

# **Colorado State Plan for the FDLP Program**

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*A popular Government without popular information, or the means of acquiring it, is but as Prologue to a Farce or a Tragedy; or perhaps both. Knowledge will forever govern ignorance: And a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.*

—James Madison

## **I. Introduction**

Congress created the Federal Depository Library Program (FDLP) to help fulfill its responsibilities to inform the public of the federal government's policies and activities. Federal depository libraries in Colorado have chosen to be a part of the national FDLP, and some have been part of this program since the late 1800s. In this partnership, the depositories of Colorado have the responsibility for providing access to federal government information for the citizens of Colorado. The directors of FDLP libraries are responsible for making sure their libraries comply with the obligations and expectations of depository libraries (as outlined in the [Legal Requirements and Program Regulations](#)) in return for having free access to the publications (which remain the property of the U. S. government).

Objectives and expectations of depository libraries are outlined in the [Legal Requirements and Program Regulations](#). As a dynamic text, the *Legal Requirements and Program Regulations* is subject to continuous updating, so specific components can change. Therefore, the Colorado State Plan will refer to appropriate sections of the *Requirements* for more detailed information about the responsibilities of depository libraries. At all times, the *Requirements* is the authoritative document for such information. However, it should be noted that the responsibilities outlined in the *Requirements* represent *minimum* expectations, and individual libraries may devote resources that exceed those expectations.

The regional depository for Colorado is located at the University of Colorado at Boulder (UCB). There are 19 selective depositories in Colorado. For information about these depositories, search the [directory of the Government Printing Office](#).

The Colorado State Plan is a mission statement, a planning document, and a statement of responsibility for Colorado depository libraries. Its goal is to enhance coordination within the depository library system in Colorado and to assist those libraries in providing citizens of the state with efficient and effective access to federal government information. This includes publications documenting information about the American West, which accounts for more than 90% of all federal land in the United States. As FDLP libraries in the western United States, Colorado

depositories hold a special role and responsibility in preserving the history and culture of the region.

## II. Service Guidelines

### **Goal:**

To ensure that depository libraries offer the highest caliber of service to Colorado citizens.

### A. Services to the General Public

#### **Objectives:**

Each depository library will comply with the [\*Legal Requirements and Program Regulations\*](#) to:

- Provide free public access to government information resources.
- Provide service to the depository collection that is comparable to service given to other library materials. Access to the depository collection should be included in the depository library's general policies and those regarding service, building access, and Internet access.
- Make document collections and reference services available to all users during the same hours that other library collections and services are available.

### B. Users with Special Needs or Disabilities

#### **Objectives:**

Each depository library will comply with the [\*Legal Requirements and Program Regulations\*](#) (#21) to:

- Minimize barriers to its facilities, collections, and services.
- Meet accessibility standards of the [\*Americans with Disabilities Act\*](#) or have a reasonable alternative to ensure access.
- Post disability access policy on the library website.

### C. Collection Access

#### **Objectives:**

Each depository library will comply with the [\*Legal Requirements and Program Regulations\*](#) (#19 & 37) to:

- Ensure that materials be housed in a manner that facilitates timely access.

- Submit an approved Selective Housing Agreement to GPO and the regional depository library if depository materials are moved to a location not under the administrative purview of the depository library director.
- Submit a contingency plan to GPO and the regional depository library if the tangible depository collection is publicly inaccessible for a period of time.

## D. On-Site or Off-Site Storage

### **Objectives:**

Any depository library that stores depository materials in an on-site or off-site storage facility shall consult the Depository Library Council Off-Site Storage Working Group's [Best Practices for Sorting and Retrieving Depository Materials in On-Site or Off-Site Storage](#) to:

- Store depository publications in a location where they remain publicly accessible, and house materials in a manner that facilitates access, preservation, and protection from theft.
- Provide access to the tangible format of a depository publication if requested; or, scan the resource if this format is an acceptable substitute to the requesting patron.
- Clearly advertise, or otherwise make visible, any uncatalogued collections located in off-site storage or closed stacks. The location of this piece-level accounting must be in an appropriate location for staff to provide reference and access services.

