

MASSACHUSETTS STATE PLAN FOR DEPOSITORY LIBRARIES PARTICIPATING IN
THE FEDERAL DEPOSITORY LIBRARY PROGRAM

February, 2003

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INTRODUCTION

Background of the State Plan

At its spring 1981 meeting, the Depository Library Council to the Public Printer, U.S. Government Printing Office, passed a resolution regarding state plans:

In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to ensure that federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the federal documents depository program within the 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 concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the Spring 1981 meeting.

The full text of the Council resolution and the response to resolutions from the Public Printer may be found in *Summary of Meeting, Depository Library Council to the Public Printer*, September 28-30, 1981, pp. 1-2 (SuDoc No.: GP 3.30/2:981-2).

The Public Printer acknowledged the benefits of developing state plans for the Federal Depository Library Program, stating that, "Such plans would provide a cost-effective means of enabling states to share the responsibility for the development of collections and the provision of services."

Several attempts to develop a state plan for Massachusetts in the 1980s came to naught.

On March 30, 2001, eighteen representatives from thirteen depository libraries in Massachusetts met at the University of Massachusetts Medical Center Library in Worcester to review and comment upon a draft state plan drawn up by the regional library for Massachusetts, the Boston Public Library. At this meeting, revisions were made to the plan; revisions are reflected in the final plan. Also, at this meeting, it was agreed that one year after the adoption of the plan, another meeting would be convened to review the plan and make any necessary changes.

In adopting the plan, the directors of Massachusetts Federal Documents Depository Libraries have agreed to provide:

- * Guarantee of access to all members of the public
- * Lending of federal depository documents through the institution's interlibrary loan services
- * Cooperation with the regional depository and with other depositories regarding collection development, disposition of materials, training, visits, and other activities
- * Input by Government Documents coordinators at each depository regarding resources allocated to support access to government information at each institution
- * Promotion of government information services provided by the institution and the depository community

Purpose of the State Plan

The State Plan is to be used as a statement of responsibility for all Massachusetts libraries participating in the Federal Depository Library Program.

The Superintendent of Documents has recommended the development of state plans to improve services to the public and to reduce costs through greater formal cooperation and networking among depository libraries. This plan should be used in conjunction with such tools and guides as *Instructions to Depository Libraries*, *Guidelines for the Depository Library System*, and other similar publications and directives from the Government Printing Office relating to the depository system.

The state plan may also be found on the following web sites:

BPL Government Documents Dept. web site
www.bpl.org/research/govdocs/index/stateplan.htm

GoDIG (Government Documents Community of Interest of the Boston Library Consortium) web site
www.wellesley.edu/Library/GoDIG/godigindex.html

GPLNE (Government Publications Librarians of New England) web site
<http://gamma.rwu.edu/users/jpf/gplne.htm>

THE MISSION OF LIBRARIES IN THE FEDERAL DEPOSITORY LIBRARY PROGRAM

To help fulfill its responsibilities to inform the public on the policies and programs of the federal government, Congress established the Depository Program. This program is based upon three principles:

- * With certain specified exceptions, all government information shall be made available to depository libraries

- * Depository libraries shall be located in each state and Congressional district in order to make government information widely available
- * Government information shall be available for the free use of the general public.

ROLES AND RESPONSIBILITIES

There are two types of libraries in the Federal Depository Library Program, selective and regional. Thirty-one (31) libraries are designated as selective depositories. For a complete list, see Appendix A, as well as the *Federal Depository Library Directory* (GP3.36/2: (year)), available in paper and on the GPO Access web site.

Each selective depository may choose those items offered in the Depository Library Program by the Government Printing Office that it decides are most suitable to its users. These materials may be discarded after five years with approval from the regional library.

