

# Designation Handbook for Federal Depository Libraries

---



U.S. Government Printing Office  
Superintendent of Documents  
Library Programs Service  
Washington, DC 20401

1995

# United States Government Printing Office

---

Superintendent of Documents  
Classification Number:

GP 3.29:D 44/3

2003 printing (slightly revised)

---

# Designation Handbook for Federal Depository Libraries

---



U.S. Government Printing Office  
Superintendent of Documents  
Library Programs Service  
Washington, DC 20401

1995

# Table of Contents

|                                                                                                             |    |
|-------------------------------------------------------------------------------------------------------------|----|
| Preface .....                                                                                               | iv |
| I. Introduction .....                                                                                       | 1  |
| II. Designators .....                                                                                       | 2  |
| III. Permanency of Depository Status .....                                                                  | 4  |
| IV. Characteristics of Successful Depositories .....                                                        | 5  |
| V. Questions for Designators and Library<br>Administrators .....                                            | 6  |
| VI. Designation Procedure for Libraries Seeking<br>Depository Status from a Member of Congress .....        | 7  |
| VII. Designation Procedure for Libraries Eligible for<br>By-Law Status .....                                | 10 |
| VIII. Designation Procedure for Federal Agency<br>Libraries .....                                           | 13 |
| IX. Procedures for Senators, Representatives, and Other<br>Government Officials Acting as Designators ..... | 15 |
| X. Sample Letters and Forms .....                                                                           | 17 |
| Letter from Library to Member of Congress<br>Applying for Designation .....                                 | 18 |
| Letter from Other Depository in District to Member<br>of Congress Supporting Designation .....              | 21 |

|                                                                                              |    |
|----------------------------------------------------------------------------------------------|----|
| Letter from State Librarian Approving<br>Designation .....                                   | 22 |
| Letter from Regional Librarian to Member of<br>Congress Supporting Designation .....         | 24 |
| Designation Letter from Member of Congress<br>to Superintendent of Documents .....           | 26 |
| Letter from Head of Federal Agency Applying<br>for Designation and Certifying Need .....     | 28 |
| Letter from Superintendent of Documents to<br>Library Plus Acceptance Letters and Forms..... | 30 |
| XI. Depository Checklist .....                                                               | 38 |
| XII. Supporting Technical Publications.....                                                  | 41 |

## **Accompanying Material:**

A Directory of U.S. Government Depository Libraries

Guidelines for the Depository Library System

Instructions to Depository Libraries

List of Regional Librarians

List of State Librarians

Minimum Technical Requirements for Federal  
Depository Libraries

# Preface

This handbook outlines the steps necessary to initiate, carry through, and conclude the designation process. Its intended audience is library administrators seeking depository status and Federal Government officials, including Senators and Representatives, involved in the designating process.

The handbook consolidates three previous publications:

How To Be Designated a Federal Depository Library:  
A Handbook for Library Administrators Seeking  
Federal Depository Library Designation;

The Designation Procedure for Federal Agency  
Depository Libraries: A Handbook for Federal Agency  
Officials Who Are Seeking Federal Depository Library  
Designation.

and

The Designation Procedure for Federal Depository  
Libraries: A Handbook for Senators, Representatives,  
and Other Officials Who Are Empowered to Designate  
Federal Depository Libraries;

# Designation Handbook for Federal Depository Libraries

---

## I. Introduction

The Federal Depository Library Program originated in the early 1800's when a joint resolution of Congress directed that additional copies of the House and Senate Journals and other documents be printed and distributed to institutions outside the Federal establishment.

From that small beginning, the Federal Depository Library Program has grown into a system of close to 1400 Federal depository libraries. Depository libraries are public, academic, or other types of libraries which are designated by Members of Congress or by law as official depositories. With few exceptions, all Congressional districts and territories of the United States have at least one Federal depository library.

These libraries serve as the primary source for Government information to the people of these areas. Local business people, researchers, students, and many other Americans depend on the Federal Depository Library Program for important Government information. An effective Federal depository library can noticeably enhance the economy and the quality of life in its local area. Therefore, the decision as to which library is granted depository library status is very important.

