

Iowa State Plan for Federal Depository Libraries

Introduction

[The Federal Depository Library Program](#)

The Federal Depository Library Program (FDLP) is administered by the U.S. Government Printing Office (GPO) in partnership with more than 1,200 libraries nationwide. Fourteen of these libraries are in the State of Iowa. Through the FDLP information from federal agencies is distributed and made available to participating libraries without charge in return for their agreement to make this information freely available to the public. Information resources in a variety of formats are available through the program including paper, microfiche, maps, video, CD-ROMs, DVDs and on-line publications. These information products remain the property of GPO.

Depository libraries are responsible for providing staff expertise and equipment required to access government information regardless of format. In support of depository libraries GPO provides cataloging and classification of publications, manuals and instructions for collection management, guidance regarding self-study and inspections, and continuing education opportunities through conferences and meetings.

Congress has mandated the transition to a primarily electronic program presenting libraries and GPO with new challenges.

Background

[Iowa's first plan](#) was drafted and agreed to by Iowa depository libraries in 1984 in response to the Depository Library Council's request to develop a plan to coordinate the delivery of depository services. With the transition to a more electronic FDLP the Superintendent of Documents requested in an August 2001 letter to depository library directors that new or revised state plans be drafted to reflect changes brought by new technologies.

The number of Iowa depository libraries has decreased from 20 to 14 in recent years. The concerns of the Iowa documents community are the difficulties in complying with requirements of the FDLP and increasing technological demands placed on participating libraries. This plan is an attempt to coordinate and support libraries providing government information services to Iowa's changing population.

Purpose of the Plan

The Plan's mission is to affirm common goals, objectives, and responsibilities of all federal depository libraries in the State to ensure that residents of Iowa have free and open access to federal government information. The Plan is adaptable according to need and upon the advice and consent of Iowa depository libraries. The Plan is complementary to, but is not a substitute for tools and guides of the FDLP such as the

[FDL Handbook](#) and other similar publications, guidelines and directives of GPO. The Plan supports the responsibility of each depository library to comply with Title 44, Chapter 19 of the U.S. Code governing the Federal Depository Library Program and rules of participation.

Revision of the Plan

The Plan will be reviewed every five years for revisions and amendments by a committee selected from the Iowa federal depository community. The Regional Library will have general oversight of the revision process. The committee will be composed of not fewer than three members, one member from the regional depository library, one member from the State Library of Iowa, and at least one representative from the depository library community which includes public, law, and academic libraries.

The Committee will consult the documents community, and provide opportunity for discussion in support of the Plan. The text of the proposed Plan will be sent to the director of each federal depository library along with a memorandum of agreement to be signed by the director and the librarian responsible for the federal depository collection as a general agreement of the Plan's goals. The State Plan will become effective when it is approved by a majority of depository libraries.

Bibliographic Access and Control

Purpose: To provide the citizens of Iowa with the ability to identify and locate government information and to provide records management standards essential to the operation of the depository program.

Each depository library will:

1. Maintain appropriate access to the [Catalog of U.S. Government Publications](#)
2. Provide the same bibliographic access to government information, regardless of format, as they do to other library material. Ideally, all government publications should be included in the library catalog.
3. Strive toward integration of bibliographic records for all government information in their main catalog rather than as a separate database.
4. Maintain bibliographic information indicating library holdings of federal government information to the piece level.
5. Include active electronic links for government information in their catalogs when possible.
6. Strive to meet the [Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries](#) set by GPO.

7. Acquire and maintain a collection of bibliographies, commercial indexes, and other reference sources and finding aids to facilitate verification, acquisitions, and retrieval of government information.

Collection Development

Purpose: To assure access to a comprehensive collection of current and retrospective federal government information for all citizens of the state of Iowa.

Each depository library will:

1. Develop a collection development policy to define the scope of the collection and the needs of the users in the area served by the depository.
2. Retain the authority to decide which products to support, in accordance with their overall collection development plans.
3. Follow the weeding policies outlined by GPO and the disposal guidelines outlined in [Guide for Federal Depository Libraries in Iowa in Constructing Document Exchange Lists](#)
4. Recognize the value of historic print collections and include strategies for the preservation and long term maintenance of these collections.
5. Be encouraged to develop their retrospective collections and to report acquisitions of major sets, titles, indexes, and specialized equipment to the documents community.

