



Administrative Notes

Newsletter of the Federal Depository Library Program

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May 15, 2003

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Nominate Your Library for the Library of the Year Award

Win a Trip for 2 to the Depository Library Conference in Washington, DC

Is your library providing outstanding government information service? Has your staff shown creativity, innovation, and leadership in developing community programs for use of Federal government information?

Write up the details and send them to LPS for a chance to be honored as the first Federal Depository Library of the Year. GPO will provide travel and lodging to the Conference for the depository coordinator and the library director from the winning library.

Please submit your entry to Gil Baldwin, Director, Library Programs Service, via email <ebaldwin@gpo.gov> or fax (202-512-1432). Submissions should be clearly marked as entries for the Federal Depository Library of the Year Award.

Further details are available in Administrative Notes, vol. 24, # 3 (March 15, 2003) at <www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/ad031503.html#1>.

Accelerated Shipping of Federal Register, CR, CFR Announced

Federal Register issues from April 18-30, 2003 were sent to depository libraries on Shipping List 2003-0182-P, dated May 1, 2003. This is the beginning of a change in procedures to ensure more timely receipt of the Federal Register, Congressional Record, and the Code of Federal Regulations products. Beginning with the May 1, 2003 issues, these products will be placed on

shipping lists and shipped on the same day they are received in LPS.

If you have any questions about this change in procedure, please contact James Mauldin <jmauldin@gpo.gov>, Chief, Depository Distribution Division, at (202) 512-1014, or Cornelius Greene <cgreene@gpo.gov>, Chief, Depository Processing Branch at (202) 512-1007

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2002 Economic Census Product Update

The Census Bureau has informed LPS that only the General Summaries of three sectors from the 2002 Economic Census will be printed in paper: Mining, Construction and Manufacturing. All other Economic Census products, including the geographic series, will be available online.

LPS will generate PURLs and catalog these titles as they become available. The paper summaries are scheduled for release between

June and September 2003 and will be cataloged when LPS receives copies.

The Economic Census is on the Essential Titles List <www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html>.. This is a list of titles that LPS is committed to making available in tangible format to depository libraries as long as the publishing agency continues to make them available in this format. See the related article on the Essentials Titles item numbers in this issue.

Item Numbers Added to Essential Titles

The Library Programs Service is working to provide depository libraries greater selectivity for online items that are available in multiple formats. As a first step in this process, all the titles on the Essential Titles List were reviewed and separate item numbers assigned to each format available. These item number changes are documented in the April 30, 2003, Administrative Notes Technical Supplement <www.access.gpo.gov/su_docs/fdlp/pubs/techsup/techsup.html> and in WEBTech Notes <www1.access.gpo.gov/

gpoaccess/fdlp/tools/webtech.html>. The revised Essential Titles List is also available from the FDLP Desktop at <www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html>.

U.S. Industry and Trade Outlook (C 61.48:, Item 0215-L-08) was removed from the Essential Titles List because the publishing agency discontinued its production in 2000.

A separate chart showing the titles and all their associated item numbers will appear in the May 2003 issue of the Technical Supplement.

Register Your OPAC Domain to Get Data on GPO Access Traffic

If your library would like to be able to obtain statistical data on the number of hits to *GPO Access* PURLs from your library OPAC, you may now register domains with the Office of Electronic Information Dissemination Services (EIDS). With domains recorded, EIDS will be able to report on traffic originating from those domains.

A special form for registering domains has been added at the bottom of the Depository Library Directory Update form <www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html>. Please note that this is a separate form and will be sent directly to EIDS.

Once enough responses have been received, reports will be compiled monthly. These reports will be available with other referral statistics at <fedbbs.access.gpo.gov/referral.htm>.

Registering your domain is completely voluntary, and the information will be used only for the purposes of providing you with statistical information.

If you need assistance in determining what information to submit, contact Kate Villano, <kvillano@gpo.gov>.