## **II. Designators**

Most libraries receive Federal depository status through designation by an elected or appointed Federal official. A small number of libraries, called "by-law" depositories, receive depository status through special provisions of Title 44, United States Code.

Each congressional district may have two depository libraries designated by a U.S. Representative. In addition, each State may have two depository libraries designated by each U.S. Senator.

Designations are subject to the libraries meeting the requirements for depository library status as listed in Chapter 19, Title 44, United States Code and the availability of vacancies in the area the official represents.

### **Public Printer**

The Public Printer designates libraries of land grant colleges; the library of the highest appellate court of a State; State libraries, and libraries of accredited law schools.

### **Superintendent of Documents**

The Superintendent of Documents designates Federal agency libraries.

## **Senators**

Each U.S. Senator can designate up to two libraries, if there are vacancies available in the Senator's State and listed under his class. The Senator can designate a depository in any section of the State. In designating depositories, Senators usually consider the location of previously designated libraries in an effort to strike a geographic balance between the State's Federal depository libraries.

## **Representatives**

Each U.S. Representative can designate up to two libraries, if there are vacancies in the Representative's congressional district.

## **Territorial Governors**

If vacancies exist, the Governors of both American Samoa and Guam can designate one Federal depository library for their respective territories. The Territorial Governor of the Virgin Islands can designate two depositories if vacancies exist in the Virgin Islands. One designation is reserved for the island of St. Thomas; the second designation is reserved for the island of St. Croix.

## **Mayor of the District of Columbia**

The Mayor of the District of Columbia can designate two libraries if there are vacancies within the District of Columbia.

### **III. Permanency of Depository Status**

Public officials who are empowered to designate Federal depository libraries cannot remove or replace existing depository libraries. Libraries can lose their depository status only if they voluntarily relinquish it, or if the Superintendent of Documents removes them from the list of Federal depositories because they have failed to fulfill their legal obligation under Title 44 United States Code.

It is therefore important for the designating official to consider the long-term impact of designating a particular library. The development of the library and the future growth of the State and/or Congressional district needs to be considered when making a decision on whether or not to designate a particular library.

## **IV. Characteristics of Successful Depositories**

Successful depositories share the public service goals of the Federal Depository Library Program. Public libraries, State-supported academic institutions, and private academic libraries which have demonstrated a strong commitment to public service make excellent depositories.

Participation in the Federal Depository Library Program entails a significant investment of financial, physical, and personnel resources. Libraries voluntarily undertaking this responsibility usually excel. Libraries that view depository status as an opportunity to exploit a "free book program," or that have depository status thrust on them, often provide marginal depository service.

Libraries collecting materials in a number of subject areas that are of interest to the general public usually provide superior public service. Libraries that are extremely specialized in collection development and clientele can find it difficult to coordinate a depository operation with a highly specialized library.

Libraries located in areas of the State and/or Congressional district which have a large or growing population, and are easily accessible from many surrounding communities, make good candidates for designation.

## **V. Questions for Designators and Library Administrators**

### **Location**

- Does the location of the library help or hinder public access?
- Can it be easily reached by automobile and mass transit?
- Is parking available?

### **Facilities**

- Is the library large enough to successfully operate a Federal depository?
- Is the library easily accessible to the physically handicapped?
- Does the library have the proper equipment needed to house and access Government documents?

### **Public Service Commitment**

- Does the library administration fully appreciate the responsibilities and costs of Federal depository status?
- Is the focus of the library wide enough to encompass the variety of needs and interests generated by the people of the surrounding area?
- Has the library demonstrated a commitment to public service in the past?

## **VI. Designation Procedure for Libraries Seeking Depository Status from a Member of Congress**

1. Ascertain whether there is a Representative vacancy for a depository in your congressional district or a senatorial vacancy in your State by checking A Directory of U.S. Government Depository Libraries. Check also with the State's regional depository librarian (or the State library if there is no regional library in your state) to see if there are any pending designations in your State. You may also verify an existing vacancy by contacting the Designation Specialist at the following address:

Designation Specialist  
U.S. Government Printing Office  
Library Programs Service (SLLD)  
Washington, DC 20401  
(202) 512-1109  
Fax: (202) 512-1432

2. Read the Guidelines for the Depository Library System and the text of Chapter 19, Title 44, United States Code, in the Joint Committee Print entitled: A Directory of U.S. Government Depository Libraries, Section I, Government Depository Libraries. Review the Instructions to Depository Libraries, which are the official rules and regulations of the Federal Depository Library Program.
3. Review the Depository Checklist (see page 38).

