



Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 25, no. 12-13

GP 3.16/3-2:25/12-13

November 15/December 15, 2004

HIGHLIGHTS

Spring Council	1
Interagency Seminar	2
New SuDocs Managers	
Gassie	3
Kimble	4
Directory Update	4
Final Shipping List Nos.	5
USGS Map Distribution	5
Digital Archiving	6
New Editor for Needs & Offers List: Baier	6
ConOps Document Distributed	7
Promotional Items	8
5-Year Retention	10
MF & Discard Lists	11
Award Letters	17

Spring 2005 Depository Library Council Meeting Scheduled for Albuquerque

The spring Depository Library Council meeting will be held in Albuquerque, NM, at the Sheraton Old Town Hotel, located at 800 Rio Grande Blvd., NW in the heart of historic Old Town and approximately 15 minutes from Albuquerque International Sunport. The meeting will begin Sunday, April 17, 2005, starting with registration at 8:00 a.m. until noon, and the first session, New Attendees Orientation, begins at 10:00 a.m. and ends at noon. The regular schedule will commence that afternoon. The meeting will conclude at 12:00 p.m. on Wednesday April 20, 2005.

The Council meeting is open to everyone and there is no registration fee. The meeting provides federal depository library staff, information professionals, and all others interested in Federal Government information dissemination, the opportunity to stay current with the Federal Depository Library Program activities, provide input into the planning process, and exchange ideas among colleagues.

Advance registration is important to provide us the information necessary to ensure effective planning to make this meeting productive and enjoyable for you. The earlier you register, the more time it allows us to prepare. Pre-registration is now available at:
http://www.gpoaccess.gov/spring_reg.html.

A block of 150 sleeping rooms is available at the meeting hotel for attendees at the government rate of \$68.00 per night (plus tax) single or double occupancy. This rate will be honored beginning Wednesday, April 13 through Saturday, April 23, 2005. Reservations must be made by calling the hotel directly at 505-843-6300 or toll free at 877-901-7666. Mention the U.S. Government Printing Office or the Depository Library Council meeting in order to receive the Government rate. Online reservations are not accepted for meeting attendees. The hotel does not offer shuttle service from the airport, but free parking is available.

A preliminary agenda is near completion and will be available soon at:
http://www.access.gpo.gov/su_docs/fdlp/events/spring_council_agenda.html.

Interagency Seminar Scheduled for June 2005

The 18th Annual Interagency Depository Seminar will be held in Washington, DC on June 8 through June 15, 2005. The weeklong seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. Many Federal agencies will make presentations at the seminar, including:

- Bureau of the Census
- Library of Congress
- Office of the Federal Register
- Patent and Trademark Office
- Government Printing Office
- and more to be announced.

At the Interagency Depository Seminar, representatives from Federal Government agencies showcase their products and services. The seminar consists of presentations that focus on the content of and access to these products and services, interspersed with tours and question and answer sessions. It offers the opportunity both to acquire information and to discuss and exchange ideas with colleagues, agency representatives, and Information Dissemination staff of the Government Printing Office. The intended audience is documents staff with three years or less of recent experience with Federal Government documents.

Attendees with reference or public service responsibilities will find these sessions particularly useful. Attendance is limited to 50, so registration preference will be given to those outside the Washington, DC area and to those who have not previously attended the seminar.

There is no charge for the seminar. However, librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Registration

Prospective attendees should complete the online registration form at: www.gpoaccess.gov/interagency_reg.html by March 31, 2005. As there is often a waiting list, a helpful hint is to submit the registration form to reserve a place first, then try to obtain full or partial funding from your library administration later. If you wait until funding is assured, the limited slots for the seminar may be filled.

If you have any questions about the seminar, please contact the Education and Development Staff by telephone on (202) 512-1119; by fax on (202) 512-1432; or by e-mail at <lcummins@gpo.gov>.

Accommodations

A block of 35 rooms has been reserved for seminar participants at the Holiday Inn Downtown. The hotel is located at 1155 14th Street, NW, Washington, DC 20005, within walking distance of the McPherson Square Metro Station. Attendees can take the Metro subway train from the Washington Reagan National Airport to the hotel as well as to Union Station, a block from GPO. The Library of Congress can be reached by Metro or by walking (about twenty minutes) from GPO. For information about the hotel, see its Website at: <http://www.ichotelsgroup.com/h/d/hi/1/en/hd/wasdn?irs=null>.

