FEDERAL DEPOSITORY LIBRARY PROGRAM (FDLP)

Designated as the Federal Documents Depository Library since 1964, the Guam Public Library System has served as one of the only two U.S. Federal Depository Libraries in the entire Western Pacific region to provide free public access to US Government information. It receives and executes the U.S. Government Printing Office's (GPO) policies and procedures regarding all FDLP publications in Depository Library Collections and Electronic Collections. As one of the 1,252 depository libraries in the Nation, GPLS plays an important role in informing Guam's general public about the United States Government.

TYPES OF DEPOSITORY LIBRARIES:

1. **Regional depository library: University of Hawaii, Manoa**
Each state may have a maximum of two regional libraries, through most states have one.
- It is the responsibility of regional libraries to retain a copy of all government publications received and provide services such as interlibrary loan and reference to selective depository libraries it serves.
- Regional libraries must also assist selective libraries in disposing of unwanted items.
- The majority of regional depository libraries are academic institutions.

2. **Selective depository library: Guam Public Library System and University of Guam**
- There may only be two selective depositories per Congressional district; there may be more only in the event that a Congressional district has been reconfigured after a decennial census.
- Selective depositories choose to receive certain classes of documents from the government, which are chosen from the List of Classes.
- Selective libraries choose materials which will best serve the clientele.

Information in the Federal Depository :

- Information on topics such as health, business, careers, the military, science books, maps, microfiche, journals, periodicals, and more historical publications dating back to the early days of the republic Expert reference assistance from Government information.
- Access to online Government information resources.
- Depositories also provide online access to Government information.

Responsibilities and Maintaining:

- Are required to provide the documents received at no cost to their patrons.
- Must make their collections of these documents available to the general public, and the services provided for government documents must be on par with the services offered to the primary users of a library.
- Circulation policies for government documents, however, are established by each library itself.
- Libraries may house the materials however they like; for example, they me separate the government documents from the rest of their collection or they may integrate them.
- A library cannot <u>filter internet</u> search results at public access stations as access to health or biological science article may not be infringed upon.
- Must maintain collections of at least 10,000 books, not including the collection of government documents.
- May voluntarily resign from its position as a depository library, or it may be stripped of its depository status by the Superintendent of Documents if it does not carry out its responsibilities as enumerated in the U.S. Code.
- Most properly dispose of the government documents it acquired while part of the program as these publications are the property of the U.S. Government. The documents would generally be returned to the state regional library and then redistributed to selected libraries with the state.

FDLP Collections

Core Collections

The Core Collection was established in 1977. Every depository library is required to have certain publications available for use. These include, among others:
- Budget of the United States Government
- Catalog of U.S. Government Publications
- Code of Federal Regulations
- Congressional Directory
- Congressional Record (daily)
- Federal Register (daily)
- Statistical Abstract of the United States
- United States Code

Selecting items

- Libraries select the documents they wish to receive from the List of Classes of United States Government Publications Available for Selection by Depository Libraries and the Union List of the Sections.

Deselecting items

- Unlike adding items, selections may be removed at any time; the library stops receiving the documents within 72 hours.
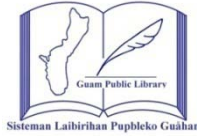
Retention of documents

- Depository libraries must keep government documents for five years minimum, after which time the item can be removed from the collection but only with the approval of the Regional Library.
- Items marked for disposal must be offered first to the regional, then to other depository libraries (44 U.S.C. 1912).
- Libraries cannot benefit financial from the disposal of a record.
- Documents approved for disposal are available via the Needs & Offers list.

Electronic documents

- Access to electronic documents is provided through Persistent Uniform Resources Locators (PURL) and is facilitated by GPO Access and the Catalog of U.S. Government Publications (CGP).

List of Classes

The "List of Classes" is the official listing of publications available for selection
Format Descriptions: Letter (s) enclosed in parentheses indicates format designations for Government information products.
The formats are:
- (P) for paper
- (MF) for microfiche
- (E) for electronic products (miscellaneous/format unknown)
- (EL) for online electronic form
- (CD) for (CD-ROM), DVD for optical/recordable discs

Data Files

The data files of the List of Classes are updated monthly and are available in file repository. These files include not only the ASCII text version of the List of Classes, but also related files.
- Inactive item Numbers: Cumulative list of inactive item numbers no longer available for selection by libraries (formerly entitled, "Inactive or Discontinued items")
- List of active Items and Class Stems: List of active item numbers and Su Doc class stem.
- List of Classes: ASCII text version of the listing of publications available for selection by depository libraries.
- Inactive Su Doc Stems: Cumulative list of inactive Su Doc class stems. An item number associated with an inactive Su Doc class stem may still be available for selection if the item number is active and has alternative active Su Doc class stem(s) associated with it. This file was formerly entitled, "Classes No Longer Active, List of Classes, Appendix 13"
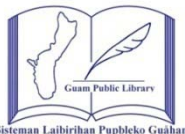
GPO Cataloguing Guidelines
Website: www.fdlp.gov/cataloging-guidelines

These guidelines are used by staff at GPO but also intended for use by staff in Federal depository libraries and library staff in other institutions who handle, process, or use the U.S. Government information.