4. Contact the documents librarian at the nearest depository. (If the nearest depository is within the same congressional district, this will be especially important.) Ask to review the Federal Depository Library Manual. Ask the library directors of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.
5. If there is a vacancy, and if you feel that your library can best meet all of the requirements and responsibilities that go with Federal depository library status, then contact the documents librarian at your regional depository (or State library if there is no regional) to inform them of your interest in becoming a depository. GPO strongly recommends that prospective libraries discuss the advantages, disadvantages, workload, and responsibilities involved in being a depository with the regional librarian.
6. Telephone the local office of your Representative or Senator. Inform them that you are applying for the vacancy. If the person to whom you speak is unaware of the procedure, offer to have GPO send them further information. Obtain the person's name as a contact for future calls and correspondence.
7. Write a letter to the State librarian asking for an evaluation and a letter of recommendation. This letter should include justification for the designation. The documents librarian at the State library should be informed of your letter to the State librarian so that he/she can assure timely action.

8. The State librarian will evaluate the application as described in Section 3-8 of the Guidelines, and will consult with the regional librarian regarding the application. After a favorable evaluation, the State librarian will forward a copy of your letter, along with the recommendation for the additional depository library in the area, to the Senator or Representative.
9. The applying library will compose its formal justification for designation as a depository library and forward the letter to the Senator or Representative. The Member of Congress will then enclose both the State library's and applying library's letters along with his/her request for depository designation to:

Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington, DC 20401

Further procedural questions should be directed to:

Chief, Depository Services  
U.S. Government Printing Office  
Library Programs Service (SLLD)  
Washington, DC 20401  
(202) 512-1119  
Fax: (202) 512-1432

## **VII. Designation Procedure for Libraries Eligible for By-Law Status**

Libraries eligible for by-law status include:

- land grant colleges,
- the library of the highest appellate court of a State,
- State libraries, and
- libraries of accredited law schools.

If the library is eligible for by-law status as a depository, but is currently filling a slot reserved for a Representative or senatorial designation, the library can switch to a by-law designation. This would not disrupt GPO's service to the depository, but it would free the Representative or senatorial designation for another library.

1. Read the Guidelines for the Depository Library System and the text of Chapter 19, Title 44, United States Code in the Joint Committee Print entitled: A Directory of U.S. Government Depository Libraries, Section I, Government Depository Libraries. Review the Instructions to Depository Libraries, which are the official rules and regulations of the Federal Depository Library Program.

2. Review the Depository Checklist (see page 18).

3. Contact the documents librarian at the nearest depository. (If the nearest depository is within the same congressional district, this will be especially important).

Ask to review the Federal Depository Library Manual.  
Ask the library directors of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.

4. If you feel that your library can meet all of the requirements and responsibilities that go with Federal depository library status, then send a letter to the Office of the Public Printer requesting that depository status be granted to your library. The letter should be sent to the following address:

Public Printer  
U.S. Government Printing Office (P)  
Washington, DC 20401

5. Along with the request for by-law status, the library needs to supply additional information certifying its eligibility for status under Title 44, United States Code. The letter to the Public Printer should supply this information.

Land grant colleges, highest appellate State court libraries and State libraries must state under which provision of Title 44, United States Code they claim eligibility. If there is any question as to the library's eligibility, then this question must be resolved before a request for status is made.

A law school library must certify that it is accredited and supply the name of the accrediting body in its letter to the Public Printer.

6. The Government Printing Office will notify the library once the complete application package has been received and is undergoing review by the Public Printer.

Further procedural questions should be directed to:

Chief, Depository Services  
U.S. Government Printing Office  
Library Programs Service (SLLD)  
Washington, DC 20401  
(202) 512-1119  
Fax: (202) 512-1432

## VIII.Designation Procedure for Federal Agency Libraries

Federal agency libraries eligible for depository status include:

- service academy libraries;
- the major library of independent Federal agencies;
- the library of major bureaus or divisions of Federal departments.