For a map of the Washington, DC, Metro system, see:
<http://www.wmata.com/metrorail/systemmap.cfm>.

Rooms are available at the room rate of \$119.00 single or double, not including tax. If you wish to reserve a room at the Holiday Inn Downtown, you should call as soon as GPO confirms your seminar reservation. Hotel reservations at the Holiday Inn must be made **no later than May 8, 2005**. After that date, the Holiday Inn does not guarantee room availability or the seminar rate. If you choose to make other hotel arrangements, be

sure the hotel is near a Metro subway stop for ease of transportation to and from seminar sites.

To make reservations, call the Holiday Inn direct at 202-737-1200. The fax number is 202-783-5733. Please tell the reservation clerk that you are attending the GPO Interagency Depository Seminar and quote the above room rate. If you are interested in sharing a room with another librarian attending the seminar, Nick Ellis at GPO will try to match up roommates. You may contact him by telephone on 202-512-1114 or via email at nellis@gpo.gov.

Acquisition and Development Director Hired: Lillian Gassie

Lillian Woon Gassie has joined Information Dissemination (Superintendent of Documents) as Director of Acquisitions and Development, effective November 15, 2004. With a background in information systems development, knowledge management, content aggregation, organization and management, Ms. Gassie is well positioned to lead GPO's content acquisition program in an environment where more and more government documents are self-published and released by agencies only in electronic format.

Prior to joining GPO, Ms. Gassie was the Senior Systems Librarian at the Naval Postgraduate School (NPS), Monterey, California where she managed the Systems Office of the Dudley Knox Library and was

Project Manager and later, co-Principal Investigator of the NPS Homeland Security Digital Library. Ms. Gassie was recognized as Federal Librarian of the Year by the Federal Library Information Center Committee (FLICC) for her innovative leadership and professionalism in the promotion and development of library and information services during fiscal year 2003. Ms. Gassie previously worked at the Army Research Laboratory (ARL)'s Knowledge Management Center where she received the 1999 ARL Award for Customer Service for work related to digitization and electronic access of ARL technical reports. Ms. Gassie has a master's degree in Library and Information Science from the University of Hawaii at Manoa.

Manager for GPO Access Content Development Section Appointed: Dr. Robert Kimble

Bob Kimble has joined Information Dissemination (Superintendent of Documents) as Supervisory Content Development Specialist, Education and Development Office, Library and Customer Relations Service, effective November 15, 2004. New to the civil service, Dr. Kimble is a retired Marine officer with extensive programming and system administration experience. He is highly qualified to modernize the system for developing content for GPO Access and the online bookstore.

Dr. Kimble comes to GPO from the private sector. In late 1999, he co-founded a small Internet startup company, iPlicity, based in northern Virginia. He and his partners sold the company to IceWeb, Inc. in late 2003, and he stayed on for several months to help with the transition and integration of iPlicity technology into the new company. Dr. Kimble wrote a good portion of iPlicity's flagship product, a web content management system. Consequently, his most recent experience directly applies to the challenges he faces here at GPO.

Before iPlicity, Dr. Kimble worked on a variety of information systems projects, primarily for User Technology Associates of Arlington, VA. His principal client while there was the Financial Crimes Enforcement Network (FinCEN) of the U.S. Treasury Department. Dr. Kimble authored a number of state-of-the-art information applications, of which the Project Gateway query alert system was the most recent.

During his Marine Corps career, Dr. Kimble logged more than 1500 hours in the Douglas A-4 Skyhawk, a small tactical jet bomber used extensively by both the Navy and the Marine Corps in combat operations throughout the Viet Nam war. Dr. Kimble also taught undergraduate physics and mathematics courses at the U.S. Naval Academy in Annapolis, MD. He graduated with honors from the Naval Academy, and he subsequently graduated from the Massachusetts Institute of Technology with a Ph.D. in mathematics.

Depository Directory To Be Updated for 2005

GPO will soon be preparing the 2005 paper edition of the Federal Depository Library Directory. Please take a few moments to make sure that your library's entry is correct. If there have been any changes, i.e., library

name, address, or phone numbers, please input those changes online at:
http://www.access.gpo.gov/su_docs/fdlp/tools/2.

