profile characteristics.

- ☐ My library selects only EL format item numbers.
- ☐ My library selects only tangible format item numbers.
- ☐ My library selects item numbers for EL and other formats.
- ☐ My library does not have an item selection profile.
- ☐ Don't know

Question 15. How do you discover online or digital Federal Government content that you want to include in your catalog or other finding aids/subject guides? Select all that apply.

- ☐ Search the Catalog of U.S. Government Publications (CGP) for specified topics
- ☐ Review GPO's New Electronic Titles (NET) list(s)
- ☐ Search WorldCat and library catalogs
- ☐ Browse agency websites
- ☐ Subscribe to agency mailing lists, press releases, etc.
- ☐ Follow an agency's Twitter account
- ☐ Friend an agency on Facebook
- ☐ Browse other institutions' subject guides
- ☐ Subscribe to appropriate discussion lists (for example, GOVDOC-L)
- ☐ Gain awareness from media outlets that report on new Federal Government studies or publications
- ☐ Select EL item numbers
- ☐ Subscribe to a cataloging record service (including GPO's CRDP) to receive records for EL content
- ☐ Not applicable
- ☐ Other. Please specify _____.

Question 16. What types of Federal Government digital resources do you link to in your catalog or other finding aids/subject guides? Select all that apply.

- ☐ Official agency websites
- ☐ Specific publications
- ☐ Agency blogs
- ☐ Agency press releases
- ☐ Videos found on an agency's website
- ☐ Images found on an agency's website
- ☐ Content found on YouTube
- ☐ Content found on Facebook
- ☐ Content found on Twitter
- ☐ Content found on Pinterest
- ☐ Content found on other social media. Please specify: _____
- ☐ Other. Please specify: _____

Question 17. Regarding statistics for Federal Government digital content and its use, select all that apply.

- ☐ We use the FDLP PURL Usage Reporting tool.
- ☐ We maintain Federal content cataloging statistics.
- ☐ We maintain use statistics of finding aids/subject guides that include Federal content.
- ☐ We maintain statistics of assistance given to patrons in finding and using digital Federal Government content.
- ☐ Our Federal Government digital content statistics are integrated into the reporting of the library's other digital content usage.
- ☐ We maintain other statistics. Please specify: _____
- ☐ We do not maintain separate statistics for Federal Government digital content and its use.

Statement—Does your library have any tangible depository publications?

- ☐ Yes. If your answer is "yes," please continue with questions 18 - 23 (see instructions, next page).
- ☐ No. If your answer is "no," skip to the end of the survey "Review and Approval" section.

Questions for depositories with tangible formats (paper, microfiche, electronic media, etc.)

The following questions are intended to assess the status of the tangible receipts in Federal depository libraries. Information gleaned from these questions will be used to analyze the landscape of the National Collection of U.S. Government Information and develop support systems for it. In addition, responses will be shared with regional coordinators.

Not all libraries are able to provide details on their collections using the same standard. For the first three questions, please provide a best estimate count of titles, items, or publications or a unit of measurement. In your answer, provide the quantity and the standard used in your answer.

For example:

“360 linear feet”

“12 inches”

“456 titles”

“65,000 items”

“zero microfiche”

“1.2 million publications”

Question 18. To the best of your knowledge, how many FDLP-issued publications in paper would you estimate are in your collection (not including material currently under regional discard review)?

Question 19. To the best of your knowledge, how many FDLP-issued microfiche would you estimate are in your collection (not including material currently under regional discard review)?

Question 20. To the best of your knowledge, how many FDLP-issued DVDs, CD-ROMs, VHS tapes, and floppy diskettes would you estimate are in your collection (not including material currently under regional discard review)?

Question 21. In general, would you say that the tangible depository collection currently reflects:

- ☐ The core reference resources my library needs to meet current and future research needs in a print format (may include titles like the Occupational Outlook Handbook, the Code of Federal Regulations, and the U.S. Code). No major weeding projects are planned.
- ☐ The general resources my library needs to meet the information needs of future and current researchers (may include some core reference resources as well as miscellaneous support material such as maps and a limited number of publications or series). No major weeding projects are planned.
- ☐ A comprehensive research collection (includes intentional retention of older materials to support major research programs needing a corpus of material on a topic).
- ☐ A collection of resources that needs to be weeded in a large-scale weeding project.
- ☐ A collection of resources that needs to be weeded in a small, targeted weeding project.

Question 22. My library plans to weed the tangible collection to: (Select all that apply)

- ☐ Remove all material when online equivalents are available
- ☐ Remove some material when online equivalents are available
- ☐ Remove all superseded material
- ☐ Remove some superseded material
- ☐ Remove all tangible depository material (in accordance with state or region processes)
- ☐ Remove some tangible depository material (in accordance with state or region processes)
- ☐ Remove most of the tangible depository material (in accordance with state or region processes)
- ☐ N/A – We have recently completed a weeding project, and our depository collection only requires minimal maintenance.
- ☐ N/A – We are not planning on weeding the tangible depository collection.

Question 23. How much of your tangible collection would you estimate is fully cataloged? For example, “50%”

Review and Approval

Declaration of review and acceptance of approving library director or designee.

- ☐ My institution's approving library director or designee has reviewed and accepted the responses to this survey.

Approving Official's Information:

Approving Official's Name (first and last): _____

Approving Official's Title: _____

Approving Official's Email Address: _____

Approving Official's Phone Number: _____

Additional Recipients: Enter the email address for up to two additional recipients to receive a copy of your institution's 2017 Biennial Survey submission.

Regional Depository Coordinator's email address (Required – note – if you are at a regional depository, please fill in your email address again):

Recipient #1 (Required): _____

Recipient #2 (Optional): _____