The Superintendent of Documents acts as the designator for Federal agency depository libraries. Most designations are initiated by the library requesting status. Federal agency library staff should present their request to the head of their agency, who will then present a formal certification of need to the Superintendent of Documents.

This letter of justification should address the library's eligibility for depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program. The letter should be sent to the following address:

Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington, DC 20401

The Superintendent of Documents will evaluate the application. The evaluation will focus on such areas as commitment to serving the public; staff, space, and budget to be allocated to the depository collection; and the number, scope, and character of the items to be selected.

The evaluation will include an analysis of the need for an additional depository library and the ability of the library to provide custody and service.

Federal agency libraries must meet all the requirements of the Depository Library Program. The most important of these requirements is accessibility of the depository collection to the public at large.

As stated in the Instructions to Depository Libraries, by accepting designation, a library agrees "to abide fully by the law and regulations governing officially designated Federal Depository Libraries." Further, "Free access to the resources of the documents collection by the general public is a fundamental obligation that all Federal Depository Libraries share (except for the highest State Appellate Court libraries)."

If the Superintendent of Documents determines that the library is eligible for status, the library will be sent "Acceptance of Designation" forms. When these are completed, signed, and returned to the Government Printing Office, the library will be notified of its acceptance. The library is then immediately placed on the list of Federal depository libraries. Any procedural questions should be directed to:

Chief, Depository Services  
U.S. Government Printing Office  
Library Programs Service (SLLD)  
Washington, DC 20401  
(202) 512-1119  
Fax: (202) 512-1432

## **IX. Procedures for Senators, Representatives, and Other Government Officials Designating a Federal Depository Library**

Although the designating official may solicit requests for designation, most designations are initiated by the library requesting status. The library applying for status must submit a formal justification for designation as a depository library. This letter of justification should address the library's eligibility for depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program (see example on page 18).

Libraries requesting depository status must apply to their State library agency for an evaluation and recommendation. The State library agency will evaluate the candidate library's commitment to serving community interests and indicate staff, space, and budget to be allocated to the collection and the number, scope, and character of the items to be selected.

Libraries in the District of Columbia, American Samoa, Guam, and the Virgin Islands do not have to apply to a State library agency.

The State library agency, after consulting with other libraries and the local regional depository, if any, will make a recommendation to the Senator or Representative based on the location of the candidate in relation to other depositories, the need for an additional depository, and the ability of the library to provide custody and service.

The State library agency will send its recommendation letter to the Senator or Representative. Other libraries (including the Regional) and individuals may also submit letters in support of the candidate. The Senator or Representative should appoint one staff person as the contact person. This individual, usually at the Member's local office, coordinates the various letters and informs the Senator or Representative when all the letters have been received. After all the letters have been received, the Senator or Representative decides whether or not to award designation to a candidate library.

Once the designating official has decided on a library to be designated, a letter is sent by the official to the Superintendent of Documents (see example on page 26). This letter should be accompanied by any letters, especially the State library agency's, which support the designation. These materials should be sent to the following address:

Superintendent of Documents (SD)  
U.S. Government Printing Office  
Washington, DC 20401

If the library is eligible for status, the candidate will be sent "Acceptance of Designation" forms. When these are completed, signed, and returned to the Government Printing Office, the library will be notified of its acceptance. Notification letters will also be sent to the designating official, the State library agency, and the Regional library (if applicable). The library is then immediately placed on the list of Federal depository libraries. Any procedural questions should be directed to:

Chief, Depository Services  
U.S. Government Printing Office  
Library Programs Service (SLLD)  
Washington, DC 20401  
(202) 512-1119  
Fax: (202) 512-1432

## **X. Sample Letters and Forms**

The following sample letters are copies of letters that have been used to support past designations. The name of the library and other specific information on that library have been removed.

These sample letters are included merely to give some guidance on the type of arguments usually given in designation requests. They **should not** be used as form letters. The library requesting designation need not have letters of support from other depositories or from the regional library, but a letter from the regional library is often sent.