Final Shipping Lists for FY 2004

Paper: 2004-0278-P
 Separates: 2004-0055-S
 NIMA: 2004-2008-S
 Electronic: 2004-0030-E
 Microfiche: 2004-0548-M

Cancelled microfiche lists for FY 2004:
 2004-0245-M
 2004-0246-M
 2004-0247-M
 2004-0316-M
 2004-0317-M
 2004-0337-M
 2004-0371-M

Distribution of USGS Maps Slows Temporarily

Many depository libraries have noted a diminishing number of shipments of USGS maps in recent months. This is caused in part by the U.S. Geological Survey's contracting with the Federal Aviation Administration to print its maps. The FAA, which now does the bulk of the map printing for the U.S. Government, has a large backlog of items to print. Once the FAA has printed the maps, they are sent back to the USGS in Denver for shipping. Distribution by USGS to depositories of the USGS topos and other maps is therefore slowing down.

In addition, the number of USGS geology (thematic) maps has dropped dramatically. The GQ and I series have been discontinued. Also, the MF series has been available exclusively on the web for the last few years and is no longer printed.

GPO is stepping up its efforts to identify and catalog additional online maps and other geospatial online information.

Digital Archiving through Bibliographic Control Begins in November

The Office of Bibliographic Services (OBS) began the full implementation of the OCLC Digital Archive System in November, enhancing our existing archiving activities. Beginning in 2002, staff from Superintendent of Documents worked with OCLC and other partners to develop a set of tools and services for digital archiving. The tools harvest content, create preservation metadata, and place the harvested objects in a secure, managed storage environment. OBS short-term plans are to manage and store monographs from a wide variety of agencies using this new archiving tool.

In preparing for the November roll-out, Bibliographic Control librarians processed 34 monographs using the Digital Archive System. Librarians create a full MARC

record for the item, harvest the digital object, and create Dublin core metadata.

Access to the digital object will be through the PURL, which resides in the MARC bibliographic record. PURLS will be directly linked to the OCLC Digital Archive, not routed to the agency web site. Users will be able to identify which electronic objects have been harvested and stored in the Digital Archive by the presentation of an interim page which gives brief information about the date/time the item was archived. OCLC refers to the interim page as “Object Associated with Page”, but to retrieve the interim page at the top, it reads: “Query Result Page.” For an example, see: <http://purl.access.gpo.gov/GPO/LPS11163>

Needs & Offers List’s Bill Gordon Moves On Brian Baier Becomes New Editor

Bill Gordon has notified GPO that he has new duties at the University of North Dakota and will no longer serve as editor of the National Needs and Offers List. Superintendent of Documents Judy Russell has thanked him on behalf of the Federal Depository Library Program for his innovative work with the list since 2001. Mr. Gordon made many enhancements to the online list, creating user-friendly forms and an alert system. His efforts have been highly effective and valuable to depository libraries nationwide and have helped make U.S. government information available to the public.

The Needs and Offers List is a tool used by depository librarians for collection development purposes, in which selective depositories seeking to dispose of publications withdrawn from their collections may place publications with other depositories. It may be accessed at <http://www.und.edu/fdlp/>.

The University of North Dakota will maintain the list until July 2005 under the direction of the new editor, Brian Baier. He may be reached at: brianbaier@mail.und.nodak.edu. GPO is examining its resources for maintaining the list in-house after July 2005

Concept of Operations Document Distributed to All Libraries

The Concept of Operations (ConOps V 1.0) for the Future Digital Systems has been distributed to all libraries in the FDL P. The companion summary document was mailed Monday, November 24, 2004.

The main report is available online at:
http://www.access.gpo.gov/su_docs/fdlp/tools/ConOps_1004.pdf

For the summary, see:
http://www.access.gpo.gov/su_docs/fdlp/tools/ConOps_Summary.pdf

Distribution Information:

Main report

Class: GP 1.2:D 56

Item no.: 0556-C

Shipping list number: 2005-0034-P

Shipping list date: Nov. 12, 2004

Summary document:

Class: GP 1.2:D 56/SUM.