The Boston Public Library is the regional library for the state and as such collects all materials distributed through the program. It is responsible for retaining a complete collection of these materials, partially by taking publications offered by other depositories in Massachusetts and throughout the nation. Boston Public Library shall retain one copy of all tangible items offered through the Federal Depository Library Program. Boston Public Library is required to provide the following to selective depository libraries:

- * Interlibrary loan
- * Reference, collection development, and technical processing advice
- * Approval for disposal of depository materials

Selective depositories must contact the regional library for the following purposes:

- * Instructions for the disposal of material
- * Visits, orientations and/or advice relating to the depository program and procedures

Selective depositories may contact the regional for these purposes:

- * Collection development decisions and suggestions for resource sharing
- * Preparation and approval of selective housing agreements and statements regarding access to and servicing of materials housed in temporary quarters

In addition, the regional encourages selective depositories to contact BPL for:

- * Assistance with self-study/inspection processes
- * Interlibrary loan and photocopy services pertaining to documents and microforms
- * Reference back-up
- * Any other assistance

COMMUNICATION

Electronic discussion list

An electronic discussion list for Massachusetts libraries participating in the FDLP will be hosted by the Boston Public Library. At least one staff member from each depository will be subscribed to this list. The regional library will notify institutions when the list is operational. All FDLP libraries in Massachusetts are encouraged to post announcements of interest to other depository librarians to this list. This list can be used to facilitate discussion about depository issues. The list will be open to depository libraries only.

Web page

A web page for Massachusetts depositories resides on the Boston Public Library Internet home page (<http://www.bpl.org/govdocs/regional.html>). Discard lists will be posted on this listserv from Massachusetts depositories, as well as other information which supports the mission of FDLP libraries in Massachusetts.

Directory

A directory of depositories located in Massachusetts will also be available on the BPL web page for depositories and is included as an appendix to this plan.

Meetings and visits

Staff is encouraged to call the regional to arrange a tour of the regional and its collections, or to arrange for the regional staff to visit their institutions. Annual tours of the documents collections at the Boston Public Library will also be given by BPL staff and will include an orientation to the Federal Depository Library Program for staff new to documents librarianship.

Visits and meetings among selective and non-depository librarians are encouraged to discuss common concerns, particularly around collection development and retention of important sets, series, and retrospective collections. Libraries within the same Congressional district are particularly encouraged to cooperate closely in collection development matters.

STAFFING AND STANDARDS OF SERVICE

Staff

In each depository, there will be a librarian or another staff member with a Masters' degree from an American Library Association accredited program, or with equivalent education and/or experience, who is responsible for that library's depository collection. This librarian will serve as the liaison for the library and the Library Programs Service at the Government Printing Office. The focus of the librarian or staff person in charge of the depository collection should be on the federal documents collection.

Each library shall provide adequate time and training for the librarian and/or designed staff member(s) to attend to all depository responsibilities. All depository library staff must be proficient in the electronic information environment.

Physical Plant, Equipment and Environment

Adequate space and proper physical conditions are necessary to maintain, organize, and make accessible collections to which each depository has been entrusted. To help plan for anticipated space needs, collection development policies should be written in coordination with other depository libraries to ensure that the information needs of citizens are met as effectively as possible by a library nearby, and to prevent unnecessary duplicate acquisition of low-use materials.

In addition, environmental conditions within the institution must be adequate to house its federal documents collection (see the *Federal Depository Library Manual* for more detailed information). Each depository should house its collections in such a way as to preserve them. Documents should be included in the library's preservation and restoration activities, and the documents collection should be included in the library's disaster plan.

Maintenance of a depository collection may require purchase or replacement of equipment such as microform readers/printers, portable microfiche readers, copy machines, various computer workstations, printers, fax machines, shelving, storage cabinets, and other equipment and supplies. *Recommended Specifications and Minimum Technical Requirements for Depository Library Workstations* are published annually in *Administrative Notes* and are available on the GPO Access web site.

Financial Responsibility

Libraries are responsible for providing stable funding for depository functions. Every depository library will include adequate funding for equipment and for the purchase of commercial indexes and finding tools the library deems necessary to provide adequate access to its federal documents collection. Travel to meetings and continuing education programs should be encouraged and funded, as much as possible.

The regional library will provide funding for coordinating the depository library program in Massachusetts, by assisting with the creation of guides to collections and services, and with projects to promote depository library services within the state. The regional library will provide space, shelving, storage, equipment, and staff to meet the responsibilities of permanent retention, retrieval, and dissemination of federal depository documents.