*Note: Do not complete any of these forms now. GPO will send copies of the appropriate forms after a library has been nominated.*

## Letter from Library to Member of Congress Applying for Designation

The Honorable  
(address)

Dear \_\_\_\_\_:

The \_\_\_\_\_ Library hereby applies for the vacant depository library designation in the \_\_\_\_ U.S. Congressional District of (State). We believe we can provide a service not now available to the residents of (town) in the \_\_\_\_ U.S. Congressional District. No (type) library is currently a depository in the area. The one library that has depository status in the district is some distance from (local area) and residents of our service area lack convenient access to this library.

The \_\_\_\_\_ Library is uniquely suited to serve the \_\_\_\_ U.S. Congressional District as a Federal depository library. The Library has just undergone a major building program. Substantial amounts of quality space would be available for a depository operation. The library is situated in an easily accessible site along major transportation routes. The library's service area includes a significant proportion of the population in its U.S. congressional district. As a (type) library, the library is freely accessible to all members of the general public.

The \_\_\_\_\_ Library is a member of the (group), a 70-member consortium. Residents of all communities within (region) may both use and borrow materials from our library. By placing the depository operation in the Library, the entire consortium would benefit. We have consulted with a number of depositories in similar consortia in an effort to determine how best to use depository status to benefit all users of the consortium's libraries.

The \_\_\_\_\_ Library, with a collection of 200,000 volumes and a \$70,000 book budget, presently serves students, the general public, and our business community with numerous documents. We are committed to expanding our government documents service, particularly in areas that would serve our business community. Becoming a depository would allow us to substantially increase our service without substantially increasing our costs. Funds currently spent to purchase Government documents could be spent on commercial publications that would enhance the documents collection.

Our library is housed in a modern, easily accessible building, part of the Civic Center complex. Ample parking, convenient handicapped access ramps and one-floor design make the library attractive for public use. The library is open seven days a week for a total of 80 hours.

The library provides proper housing for its materials and comfortable surroundings for persons doing research. It has a community meeting room and in the past year has hosted programs on tax assistance, community development, and many other areas of interest in dealing with Government-related materials. Our quest for designation has the full support of the local Chamber of Commerce, the City Government, and numerous civic groups.

The library maintains a good public relations program, informing the public of its services through regular news releases to the local newspapers, as well as on its own cable television channel within the city. We have an excellent reputation for the quality of our staff and its service, and we will be supported by our City Government in this endeavor.

Our head Reference Librarian, (name of librarian), will be in charge of the depository collection. This librarian has a Master's degree in Library Science. We intend to maintain memberships in a number of professional groups relating to Government documents in order to remain current in the ever changing Government documents field.

We have read the Guidelines for the Depository Library System and the Instructions to Depository Libraries. We can comply with all the rules and regulations governing Federal depository libraries. We have consulted with our regional depository, (name of regional library); the (name) State Library; and the other depository in the — U.S. Congressional District of (state), (name of other library). You can expect letters of endorsement from them, following their receipt of copies of this letter. We will be happy to supply you with any additional information you may need, and hope you will recommend us to serve as the second depository of the — U.S. Congressional District of (state).

Sincerely,  
(name)  
(title)  
(address & phone number)

# Letter from Other Depository in District to Member of Congress Supporting Designation

The Honorable  
(address)

Dear \_\_\_\_\_:

The (name of previously designated library) wishes to concur with the request of the \_\_\_\_\_ Library for designation as a United States Federal depository.

The \_\_\_\_\_ Library seems well equipped to handle the responsibilities and the challenges that come with depository status. The library would serve an area of the congressional district that is growing rapidly. It has a good reputation for public service and outreach. The library has anticipated the future needs of the depository operation.

It is clearly evident that the designation of \_\_\_\_\_ Library as a Federal depository library would insure that service is provided to many deserving residents in the \_\_\_\_ U.S. Congressional District of (state) who do not currently have easy access to a documents collection.

If I can be of further assistance please contact me.

