

ALASKA STATE PLAN OF FEDERAL DEPOSITORY SERVICES

Alaska State Library Federal Documents Section--May 16, 1989

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Revised language is bold and italicized.

The State Plan Concept

The concept of state plans for Federal depository service was initiated by the Depository Library Council to the Public Printer at its Spring 1981 meeting. The Council, responding to a survey outlining problems in the regional depository library system, adopted the following resolution in Fall 1981: "In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to assure that Federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommended that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the Federal documents depository program within that state. The plan should be developed through consultation with all designated Federal depository libraries within the state and should address all depository responsibilities outlined in the *Instructions to Depository Libraries* as well as the Council at the first afternoon session of the Spring 1981 meeting." (See *Summary of Meeting, Depository Library Council to the Public Printer*, SuDoc No. GP3.30/2: 982-2)

The resolution was subsequently endorsed by the Public Printer as a mechanism for improving public access to government publications and as a vehicle for enabling states to initiate shared responsibility for the development of collections and the provision of service.

This plan for Alaska Federal depository libraries uses the U.S. Government Printing Office's *Instructions to Depository Libraries* and *Guidelines for the Depository Library System*, as well as the *Washington State Plan*, as the bases for its goals and objectives. It also attempts to ensure cooperation and coordination among Alaska Federal depository libraries by encouraging the development of regionalized collection development of Federal depository items. The plan is intended to produce better utilization of existing Federal documents depository resources in Alaska, to the ultimate benefit of Alaskans.

The Plan's Background

The creation of a Alaska's state plan for Federal depository collections and services had been postponed until our statewide cooperative collection development program had developed enough to see where the plan would fit. On February 29, 1988, a statewide teleconference of Alaska's Federal depository librarians, our Regional Depository Librarian from the Washington State Library and Alaska's Cooperative Collection Development Steering Committee members was convened.

A Federal documents collection development subcommittee was created and another meeting held in Anchorage on September 28, 1988. Ann Bregent, our Regional Depository Librarian was in attendance. The Committee decided to use the Washington State Plan as the basis for the Alaska plan. *During 1988 and 1989, the Committee reviewed and revised the draft plan during a series of teleconferences. Final approval of the State Plan took place in May 1989 when each depository librarian and library director signed a letter of support for the goals and objectives outlined in the Plan, which was immediately mailed to the Regional Depository Librarian and was sent to the Government Printing Office in 1997. In April 1999, the Alaska Federal Depository Library Committee revised the 1989 State Plan so that it more accurately reflects the impact of new technologies on depository libraries.*

The Plan's Implementation

Depository libraries shall sign a letter of agreement indicating their support for the goals and objectives outlined in the Plan.

To assist libraries in implementing the Plan and to review and monitor changes in the depository libraries' needs and functions, an Alaska Federal Depository Library Committee will be established. It will meet at least annually to review and evaluate the progress in the implementation of the goals of the State Plan *and to discuss other issues of common concern*. The Committee will be composed of one representative from each of Alaska's depository libraries. Other members of the library community and general public are welcome to attend the committee's meetings. This committee will coordinate and monitor the implementation of the State Plan.

Revision of the Plan shall occur when the Committee determines the existence of significant changes or challenges facing Federal depositories that are no longer addressed by provisions in the existing State Plan. Revision to the State Plan will also require the signature of each depository librarian and that library's director.

GOALS AND OBJECTIVES

FIRST GOAL: Assure that government publications *in all formats* to meet the needs of Alaskans are available through the Federal depository library system and the Alaska Library Network.

OBJECTIVES:

1-1 Alaska Federal depository libraries should maintain a comprehensive collection of current and retrospective Federal government publications of interest to Alaska residents. Alaska depository libraries should support efforts to integrate their Federal documents holdings into bibliographic databases such as OCLC.

1-2 Alaska's regional depository library, the Washington State Library, should continue to maintain a complete collection of Federal depository documents. Alaskans should reevaluate periodically the need for an Alaska regional depository library. In the meantime, the State Library's documents librarian should assist the regional depository librarian as much as possible in communication and coordination with Alaska's depository librarians.

1-3 Alaska selective depository libraries will select on a current basis those publications which meet the needs of their service area. The combined depository collections in any given service area should be as large as possible. Each depository library shall have a written collection policy statement on Federal government documents, addressing the subjects collected, collection levels (basic vs. comprehensive) and the clientele to be served.

1-4 Depository libraries should seriously consider depository item requests from nondepository libraries in their service areas.

1-5 Depository libraries shall follow operational guidelines and standards developed by the Government Printing Office.

1-6 Depository libraries should provide adequate and accessible space ***and equipment for accessing*** for depository publications. Depository materials should be housed under proper conditions to avoid deterioration.

