



Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 30, no. 07-08

GP 3.16/3-2:30/07-08

July 15/Aug. 15, 2009

HIGHLIGHTS

New Council Members	1
Claims Fax to be Discontinued	2
Disposal of Depository Documents	3
Discussion Area on the Desktop	3
FDLP on the Go	4
Digitizing Federal Publications?	4
Library Spotlights	4
Interagency Depository Seminar Proceedings	5
MF Shipping List Dates	5
Cataloging Change	6
AdNotes to Cease	7

Public Printer Names Five New Depository Library Council Members

Public Printer Bob Tapella has announced the appointment of five new members to the Depository Library Council (DLC). They are:

- **James R. Jacobs** is a Government Information Librarian at Stanford University in California. Jacobs is a specialist in digital technologies and information access in the digital world. Jacobs has also helped found several organizations including the Urbana-Champaign Independent Media Center, Radical Reference and Free Government Information.
- **Jill A. Moriearty** is the Knowledge Commons Liaison at University of Utah's J. Willard Marriott Library. She currently serves as Treasurer of the Government Documents Round Table (GODORT) and Reference Services Section (RSS) Liaison to Reference User Services Section's (RUSA) Professional Development Committee. Moriearty has been active in numerous other professional national and local library organizations.
- **Daniel P. O'Mahony** is a Senior Scholarly Resources Librarian in the Social Sciences at Brown University in Rhode Island. In the 1990s, O'Mahony served as a chair of Council. He has been active in groups such as: the GODORT Legislation Committee, the ALA Committee on Legislation Sub-Committee on Government Information and the Inter-Association Working Group on Government Information Policy.
- **Ann Marie Sanders** is the Head of Government Documents at the Library of Michigan. She has led the library's ongoing effort to digitally archive state documents, and she has spearheaded their participation in the OCLC Digital Archive Pilot Project. Sanders received the Jennie Cross Award from the Government Documents Round Table of Michigan and the Bernadine Abbott Hoduski Founders Award from the American Library Association.

- **Camilla Tubbs** is Head of Instructional Services and a Reference and Government Documents librarian at Lillian Goldman Law Library, Yale Law School. She specializes in U.S. Federal legal research, legislative history, anti-discrimination law and the rights of minorities. Tubbs is also an advocate for permanent public access to authentic government information. She was recently named Chair of the Government Relations Committee for the American Association of Law Libraries (AALL).

The new members will serve from October 1, 2009 through September 30, 2012. Their first meeting will be the Fall DLC Meeting, which will be held in Arlington, VA, on October 19-21, 2009.

“I am very pleased to welcome this incoming class of Council members,” said Public

Printer Bob Tapella. *“With their proven track records, they will bring another dimension of experience to the Council. I look forward to their advice as GPO continues to work with the library community to provide free and open public access to the documents of our democracy.”*

The Depository Library Council is composed of 15 members, each of whom serve three year terms. They advise the Public Printer on policy matters relating to the Federal Depository Library Program (FDLP). The FDLP, which traces its roots to 1813, provides access across America to the published information of all three branches of the United States Government through partnerships with more than 1,230 libraries ranging from public libraries to research universities.

Claims Fax Number for GPO Distribution To Be Discontinued

The claims fax number for GPO-distributed tangible products (paper and electronic products, including separates) will no longer be in use as of September 30, 2009. After that date, all depository claims to GPO should be routed through the Web Claim Form on the FDLP Desktop, at <http://www.fdlp.gov/webclaimform>. Calls to the fax claims number, 202-512-1429, will not be processed after September 30.

Microfiche claims should continue to be faxed to the appropriate microfiche contractor, and USGS map claims should continue to be faxed to the USGS. For contact information, see Claims on the FDLP Desktop: <http://www.fdlp.gov/collections/claims/147-claims>.

Share Your Ideas on Disposal of Depository Documents

During the data gathering phase of the report on regional conditions, discussions at recent strategic planning sessions at the Depository Library Council meeting, and the latest meeting of regional depository library coordinators, many in the depository library community expressed concern over the processes in place for the disposition of depository materials. The Depository Library Council, at its spring 2009 meeting, recommended that GPO report at the fall 2009 meeting on best practices for streamlining the disposal process.