## E. Interlibrary Loan/Shared Catalogs

### **Objectives:**

Depository libraries should endeavor to:

- Provide depository materials within the state of Colorado, via locally established procedures and networks such as Prospector, Mobius, SWIFT (Statewide Interlibrary loan Fast Track), and/or traditional interlibrary loan (ILL), as the participating library may deem most effective. To expedite delivery of materials, informal networking (e-mail, telephone) may be used at the library's discretion.
- Participate in established shared catalogs, such as the [Colorado Virtual Library](#) and/or [Prospector](#), as the participating library may deem most effective.
- Contribute holdings to OCLC WorldCat.

## F. Electronic/Internet Access

### **Objectives:**

Each depository library should endeavor to:

- Provide free public access to all electronic depository information. This is a requirement of the [Legal Requirements and Program Regulations](#) (#37).
- Provide links to electronic government materials from the depository library's online catalog and/or website.
- Encourage the use and/or development of tools to provide access to uncatalogued government materials.

## G. Personnel and Training

### **Objectives:**

Each depository library should endeavor to:

- Provide personnel to deliver effective reference assistance on government information.
- Subscribe to current awareness tools such as the national listserv FDLP-L. Depository librarians are also encouraged to subscribe to GOVDOC-L, doctech-l, and cogopub-l.
- Be familiar with the basic tools of the FDLP, such as [FDLP.gov](http://FDLP.gov) and the [Legal Requirements and Program Regulations](#).
- Remain current with changes in technology in order to meet users' information needs.

Depository library personnel are encouraged to:

- Take advantage of training and networking opportunities. Examples include FDLP webinars, the Government Publications Interest Group [GoPIG], Census Bureau workshops, State of Colorado's Demographers' annual meetings, Colorado Association of Libraries conferences and workshops, other regional and national conferences, and web-based tutorials. Vendor-based training in related commercial resources is also encouraged.
- Attend FDLP conferences. Examples include the FDLP/DLC Annual and Virtual Conferences and the FDLP New Depository Coordinator Certificate Program.

## H. Reference Service

### **Objectives:**

Each depository library should endeavor to:

- Answer questions from the general public.

- Provide reference service in person, by telephone, and/or by virtual reference.
- Make government information referrals to the regional or other local libraries when appropriate.

## I. Instruction

### **Objectives:**

Each depository library should endeavor to:

- Incorporate government information into instruction as deemed appropriate.

## J. Regional Responsibilities

### **Objectives:**

The regional depository will endeavor to:

- Provide or arrange for training of the Colorado depository community through networking opportunities and information sharing (virtual and in-person).
- Be available to answer Colorado depository librarians' questions regarding depository collections and services.
- Provide ILL and reference service to depository and non-depository libraries in Colorado.
- Coordinate provision of digital copies of publications. Digital surrogates will be provided from subscription databases, digital-on-demand services, or digitization of microfilm if necessary.
- Comply with [Legal Requirements and Program Regulations](#) (Sec. 2).

## III. Public Relations and Outreach

### **Goal:**

To promote awareness of the availability and usefulness of federal government information.

### **Objectives:**

Each depository library should endeavor to:

- Regularly use various appropriate means to publicize government information and develop good public relations. These can include, but are not limited to, websites, displays, brochures, bookmarks, and GPO materials (such as decals, signs, posters, e-logos, and videos) available for free from the [FDLP website](#).
- Maintain relationships with other depositories to communicate policies and practices and to share information.
- Maintain a web presence with links to U.S. government websites and other online information.
- Communicate regularly with the library's administration regarding changes in GPO policy, procedures, and news; statistics on the collection and its usage; reference service; and other relevant information.
  - Opportunities for communication include: the Biennial Survey, Public Access Assessments, reporting after FDLP conferences (virtual and in-person), and forwarding important developments and information from the FDLP or the Regional Coordinator.

The regional depository will also:

- Foster communication among Colorado's depositories by relaying information from GPO, organizing training efforts, and advising depository librarians about communication with their library administration and constituents to promote the depository program.