1-7 Depository libraries should maintain up-to-date records which identify ***depository materials received and their locations.***

1-8 Whenever possible, depository libraries should integrate government publications into their local bibliographic control systems and should provide the same level of bibliographic access to government publications as to any other library materials.

1-9 Depository libraries should fully recognize that government data files are Federal document materials, and should be prepared to collect disks and other data types (and the necessary equipment to use them), along with print formats.

1-10 Depository libraries should explore and encourage innovative uses for automated systems, both in the processing of government materials and in the accessing of information to meet specific client requests.

1-11 Microform depository items should be housed near the rest of the Federal documents collection. The shelflist for papercopy and microform depository materials should be combined.

1-12 Appropriate storage facilities should be provided for all types of depository materials, including (but not limited to) maps, microforms, ***CD-ROMs***, computer tapes and disks, conventional papercopy, etc.

1-13 Appointment of new depository libraries will be based on procedures outlined in the *Guidelines for Depository Library Systems*. The Alaska Federal Depository Library Committee makes a positive or negative recommendation on depository status for a prospective depository library to the Alaska State Library, the Alaska Collection Development Committee Steering Committee and to the Regional Depository Librarian.

SECOND GOAL: Assure high quality Federal depository service to Alaska residents.

OBJECTIVES:

2-1 By law--44 USC 1911--"Depository libraries shall make government publications available for the free use of the general public." Alaska's Federal depository libraries shall comply with this law to assure Alaskans free and equal access to depository resources. Depository libraries should endeavor to make access to government publications as broad as possible.

2-2 An Alaska depository library *should keep its* depository documents collection open to the public the same hours as its other public services.

2-3 Depository collection circulation policies should be consistent with, and no less liberal than, the circulation policies of the depository library's other collections. Depository libraries should endeavor to circulate government publications as broadly as possible.

2-4 There should be at least one designated, professional librarian who coordinates and accounts for the selection, receipt, processing, storage and retrieval of Federal documents to Federal depository library standards. Alaska depository libraries will encourage and support their documents staff participation in continuing education and Federal depository activities.

2-5 Additionally, there should be sufficient professional and clerical support staff to maintain and service the depository collection to Federal standards. Depository materials should be processed into their libraries promptly and accurately.

2-6 The Alaska Federal Depository Library Committee and the Alaska State Library should--in coordination with the Regional Depository Librarian-- inform and encourage Alaska depository librarians about continuing education opportunities in the professional area of government publications.

2-7 *To assist patrons in identifying the publications they need*, Alaska Federal depository libraries should acquire and maintain *appropriate commercial and government* documents indexes, bibliographies, etc.

2-8 Depository libraries should provide the same level of reference service for depository materials as they do for non-depository materials.

2-9 Each Alaska Federal depository library agrees to provide any Alaskan with the following reference service:

- Specific Federal documents titles available in the library
- Description of types and terms of depository services provided
- Directory information and referrals to other depository library collections, government agencies and/or officials.

2-10 Alaska Federal depository libraries should provide access to government information in electronic format. ***Libraries should set comparable fees for reproducing or downloading both depository and non-depository electronic publications.***

2-11 Microform reader/***printers***, computers, CD-ROM ***drives***, and any other necessary equipment should be provided to support Alaskans' use of Federal documents depository collections.

2-12 Alaska Federal depository libraries should assist other Alaska libraries through documents reference support, referral services, interlibrary loan, etc.

2-13 Alaskan Federal depository librarians should expedite document delivery through the best technological means available.

2-14 The regional depository, the Washington State Library, shall provide backup reference service to residents of Alaska by assisting selective depositories with reference queries and by providing access to its full collections located in Olympia.

2-15 The Regional library shall provide advice to selective depository libraries on managing and selecting electronic government information.

THIRD GOAL: Provide a cost-effective system for giving Alaskans fast and easy access to government documents and information, through the development of cooperative agreements and the elimination of unnecessary duplication.

3-1 Through the Alaska Federal Depository Library Committee, Alaska depository libraries should coordinate their development of documents collections. For example, Alaska Federal depository libraries should announce and coordinate their selection and de-selection of Federal depository items, their discards and offerings of depository materials, etc.

3-2 Alaska Federal depository libraries are encouraged to develop cooperative collection agreements with other local depository libraries. Each Alaska Federal depository library will maintain at least the basic collection specified in the *Guidelines for the Depository Library System*. ***Alaska Federal depository libraries may also explore agreements with***

the regional depository for placement of selected regional materials of interest with depositories located in Alaska.

3-3 Alaska Federal depository libraries are encouraged to develop cooperative licensing agreements with other local depository libraries to enhance libraries' ability to purchase electronic services that support depository collections.

3-4 Libraries with large, special and/or retrospective collections--such as maps, software collections, *Congressional Information Service* and *American Statistics Index* files, etc.--should inform other Alaska libraries of these resources and their information potential. Alaska Federal depository libraries should do depository profiles of themselves, outlining the scope of their collections.