GPO seeks your opinions on the issues surrounding discard procedures, your

suggestions for improving them, and your ideas for automating the process. Participate in the discourse through the FDLP Community Web site.

A GPO forum has been established to discuss improving and streamlining the disposition of depository materials. If you are not already registered, please register to use FDLP Community at <http://community.fdlp.gov/register.html>, join the discussion, and share ideas. To link directly to the Disposition of Depository Library Materials Forum, follow this link: http://community.fdlp.gov/forum/index.php?f=56&rb_v=viewforum.

GPO Discussion Area Created on FDLP Community Site

The FDLP Community site, available since October 2008, provides a location where depository library staff can meet, collaborate, share ideas, ask questions, create discussion groups, and much more.

As part of GPO's commitment to improving the Federal Depository Library Program (FDLP), GPO will start using the forum piece of the FDLP Community site for interactive discussions on various aspects of the FDLP. We will begin with a forum on the discard and Needs & Offers processes. GPO's participation in the Community forum will be limited to categories that reside under the "GPO

Discussion" section. GPO staff will continue their practice of not responding to posts in the FDLP Discussion or Community Groups sections.

In order to participate in these discussions, you must have an account on the FDLP Community site. To register, go to <http://community.fdlp.gov/register.html>. Instructions for using various aspects of the forum can be found at <http://community.fdlp.gov/forum/faq>.

We look forward to using these dynamic tools to interact with you.

FDLP on the Go Inaugurated on the Desktop

The U.S. Government Printing Office is constantly on the go as we work to improve the Federal Depository Library Program (FDLP) and to communicate with you about the Program. FDLP on the Go, a new set of pages on the FDLP Desktop, features upcoming and recent Library Services and Content Management (LSCM) visits to libraries

and gives you more information about how to request LSCM participation at your library. We encourage you to take a look, and we look forward to seeing you as we're on the road!

FDLP on the Go is at <http://www.fdlp.gov/outreach/events/450-fdlp-on-the-go>.

Digitizing Federal Publications?

In order to increase access to and awareness of digitized Federal publications, GPO wants to hear about your library's digitization activities. Share information about digitization projects underway at your library or about any ideas your library may have for a

digitization project. More information on how to participate in this important activity is available on the FDLP Desktop at <http://www.fdlp.gov/component/content/article/19-general/440>.

Depository Library Spotlights for July and August, 2009

In continuation with GPO's commitment to promote the innovative services and other work depository libraries are performing for their users, we are pleased to announce the Depository Library Spotlight for the month of July 2009 is the Johnson County Library. Located in Overland Park, Kansas, Johnson County Library is the first public library in the Spotlight. The spotlighted library for August is the Purdue University Library in West Lafayette, Indiana.

Visit the Depository Library Spotlight on the FDLP Desktop at <http://www.fdlp.gov/outreach/spotlight>.

By spotlighting the expert services and contributions of our depositories, we share in the strengths and innovations of our partners and help promote the essential American service that is the Federal Depository Library Program.

Interagency Depository Seminar Proceedings Posted

The 22nd Annual Interagency Depository Seminar was held in Washington, DC, on July 20-24, 2009. Representatives from a variety of Federal agencies presented an overview of their information products and services as they related to Federal depository libraries.

32 Federal government speakers, including GPO staff, conducted the seminar for the 36 attendees from the Federal Depository Library community. Five full days of intense classroom presentations, many with hands on interaction, alternated with several tours, including the Library of Congress, the Copyright office, and GPO. The GPO tour included the depository distribution area's lighted bins, where depository material is gathered and mailed, as well as the printing and binding areas.

The agencies listed below have given us permission to share their presentations with the Depository community via the FDLP Desktop. Find the files at http://www.fdlp.gov/component/docman/cat_view/177-outreach/97-events/98-interagency-depository-seminar/187-2009.

- U.S. Census
- National Technical Information Service
- NARA – Office of the Federal Register
- General Services Administration
- Commerce/STAT-USA
- National Agricultural Library
- National Library of Education/ERIC

Clarification on Microfiche Shipping List Dates

Until further notice from LSCM, please allow six weeks from the date on microfiche shipping lists for receipt of the microfiche in the library.