New GPO Access Homepage

www.gpoaccess.gov

More information at a glance – Easier to use

We welcome your comments and suggestions. Please feel free to contact GPO Access User Support Team at:

Toll Free: (888) 293-6498
DC Area: (202) 512-1530
Fax: (202) 512-1262
gpoaccess@gpo.gov

New Documents Program Offers Selected Publications at Significant Savings

The Superintendent of Documents Sales Program announces *Special Values*, a new program offering selected publications at significantly lower prices featured on the U.S. Government Online Bookstore at <http://bookstore.gpo.gov/values>.

Special Value publications are typically slow-selling titles that have not realized their anticipated sales demand and would otherwise be sold for scrap. To salvage such publications, the Sales Program has initiated a repricing method, which evaluates the original price, determines the costs already recovered, and assigns a new price based on the remaining costs, such as handling and postage. The goal of the *Special Values*

program is to further disseminate slow-selling publications to the public.

Currently, nineteen publications are available at greatly reduced prices and quantities are limited. Additional titles will be added to the *Special Values* page on the Online Bookstore as the Sales Program continues to review its inventory. Please note that no discounts are available for any repriced publications in the *Special Values* program.

For questions concerning *Special Values*, contact the GPO Access User Support Team:

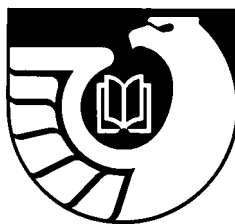
Toll Free: 888-293-6498

DC Area: 202-512-1530

E-mail: gpoaccess@gpo.gov

**Make the Connection at a
FEDERAL
DEPOSITORY
LIBRARY**

<http://www.gpo.gov/fdlp>



Readers Exchange

Advocacy for Rookies: A Selective Bibliography

Prepared by

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[Presented at the 2002 ALA Annual Meeting in Atlanta]

Most of the resources below are not aimed directly at government documents librarians. Making use of them will require looking at the techniques offered and comparing those to the concerns in your department/library. No one technique works for everyone.

Websites:

- **American Library Association** home page <www.ala.org>, has a link for Library Advocacy and Support:
<http://www.ala.org/pio/advocacy/>

This page includes, among other materials, links to the following sites:

- Libraries & the Internet Toolkit
- A Library Advocate's Guide to Building Information Literate Communities
- Library Advocate's Handbook
- Quotable Facts
- Say the Right Thing: Winning Strategies for Talking to the Press
- Smart Voting Starts @ your library
- Fact Sheets

- **Government Documents Round Table Legislation Committee**
<http://sunsite.berkeley.edu/GODORT/legislation/#advocate>

Presentations

- Campaign for America's Libraries PowerPoint (Updated Spring 2003. Use with the script below.)
- Campaign Overview: Script for Presenters (Updated Spring 2003)
- Library Examples PowerPoint (Updated Spring 2003. This PowerPoint contains samples of how local libraries of all types and library organizations throughout the country are involved in the @ your library campaign. Please customize the PowerPoint for your audience.)
- Principles of Crisis Communication: After 9/11, prepared for ALA by Brian Specht. (ALA 2002 Annual Conference)
- Principles of Crisis Communication: After 9/11, prepared for ALA by Howard Opinsky. (ALA 2002 Midwinter Meeting)

Print Resources:

1. “Actions pave the way to advocacy for librarians as well as libraries.”
Kniffel, Leonard. American Libraries v. 33 no3 (Mar. 2002) p. 77-80
2. “Before you visit your legislator review some tips from the advocacy gurus.”
Justis, Janet L. Virginia Libraries v. 47 no3 (July/Aug./Sept. 2001) p. 9-13
3. “Advocacy ABCs for trustees.”
Miller, Ellen G. - American Libraries v. 32 no8 (Sept. 2001) p. 56-9
4. “Advocacy: how does it differ from public relations and marketing?”
Cavill, Patricia. Feliciter v. 47 no2 (2001) p. 90-3
5. “Putting the ad in advocacy.”
Flagg, Gordon. American Libraries v. 31 no6 (June/July 2000) p. 56
6. “Advocacy 101 for academic librarians: tips to help your institution prosper.”
Kirchner, Terry L. College & Research Libraries News v. 60 no10 (Nov. 1999) p. 844-6+

Readers Exchange

Auraria Library Celebrates 25 Years as a Depository

Louise Treff-Gangler
Head, Government Publications

On April 2, 2003, the Auraria Library in downtown Denver, Colorado, celebrated 25 years as a depository library. The Auraria campus was formed in 1976 to combine the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado at Denver students onto one campus, but remaining as 3 separate schools, with one Library, funded by all three.