COLLECTIONS

A comprehensive, current, and retrospective collection of federal government information in all formats of interest to citizens of the state will be maintained among the libraries in the Depository Library System. This responsibility shall be shared as specified in this plan.

Collection Development Policies

Each depository library selects on a current basis the federal government information that responds to the needs of the users in the area served by that depository. A written collection development policy, which includes federal documents, is necessary to define the parameters of each depository. Each selective shall place on file with the regional its collection development policy, either as part of its self-study for the GPO, or as a separate document if the self-study has not yet been completed. In addition, each library will briefly describe the top four or five subject strengths in its federal documents collection, as well as any retrospective collection strengths, so that such information may be included in the depository directory and in other sources. This list should be sent to the regional library with a copy of the collection development policy.

All selective depositories retain the right to determine which electronic products they will support, in accordance with its overall collection development policy. Librarians should be prepared to meet the challenges of providing access to information in new formats. Depository libraries must be able to provide free public access to online electronic federal government information products.

Resource Sharing

To eliminate unnecessary duplication and to provide adequate access to government information resources, selective depositories within congressional districts, consortia, geographic region, and/or other arrangements, will be encouraged to cooperatively amend current item selections. Selective depositories are expected to continue to receive and retain for at least five years those tangible products that are frequently requested and/or meet local needs.

The regional will continue to receive at least one copy of all tangible products distributed by the Federal Depository Library Program.

The Federal Depository Library Program requires access to every federal document of significant or enduring value somewhere in each state. This plan seeks to establish a system so each depository may know the location of unique or substantial collections in particular fields, to publicize which libraries are developing their collections in specific fields, and to note the location of materials. Depositories, under direction of the regional, will assess the collection strengths across the state and publish a guide to subject collections at each depository.

Retrospective Collection Development

Retrospective collection development is encouraged to collect depository and non-depository federal publications in all formats, in order to fill out incomplete runs of series, to fill in gaps in collections, to acquire a title, set, or series never before owned, and to replace missing volumes. The regional will attempt to collect duplicate copies of those items identified as not having been microfilmed or scanned, in order that these or other preservation methods may be employed while still retaining a copy of the item in its original format.

The following statements are agreed upon by the participants in this plan:

1. If any depository develops a comprehensive collection of a particular agency's publications, subject area, or specific series, this relieves other libraries of the responsibility for acquiring the same material, unless specifically needed or desired by that library. In the event the holding library decides to withdraw such materials, other depository libraries should be notified of the decision.
2. The regional library is responsible for the acquisition of complete major depository series of all major agencies and sub-agencies of the federal government including annual reports, administrative decisions, regulations, bulletins, and other series whenever available. The BPL will make every effort to acquire complete files of major series (in paper or microform) to assure availability of copies in the state.
3. Selective depository libraries are encouraged to offer to the regional any superseded titles of value to the regional as part of the disposal process, in order that the regional may maintain a complete collection. If the regional does not need the material, the regional may suggest that the library offer these materials to other institutions which are building or strengthening collections in a given subject area.

This plan encourages the following methods of building the collection: use of disposal lists from other depositories through the National Needs and Offers List, electronic listservs, and by other means; soliciting gifts, photocopies, and other similar items; purchasing from book dealers and publishers; acquiring materials directly from federal agencies; and use of the Documents Expediting Project of the Library of Congress.

Depository librarians are strongly encouraged to report acquisitions of major sets, titles, indexes, and specialized equipment to the documents community (through groups such as the Government Publications Librarians of New England), and to the regional library. It is hoped that use of these procedures, together with initiative from the regional and from the documents community, will foster the development of a Massachusetts Union List of federal collections.

Offers to Other Libraries and Disposal Guidelines

Selective depository libraries may dispose of depository information held at least five years, provided that the regional depository has granted written permission. Depositories should not make the decision to discard based merely on the fact that material has been held for five or more years, but should use their written collection development policy as a guide. In order to simplify and standardize the disposal procedure, the BPL has established a set of guidelines for selective depositories that wish to dispose of material. The guidelines are based on *Instructions to Depository Libraries* (revised April 1992), and are included as an appendix to the plan.