Item no.: 0556-C

Shipping List number: 2005-0043-P

Shipping List date: Nov. 26, 2004

The Concept of Operations was presented by Mike Wash, Chief Technical Officer, Office

of Innovation and New Technology at the Fall Federal Library Conference and Depository Library Council Meeting, October 17 - 20, 2004.

From the Preface:

“The proposed Future Digital System will ingest, preserve, and provide access to the information produced by the U.S. Government--including information produced by all three branches of Government--and to the material currently in the custody of the Government Printing Office (GPO). The proposed system is envisioned as a comprehensive, systematic and dynamic means for preserving any kind of content, independent of specific hardware and/or software. The system will enable GPO customers to obtain hard copy publications and to electronically access the content they want, and it will enable GPO to deliver that content in the formats its customers desire. The system should automate many of the content lifecycle processes and make it easier to deliver the content in formats suited to the needs of GPO customers.”

Free Depository Library Promotional Items Available

A variety of free promotional items for depository libraries are just a click away, at http://www.access.gpo.gov/su_docs/fdlp/pr/order.html. The 25 items listed below are suitable for many different uses: instruction; signage; promotion of the depository collection to the media, administrators, and visitors, and to add to anniversary celebrations. They can enhance all your depository public relations opportunities, and they're free!

To navigate to the site from the GPO home page at www.gpo.gov, click on the following choices:

GPO Access > Federal Depository Libraries > FDLP Desktop > Depository Management > Promotion of Depository > Order Promotion Materials

Fill out the easy-to-use online order form, and the Marketing staff will be happy to send the items you choose.

Depository Library Promotional Items

1. Bookmark (50/package)
2. Classification Chart [SuDocs, laminated poster]
3. Depository Door/Window Decals [glue on BACK]
4. Depository Door/Window Decals [glue on FRONT]
5. FDLP Presentation Folder (50/package)
6. Electronic Depository Decal [glue on BACK]
7. Electronic Depository Decal [glue on FRONT]
8. Federal Publication Stickers (500/roll)
9. Local Access: Make the Connection at a Federal Depository Library (brochure) (50/package)
10. Hardboard Depository Logo Sign
11. Big Poster (26" x 33 5/8")
"U.S. Government Information: Make the Connection at a Federal Depository Library."
12. Small poster (8 1/2" x 11")
"U.S. Government Information: Make the Connection at a Federal Depository Library."
(25/package)
13. Ben's Guide to U.S. Government for Kids (brochure) (50/package)
14. U.S. Government Online Bookstore (brochure) (50/package)
15. User's Guide to The U.S. Government Bookstore (brochure) (50/package)
16. GPO Access (brochure) and Stat-USA (insert) (50/package)

17. *GPO Access* Finding Aids (brochure) (50/package)
18. Tracking Regulations Using *GPO Access* (brochure) (50/package)
19. Tracking Legislation Using *GPO Access* (brochure) (50/package)
20. Public Service Articles (2) (Camera Ready Copy)
[actual size - Sample 1: 4 5/8 " x 9 1/2"; Sample 2: 4 1/2 " x 8 "]
21. Public Service Articles **(CD-ROM)** **NEW!!**
22. Public Service Radio Spot **(CD-ROM)** **NEW!!**
23. Happy Anniversary Federal Depository Library - Post Card (50/package) **NEW!!**
24. Happy Anniversary Federal Depository Library - Letterhead (50/package) **NEW!!**
25. Happy Anniversary Federal Depository Library - Notepad (8 pads/package) **NEW!!**

5-Year Retention Policy Recommendations Developed

In 2004, the Superintendent of Documents convened an **Ad Hoc Committee to Define Criteria for Disposal Prior to a 5 Year Retention**. The Committee was charged with developing guidelines that would support implementation of a proposed amendment to the 44 USC 1911 and 1912, which would remove the mandates for selective depository libraries to retain all tangible depository items for a minimum of 5 years. The guidelines were intended to define criteria to be issued by the Superintendent of Documents for

disposition of materials prior to the 5-year requirement if the legislative change was enacted. Although the amendment was not enacted, the recommendations of the Ad Hoc Committee are being utilized in a review of changes that could be made within the current statutory limitations. The reports are available at:
http://www.access.gpo.gov/su_docs/fdlp/coll-dev/index.html#procedures.