The designation process was a complex one, involving the redesignation of the University of Northern Colorado in Greeley from Senatorial to Congressional and then designation of Auraria by Senator Floyd Haskell in 1978. Strengths of the present collection include Census, Congressional, Justice, and statistical publications.

T.C. Evans, Deputy Superintendent of Documents, spoke to the assembly of librarians, faculty, staff, and students about the importance of free access to government information and of depository libraries to facilitate access. He then presented Dean

David Gleim with a certificate commemorating the anniversary.



Attendees enjoyed refreshments at a reception sponsored by LexisNexis following the ceremony. Attendees left with packets of information about the depository program, notepads, and pens from GPO and the Denver GPO Bookstore. A library display, next to the U.S. flag, of information about the depository program together with some of the library's publications formed a backdrop for the ceremony.



Louise Treff-Gangler, Head, Government Publications, Auraria Library; David Gleim, Dean, Auraria Library; T.C. Evans, Deputy Superintendent of Documents



Elaine Jurries, Cindy Martinez, Tobey Visoon, Auraria; Pat Rodriguez, Census Bureau; Lorrie Evans, Susan Hom, Auraria; Kathy Moss, GPO Bookstore; Sharon Partridge, Jefferson Co. Public Library; Steve Mascaro, Rosemary Evetts, Arlene Barnes, Bob Wick, Dene Clark, retired, Auraria; Marit Taylor, Louise Treff-Gangler, Auraria; T.C. Evans, GPO

Envisioning the Future of Federal Government Information

Summary of the Spring 2003 Meeting of the Depository Library Council to the Public Printer

The spring 2003 meeting of the Depository Library Council to the Public Printer, held April 6-9, 2003 in Reno, Nevada, was something more than business as usual. The newly appointed Public Printer of the United States, the Honorable Bruce R. James, and the Superintendent of Documents, Judy Russell, asked Council to devote one and a half days of this meeting to developing a vision of what the Government Printing Office (GPO) and the Federal Depository Library Program (FDLP) should become, not just in the next few years, but over the next century.

As Mr. James pointed out in his opening remarks at Reno, "The nineteenth century isn't coming back to the GPO." Council agrees with Mr. James that, while there is much worth preserving in the collaboration between GPO and Federal depository libraries, the partnership that now exists is based on nineteenth century models of government printing and library collections. The transition to a more electronic FDLP, much discussed during the past ten years in the library community, is nearly complete. Electronic dissemination of Federal government information is becoming the rule, rather than the exception. For the public to continue to enjoy the benefits of centralized, mediated, and no-fee access to Federal government information, GPO and libraries must develop new models that are appropriate for and sustainable in this century.

The Visioning Process and Participants

When Mr. James invited Federal depository library directors to send representatives to the Depository Library Council's spring meeting in Reno to participate in the visioning process, approximately 300 depository librarians or their designees from every type of depository library came. Representatives from the American Association of Law Libraries, the Association of Research Libraries, and the Special, Medical, and Public Library Associations, former Depository Library Council members, and library administrators attended as well.

GPO arranged for Fynette Eaton of the National Archives and Records Administration to serve as facilitator for our discussions. Council devoted Sunday afternoon and evening to developing a series of broad statements of our vision of the future of Federal government information to be used as a starting point for discussion with the Public Printer. The official opening of the meeting on Monday morning was a plenary session in which Mr. James and Council discussed and expanded on these statements. This was followed by an afternoon session with Mr. James in which attendees expressed their comments, ideas, thoughts, and concerns about the morning discussion and the visioning process. Throughout the remainder of the meeting, through discussions with GPO staff and focus groups, a coherent vision of how the library community believes the new GPO and FDLP should develop in the

21st century began to emerge. The following statements summarize that vision.