- o Bibliographic (MARC) records, which are made available through the Catalog of U.S. Government Publications (CGP)

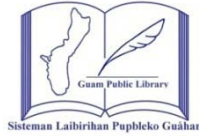**Federal Depository Library Program (FDLP) – Description**
Website : www.fdlp.gov

Collection of Tools
- o Claims
- o DSIMS
- o Item Lister
- o List of Classes
- o Lost Docs
- o Needs & Offers
- o PURL Usage Reporting
- o Tools
- o Shipping List
- o Shipping List This Week

Government Printing Office (GPO) Description
Website: http://www.gpo.gov/about

- o Legislative Branch Agency, Overseen by the Joint Committee on Printing
- o Funding Sources: Appropriated funds and cost recovery
- o Publishing agency for the Federal Government Headquarters, Washington, DC
- o Library Services and Content Management, GPO
- o Ask GPO

### Federal Depository Documents Discard Procedures

A. Rules and Regulations

1. Government publications are not property of the receiving library. They cannot be sold (unless proceeds are sent to the U.S. Government Printing Office). In most cases, the Regional Library needs to grant discard permission.
2. Discarding or weeding should generally be the selection process in reverse. In other words, what you select most, you discard least. Please review your item selections annually.
3. In order to facilitate the discard process, libraries must post their discard list to **ISL-FED-DEP@islemail.org.** If for any reason the Regional Library does not concur that the materials may be discarded, the selective depository will be notified within two weeks of the posting date.
4. Exception to the Discard List Process: Materials received through the depository program must go through the discard process with the following exceptions:
   a) Secondary copies
   b) Microfiche format—older than five years
   c) Superseded materials
   d) Electronic items such as floppy disk and VHS tapes. These materials may be discarded after five years.
   e) Maps, folded or unfolded, that been received through the Depository Library Program, may be discarded after five years of retention. However, maps may be discarded without permission.
5. Secondary copies are defined as depository materials which are duplicates (including reprints), superseded, or unrequested materials sent from GPO by mistake.
6. Materials less than five years old: in most cases, per federal law, documents must be kept five years before discarding.

B. Discard list format
Required posting to: ISL-FED-DEP@islemail.org.

- Needs and Offers List
  1. Separate list must produced for paper, maps, and electronic (CD-ROMs, DVDs, etc.). The subject of the e-mail message should state "Federal Discards" followed by the format (Paper, Electronic, Maps).
  2. Entries must be arranged in SuDoc classification order and must contain the following information:
     o SuDoc classification
     o Title
     o Date of publication
     o Volume/issue numbers for serial
     o Reason for discarding if held less than five years (example: substituted by electronic version)
  3. Lists must be produced electronically. Lists may be sent as an attachment to an e-mail sent to the ISL-FED-DEP e-mail list. If the discard list is small, it may be included in the body of the e-mail document.
  4. Include contact information
  5. Include the deadline for requesting the materials. The deadline should be 30 days from posting to ISL-FED-DEP e-mail list.
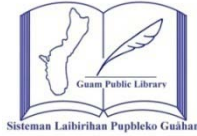
Procedures for the Disposal of Federal Depository Library Program Materials

Before you start...

1. Determine if the materials are eligible for disposal.
   Publications may be identified for disposal if they meet the following criteria:
- Any materials received five or more years prior to the date of the disposal request.
- Material that has been superseded by an online version, or has an official and complete online equivalent becomes eligible for disposal when it meets the following criteria.
  - o It has been held by the library for at least one year
  - o The Library is providing access to the online equivalent through their online catalog or library web pages.
  See GPO document: Guidelines for Selective Depository Libraries:
  Substituting Online for Tangible Version of Depository Publications for further guidance
- Any materials that appear on the Superseded List.
- Superseded material that falls into the following categories:
  Receipt of the bound volumes or cumulated issues or products
- Reprints, provided the library has received the original edition
- Publications that upon receipt of a new edition explicitly states that it superseded the previous edition.
- Pages from loose-leaf publications that are replaced by new pages
- Transmittals, corrections, changes, errata, etc., to a basic text or manual that has not been received within a year.
- Material that has an effective expiration date or notes indicating it may be discarded after expiration of the event. These items include, but are not limited to, press releases; dated posters; calendar; announcements of seminars, workshops, meeting, or events; announcements of products or publications; and grant applications.
- Depository holdings replaced by the purchase or gift of the same or in another format.