Transfer of Materials and Selective Housing Agreements

A library may make an agreement with another institution to store publications the library receives through the Federal Depository Library Program at that other institution. This arrangement is known as selective housing. A library may choose to selectively house materials in order to provide better access to or a wider use of materials, to build or enhance retrospective collections in specific subject areas or series or for specific agencies, or to alleviate cramped or inadequate storage conditions. Such agreements often benefit both parties.

Please note that if a library chooses to merely house materials off site or in a location that is under its own administrative control, this is not a selective housing arrangement and no agreement needs to be drafted.

Bibliographic access and control must include the following items:

- * Records of the lending library must indicate where materials are being housed.
- * Records of the receiving location must indicate the source of the materials.
- * Physical volumes or other tangible products must be marked in such a way as to indicate that the materials are depository documents.
- * A memorandum of agreement, signed by directors of both institutions, must precede transfer of materials.

Each agreement should include these elements:

- * Reason for transfer
- * Length of agreement
- * Statement of how the agreement may be terminated
- * Indication of how records will be maintained
- * Guarantee of free access by the general public
- * Procedure in the event the materials are relinquished
- * Statement that the materials remain the property of the U.S.G.P.O.

A sample memorandum of agreement is included in Appendix G. More information on selective housing agreements can be found in the *Federal Depository Library Manual*.

ACCESS TO THE COLLECTIONS

Public Access and Hours of Service

Federal law (Title 44, U.S. Code) states that "Depository libraries shall make government publications available for the free use of the general public." Thus all depository collections are, by law, required to be open and accessible to the public without charge, even if those libraries housing collections of government information otherwise serve a limited or restricted clientele. Library policies and practices should encourage access to government information in all formats.

Depository libraries should make documents collections available to all users during the same hours that other collections are available. The same hours of reference service should be provided

for documents as are provided for other collections. For more information, refer to *Instructions to Depository Libraries* and the *Federal Depository Library Manual*.

Bibliographic Access

It is the responsibility of the Government Printing Office to provide for basic bibliographic access to the materials distributed through the FDLP. The major tool currently provided by GPO is the Catalog of U.S. Government Publications. Depository libraries are expected to maintain appropriate access to this catalog in any or all of its formats.

All depository libraries must maintain bibliographic information indicating library holdings of federal government information to the piece level. Depositories are strongly encouraged to: include bibliographic records and active electronic links for government information in their catalogs; participate in adding holdings to OCLC or RLIN, if the library is a member of those organizations; and purchase bibliographic data from GPO or other commercial provider.

Interlibrary Loan

One goal of the plan and of the FDLP is to ensure wide access to federal government information. All participants in this plan are encouraged to make their documents collections freely available through interlibrary loan.

Promotion to the Public and Other Libraries

Depository librarians are encouraged to increase awareness of the federal documents in their collections within their own libraries and among the general public. Promotion of government information sources can be integrated into ongoing promotion efforts of the library. Internal promotion activities could include presenting descriptions of depository services on the library's web pages, creating bibliographies and collections guides, writing articles in newsletters, using documents in displays, etc. It is strongly encouraged to include a web page devoted to government information sources and services available at the library, and to display prominently the GPO depository library program logo on the web page(s). Promotion activities among the library community could include informing colleagues at your institution of newly acquired reference sources to which they can refer users, and to depository services in general, through articles in library newsletters, by email, and at staff meetings, as well sharing programming ideas with other librarians at meetings, through newsletters, and via electronic discussion lists.

External promotion efforts to inform public officials (federal, state, and local) about the depository collections and services are encouraged. Other potential users include local businesses, community organizations, and schools.

MASSACHUSETTS STATE PLAN ADOPTION AND AMENDMENT PROCESS

Directors will be asked to sign the memorandum of agreement. The plan will take effect when a majority of library directors has signed the memorandum of agreement.

At the end of the first year following formal adoption of this plan, the regional library will call a meeting to review the plan and to form a committee that will be responsible for updating and revising the plan as necessary.