Sincerely,  
(name of library director)  
(title)

## Letter from State Librarian Approving Designation

The Honorable  
(address)

Dear \_\_\_\_\_:

I understand that the \_\_\_\_\_ Library is interested in being designated as a Federal documents depository. It is also my understanding that you have one available designation which could be used for this purpose. As you know, the State library is required to make recommendations to members of Congress within the State.

Since the choice of a depository will affect depository services for years to come, the State library has taken this responsibility very seriously. I have carefully reviewed the arguments presented to me by the \_\_\_\_\_ Library, by the depository already located in your district, and by the regional librarian.

It is with great pleasure that I recommend that you designate the \_\_\_\_\_ Library as a Federal depository library.

In recent years the \_\_\_\_\_ Library has greatly expanded their services and staff. In fact, they have recently opened a magnificent new building which would be an appropriate site for housing Federal documents. As you know, the (local) community is rapidly expanding and location of a Federal depository at the \_\_\_\_\_ Library would not only serve people within the local area, but a number of surrounding communities on the eastern plains.

I believe the \_\_\_\_\_ Library understands the responsibilities of a Federal depository library. The library's administration and staff seem fully committed to providing superior public service to all members of the general public.

Should you have any questions or need further documentation regarding justification for designating the \_\_\_\_\_ Library as a depository, please do not hesitate to contact me.

Sincerely,  
(name of State Librarian)  
(title)  
(address and phone number)

## Letter from Regional Depository to Member of Congress Supporting Designation

The Honorable  
(address)

Dear \_\_\_\_\_:

The (regional library) wishes to concur with the request of the \_\_\_\_\_ Library for designation as a United States Federal depository.

As you know, your district covers a large area of the State and there is currently no depository easily accessible to residents in the eastern half of the district. As the state's regional Federal depository library, we have gotten a number of referral and interlibrary loan requests from the \_\_\_\_\_ Library. This activity indicates a great deal of interest in Government documents from that area of the State.

I have talked to \_\_\_\_\_ Library personnel about the responsibilities and costs of a Federal depository operation. The library's administration seems to be fully committed to the goals of the Federal Depository Library Program.

The location of the \_\_\_\_\_ Library would give good geographic balance for the depositories in your district. The designation of \_\_\_\_\_ Library would provide a high level of public service to the citizens in the eastern half of your district.

Its facilities, its location, and its commitment to public service combine to make the \_\_\_\_\_ Library a superior candidate for Federal depository library designation.

Sincerely,  
(name of regional librarian)  
(title)  
(address and phone number)

## Designation Letter from Member of Congress to the Superintendent of Documents

Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington, DC 20401

Dear \_\_\_\_\_:

I have received the enclosed letter from the librarian at \_\_\_\_\_ Library requesting the vacant Federal depository library designation in the \_\_\_\_ U.S. Congressional District of (state).

The librarian's letter contains a number of good arguments for the \_\_\_\_\_ Library being designated a Federal depository library. The candidacy of the \_\_\_\_\_ Library was endorsed by the State library and recommended by the State's regional Federal depository library. In addition, I have received a number of letters supporting the designation of the \_\_\_\_\_ Library as a depository from various interested parties.

After careful review of the arguments presented on behalf of the \_\_\_\_\_ Library, I feel confident that the \_\_\_\_\_ Library is the best qualified candidate to fill the vacancy in my district. Its commitment to meeting the Government information needs of the people of (local area) has been demonstrated in the past and I feel that the library will be able to meet the public service goals of the Federal Depository Library Program for some time to come.

I am therefore pleased to designate the \_\_\_\_\_ Library as a Federal depository library. Please keep me informed on the progress of this designation by contacting my (local) office.

Thank you for your attention to this matter.

Sincerely,  
(Member of Congress)

# Letter from Head of Agency Applying for Designation and Certifying Need

Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington, DC 20401

Dear \_\_\_\_\_:

I wish to apply for depository library status for the U.S. Department of \_\_\_\_\_, \_\_\_\_\_ Library, located at (address). No other library in the Department of \_\_\_\_\_ has depository library status.

The mission of the \_\_\_\_\_ Library is to serve the information needs of the American public in the field of \_\_\_\_\_ through both direct and indirect means.