2.   Determine if eligible materials need to list on disposal list.
What to list:
- All print material that is marked as a depository copy that is not superseded
- Titles that appear on the Superseded List and are designated for Regional retention.
- Large/significant runs of publications in microform (summarize holdings)
- Purchased/gift material use to replace depository copies

What not to list:
- Superseded material (see criteria above)
- Material that appears on the Superseded List (except for those titles designated with an R)
- Individual microfiche titles

3. Determine if eligible materials need to list on disposal list.
What to list:
- All print material that is marked as a depository copy that is not superseded
- Titles that appear on <u>the Superseded List</u> and are designated for Regional retention.
- Large/significant runs of publications in microform (summarize holdings)
- Purchased/gift material use to replace depository copies
 What not to list:
- Superseded material (see criteria above)
- Material that appears on the Superseded List (except for those titles designated with an R)
- Individual microfiche titles

4. Prepare disposal list.
   Guidelines for lists:
   - Each list should contain the Library's name, list date in the form Month/Year, and contact information for requests.
   - Each list should only list publications from a single SuDoc class, and should be listed in SuDoc class order
   - Each title entry should include: SuDoc class, Title, Date of publication.
   - Individual issues of serials may be summarized into a single entry, but include any numbers, volume, years, to help identify the publications exactly. When summarizing, indicate missing issues.
   - List can be prepared in text, word processing, or spreadsheet formats and should be no more than 15 pages. Use at least a 10 pt. font.

5. Determine where to send the request for disposal
   - Once the list is prepared, consult the Regional Holding List to determine which Regional Collection partner library should received the list
   - Send the list via email to the contact listed for the appropriate library. The subject line of the message should indicate that the message is a disposal list

6. Wait for the response
   - The Regional Collection partner library will acknowledge receipt of list, and negotiate a date by which the list will be reviewed.
   - The Regional Collection partner library will contact you by the date determined and grant permission to dispose of any items not need for the Regional Collection.
   - If you do not hear from the Regional Collection partner library within a week of sending the list, contact the Regional coordinator.
   - If you do not receive permission to dispose of items by the date that has been negotiated, contact the Regional coordinator.
   - Do not dispose of any materials until permission has been granted by a Regional Collection partner library or the Regional Coordinator.

7. Wait for the response
    - The Regional Collection partner library will acknowledge receipt of list, and negotiate a date by which the list will be reviewed.
    - The Regional Collection partner library will contact you by the date determined and grant permission to dispose of any items not need for the Regional Collection.
    - If you do not hear from the Regional Collection partner library within a week of sending the list, contact the Regional coordinator.
    - If you do not receive permission to dispose of items by the date that has been negotiated, contact the Regional coordinator.
    - Do not dispose of any materials until permission has been granted by a Regional Collection partner library or the Regional Coordinator.

8. Send any requested material to the Regional Collection partner library
    - Any cost related to shipping materials should be negotiated with the partner library prior to shipment.

9. Allow other depositories at least 2 weeks to respond to the message and request material. Clearly indicate the deadline for requests in the message.
    - Any shipment costs should be negotiated when the request is made.

10. Discard publications
    - Destroy any remaining material. If recycling, make sure property stamp in blacked out. Libraries may also:
    - Donate material as paper to recyclers or paper drives;
    - Sell material, either as secondhand books or waste paper. HOWEVER, all proceeds from sales must be returned to GPO, since all depository publications remain the property of the U.S. Government. Send proceeds, accompanied by a letter of explanation, to the Superintendent of Documents, U.S. Printing Office, Washington, D.C. 20402.
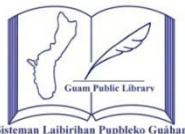
CATEGORY: Federal Depository Library Program (FDLP) Appendix # 13	PAGE: 9 of 11

Receiving Materials (Incoming Mail)
(In-House)

Guam Public Library System

1. **Check-In Incoming Mail:**

   Carefully open packages to prevent and damage to documents or items being ship

- Check for GUAM PUBLIC LIBRARY SYSTEM code number "0132 or 132
- You will find the number written inside the box with a black marker.
- On a separate mail with the envelope, you see the Number 0132 beside the word Ship To and above the Nieves M. Flores Memorial Library.
- If GPLS code number is not identified, re-seal the items and send packages or envelopes back to Sender:.
- Each package contains a "Shipping List."
  Shipping list is a list of items that contains items delivered to Guam Public Library System on the same box or on pervious incoming mail.
- You will need to stamp the date on the shipping lists that your are working on for that day.