APPENDICES

Appendix A

Directory of people serving on plan committee/plan review committee (to be appended at a later date)

Appendix B

Federal Documents Depositories in Massachusetts

Appendix C

Guidelines for Disposal of U.S. Government Depository Publications

Appendix D

Links to web pages of interest to government publications librarians

Appendix E

Memorandum of Agreement for the state plan

Appendix B

Federal Depository Libraries in Massachusetts

0260 Amherst College
Robert Frost Library
Routes 9 & 16
Amherst, MA 01002-5000

Phone: (413)542-2676:
Fax: (413)542-2662:
<http://www.amherst.edu/~library/research/online/govdocs.html>

0254 University of Massachusetts, Amherst
W.E.B. Du Bois Library
154 Hicks Way
Amherst, MA 01003-4710

Phone: (413)545-2765:
Fax: (413)577-0030:
<http://www.library.umass.edu/govdocs/>

0269 Boston Athenaeum Library
10 1/2 Beacon Street
Boston, MA 02108

Phone: (617)227-0270:
Fax: (617)227-5266:

REGIONAL

0268A Boston Public Library
700 Boylston Street
Boston, MA 02116-0286

Phone: (617)536-5400:2226

Fax: (617)536-7758:

<http://www.bpl.org/research/govdocs/index.htm>

0268B Northeastern University
Snell Library
360 Huntington Avenue
Boston, MA 02115-5096

Phone: (617)373-2354:

Fax: (617)373-5409:

<http://www.lib.neu.edu/govdocs/>

0253 State Library of Massachusetts
George Fingold Library
341 State House
Boston, MA 02133-1030

Phone: (617)727-2590:

Fax: (617)727-5819:

0259A Supreme Judicial Court
Social Law Library
1 Pemberton Square Suite 1200
Boston, MA 02108-1792

Phone: (617)523-0018:520

Fax: (617)523-2458:

0270A U.S. Court of Appeals
First Circuit Library
One Courthouse Way
Boston, MA 02210-

Phone: (617)748-9044:

Fax: (617)748-9358:

0268 Public Library of Brookline
Coolidge Corner Branch Library
31 Pleasant Street
Brookline, MA 02446-3725

Phone: (617)730-2380:

Fax: (617)734-4565:

<http://www.town.brookline.ma.us/library/Collections/GovDocs.htm>

0257 Harvard College
Lamont Library
Harvard Yard
Cambridge, MA 02138

Phone: (617)495-2479:

Fax: (617)496-0440:

<http://hcl.harvard.edu/govdocs/>

0261A Harvard Law School
Library
1545 Massachusetts Avenue
Cambridge, MA 02138-2903

Phone: (617)495-4516:

Fax: (617)496-4409:

<http://www.law.harvard.edu/library/>

0255 Massachusetts Institute of Technology
MIT Libraries

77 Massachusetts Avenue
Cambridge, MA 02139-4307

Phone: (617)253-5677:
Fax: (617)253-8894:

0257A Boston College
Thomas P. O'Neill Jr. Library
140 Commonwealth Avenue
Chestnut Hill, MA 02467-3810

Phone: (617)552-3221:
Fax: (617)552-8828:
http://www.bc.edu/bc_org/avp/ulib/ref/govdocs/Govdocs.html

0261 College of Our Lady of the Elms
Alumnae Library
291 Springfield Street
Chicopee, MA 01013-2839

Phone: (413)594-2761:297
Fax: (413)594-7418:
<http://elms.edu/Departments/library/FederalDocuments/feddoc.htm>

0272A Stonehill College
MacPhaidin Library
320 Washington Street
Easton, MA 02357-4015

Phone: (508)565-1203:
Fax: (508)565-1424:
<http://www.stonehill.edu/library/Govdocs/govdocs.htm>

0263 University of Massachusetts, Lowell
O'Leary Library
61 Wilder Street
Lowell, MA 01854-2398

Phone: (978)934-4550:
Fax: (978)934-3020:

0258 Tufts University
Tisch Library
35 Professors Row
Medford, MA 02155-5816

Phone: (617)627-3460:
Fax: (617)627-3002:

0270 Curry College
Levin Library
1071 Blue Hill Avenue
Milton, MA 02186-2395

Phone: (617)333-2177:
Fax: (617)333-2164:
<http://www.curry.edu/academic/library/govdoc.html>