Statements on the Shared Goals of GPO and Libraries

The Government Printing Office, in partnership with Federal depository libraries, meets the needs of the public for no-fee access to official government information. Government information is a strategic national resource owned by the people and held in trust jointly, for the public good, by GPO and by Federal depository libraries. Together, these institutions provide stewardship for government information throughout its life cycle, ensuring timely access, as new information is produced, and permanent public access in the future.

The new era of partnership between GPO and Federal depository libraries should retain the best aspects of the existing system while incorporating new technologies and services to provide a higher degree of dispersion of government information to the public. During the print era, the process of printing and distributing government information placed GPO in the position of a centralized government information agency with the authority to distribute information to libraries. As we move into a future where the primacy of the printing process is diminished, it is vital that GPO maintain its centralized role in dissemination of Federal government information. Other Federal agencies have come to rely on GPO to fulfill the role of central disseminator of government information, and the public has come to rely on depository libraries to serve as local distributors of that information. The library community sees a continuing role for GPO as the centralized agency ultimately responsible for provision of no-fee permanent public access and the creation of metadata and bibliographic records. Partner libraries

should continue to fulfill their mission of providing services to the public.

A new more flexible FDLP must be developed to meet institutional missions of partner libraries. Because some libraries consider ownership of digital content vital while others only want to manage it, a flexible system of GPO partnership with libraries should provide for the needs of both types of institutions. A variety of partner libraries could provide a multitude of entry points, ensuring the public's ability to access no-fee Federal information.

GPO should become an aggregator for Federal information. GPO's role in information dissemination should include use of state-of-the-art technology to harvest and manage Federal information, an active role in working with agencies to develop widely usable information products, and cooperation with both partner libraries and private information providers in the creation of databases and other products. This aggregator role is essential to ensuring that Federal information is widely accessible to the public. GPO should serve as a driver of new information technologies for its partner libraries, whose role is to use their knowledge of public, academic, and research users of government information to assist with the development and use of government aggregators.

Partner libraries should become facilitators in the Federal information dissemination process rather than repositories of printed government publications. Through the FDLP, libraries should participate in decisions that affect the Federal information life cycle, from development of valued-added products to provision of permanent public access. Key aspects of this joint venture entail collection, description, and no-fee permanent public access to Federal

information in all formats. Libraries can assist GPO in its mission by helping to meet the information needs of underserved and disadvantaged members of the public, including those facing technological, economic, cultural, and physical challenges. Libraries also can help to meet the needs of specialized user communities, such as scholars, scientists, and public advocates.

The traditional library role of facilitator to no-fee public access to Federal information remains key. No-fee library services improve the public's utilization of Federal information resources and provide agencies with local responders to information requests. The GPO-library partnership should be broadened to include other agencies, thereby improving the products and service that the FDLP has to offer. Because the costs of providing access to this strategic national resource cannot be borne by nonprofit libraries alone, government agencies should assist them by providing no-fee access to information products for GPO's partner libraries.

Changes Needed to Bridge the Gap between Present and Future

From GPO:

- *GPO should expand its partnerships with the Library of Congress, the National Archives and Records Administration, and other Federal agencies that can help it achieve its goals in the centralized management of Federal government information.* GPO is uniquely positioned to provide public access to Federal information, but many other agencies with related missions play key roles in the life cycle of government information and should partner with GPO to the benefit of both government efficiency and public access.

- *GPO should explore information product development that is focused on value-added services.* Federal information is notoriously complex and difficult to use, and technological advances have given government agencies the ability to make vast amounts of information available that can require knowledge of not just government processes, but statistical analysis, geographic information systems and other advanced methods of information manipulation. GPO should be encouraged to develop value-added information products in order to address these issues. In addition, GPO should make its information resources available to commercial aggregators to provide greater value-added access to government information to all libraries, depository and non-depository, that wish to pay for those services.

- *GPO should provide services for varied communities of users.* GPO should recognize that there are different types of partner libraries whose needs vary according to their user communities. In order to help librarians provide appropriate services for diverse groups, GPO must be aware of varying levels of user needs.

- *GPO should focus on marketing and training in the use of government information services.* GPO increasingly provides training in online government information services, particularly in its role as a driver of new technologies for libraries. This is a role that GPO should continue and expand.