AdHoc Committee Charge

http://www.access.gpo.gov/su_docs/fdlp/coll-dev/ad_hoc_charge.pdf

AdHoc Committee Cover Letter

http://www.access.gpo.gov/su_docs/fdlp/coll-dev/ad_hoc_cover.pdf

AdHoc Committee Report

http://www.access.gpo.gov/su_docs/fdlp/coll-dev/ad_hoc_report.pdf

GPO Response to Report

http://www.access.gpo.gov/su_docs/fdlp/coll-dev/adhoc_gpo_response.pdf

1995 Memorandum On Eliminating Microfiche From Future Discard Lists

At its fall meeting in October 2003, the Depository Library Council identified a number of services/added benefits that GPO could provide to encourage depositories to remain in the Federal Depository Library Program. A report, titled *Incentives Document, Progress Report: How's the Carrot Crop Doing? October 2004*, and

located at http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html, summarizes developments and progress to date. One of the Council requests asked GPO to publish a memorandum concerning discard lists. The request, the GPO response, and the memorandum are reprinted below.

Publish, in Administrative Notes, the 1995 memorandum on eliminating microfiche from future discard lists.

The 1995 memorandum on eliminating microfiche from future discard lists will be printed in the next edition of *Administrative Notes*. Many of the recommendations from this memo were incorporated into the 2000 revision of the *Instructions to Depository Libraries*. In Chapter 9 (Regional Services) section C Publication Disposal Process, regional depositories are given the option to "exempt specific categories or formats from the disposal listing requirement." The regional is given the discretion to decide what those categories or formats should be, taking into consideration the collections in their state or region.

UNITED STATES GOVERNMENT MEMORANDUM

DATE: 4/7/95

REPLY TO ATTN OF: Chief, Depository Services

SUBJECT: Implementation of Disposition Policies

TO: Regional librarians

Background:

Under 44 U.S.C. §1912, "regional depositories may permit depository libraries, within the areas served by them, to dispose of Government publications which they have retained for five years after first offering them to other depository libraries within their area, then to other libraries."

Regional libraries were created under the Depository Act of 1962. While GPO expected that each regional depository issue written guidelines for discard to the selective depositories under their jurisdiction, the first documented guidance appeared in the 1974 Instructions to Depository Libraries. The language in these Instructions drew heavily from recommendations of the Depository Library Council to the Public Printer. The Guidelines for the Depository Library System, section 12, outlined responsibilities of the regionals as well.

Current Procedure:

Regional depositories require every selective depository to exhaustively list each document they are discarding including SuDoc number, title, and date per the Instructions. Many regionals also require depositories to number the lists. In conjunction with State Plans, some have implemented weeding schedules and only evaluate certain categories of documents during specific months. Many receive the lists electronically as well.

Regionals are expected to cull any documents missing from their own permanent collection in order to create a comprehensive one. This is particularly important for younger libraries designated regionals.

After regional library review, the lists are distributed to other libraries in the state and the materials can also be offered to depositories nationwide. Once this procedure is completed, the discarding depository can offer any remaining documents to non-depository libraries or recycle them.

Problem:

This procedure is onerous for depositories. Compiling the lists of materials is labor intensive. It is difficult to find space for storing documents to be discarded for months until the lengthy procedure is completed.

Recommended Solutions:

1. Grant regional depositories greater flexibility, more latitude, and more discretion in the weeding process. The Instructions (1992) already state that "[T]he regional library should issue these special instructions with the concurrence of the Superintendent of Documents."
2. Allow regional depositories to permit discard of materials by visiting the library and "eyeballing" the items offered rather than requiring lists.
3. Allow regionals to issue "needs" lists in lieu of the "offers" procedure now in place. States in which libraries cooperate can create a union "needs" list for the state. Electronic communication can make this procedure very efficient.
4. Encourage regionals to follow the already approved "Cornwell method" for discarding microfiche [see attachment 1].
5. Allow regionals to list documents that (a) must always be listed and (b) should never be listed on disposal lists.
6. Create a list of "automatic discards" as part of the Superseded List that can be weeded after 5 years without listing.

In his memo of April 4, 1995 [see attachment 2], GPO's General Counsel stated that "[T]he six-point procedure ...does not conflict with the controlling provisions of Title 44 as cited above. ...the manner by which this is accomplished would remain a programmatic decision for the Superintendent of Documents to make in consultation with regional and other depositories so affected. The inclusion of the newly agreed-upon and newly- adopted procedures in the Instructions to Depository Libraries or other advisory document also would be a decision for the Superintendent of Documents."