0267 New Bedford Free Public Library
613 Pleasant Street
New Bedford, MA 02740-6203

Phone: (508)991-6280:
Fax: (508)991-6368:
<http://www.ci.new-bedford.ma.us/SERVICES/LIBRARY/search.htm>

0254A Boston College Law School
Law Library
885 Centre Street
Newton Centre, MA 02459-1161

Phone: (617)552-4434:
Fax: (617)552-2889:
<http://www.bc.edu/schools/law/library/>

0267A University of Massachusetts, Dartmouth
Library
285 Old Westport Road
North Dartmouth, MA 02747-2300

Phone: (508)999-8678:
Fax: (508)999-9240:
<http://www.lib.umassd.edu/REFERENCE/Govdoc.html>

0265B Massachusetts Trial Court
Hampden Law Library
50 State Street
Springfield, MA 01102-0559

Phone: (413)748-7923:
Fax: (413)734-2973:
<http://www.lawlib.state.ma.us>

0258A Springfield Library & Museums Association
Springfield City Library
220 State Street
Springfield, MA 01103-1772

Phone: (413)263-6800:213
Fax: (413)263-6817:
<http://www.springfieldlibrary.org/liblinks/govern.html>

0256A Western New England College
School of Law Library
1215 Wilbraham Road
Springfield, MA 01119-2693

Phone: (413)782-1458:
Fax: (413)782-1745:

0262A Brandeis University
Goldfarb Library

415 South Street
Waltham, MA 02254-9110

Phone: (781)736-4670:

Fax: (781)736-4719:

<http://www.library.brandeis.edu/resources/resguides/special/govdocs.html>

0272 Wellesley College
Margaret Clapp Library
106 Central Street
Wellesley, MA 02481-8275

Phone: (781)283-2100:

Fax: (781)283-3690:

<http://www.wellesley.edu/Internet/GovDocs/fedvir.html>

0265A Gordon College
Jenks Learning Resource Center
255 Grapevine Road
Wenham, MA 01984-1899

Phone: (978)867-4339:

Fax: (978)867-4660:

<http://www.gordon.edu/library/govinfoss.htm>

0259 Williams College
Sawyer Library
55 Sawyer Library Way
Williamstown, MA 01267

Phone: (413)597-2505:

Fax: (413)597-4106:

<http://www.williams.edu/library/guides/govdocs/index.html>

0256 American Antiquarian Society
Library
185 Salisbury Street
Worcester, MA 01609-1634

Phone: (508)471-2171:

Fax: (508)753-3311:

<http://www.americanantiquarian.org/govdocs.htm>

0262B University of Massachusetts Medical School

Lamar Soutter Medical Library

55 Lake Avenue North

Worcester, MA 01655

Phone: (508)856-6857:

Fax: (508)856-5899:

<http://library.umassmed.edu/government.cfm>

0262 Worcester Public Library

3 Salem Square

Worcester, MA 01608-

Phone: (508)799-1655:

Fax: (508)799-1652:

<http://www.worepublib.org/internetresources/government.html>

Appendix C

PROCEDURES FOR OFFERING ITEMS TO THE REGIONAL AND OTHER DEPOSITORY LIBRARIES

Procedure for the offering library

There is no specific format a discard list must follow, but the following information should be included for each title on the list:

1. SuDoc number (even if your library does not use SuDoc classification, the SuDoc number or SuDoc stem should be included.)
2. Title (a full title is not always necessary, but the first six or seven words, or a sufficient number of words to distinguish the title from other titles, is necessary).
3. Publication year
4. Offered serials and periodicals should include volume and/or issue numbers, if available, as well as the month and year of each issue being offered. If a run of issues is being offered, each issue does not have to be listed separately, i.e., "January, 1982 through December, 1990 (volume 14, no. 1 through vol. 22, no. 12)" is sufficient. If scattered individual issues are offered, then each issue should be listed separately.