The library meets these needs indirectly by providing current information, including Government information, to the Department's researchers and managers. The Department's employees may then fulfill their obligation to collect, develop, and disseminate to the public all kinds of information related to the Department's programs.

The library meets the public's needs directly through direct service, whether in person, or through the mail or by phone. Approximately \_\_\_\_ information requests from various segments of the public are handled each year by the Library.

In order to continue meeting these needs, the Library needs to keep up with current acquisitions and add new materials not previously held. It is essential that this Library receive the legislative, judicial, and executive branch publications afforded to depository libraries. These materials will assist the library in carrying out two important functions:

- 1) providing agency employees with Government publications needed to carry out program as well as administrative activities; and
- 2) fulfilling a responsibility for the development, collection, and dissemination of the full range of information relevant to the Department's overall program.

The only way that the Library will be able to fully support this program is through depository library status.

Department staff have carefully reviewed and considered all of the requirements and responsibilities outlined in Chapter 19, Title 44, United States Code, that govern the establishment and operation of a government depository library. The Department agrees to conform to these provisions, specifically:

- making the library accessible to the public;
- maintaining a core collection of government documents;
- acquiring basic catalogs, abstracts, and indexes to use with the collection;
- classifying and cataloging these items;
- claiming materials not received;
- maintaining records regarding document location; and
- providing unneeded publications to other libraries.

As required by Section 1907 of Title 44, I certify to the Superintendent of Documents that the Library needs depository library status and that this status will benefit both the U.S. Department of and the public it serves.

Sincerely,  
(Head of Agency)

## **Letter from Superintendent of Documents to the Library Plus Acceptance Letters and Forms**

(Head of Library)  
(address)

Dear \_\_\_\_\_:

I am in receipt of letters from the State librarian, (name of State librarian) and (title and name of designator), naming the \_\_\_\_\_ Library as a depository for United States Government publications.

The Depository Library Act provides that Federal depository libraries can select one copy of any publication distributed through the Federal Depository Library Program. Only those publications that meet the Government information needs of the local population and for which the library can provide adequate facilities to receive and house, should be selected.

Depositories must contain 10,000 volumes, other than those issued under the Federal Depository Library Program. Depositories must also provide for free public access to the depository collection, as well as reference service to assist the public in using depository materials.

Since these publications remain the property of the Federal Government, the Superintendent of Documents is required by law to periodically ascertain conditions in depository libraries and to make firsthand investigations of conditions for which need is indicated.

The enclosed forms will enable this office to include in its records certain pertinent information about your library. Please complete them, sign both copies of the Acceptance of Designation, and return all three forms to this Office. Your library will then be placed on the list of Federal depositories and you will be supplied with descriptive lists of publications.

Sincerely,

(name)

Superintendent of Documents

Enclosures

## Acceptance of Designation as a Depository for United States Government Publications

To: Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington DC 20401

Acting as the duly appointed head of the \_\_\_\_\_ Library, under the powers conferred upon me by that Office, I hereby accept for the above mentioned Library the designation of that institution by the Hon. \_\_\_\_\_, \_\_\_\_\_ from the State of \_\_\_\_\_, to be a depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government publications best suited to the needs of the patrons of this library and of the local population, from the various series which are made available to depository libraries by the Superintendent of Documents, it is hereby agreed that this library and its staff will abide by the law governing depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be furnished to this library so as to prevent waste of Government funds appropriated for distribution of depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

(Date) (Signature, Head of Library) (Title)

COUNTERSIGNED:

(Date) (Signature, Superintendent of Documents)

*Note: Do not complete any of the following forms now. GPO will send copies of the appropriate forms after a library has been nominated.*

## **By-Law Libraries • Acceptance of Designation as a Depository for United States Government Publications**

To: Superintendent of Documents  
U.S. Government Printing Office (SD)  
Washington DC 20401

Acting as the duly appointed head of the \_\_\_\_\_ Library, I hereby accept for the above-mentioned Library the designation of that institution as a depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government publications best suited to the needs of the patrons of this library and of the local population, from the various series which are made available to depository libraries by the Superintendent of Documents, it is hereby agreed that this library and its staff will abide by the law governing depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be furnished to this library so as to prevent waste of Government funds appropriated for distribution of depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

(Date) (Signature, Head of Library) (Title)

COUNTERSIGNED:

(Date) (Signature, Superintendent of Documents)

## Statement to Accompany Acceptance of Designation As a Federal Depository Library

1. What are the full name, address, telephone and fax numbers of the library? (Please type or print responses.) (Include street and number; do not use post office box numbers.)