2. **Processing Procedures:**
   Sort all shipping by their categories such as:

- P – for paper
- E – for Electronic
- S – for Separates
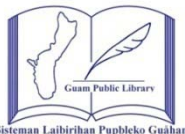- M – for Microfiches
- EL – Electronic on Line

Example:

Federal Depository Shipping List

- **Shipping List Number : 2016-0175P   /   Shipping List Date: March 09, 2016**

- Put all Shipping List in Numerical Order by Year and Numbers.

- Go by the item No: then the Class No: and then the subject on the item if it is right materials.

Example:

ITEM NO.	CLASSIFICATION NO.	TITLE
0572-B	AE 2.106/3:7/PT.27-52/2016	Title 7 Code of Federal Regulations (CFR) Jan. 1, 2016 revised date

- **When you find the item, you will need to**
  1. Circle the Item No.
  2. Put a check mark in front of the Class Number, and
  3. Stamp the date that you are working on it.

Example:

| ITEM NO.	CLASSIFICATION NO.	TITLE
0572-B √	AE 2.106/3:7/PT.27-52/2016	Title 7 Code of Federal Regulations (CFR) Jan. 1, 2016 revised date

- Use a black maker to write the Class. No. of the document on top Left hand corner and Stamp the item for the ownership (Federal Document, Guam Public Library System) and the date on the front page or on the little page. (Note: if the marker can't stick to the paper, use the blank label to write the Class. No.)
- Log in each item process on the Daily Log sheet.
- File the documents back on the shelves that are finished being processed. You file them by issuing Agencies and the Class No.

Example:

ITEM NO.	CLASSIFICATION NO.	TITLE
0572-B √	AE 2.106/3:7/PT.27-52/2016	Title 7 Code of Federal Regulations (CFR) Jan. 1, 2016 revised date

0572-B is the Issuing Agency (Item No.)
AE 2.106/3:- Classification No.

- Each item that you process, you put Tattle tapes and the CD's DVD's, CD-ROM's it has a special Tattle tapes to insert on the items. (Note: some of the documents you won't need to put any if it is only a single copy.)
- Make sure you record each item that you process on the shelf-list card prepared already located on the shelf-list drawer. If the item doesn't have a shelf-list card, type one for the item. (Note: Only if you need to type a catalog card for the document.)
- Some document we transfer to the Reference section. (Please check the Reference Desk to be familiar with where the materials are transferred to.) Process the item and write transfer (Abbr. it) to Reference. Bring the books up to the 3rd floor to have them catalogued and processed.
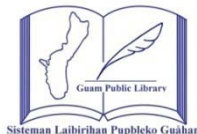
FEDERAL GOVERNMENT: GENERAL INFORMATION RESOURCES

- Ben's Guide to U.S. Government for Kids (http://bensguide.gpo.gov/)
- Catalog of Government Publications (http://catalog.gpo.gov/F)
- Congress.gov (https://www.congress.gov/)
- Congressional Research Service Reports (University of North Texas)(http://digita.library.unt.edu/explore/collections/CRSR/) – CRS is the public policy, and law pertaining to topics of public and political interest
- Data.gov (http://www.data.gov) – Searchable catalogs that provide access to "raw" datasets and various tools
- Economic Research Service, Agriculture (http://www.ers.usda.gov/publications.aspx)
- FedFlix (http://www.archive.org/details/FedFlix)
- FDsys (http://www.gpo.gov/fdsys/search/home.action) – the official source for free and authentic publications from the U.S. federal government. Publications on the system include the Congressional Record, Federal Register, Compilation of Presidential Documents, bills, public laws and statues, and congressional documents and reports
- Government Book Talk (http://govbooktalk.gpo.gov/) – some of the best publications from the Federal Government, past and present; reviews of new and popular publications, and talking about some out-of-print classics
- National Archives (http://www.archives.gov/locations)
- Presidential Libraries and Museums (http://www.archives.gov/presidential-libraries)
- US Government Manual (http://www.usgovernmentmanual.gov)
- US House of Representatives (http://www.house.gov)
- USA.gov (http://www.usa.gov/) USA.gov is the U.S. government's official web portal to all federal, state and local government web resources and services
- White House Home Page (http://www.whitehouse.gov/)

FEDERAL GOVERNMENT: LEGISLATIVE AND REGULATORY INFORMATION

- Regulations.gov (http://www.regulations.gov/)
- Thomas – now see Congress.gov (https://www.congress.gov)