The Regional depository library will:

1. Receive at least one copy of all tangible products distributed by the Federal Depository Library Program, and be responsible for permanent retention of all depository publications received since its designation as a regional depository in 1963 in accordance with Federal Depository Library Instructions.
2. Administer discard procedures as outlined in [Guide for Federal Depository Libraries in Iowa in Constructing Document Exchange Lists](#)
3. Advise depository libraries in the formulation of collection development policies that highlight subject strengths.
4. Make collection development policies of each depository library available through the Regional libraries web site.

5. Encourage cooperative collection development and networking among depository libraries and coordinate efforts to identify and build strong retrospective collections.
6. Develop a plan to secure documents from federal agencies that are not part of FDLP.

Services

Purpose: To provide knowledgeable staff and quality service for accessing federal government information. Services covered include: public access, hours of service, interlibrary loan, and reference.

Each depository library will:

1. As required by law, 44 USC, chpt.19, be open and accessible to the public without charge.
2. Develop written access policies consistent with the FDLP.
3. Provide adequate space and equipment for accessing and using federal information in all formats.
4. Have an adequate number of staff trained in the use of federal publications.
5. Make documents collections and reference services available to all users during the same hours that other collections are available.
6. Ensure that policies and procedures encourage access to government information in all formats.
7. Make documents collections available through interlibrary loan. Using the same standards as other library materials.
8. Provide reference services to anyone using government information and facilitate referrals to other depository libraries when appropriate.
9. Support continuing education and training opportunities for staff in the use of federal information

The Regional depository library will:

1. Provide assistance for the replacement of lost or damaged materials.
2. Encourage continuing education opportunities for depository library staff

3. Work with the Government Documents Round Table of the Iowa Library Association to provide continuing education programs that will be beneficial for depository library staff as well as for non-documents librarians.
4. Provide consultative services to depository libraries and participate in inspection visits conducted by the Library Programs Service (LPS) of GPO.

Electronic Resources

Purpose: To ensure access to electronic government information and products.

Each depository library will:

1. Comply with the [Minimum Technical Requirements](#) (MTR)
2. Provide knowledgeable staff to assist patrons in the use of electronic information.

The Regional depository library will:

1. Provide assistance to depository libraries in accessing electronic information.
2. Serve as a resource for assisting libraries with installation and use of electronic information.
3. Maintain a homepage that provides links to federal agency sites and resources that support the depository program.
4. Encourage depository libraries to develop a government information Web site.

Communication

Purpose: to promote better service and public awareness of government resources.

Each depository library will:

1. Foster awareness of documents collections and promote services among non-documents librarians, staff, and the public.
2. Participate in electronic discussion groups such as [Govdoc-Iowa](#) and [Govdoc-L](#).
3. Encourage and support staff participation in professional associations.
4. Encourage and support staff participation in workshops and other training activities designed to improve their knowledge of government information in all formats.
5. Communicate as appropriate with legislative representatives.

The Regional depository library will:

1. Cooperate with Iowa GODORT to promote the use of the Newsletter as a substantive means of communication about government information and issues.
2. Provide current awareness information and materials to the depository community within the state through [Govdoc-Iowa](#), an electronic discussion list.
3. Encourage and facilitate communication among the depository libraries in the state through partnerships, collaborative projects, and visits between libraries.
4. Sponsor and support programs that address the continuing education needs of depository librarians and staff.
5. Maintain a web site containing primary documents relating to FDLP and the Iowa documents community.

Appendix A

Agreement Document:

Instructions for the agreement document:

- Create an original copy of this agreement (see format below) on library letterhead and sign it.
- Make an additional copy.
- Send the original to the regional library (Attn. Marianne Mason, Regional Librarian, The University of Iowa Libraries, Government Publications Department, 100 Main Library, Iowa City, IA 52242-1402) and keep the copy in your library's files.

Memorandum of Agreement for the Iowa State Plan for Federal Depository Libraries

_____, Depository number _____, a designated Federal depository library, agrees to participate in the Plan for Federal Depository Libraries in Iowa in an effort to meet the goals of the Federal Depository Library Program.

Signature

Title

Date

Appendix B

[Directory of Iowa Federal Documents Depository Libraries](#)

Appendix C

Electronic discussion list subscriber information for [Govdoc-iowa](#)

Appendix D

[Guide for Federal Depository Libraries in Iowa in Constructing Document Exchange Lists](#)

Appendix E

All publications associated with the FDLP produced by GPO are available in paper at each depository library and are available electronically through the [FDLP Desktop](#) including:

FDL Handbook <http://www.fdlp.gov/administration/handbook>

Minimum Technical Requirements (MTR)
<http://www.fdlp.gov/administration/computers/244-mtr>

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