

Top 10 List for New Documents Librarians



1. **Read** the basic publications of the FDLP. In addition to the titles and Web sites listed in Resources for Federal Depository Library Administration, see:

- GPO Access Web site <www.gpoaccess.gov>
- GPO Cataloging Guidelines <www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.doc>
- FDLP Guidelines on Substituting Electronic for Tangible Versions of depository Publications <www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html>
- Depository Library Public Service Guidelines for Government Information in Electronic Formats <www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html>
- FDLP Internet Use Policy Guidelines <www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html>
- Recommended Specifications for Public Access Workstations in Federal Depository Libraries <www.access.gpo.gov/su_docs/fdlp/computers/index.html>

Selected textbooks:

- Andriot, Donna, ed. Guide to U.S. Government Publications. Farmington Hills, MI: Gale Group, 2000. (Annually identifies agency series and SuDocs class stems and provides publication history.)
- Boyd, Anne M. United States Government Publications. 3rd ed. Revised by Rae E. Ripp. New York: H.W. Wilson, 1949, reprinted 1952. (Guide to historical information about government printing and dissemination)
- Morehead, Joe. Introduction to United States Government Information Sources. 6th ed. Englewood, CO: Libraries Unlimited, 1999. (First edition in 1975 supplanted Schmeckebier.)
- Robinson, Judith Schiek. Tapping the Government Grapevine: The User-Friendly Guide to U.S. Government Information Sources. 3rd ed. Phoenix, AZ: Oryx Press, 1998.
- Schmeckebier, Laurence F. and Roy B. Eastin. Government Publications and Their Use. Washington, DC: Brookings Institution, 1969. (Provides the history of documents, bibliographies, and catalogs)

2. **Find out your depository library number and internal and external passwords.** The number is on the inside flap of the shipment box. E-mail <asklps@gpo.gov> to obtain passwords if they can't be located. Update your library's Directory entry at <www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html>.
3. **Find Item Lister of item selections at** <www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html>. Review item profile for additions and deletions ideally along with a written government documents collection development policy in hand. Physically handle the material at your library and visit neighboring depositories to examine potential additions. Use the "Suggested Core Collections" at <www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html> and the Documents Data Miner features <<http://govdoc.wichita.edu/ddm/GdocFrames.asp>>.
4. **Locate Inspection Reports, self-study submission and LPS Self-Study Evaluation report** (if applicable), and **Biennial Surveys**. Find any annual reports for the depository operation. Review these materials to determine whether the depository operation is in compliance with GPO's rules and regulations concerning bibliographic control, equipment, public service, etc. If you can't locate this information, e-mail <asklps@gpo.gov> and photocopies will be made from your library's permanent file.
5. **Contact your regional librarian** for disposal instructions and advice. Find out whether there is a state electronic discussion list and how to sign up, whether there is a government documents group in the state or region and join it. Contact neighboring depositories for networking opportunities, cooperative collection development, and promotion possibilities.
6. **Subscribe to GPO-FDLP-L** <gpo-fdlp-l@listserv.access.gpo.gov>; <<http://listserv.access.gpo.gov/>>
and other electronic discussion lists, such as:
GOVDOC-L <<http://docs.lib.duke.edu/federal/govdoc-l/index.html>>,
DocTech-L <<http://library.usu.edu/Govdocs/doctech2.php>>, etc.
7. **Find out about the library's mission, vision, goals, strategic planning** documents so that you know how the depository operation fits into your setting. Who has purchasing power? Who are the techies? Find out whether there is a department budget for purchasing supplementary commercial reference tools, computer equipment, replacements for lost/damaged materials, travel/training, etc. Communicate with your library administration.
8. **Look for training opportunities** on the local to national level. GPO offers several opportunities, including:
 - Interagency Depository Seminar, held annually for 5 1/2 days in Washington, DC. Preliminary agenda appears in Administrative Notes.

- Federal Depository Library Conference, combined with the fall Depository Library Council meeting. Held annually in the Washington, DC metro area. Preliminary agenda appears in Administrative Notes.
- Depository Library Council meetings, held semiannually. Fall meetings take place in the Washington, DC metro area; spring meetings are located in other parts of the U.S. Preliminary agenda appears in Administrative Notes.

Orientation sessions for new depository staff are held at both meetings, providing opportunities for networking and getting basic questions answered.

- 9. Find out if the library's depository operation has a Web presence.** If it doesn't, to get started use the template at <http://sunsite.berkeley.edu/GODORT/gitco/govinfotemplate.html>. FDLP graphics are available at www.access.gpo.gov/su_docs/fdlp/pr/graphics.html.

10. Review other helpful Web sites, including:

- ALA GODORT <http://sunsite.berkeley.edu/GODORT/index.html#comm> (Current news on variety of issues, e.g., appropriation bills, NTIS, etc.; links to professional resources such as e-journals, electronic discussion lists, state documents groups; laws and legislation.)
- Government Information and Depository Management Clearinghouse www.library.ucsb.edu/ala/clearing.html (Contains information on cataloging, community advocacy, FDL management, etc.)
- Toolbox for Processing and Cataloging Federal Government Documents www2.lib.udel.edu/godort/cataloging/toolbox.htm (Links to GPO products, GPO cataloging records at OCLC, vendors, PURLs; Web pages by depository librarians, etc.)
- ALA GODORT Handout Exchange www.lib.umich.edu/govdocs/godort.html (Submissions by documents librarians on a variety of topics, e.g., CD-ROM user guides, collection development policies, maps user guides and processing, staff policies and training guides, etc.)
- Documents Center (University of Michigan) www.lib.umich.edu/govdocs/federal.html (Federal Government Resources on the Web. Comprehensive coverage including bibliographies, links to new and historic documents, broad subject access, agency directory, and search engine).