From partner libraries:

- *Libraries must act as service providers rather than warehouseers.* The old depository model, which sought to

distribute copies of most government printing to libraries around the nation, does not necessarily work in the electronic age. The emphasis in many libraries has shifted from building collections, which may or may not be used, to providing information to users in a timely fashion. With an increasing number of government information titles being disseminated in electronic-only formats, superior service rather than volume counts will become the distinguishing hallmark of GPO's partner libraries.

- *The role of regional Federal depository libraries should be reexamined.* Not all states have regional libraries within their boundaries, and the economic realities of state funding mean that some areas are better served by regional libraries than others. New ways of supporting FDLP libraries should be explored that are tailored to meet local needs and economic realities.
- *Libraries, in their role as facilitators between government agencies and the public, should share their knowledge about providing information services with GPO and other agencies.* As institutions, libraries make it a priority to understand their user communities and to provide effective information services for those communities. Libraries should share their expertise by working with government agencies in order to improve the usefulness and accessibility of information products and services.

Responses to the Visioning Process

Despite the many points of consensus reached during the visioning process, both Council members and attendees of the Reno meeting

expressed concern that the current FDLP's mission and benefits not be lost in a rush to implement 21st century models. Council wishes to clarify the following principles as GPO moves forward in the planning process:

- *Libraries are partners, not customers, of GPO in the dissemination of Federal government information.* While Council recognizes and applauds GPO's efforts to modernize its working relationship with the Federal government agencies it serves, the business model cannot be extended to Federal depository libraries. As nonprofit institutions dedicated to facilitating the public's access to no-fee information, libraries are and should continue to be regarded as partners of GPO.
- *Libraries must have no-fee access to Federal government information.* In order for libraries to fulfill their mission of providing no-fee access to the public, GPO must continue to provide partner libraries with no-fee access to Federal government information, including value-added products developed in partnership with the private sector.
- *Authentication, not official publication, should define the universe of Federal government information available to the public.* As GPO develops and expands its technical capabilities, public access should be expanded to encompass not just official publications, but all authoritative and authenticated Federal government information within the scope of the FDLP.
- *Current regulations governing the FDLP should be changed only in consultation with participating libraries.* For libraries, the costs and

benefits of Federal depository status are a careful balance. The impact of any regulatory changes to the FDLP should be thoroughly reviewed by the library community.

What Happens Next? The Visioning Process Continues

During the Reno meeting, Mr. James stated that GPO is engaged in a three-year planning process. The current year is devoted to gathering information for the visioning process. The second year will be spent developing a model based on the vision of the future that emerges from the information gathering process. In the third year, GPO plans to implement that model.

The results of the discussions that occurred during the Reno meeting will be condensed and reviewed by Council, GPO staff, the depository community, and other stakeholders in Federal government information dissemination and access. These notes will be widely distributed throughout the depository and library communities and will be made available at the Depository Library Council web site
<http://www.access.gpo.gov/su_docs/fdlp/co

[uncil/index.html](http://www.gpoaccess.gov)> on GPO Access
<<http://www.gpoaccess.gov>>.

Superintendent of Documents Judy Russell is holding a series of conference calls with Council, regional depository librarians, and other groups from the library community during the summer. GPO plans to present preliminary findings from its information gathering activities at the next Depository Library Conference, scheduled for October 19-22, 2003 in Arlington, VA.

Submitted by the Depository Library Council,
May 2003

Council Members:

Charlene C. Cain
Cathy Nelson Hartman, Chair
Dena Hutto
Greta E. Marlatt, Secretary
John A. Stevenson
Paul A. Arrigo
Daniel C. Barkley
Barbara J. Ford
Doris Small Helfer
John C. Kavaliunas
Lynne Siemers
Michele T. McKnelly
John Phillips
Mary W. Prophet
Laura Saur

Recommendations and Commendation

Depository Library Council Meeting

Spring 2003, Reno, NV

RECOMMENDATIONS

1. Online MoCat

Council recommends that the Government Printing Office suspend publication of the printed version of the *Monthly Catalog of United States Government Publications* and its *Serials Supplement* as soon as it is possible to replace these tools with dynamic online versions. The *United States Congressional Serial Set Catalog's Numerical Lists* and *Schedule of Volumes*, however, should continue to be published in the printed version.