In the interest of improving customer service, LSCM has been posting microfiche shipping lists in a timely manner to the Federal Bulletin Board, and providing them for posting on Documents Data Miner 2. It has come to our attention recently that some microfiche shipping lists have been posted prematurely with an unintentionally misleading ship/delivery date, causing an increase in

claims and subsequent offering of duplicate microfiche.

Unlike shipping lists for tangible publications (Paper, Separates, and Electronic), the shipping list date on the microfiche shipping list is tied to contractual time points and reflects the contractor pickup date from GPO of the publications for conversion to microfiche. The conversion process takes twenty business days after the pickup date, or about thirty calendar days, to complete. Receipt of the mailed microfiche by selecting libraries can take up to two

additional weeks. To demonstrate, the titles on shipping list 2009-0225-M, dated July 1, 2009, will ship on or around July 31, and can take up to two weeks to reach libraries, around August 15. So please allow six weeks from the microfiche shipping list date before considering a shipment late and submitting a claim. Please remember to send microfiche claims to the vendor listed on the

shipping list. GPO does not have the ability to fill microfiche claims.

Claims will continue to be filled for shipping lists that have been shipped out to libraries, based on the information given above.

We are reviewing our processes to address this issue, and will keep the community informed of changes.

Change in LSCM Cataloging Practice for Electronic Resource Monographs

Library Technical Information Services (LTIS), Bibliographic Control (Cataloging) staff is making a change to cataloging practice effective August 1, 2009. The Program for Cooperative Cataloging (PCC), Bibliographic Cooperative (BIBCO) has recently modified its cataloging practice for electronic resource monographs. LTIS has evaluated the change in practice and has decided to adopt the BIBCO requirements for cataloging following the provider-neutral model. LTIS will be applying this cataloging practice to all electronic resource monographs cataloged beginning on Monday, August 3, 2009.

LTIS staff will not be modifying older records in the Catalog of U.S. Government Publications (CGP) <<http://catalog.gpo.gov/>>, only modifying existing records found in the OCLC database that will be added to the CGP.

This change supersedes GPO guidance on "Cataloging Digital Reproductions" issued on May 20, 2009 <<http://www.fdlp.gov/component/content/article/16-cataloging/415>>. This information on the FDLP Desktop will be revised to reflect the change in practice.

The BIBCO policy is available for review at: <<http://www.loc.gov/catdir/pcc/bibco/PN-Final-Report.pdf>>.

The BIBCO documentation identifies the specific MARC fields that will be changed or modified. For an example of a cataloging record cataloged under the new practice, see CGP system number 000648752 (Use expert search, sys=000648752).

Administrative Notes to Cease Publication

The Administrative Notes newsletter will cease with the November-December 2009 issue. The FDLP Desktop will be the primary communication vehicle about the Federal Depository Library Program. The

[Administrative Notes archive](#), including the searchable cumulative table of contents, will remain on the FDLP Desktop.

Questions?

If you have questions or comments on any of the content in Administrative Notes, please send them to askGPO, the online help service at:

<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>

To ensure that your question is routed to the correct area, please choose the category "Federal Depository Libraries" and the appropriate subcategory, if any.

You may also contact the GPO Customer Contact Center at 866-512-1800 (Toll-free), or at 202-512-1800 (DC Metropolitan Area), Monday through Friday, 8:00 a.m. - 5:30 p.m., EST.

Table of Contents

Public Printer Names Five New Depository Library Council Members	1
Claims Fax Number for GPO Distribution to Be Discontinued	2
Share Your Ideas on Disposal of Depository Documents	3
GPO Discussion Area Created on FDLP Community Site.....	3
FDLP on the Go Inaugurated on the Desktop.....	4
Digitizing Federal Publications?.....	4
Depository Library Spotlights for July and August, 2009	4
Interagency Depository Seminar Proceedings Posted	5
Clarification on Microfiche Shipping List Dates.....	5
Change in LSCM Cataloging Practice for Electronic Resource Monographs.....	6
Administrative Notes to Cease Publication	7

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.

Internet access at: http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html