3-5 Especially in Alaska, it is vital that Federal depository libraries take responsibility for identifying and collecting Federal documents published locally in Alaska. Whenever possible, additional copies of "Federal Alaskana" materials which are not in OCLC should be obtained and sent to Alaska's Regional Research libraries:

Alaska State Library, Juneau
University of Alaska, Anchorage, Consortium Library
University of Alaska, Fairbanks, Elmer E. Rasmuson Library

as well as

Depository Library Programs Division, U.S.G.P.O., Wash., D.C.
Washington State Library, Olympia

3-6 Alaska Federal depository libraries may develop selective housing agreements with other, nondepository libraries in Alaska for the placement of specific Federal depository materials. However, the depository libraries must understand that they remain responsible for the accessibility and replacement of these selectively housed materials.

3-7 Alaska Federal depository libraries should follow the procedures described in the *Instructions* regarding the disposal of depository material. ***The Washington State Federal Depository Library e-mail distribution list (DEPOSLIB) shall serve as the official vehicle for distributing Alaska's document disposal lists.***

FOURTH GOAL: Promote Alaskans' awareness of government information and its ready availability through the depository library system.

OBJECTIVES:

4-1 The Alaska Federal Depository Library Committee should promote and coordinate the publication and distribution *of information about* Federal documents resources and services in Alaska. This should include a list of Alaska Federal depository libraries. ***This information should be made available in print and electronic formats.***

4-2 The Committee should investigate other public awareness techniques and programs, and the potential for implementing these in Alaska.

4-3 Alaska depository libraries should promote Alaskans' awareness and use of documents resources through *web sites, in-house patron training, library* displays, brochures, news releases and other mechanisms. The official Federal depository logo shall be prominently displayed. *Depository librarians shall utilize other libraries and groups in marketing depository information and services.*

4-4 The Regional Depository Librarian and the U.S. Government Printing Office should be kept informed of the Committee's progress in the above efforts. Depository libraries will cooperate with and enhance the efforts of the U.S. Government Printing Office to conduct nationwide public awareness campaigns for the Federal documents depository program.

FIFTH GOAL: Establish the Alaska Federal Depository Library Committee, as a mechanism for regular communication and coordination among Alaska depository librarians.

5-1 The Alaska Federal; Depository Library Committee should be formally established as the official Alaska organization of professional documents and depository librarians. It should maintain contact with the U.S. Government Printing Office (via the Regional Depository Librarian at Washington State Library), the Alaska State Librarian, Alaska's Statewide Cooperative Collection Development Committee, the Alaska Library Association and the government documents "round tables" of *the Alaska Library Association*, the Pacific Northwest Library Association and the American Library Association. The Committee should, in general, function as Alaska's "documents interest group" (DIG)--promoting the development, awareness and use of documents resources by Alaskans. As time permits, other topics--such as state publications and the Canadian depository program--can be discussed.

5-2 The Committee will meet formally--in person and/or by teleconference--at least once a year for purposes of discussing depository library issues, information exchange and continuing education. Other members of the library community and general public are welcome to attend Committee meetings and participate in Committee-initiated activities.

5-3 An e-mail distribution list shall serve as the official electronic communication forum among the depositories. The Chair of the Committee shall maintain a list of current e-mail addresses for all depository librarians and interested staff.

5-4 The Committee should coordinate the development of a union list of Alaska depository libraries' item selections.

5-5 The Committee shall coordinate efforts to identify any serious gaps in retrospective documents holdings in Alaska and strive to fill such gaps.

5-6 The Committee shall lobby appropriate administrative and funding entities--e.g., the U.S. Government Printing Office, the U.S. Congress Joint Committee on Printing, the members of Alaska's Congressional delegation, the Alaska State Legislature, etc.--on behalf of depository library services and resources in Alaska and nationwide..

5-7 The Committee will coordinate and monitor the implementation of the State Plan.

APPENDIX 1

Guidelines on the Preparation of Disposition Lists

Disposition lists are posted on the DEPOSLIB List Serve.

Disposition lists should be posted in the following manner:

- Entries on the list should include the SuDoc number or stem, title or series, and date or publication number(s) or range of numbers.
- For series, include the series class stem, name of the series and sequence of numbers offered.
- For monographs, include SuDoc number, brief title and date.
- For serials, include the SuDoc number, title volume/issue range or date range and, if possible, note any missing issues.
- For annuals, include the SuDoc stem, agency name, indicate that it is an annual, and dates being offered.
- In general, it is not necessary to list microfiche.
- Do not list superseded items.
- Do not list posters, flyers, or ephemeral materials.
- Give the regional preference in filling requests.
- Give sufficient time to respond—one month.
- It is the library's option whether or not to ask for postage reimbursement for requested titles.