Rationale: The expense of producing and printing the paper version of the *Monthly Catalog of United States Government Publications* and its supplements far outweighs its usefulness to libraries and the public. The new Integrated Library System, when implemented, will allow the Government Printing Office to create timely, dynamic lists of bibliographic records produced by the Government Printing Office by any time interval or format, which could then be printed, downloaded, or used online. This dynamic online version would meet the spirit of the statutory requirement mandating monthly publication of a list of government documents available to the public and indeed would exceed the usefulness of the current printed versions. Because of the unique value of the *United States Congressional Serial Set Catalog's Numerical Lists* and *Schedule of Volumes* for reference and collection management, these products should continue to be published in the printed version.

2. United States Library of Public Information

Council recommends that as the Government Printing Office pursues its initiative in creating a *United States Library of Public Information*, the Government Printing Office, along with members of the depository library community, develop a cogent, flexible collection that is:

1. Comprehensive in scope and content
2. Fully cataloged
3. Widely accessible
4. Permanently archived

Rationale: In today's increasingly electronic environment, the need for a *United States Library of Public Information* providing permanent public access, full cataloging records, widely accessible and comprehensive in scope becomes more of a national need. GPO's pursuit of this library will address the current and future needs of the new depository environment.

COMMENDATION

Council commends Bonnie B. Trivizas upon her retirement after more than twenty years of Federal service, including that with the Library Programs Service from 1985 to 1992 and 2001 to 2003. Ms. Trivizas has served in several capacities at the Government Printing Office, including service as director of the Library Programs Service from 1990 to 1992 and twice serving as Chief of the Library Division of the Library Programs Service. In addition, she has been involved with many

important Government Printing Office activities, from the early development of GPO Access and the Federal Bulletin Board to the current procurement process for an

integrated library system. Council thanks Ms. Trivizas for her dedication and wishes her well in her future endeavors.

Stay with the Program

Benefits of Being a Member Library of the FDLP

Some libraries are considering dropping their depository status; their reasons for doing so can vary. However, library administrators and documents coordinators should consider the many benefits of depository status before they decide to drop depository designation. Some of the reasons for continuing in the Federal Depository Library Program (FDLP) are outlined below.

BENEFITS OF BEING A FEDERAL DEPOSITORY LIBRARY

**Prepared by SOAR
Depository Library Council •
Subcommittee on Attrition and Retention**

**Dan Barkley, University of New Mexico,
Chair**

Depository libraries benefit because the Federal Depository Library Program:

- Enhances the status of the institution through:
 - greater service to & resources for the entire community
 - political good will of the Congressional delegation
 - a public collection of government information, employing knowledgeable people to serve that collection
- Raises the level of visibility and status of the entire library locally, regionally, and nationally
- Provides primary source material that is invaluable to researchers
- Links a community of government information professionals who understand governmental organizational structure, the information publishing practices of governmental agencies, and the multiple contexts in which these agencies produce this information
- Provides a centralized process for locating, acquiring, cataloging, and disseminating information produced by the various government entities
- Automatically distributes publications that libraries may otherwise find difficult to obtain, due either to price or availability
- Pushes member libraries to the forefront of technology
- Raises the service level of the library in order to comply with FDLP standards
- Produces guides such as the “Recommended Specifications for Public Workstations” that help to ensure that library workstations are always up-to-date
- Provides information & training with programs such as the Interagency

Seminar and the Depository Library Conference

- Extends limited book budgets by providing valuable material at no cost
- Supplies materials that support various curriculum areas
- Distributes regular updates on government information issues from the

GPO, other government agencies, and other entities

- Enables libraries to have input in the policies and procedures of the Federal Depository Library Program
- Allows indefinite retention of the Federal depository collection, whereas libraries leaving the program may be required to dismantle it

UPCOMING EVENTS



2003

Interagency Depository Seminar

May 27–June 4

Washington, DC

**Federal Depository Conference/
Fall Council Meeting**

Oct. 19–22

Arlington, VA

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http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/adnotes_toc.pdf
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