## IV. Collection Development

A depository library should regularly review its collection plan to meet its current needs. Titles may be dropped and/or added at any time using tools available on the [FDLP "Depository Collection and Development" website](#)

### **Goal:**

To ensure that, as the various selective depositories in Colorado try to manage the size of their physical collections, the number of copies retained within the state remains sufficient to serve the needs of Colorado's government information users. The number of copies deemed to be sufficient will vary from publication to publication depending on the subject matter, geographic coverage, publishing agency, format, and other factors.

### **Objectives:**

Each depository should endeavor to:

- Build, catalog, and maintain a collection that serves the needs of its local users and conforms to statewide resource-sharing plans and commitments.
- Enhance or expand local collections by adding electronic-only publications to meet the needs of its community.
- Collect and catalog non-depository federal government materials that serve its local users.
- Maintain collection information on a collaborative platform, such as Prospector.
- Maintain and update a collection development policy for government information
- Negotiate licenses for electronic resources that allow for resource sharing via ILL and informal mechanisms.
- Encourage library consortia, such as the Colorado Alliance of Research Libraries, Colorado Library Consortium, or the Greater Western Library Alliance to consider the needs of depositories when negotiating with commercial publishers.

The regional depository will endeavor to:

- Build, catalog, and maintain a complete collection of documents distributed through the FDLP in accordance with GPO requirements.
- Strengthen cooperative collection development efforts through Memorandum of Understanding (MOU's) or other formal or informal agreements with selective depository libraries or library consortia
- Coordinate the construction of the collection of “penultimate resort” consisting of the aggregate collections of tangible documents that are housed in the various selective depositories. Guidelines may include (but are not limited to):
  - Historical value.
  - Regional interest.
  - Ease of use.
  - Whether the document is available online at a safe and freely accessible website.
  - Whether the print format is considered “official.”
- Monitor the needs-and-offers process to ensure that at least one copy is retained in the system and that libraries can use the needs-and-offers process to further develop their collection.

## V. Bibliographic Control

### Goal:

To ensure that residents of Colorado have access to U.S. government information.

### Objectives:

Each depository library will comply with the [\*Legal Requirements and Program Regulations\*](#) (#11-17) to:

- Use library catalogs, finding aids, and consortial tools to provide bibliographic access to all depository items received, regardless of format.
- Develop workable and efficient procedures to ensure that new materials are cataloged quickly and existing records are updated on a timely basis. Minimal records are acceptable.
- Maintain a comprehensive shelflist in either paper or electronic format to record the depository library's holdings.

Each depository library should endeavor to:

- Integrate bibliographic records for government documents with the library's main online catalog.
- Provide piece-level records for all tangible materials received.
- Provide retrospective conversion of older documents.
- Consider how local cataloging affects union catalogs in Colorado and, to the extent possible, try to contribute records that overlay with the holdings of other libraries.
- Provide finding aids to enhance access to uncataloged collections.
- Integrate government bibliographic and full-text databases into discovery layers and/or electronic records management (ERM) systems of the local library.
- Retain SuDocs classification numbers or add them to bibliographic records to facilitate needs-and-offers list processing.
- Use standard SuDocs numbers as assigned by GPO whenever possible. In cases where a SuDocs number needs to be created, a consistent symbol should be added following the book number (examples: IC 1.2:Ai 17x or C 1.2:In 23z). This lets other documents librarians know that an authoritative call number was not found when the record was cataloged.

- Use standard MARC or RDA records whenever possible, whether from utilities such as OCLC, the Library of Congress, GPO, vendors, or locally created records.
- Acquire commercially produced databases, indexes, bibliographies, and directories that enhance bibliographic access to documents.
- Place URLs, PURLs, or handles in records when available.
- Maintain the integrity of PURLs by reporting errors to the FDLP ([askGPO](#)).
- Acquire and maintain bibliographic records for electronic-only information.
- Obtain bibliographic data from commercial vendors that provide access to large government information collections in tangible or electronic formats.
- Automate its documents' check-in procedures by subscribing to shipping-list record services and full GPO cataloging services when feasible.
- Include records for electronic-only publications to enhance local collections.

## **VI. Needs and Offers**

Collections on deposit may be withdrawn with the guidance and approval of the regional library.

**Goal:**

To ensure the maximum use of depository library resources by meeting FDLP requirements for acquiring and discarding depository materials.

