

A State Plan for Federal Depository Program Libraries in Virginia

"Depository libraries shall make Government publications available for the free use of the general public...." -- 44 US Code §1911.

I. Introduction

- A. The purpose of the *Virginia State Plan* is to assist federal depository libraries in Virginia in meeting the obligations, goals and objectives of the Federal Depository Library Program. It is a supplement to, not a substitute for, the [Instructions to Depository Libraries](#), and the [Federal Depository Library Manual](#). The Virginia State Plan, its amendments, and any actions taken to implement the Plan must comply with all of the applicable provisions of [Title 44, US Code, Public Printing and Documents, Chapter 19, Depository Library Program](#). GPO instructions and required procedures as well as any relevant statutory provisions always take precedence over the Plan.
- B. Federal depository libraries in Virginia strongly support the concept that access to government information be open to all citizens of the Commonwealth. The Plan provides guidance to Virginia federal depository libraries for services, collections, access to materials, and cooperation among libraries. Its primary goal is to ensure equity of and continuing open access to government information in all formats throughout the Commonwealth. Individual selective depository libraries, however, retain the authority to decide which specific printed publications to retain and which electronic products to support in accordance with each library's overall collection development plans.
- C. In consultation with the Regional Librarian, Virginia depository librarians will review, assess, and revise the Plan as needed. The Regional Librarian shall maintain a publicly accessible, official version of the Plan on the Regional Web site.

II. Goals

- A. *Goal 1.* To maintain equity of access to government information for all citizens of Virginia.
- B. *Goal 2.* To provide efficient and effective service to all users of government information across the Commonwealth of Virginia.
- C. *Goal 3.* To ensure public access to federal information of continuing value across the Commonwealth.
- D. *Goal 4.* To ensure access to electronic government information and products for all citizens of the Commonwealth.
- E. *Goal 5.* To ensure the continuing effectiveness of the Federal Depository Library program in Virginia.

- F. *Goal 6.* To provide citizens of the Commonwealth the capability to identify and retrieve federal information in any format.
- G. *Goal 7.* To ensure quality and consistency of access to federal government information across Virginia by fostering cooperation among Virginia's federal depository libraries.
- H. *Goal 8.* To improve consistency of bibliographic control, collection maintenance, and service among all federal depository libraries in Virginia.

III. Documents referred to in this Plan

- A. Federal Depository Library Manual
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/
- B. *Instructions to Depository Libraries*
http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html
- C. *Guidelines for the Depository Library System*
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/guidelin.html
- D. *Title 44, US Code, Public Printing and Documents*
http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/index.html
 - Chapter 19, Depository Library Program
http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html
 - Chapter 41, Access to Federal Electronic Information
http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap41.html
- E. *Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries and Recommended Specifications for Public Access Workstations in Federal Depository Libraries* are published annually in *Administrative Notes*. See *Workstation Specifications*
http://www.access.gpo.gov/su_docs/fdlp/computers/index.html
- F. *FDLP Internet Use Policy Guidelines*
http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html
- G. *E-Competencies for Federal Depository Libraries and Librarians* by ALA GODORT GITCO <http://www.library.ucsb.edu/ala/gitco/ecomps.html>
- H. *Procedures for Withdrawal of Depository Publications in Virginia* -
http://www.lib.virginia.edu/govdocs/depos/weeds/weed_doc.html
- I. ALA GODORT Ad Hoc Committee on Digitization of Government Information
<http://sunsite.berkeley.edu/GODORT/dgi/>
- J. American Library Association's *Interlibrary Loan Code for the United States*.
<http://www.ala.org/rusa/standard.html#loan>

K. Union List of Government Documents Collections & Sets from Non-Depository Sources Owned by Virginia FDLP Libraries.
<http://www.lib.virginia.edu/govdocs/depos/stateplan/unionbranchwldx.pdf>.

L. Status of Federal Documents Cataloging in Virginia Depository Libraries
<http://www.lib.virginia.edu/govdocs/depos/stateplan/Catinventory.htm>.