If you have any questions, please contact me by telephone on 512-1119; by fax on (202) 512-1432; or by e-mail at <inspect@access.digex.net>.

SHEILA M. McGARR

Attachment 1

February 1, 1993

Gary Cornwell
Government Documents
University Libraries
University of Florida
Gainesville, FL 32611

Dear Gary:

Thank you for your memorandum of January 8 eliciting comments and advice regarding a proposed discard policy for Florida depository libraries. I have taken this matter up with the members of the Library Programs Service Inspection Team for review. These are our conclusions:

Under provision of 44 ~ 1912, "libraries designated as regional depositories may permit depository libraries, within the areas served by them to dispose of Government publications which they have retained for five years after first offering them to other depository libraries within their area."

The Instructions to Depository Libraries states, "The principle responsibility of a regional depository library is to ensure the comprehensiveness and integrity of the States' or region's depository resources."

GPO advises the regional depository to pursue the following strategy:

- 1) Carefully define those areas of Federal information need within the purview of the selectives in Florida. This can be done by collecting the collection development policies in the area.
- 2) Authorize disposal based upon an analysis of the collection development policies of the libraries. The regional may find that it does wish to authorize disposal of certain categories of material in certain areas of the state.
- 3) Remain alert to staff changes in selective depositories in the region and insure that no bad advice is passed from one local depository staff to another.

Obviously, the purpose in doing this is to ascertain that the State is adequately served for Federal documents. How this is accomplished is the responsibility of the regional depository.

It is the view of GPO that the regional may legally authorize disposal of the material as suggested after the mandatory five-year retention period. GPO finds this policy generally acceptable, as long as the comprehensiveness and

integrity of the region's Federal depository resources are guaranteed. Consequently, GPO would appreciate the regional's response on how meeting this requirement would be accomplished.

GPO is aware of the financial exigency facing depository libraries, and appreciates the effort the regional depository is taking to relieve selectives of some of the administrative tasks of documents librarianship. However, GPO advises the regional to proceed cautiously with this policy. Although the Directory will be issued biennially, there is a concern at GPO that the institutionalization of the discard process as described may become accepted and common practice among the selectives in its jurisdiction. This could foster a misunderstanding among selectives about the legal requirements for disposal. The concern is based on the presumption that once a library has regularly discarded the material, it may be difficult to re-instate disposal policies more commonly practiced among regional depositories and more in line with the requirements of the Instructions. Such procedures as the one proposed are easily inherited among depository staff and could lead to problems of illegal disposal of the documents. GPO would hate to see entire microfiche collections in the region served by University of Florida to be "Zuckered."

If I can be of any further assistance to you about this matter, please do not hesitate to contact me at (202) 512-1119.

Sincerely,

SHEILA M. McGARR
Chief, Depository Services

THE UNIVERSITY OF FLORIDA
The University Libraries
GAINESVILLE, FLORIDA 32611

January 8, 1993

MEMO TO: Shelia McGarr
FROM: Gary Cornwell
RE: Disposition of Microfiche

The University of Florida libraries are in the process of revising our biennial Directory of Federal Document Depositories and Resource Information for Florida and the Caribbean. A major section of the directory is our Instructions to selective depositories for preparing disposition lists.

As the regional for Florida and the Caribbean, we are seeking GPO's approval to allow selective depositories in our region to discard microfiche without offering it on disposition lists. Currently, selectives in our region are devoting considerable staff time to the preparation of these lists which we as the regional are essentially not even reviewing. (Nor are the other selectives in our region.) It is our policy to supply all libraries in our region with fiche copies of depository documents at no charge. Those documents which we are occasionally missing are easily obtained and copied for our collection on an "as identified" basis. Given the staff and budgetary problems affecting virtually every library in our region, it seems much more prudent for available staff to spend their time servicing their depository collections rather than preparing these lists.