Name:

Address:

City/State \_\_\_\_\_ Zip:

Congressional District: \_\_\_\_\_ County:

Phone: (\_\_\_\_)

Fax: (\_\_\_\_)

2. What is the mailing address for the receipt of depository publications? (Do not use post office box numbers.)

Name:

Address:

City/State \_\_\_\_\_ Zip:

3. What is the full name and title of the administrative head of the library?

Name:

Title:

4. What is the full name and phone number of the person responsible for depository collections?

Name:

Phone: ( )

5. Is your library freely accessible to all members of the general public, including the physically disabled?

☐ Yes

☐ No (if no, please explain)

6. How many hours per week is your depository collection open to the general public?

\_\_\_\_\_ hours/week

7. Are these hours different from the hours public service is offered to your primary patrons (students, faculty, judges, etc.)?

☐ No

☐ Yes (if yes, please explain)

8. How many volumes does your library contain **other** than U.S. Government publications?

\_\_\_\_\_ volumes

9. Is the library equipped to access Federal Government publications in varying formats, e.g., microfiche, maps, CD-ROM, on-line?

☐ Yes

☐ No (if no, please explain)

10. Is the space planned to house Government documents readily accessible to members of the general public, i.e., in open stacks?

☐ Yes

☐ No (if no, please explain)

11. What percentage of the depository collection do you intend to fully catalog?

☐ 75-100%

☐ 50-74%

☐ 25-49%

☐ less than 25%

12. Describe how you will shelflist your depository materials (see the Instructions to Depository Libraries).

13. Describe your strategy to identify and meet the Government information needs of the local population (submit collection development policy, if available).

## **XI. Depository Checklist**

This checklist lists **minimum** requirements that each depository must meet to maintain an effective Federal depository operation. Depositories must adhere to the Instructions to Depository Libraries.

### **Public Service**

- ☐ Free public access
- ☐ Written access policy
- ☐ Reference assistance
- ☐ Collection development policy that addresses **community** needs
- ☐ Willingness to coordinate selections with area depositories
- ☐ Willingness to catalog documents to enhance visibility, access, and use
- ☐ Reference aids such as Monthly Catalog

### **Staffing**

- ☐ One professional librarian to coordinate depository activities
- ☐ One hour of support staffing per week for every one percent of items numbers selected

## Physical Facilities

- \_\_\_ 420 linear feet of shelving
- \_\_\_ Processing facilities
- \_\_\_ Sorting shelves
- \_\_\_ Book truck
- \_\_\_ Shelflist (see accompanying Instructions)
- \_\_\_ Large processing table
- \_\_\_ Rubber stamp with a changeable date, the library's name, and the word "depository" or "document"
- \_\_\_ Binders, pamphlet boxes, etc., for loose-leaf depository materials
- \_\_\_ Microfiche reader
- \_\_\_ Microfiche reader/printer
- \_\_\_ Microfiche cabinets
- \_\_\_ Photocopying facility
- \_\_\_ Fax machine
- \_\_\_ Map cases
- \_\_\_ CD-ROM work-station

- \_\_\_\_ Ramps, elevators, etc., for access by  
handicapped patrons
- \_\_\_\_ Sufficient seating or study area for patron use  
available near depository resources

## **XII. Supporting Technical Publications**

GPO will provide one copy of the following publications, except as noted, after the library is designated.

- A Directory of U.S. Government Depository Libraries
- An Explanation of the Superintendent of Documents Classification System
- Federal Depository Library Manual
- GPO Cataloging Guidelines
- GPO Classification Manual
- Guidelines for the Depository Library System
- Inactive or Discontinued Items from the 1950 Revision of the Classified List
- Instructions to Depository Libraries
- List of Classes . . . (2 copies)
- Superseded List
- Union List of Item Selections (microfiche)

Notes