IV. Services

A. Goals

1. To provide efficient and effective service to all users of government information across the Commonwealth of Virginia.
2. To maintain equity of access to government information for all citizens of Virginia.

B. Objectives/Strategies

1. All Virginia federal depository libraries strongly support open and unrestricted access to government information. Access to information distributed through and maintained under the authority of GPO's Federal Depository Library Program will not be restricted or withheld from any user except as provided by depository law and regulation. Permanent removal of FDLP material from a Virginia library's depository collection shall be governed entirely by:
 - a. The library's collection development plan in accordance with FDLP rules and instructions and [Procedures for the Withdrawal of U.S. Government Depository Publications for Libraries in the Virginia Region](#);
 - b. Notification in writing from the U.S. Superintendent of Documents that a specific title is to be removed from the FDLP program. (See also Sec. V, B. 1)
2. All Virginia federal depository libraries will meet or exceed the minimum standards for public service and public access as provided by GPO guidelines (See [Federal Depository Library Manual, Instructions to Depository Libraries, Guidelines for the Depository Library System](#)) and [Title 44, US Code, Chapter 19](#).
3. All Virginia federal depository libraries will meet or exceed the *Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries* and strive to meet the *Recommended Specifications for Public Access Workstations in Federal Depository Libraries* before they become requirements. The Minimum Technical Requirements and Recommended Specifications are published annually in Administrative Notes. See [Workstation Specifications](#).
4. All Virginia federal depository libraries should have a written access policy to ensure free general public access to federal government information following the [FDLP Internet Use Policy Guidelines](#) and the [Guidelines for the Depository Library System](#). Libraries should post all access policies pertaining to the federal documents collection, including circulation and interlibrary loan, on their depository web sites. These policies should include any special requirements for public access (passwords, advance notification for users outside the library's primary users, etc.)

5. All federal depository libraries in Virginia are encouraged to cross-train staff to ensure that all staff members are familiar with the Depository Library Program and the institution's depository collection. Staff should be able to make appropriate referrals to other depository libraries.
6. All Virginia federal depository libraries will provide knowledgeable staff to assist patrons in the use of electronic government information. Staff should meet or exceed the competencies listed in [E-Competencies for Federal Depository Libraries and Librarians](#) developed by ALA GODORT GITCO.
7. All Virginia federal depository libraries are strongly encouraged to circulate depository items to their immediate user communities. Circulation policies for depository materials should be at least consistent with those of other materials.
8. In pertinent policy or publicity statements about the library's services or programs, including web pages, Virginia depository libraries should indicate that the library is a federal depository library and, as such, offers free and open access to these materials.
9. All Virginia federal depository libraries are encouraged to maintain government information web pages that link to federal government sites.
10. All Virginia federal depository librarians are encouraged to take advantage of opportunities to promote library resources to other librarians and the public by offering training programs and other workshops.

V. Collections

A. Goals

1. To ensure permanent public access to federal information of continuing value across the Commonwealth.
2. To ensure access to electronic government information and products.
3. To ensure the continuing effectiveness of the Federal Depository Library program in Virginia.

B. Objectives/Strategies

1. All Virginia federal depository libraries should comply with all Government Printing Office and Virginia Regional Library guidance and policy regarding retention, collection development, maintenance and preservation, and bibliographic control of all federal depository materials. (See [Federal Depository Library Manual](#), [Instructions to Depository Libraries](#), [Guidelines for the Depository Library System](#), and [Procedures for Withdrawal of Depository Publications in Virginia](#)).
2. All Virginia federal depository libraries will have a written collection development policy that covers government information in all formats. Each library should post its government information collection policy to its depository or library web site.