If approved, it would be our policy to:

- 1) Allow selective depositories in our region to discard microfiche copies of depository documents after they have been retained for 5 years without offering them on disposition lists.
- 2) Libraries discarding large runs or sets of microfiche documents, such as DOE microfiche, must receive permission from the regional before discarding. The regional would reserve the right to require selectives to prepare disposition lists for this or any other type of material.
- 3) The regional would continue to supply all libraries within our region with microfiche copies of depository documents at no charge.
- 4) The regional would supply selective depositories in our region with claim copies of depository documents whenever possible.
- 5) The regional would continue to obtain replacement copies of missing microfiche as needed.
- 6) Selective depositories would continue to prepare disposition lists for paper depository documents as directed in our instructions to depository libraries.

I realize that you continue to be the bearer of many hats, but I hope that this request can be easily and expeditiously resolved so that we might proceed with the publication of our "Directory." Thanks in advance for your help and support.

Attachment 2

GOVERNMENT PRINTING OFFICE
memorandum

DATE: April 4, 1995

REPLY TO
ATTN OF: General Counsel

SUBJECT: Implementation of Disposition Policies for Depository Library
Publications

TO: Chief, Depository Services

This responds to your memorandum to me dated March 27, 1995, concerning the statutory requirements and procedures for the disposition of Government publications distributed by GPO to Federal depository libraries. Specifically, you have asked this office to review a six-point plan developed by Depository Services, which is designed to facilitate the disposal of Federal documents by depository libraries in a manner that would prove less cumbersome to the individual libraries while at the same time insuring full compliance with the applicable provisions of Title 44, United States Code.

Depository libraries which are served by regionals must retain for 5 years all publications selected and received through the Depository Library Program. 44 U.S.C. § 1911 (1976). As stated in your memorandum to me, Section 1912 of Title 44 authorizes regional depositories to "permit depository libraries, within the areas served by them, to dispose of Government publications which they have retained for 5 years after first offering them to other depository libraries within their area, then to other libraries." Of course, the rule for regional depositories is far more prohibitive in that Section 19-12 requires them to accept and retain, on a permanent basis, copies of all Government publications "(except those authorized to be discarded by the Superintendent of Documents)."

The six-point procedure outlined in your March 27 memorandum does not conflict with the controlling provisions of Title 44 as cited above. Provided the individual depositories retain their Federal collection for at least 5 years and dispose of eligible documents (with the permission of their regionals) only after making them available to other depositories and then to any other libraries in their region, the manner by which this is accomplished would remain a programmatic decision for the Superintendent of Documents to make in consultation with regional and other depository libraries so affected. The inclusion of the agreed-upon and newly-adopted procedures in the Instructions to Depository Libraries or other advisory document also would be a decision for the Superintendent of Documents.

You have requested a meeting with me to discuss your memorandum and my response on this matter. Should you believe that a meeting is still necessary, feel free to contact me on 20033 to schedule a time prior to next week's Depository Library Conference.

ANTHONY J. ZAGAMI

Federal Depository Library of the Year Award Documents

http://www.access.gpo.gov/su_docs/fdlp/fdlofyear/04.html

Transcript of U.S. Senator Gordon Smith's congratulatory video to the Lenn and Dixie Hannon Library for receiving the 2004 Federal Depository Library of the Year Award from the Government Printing Office

[U.S. Senator Gordon Smith speaking to the camera from his office]

I'm Senator Gordon Smith and I'm happy to congratulate the staff of the Lenn and Dixie Hannon Library at the Southern Oregon University on its receipt of the Federal Depository Library of the Year award. The GPO selected the Hannon Library for this award because it exemplifies one of the most vital trends in Government, the need to make Government Information fully available through the use of digital media. The Southern Oregon digital archive is a valuable collection, and without the efforts of the Hannon Library it may not be available for the scholars and the general public. In addition to modernizing its collection, the

Library staff is also making every effort to preserve its historic collection of printed Government documents so that future generations can use the original materials as well as have access to the digital versions. The commitment to the traditional values of public service through comprehensive research training, promotion of the Government Depository and the digital archive, and cooperative efforts with other Oregon libraries ensures that the public can use these wonderful resources to the maximum. So on behalf of the people of Oregon, and the United States Senate, I congratulate the Hannon Library on being the Federal Depository Library of the Year, and I commend the GPO for acknowledging the work of the Library and its dedicated staff.