A separate list for each format should be made. For example, all fiche should be grouped together on one list, not offered on the same list with paper, maps, or electronic titles. Separate lists should be made for each of these formats:

Paper (includes both monographs and serials); microfiche, CD-Rom and other electronic, and maps (includes USGS, Forest Service maps, and all other maps received through the depository system, whether they are folded maps or sheet maps. Maps which are received as part of monographs or serials need not be listed separately on a map list.

Lists can be submitted in paper, on floppy disk, or via e-mail to govdocs@bpl.org.

A library can also notify BPL of the web address on which its discard lists reside.

Lists should be arranged in Superintendent of Documents call number order, not alphabetically by title, or in any other arrangement. If arranging lists in SuDoc order is not feasible, please call the Curator of Government Documents at Boston Public Library so that the best arrangement can be mutually determined.

Lists submitted in paper should have pages numbers.

All lists should clearly identify the name of the offering library, as well as contact information. Preferably the name of the library should appear on every page of each list.

Lists should be of manageable length, i.e., if more than one hundred titles are available for offer at a single time, lists should be submitted in batches of one hundred. Of course there will be circumstances which may require a library to submit a longer list. The offering library is urged to call the regional and tell us of the circumstances; we will make every effort to review the list expeditiously.

Procedure for the regional library

The regional will endeavor to select offered titles and respond to the offering library in a timely way. It is difficult to determine how review of lists will take. Response time depends in part on the number of lists being submitted at any given time, the length and contents of each list, and on staffing levels at the regional library. BPL will make every effort to get a response to the offering library within six weeks of receipt of the list, and will submit responses in batches if that is convenient for the offering library.

The regional may suggest that the offering library submit the list of titles not needed by the regional to other libraries in Massachusetts, or through the National Needs and Offers list. In some cases the regional may suggest that the library retain the material and not dispose of it, i.e., if the material is part of the Core Collection of materials suggested for retention by the Superintendent of Documents, or if disposal of the material would be detrimental to the public access. The selective may also distribute its offers lists simultaneously to other depositories, so that the amount of time it must retain unneeded materials may be as short as possible. BPL may also post a library's offers lists to the regional web page for the purpose of expediting distribution and disposal of titles being offered.

Appendix D

LINKS TO WEB PAGES OF INTEREST TO GOVERNMENT PUBLICATIONS LIBRARIANS

Administrative Notes on the web

http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/index.html

Boston Library Consortium Government Documents Interest Group (BLC GoDig) web site:

<http://www.wellesley.edu/Library/GoDIG/godigindex.html>

Boston Public Library Government Documents Department web page

<http://www.bpl.org/research/govdocs/index.htm>

Documents Data Miner

<http://govdoc.wichita.edu/ddm/GdocFrames.asp>

FDLP Desktop

http://www.access.gpo.gov/su_docs/fdlp/index.html

Floppy Disk Project

<http://www.indiana.edu/~libgpd/mforms/floppy/floppy.html>

GODORT CD-ROM Documentation Project

<http://www.library.ucsb.edu/ala/gitco/cdromdoc/>

Government Documents Round Table (GODORT) of the American Library Association

<http://sunsite.berkeley.edu/GODORT/>

Government Publications Librarians of New England (GPLNE) web site:

<http://gamma.rwu.edu/users/jpf/gplne.htm>

GPO Claim Form

http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html

Needs and Offers List

<http://www.und.edu/fdlp/>

Shipping Lister at FDLP Desktop

http://www.access.gpo.gov/su_docs/fdlp/tools/sl/slister.html

Superseded List

http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html

APPENDIX E
MEMORANDUM OF AGREEMENT

MASSACHUSETTS STATE PLAN FOR DEPOSITORIES PARTICIPATING IN THE
FEDERAL DEPOSITORY LIBRARY PROGRAM

_____, a designated depository for federal publications distributed through the Federal Depository Library Program, agrees to participate in the Massachusetts State Plan in order to meet the major goals of the Federal Depository Library Program.

Signature of Depository librarian

Date

Signature of Depository library director

Date

Please retain one copy of this agreement and return the original copy by March 31, 2003 to:

Gail Fithian
Curator of Government Documents
Government Documents Department
Boston Public Library
700 Boylston Street
Boston, MA 02116