**Objectives:**

Each depository library will:

- Comply with [Legal Requirements and Program Regulations](#) (#18, 26, 52-53).
- Participate in the coordinated needs-and-offers process to ensure that the number of copies retained within the state remains sufficient to serve the needs of Colorado's government information users.
- Comply with withdrawal procedures described on the regional depository library's [Needs & Offers](#) web page.

## **VII. Financial Responsibilities**

Financial responsibilities of depository libraries are not explicitly delineated but are governed by overall obligations and expectations of participating libraries to provide public access, service, and stewardship of FDLP information for the public good.

### **Goal:**

To ensure that depository libraries allocate sufficient financial and other resources to fully support their operations.

### **Objectives:**

Each depository library should endeavor to:

- Comply with instructions to depository libraries.
- Provide support for materials processing.
- Comply with the minimum technical guidelines set by GPO for access to electronic materials.
- Provide adequate shelving and storage.
- Provide support for opportunities for professional development.
- To the extent possible, and within the bounds of the library's general collection development policy, provide budgetary support for the purchase of third-party products that enhance service.

## **VIII. Preservation**

### **A. Preservation and Digitization**

Each depository library should endeavor to:

- Treat all government publications, regardless of format, to at least the same level of preservation as the rest of the library's collection. This includes binding policies and technology migration.
- To the extent possible, participate in national and statewide projects for the archiving of digital government information.
- Make an effort to support centralized digital conversion of microforms as a way to provide better access to them.

- Make digitized documents available to the larger community through the library's catalog or by publicizing its digitization efforts through tools such as the Registry of U.S. Government Publication Digitization Projects.
- Be aware of the available experts on document restoration.

Depository libraries are encouraged to:

- Attempt to capture a copy of a born-digital document that is of particular interest within the library's collection development policy.

## B. Disaster Recovery

Each depository library will:

- Make a special effort to include government documents in any emergency plan that also:
  - Designates a library contact person.
  - Provides GPO contact information.
  - Clearly acknowledges that the documents collection does not belong to the depository but to GPO.
- Notify GPO of any significant event that impacts the depository collection.
- Comply with [Legal Requirements and Program Regulations](#) (#20 & 28-29).

Depository libraries are encouraged to:

- Make a reasonable attempt to include the replacement value of the depository collection when reviewing insurance contracts.
- Share knowledge gained from disaster recovery by making presentations or publications for the broader community.
- Maintain an off-site paper copy of their library's emergency plan and telephone contacts.

## IX. State Plan Review Cycle

To ensure that the Colorado State Plan remains viable and continues to address issues facing federal depository libraries in the state, the Colorado State Plan should be reviewed every five years. Reviews should follow these guidelines:

- The regional depository will coordinate review of the Plan at least every five years.

- Recommendations for revisions to the Plan may be proposed to the regional depository at any time by any federal depository library in the state.
- Any proposed amendment or revision to the Plan should be advertised for comment to the depository library community via the cogopub-l listserv.
- All revisions or amendments to the Plan should have the support of a 2/3 majority of the chief administrators of the federal depository libraries in Colorado.
- The Plan will be posted on the regional depository's website.

## X. Procedures for Dropping Status

The decision to stay in the FDLP remains with an individual library. It is recommended that selective depositories consult with the regional depository and other selective depositories when making changes in retention for tangible copies. This will ensure that sufficient services and copies of materials remain available in the state for use to the citizens of Colorado.

Procedures for dropping depository status are outlined in *[Legal Requirements and Program Regulations](#)* (#3 & 9). A depository library seeking to relinquish its status must consult with the regional library and with GPO. Legal requirements state that:

- Depository libraries that wish to relinquish depository status must follow all GPO requirements to properly withdraw from their Federal Depository Library partnership; including notifying GPO through email at [FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov), or by phone at (202) 512-1119.
- The regional library will instruct the withdrawing depository library regarding the disposition of its depository collection. The disposition of depository material must follow established regulations. At the regional library's discretion, the selective library may be permitted to retain all or part of its depository collection.

**Appendix A: Letter of Agreement**

**Appendix B: Sample Collection Development Policy**