3. Virginia depository libraries should strive collectively to maintain at least one copy of each printed federal document in the Commonwealth.
4. Since the Regional [Needs List](#) is based primarily on cataloged titles issued since 1976, Virginia depository libraries should carefully consider the information needs of the citizens of the Commonwealth before weeding any pre-1976 materials. Weeding of pre-1976 materials should always be done in close consultation with the Regional Librarian even when weeded titles do not appear on the Regional Needs List.
5. All Virginia federal depository libraries are encouraged to provide electronic access to titles in the [Basic Collection](#) as defined in the [Federal Depository Library Manual](#).
6. Whenever appropriate and feasible Virginia federal depository libraries are encouraged to locally archive electronic publications and participate in digitization projects (see publications by the [ALA GODORT Ad Hoc Committee on Digitization of Government Information](#)). Depository libraries are encouraged to post information about archiving and digitization projects on their web sites and to publicize these projects via VLA publications and through other means.

VI. Bibliographic Control

A. Goal

1. To provide citizens of the Commonwealth the capability to identify and retrieve federal information.

B. Objectives/Strategies

1. In addition to the shelflisting requirements stated in *the [Instructions to Depository Libraries](#)*, Chapter 3, A, all Virginia federal depository libraries should, as far as possible, catalog every selected federal document, regardless of format, into their online catalogs¹.
2. All Virginia federal depository libraries are encouraged to post their holdings of federal depository materials on OCLC.
3. Within the scope of their collection policies and the needs of their congressional districts, all Virginia federal depository libraries should work to increase access to historically valuable documents published before 1976. Such access might be accomplished in a variety of ways such as retrospective cataloging of individual titles, cover records for important older collections, purchased bibliographic records, or other means.
4. All Virginia federal depository Libraries are encouraged to run link checking software and correct broken links as they are reported or discovered.

¹ See [Status of Federal Documents Cataloging in Virginia Depository Libraries](http://www.lib.virginia.edu/govdocs/depos/stateplan/Catinventory.htm)
<http://www.lib.virginia.edu/govdocs/depos/stateplan/Catinventory.htm>

VII. Depository Library Cooperation

A. Goals

1. To ensure quality and consistency of access to federal government information across Virginia by fostering cooperation among Virginia's federal depository libraries.
2. To improve consistency of bibliographic control, collection maintenance, and service among all federal depository libraries in Virginia.

B. Objectives/Strategies

1. As an ongoing part of its Regional responsibilities, the Regional Library will maintain a series of Regional Web Pages containing the following:
 - a. A directory of Federal Depository Libraries in the Virginia Region. The directory shall include the name and contact information for each depository library; links to the library's government documents (or home) web page; links to its online catalog; and links to its collection development statement for government documents.
 - b. Instructions for weeding depository documents including appropriate adjunct pages such as offers lists, needs lists, etc. [See [Procedures for the Withdrawal of U.S. Government Depository Publications for libraries in the Virginia Region.](#)]
 - c. A list of Regional Services with contact information.
 - d. An official copy of this State Plan including any adjunct documentation.
2. All Virginia federal depository libraries are encouraged to list large collections of non-depository documents and finding aids on the [Union List of Government Documents Collections & Sets from Non-Depository Sources Owned by Virginia FDLP Libraries](#), a statewide union list maintained on the Regional Web site. Libraries are also encouraged to provide adequate bibliographic access to publications contained in these collections through:
 - a. Purchasing bibliographic records for individual titles for online catalog;
 - b. In-house cataloging of individual titles;
 - c. Detailed descriptions of the collections on the library's government documents web page.
3. Virginia depository libraries located in close proximity to each other are strongly encouraged to form either formal or informal service consortia and consider complementing services and collections to the extent feasible.
4. All Virginia federal depository libraries are encouraged to participate in training and meetings sponsored by the Virginia Library Association's Public Documents Forum, the Regional library, and the Government Printing Office. All Virginia federal depository libraries should participate in GPO's Annual Depository Library Conference as often as feasible.
5. All Virginia federal depository libraries will provide interlibrary loan service in compliance with the American Library Association's [Interlibrary Loan Code for the United States](#).

6. All Virginia federal depository libraries that participate in selective housing agreements with other libraries should include information on both libraries' web sites about such arrangements and the procedures for accessing the materials.

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