Congratulatory Letter from Oregon U.S. Senator Ron Wyden

September 30, 2004

Hannon Library
1250 Siskiyou Blvd.
Ashland, OR 97520-5010

Dear Friends:

Congratulations on being named the Federal Depository Library of the Year by the Federal Depository Library Program. This is a prestigious honor that dates back to Thomas Jefferson and you must be very proud. Southern Oregon University has greatly benefited from Hannon Library's achievements. Achievements such as the Digital Archives project, classes teaching use

of the Government documents to undergraduates, and the relocation of the Government Documents collection to the main floor. These accomplishments help ensure that students, and the community, have the accessibility and the knowledge to use Hannon Library's vast resources. Congratulations again on your remarkable achievement. Libraries are the cornerstones of communities and I am so happy that this one is in such good hands. Best wishes for your continued success.

Sincerely,

RON WYDEN
United States Senator

Congratulatory Letter from Theodore R. Kulongoski, Governor of Oregon

October 15, 2004

Elisabeth Zinser
President
Southern Oregon University
1250 Siskiyou Boulevard
Ashland, OR 97520

Dear President Zinser:

Being selected from over 1,200 libraries nationwide as the 2004 Federal Depository Library of the Year by the United States Government Printing Office (USGPO) is truly a grand honor. Congratulations to you and all of your staff involved in making the Lenn and Dixie Hannon Library at Southern Oregon University such a recognized national leader in providing access to government information.

The passion and productivity of the SOU library is demonstrated by several of its

outstanding initiatives that garnered the attention of the USGPO. Among the SOU Library's innovative strategies were: the Digital Archives project; teaching classes on the use of governmental materials; and making government documents more readily available to the public.

Through this award for its library, Southern Oregon University has again shown that it is not only an outstanding regional educational institution, but also a recognized national leader in serving its students, its communities, and the state. On behalf of a grateful state, please accept my congratulations and best wishes as you rightfully celebrate this prestigious award to the Lenn and Dixie Hannon Library at SOU.

Sincerely,

Theodore R. Kulongoski
Governor

**Letter from Elisabeth Zinser, President of Southern Oregon University, to
Bruce James, Public Printer**

October 14, 2004

The Honorable Bruce James
Public Printer of the United States
U. S. Government Printing Office
732 N. Capitol Street NW
Washington, DC 20401

Dear Mr. James:

It is a great honor to Southern Oregon University and the Lenn and Dixie Hannon Library to be awarded the Federal Depository Library of the Year Award from the United States Government Printing Office. We are immensely grateful to you for this honor. It is a perfect capstone on the achievements of our digitalization project and a wonderful launching pad for our "Library of the Year" program for 2005 as we complete the magnificent renovation and expansion of our Library.

Southern Oregon University benefits greatly by the partnership our Library has developed with your Agency. You are a partner in making government documents available for citizen understanding, business development, scholarly work, and student learning.

Thank you very much for your deep and enduring contributions to our Library's programs and to the University as a whole. I wish very much that I could be there for the award ceremony, but am sure that Senator Lenn Hannon, Professor Deborah Hollens, and distinguished SOU alumni from the beltway community will represent us well.

With deep respect and gratitude,

Elisabeth Zinser
President

Table of Contents

Depository Library Council Meeting, 2005, Spring, Scheduled for Albuquerque	1
Interagency Seminar Scheduled for June 2005	2
Acquisition and Development Director Hired: Lillian Gassie	3
Manager for GPO Access Content Development Section Appointed: Dr. Robert Kimble	4
Depository Directory To Be Updated for 2005	4
Final Shipping Lists for FY 2004	5
Distribution of USGS Maps Slows Temporarily	5
Digital Archiving through Bibliographic Control Begins in November	6
Needs & Offers List's Bill Gordon Moves On: Brian Baier Becomes New Editor	6
Concept of Operations Document Distributed to All Libraries	7
Free Depository Library Promotional Items Available	8
5-Year Retention Policy Recommendations Developed	10
1995 Memorandum On Eliminating Microfiche From Future Discard Lists	11
Federal Depository Library of the Year Award Documents	17

Administrative Notes Cumulative Table of Contents
http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/adnotes_toc.pdf
Updated with each issue
Searchable by keyword

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to: Administrative Notes
U.S. Government Printing Office
Stop IDED
Washington, DC 20401
Internet access at: http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html