



# Administrative Notes

Newsletter of the Federal Depository Library Program

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## GPO Releases Public Printer's Letter to President Obama Regarding Open Government

GPO has released the Public Printer's letter to President Obama regarding transparency and open Government. The letter offers GPO's support in helping to implement the President's initiative leveraging the Federal Digital System (FDsys) <[www.fdsys.gov](http://www.fdsys.gov)>.

Five goals with accompanying actions were provided that GPO is prepared to undertake to help implement the President's initiative.

The letter and five goals are available at <[http://www.gpo.gov/news/2009/03-09-09\\_OpenGovLtr.pdf](http://www.gpo.gov/news/2009/03-09-09_OpenGovLtr.pdf)>.

## Spring 2009 Council Meeting Proceedings Available Online

The proceedings and background materials distributed at the April 20-22, 2009 meeting of the Depository Library Council are available on the FDLP Desktop. The proceedings include updates on GPO activities and initiatives, a draft of the Council/GPO Federal Depository Library Program Strategic Plan, 2009 – 2014, educational presentations on diverse topics related to depository library service, and much more. Check it out at: <[http://www.fdlp.gov/home/repository/cat\\_view/177-outreach/97-events/101-depository-library-council-dlc-meetings/159-2009/160-spring-dlc-meeting-tampa-fl](http://www.fdlp.gov/home/repository/cat_view/177-outreach/97-events/101-depository-library-council-dlc-meetings/159-2009/160-spring-dlc-meeting-tampa-fl)>

## Chat With GPO: New OPAL Sessions

This May, GPO will be starting a new, recurring OPAL (Online Programming for All Libraries and Library Users) session entitled, "Chat With GPO." The first session will focus on an overview of authentication for FDLP partners, and participants will have the opportunity to chat with Ted Priebe, GPO's Director of Library Planning & Development (LPD) and Lisa Russell, the Manager of LPD's Content Management unit.

The authentication session will take place on Thursday, May 14th at 1:00 p.m EDT.

Each month that there is a "Chat With GPO" session, a different topic will be covered and facilitated by a different GPO representative. The authentication session will be archived on the GPO OPAL site <<http://www.opal-online.org/archiveGPO.htm>>, so you will have convenient access at all times.

In order to participate in the live authentication session, please follow the instructions below. No prior RSVP is required for participation.

### Connecting to the OPAL site:

- To bring up the GPO OPAL room, go to: <<http://www.conference321.com/masteradmin/room.asp?id=rs38bb0e4b3a5a>>.

- Install the "Talkcom" plugin by clicking the "Download Here" button. Once you have installed the plugin, you can then go back to the above URL (the same window you had open) and click in the orange box to enter the room.
- You may use any name that you choose to log in to the conference room. No password is required for this session. However, for a meeting we suggest you use both your first and last name.
- The first time you enter the OPAL online room, a small software applet will automatically download onto your computer allowing you to enter the room. The applet enables your computer to participate in the discussion.

### What do I need?

To participate in the event, you will need to be connected to the Internet, access an Internet browser, have speakers (turned on) to listen to the audio presentations, and a microphone connected to (or embedded) in your PC. The microphone allows active participation in the Conference Room using voice-over-IP (VoIP) to speak in the Conference Room.

## 2009 Interagency Seminar: Preliminary Schedule of Events Posted

The 22nd Annual Interagency Depository Seminar will be held in Washington, DC from July 20, 2009 through July 24, 2009. During the week-long seminar, representatives from various Federal agencies will present an overview of their information products and activities as they relate to Federal depository libraries.

A preliminary schedule of events and additional event information is available at:

<[http://www.fdlp.gov/component/events/view\\_detail/2009/07/20/10](http://www.fdlp.gov/component/events/view_detail/2009/07/20/10)>.

From this page, you can also:

- Get more information on the 2009 Interagency Depository Seminar.
- Register to attend.
- Make your hotel reservation online.

## New FDLP Videos: GPO Takes to the Streets

GPO staffers recently took to the streets of Washington, DC to interview the public and find out how much they know about the FDLP. Three new videos are now available from the Desktop:

- What is a Federal depository library?
- Can you name a Federal Government publication?
- What comes to mind when you hear the word "library"?

Visit

<<http://fdlp.gov/outreach/promotionalresources/381-taketostreet>> to view and download these new videos.

We encourage you to spread the word about the FDLP by sharing the videos on your library's Web site, various social media sites, social networking sites, or in presentations.

These videos not only evidence the need for strong promotion of the FDLP, but they also provide a fun and different way to teach the public about it.

## Promote Your Depository!

The FDLP Desktop provides many valuable resources to promote your library and utilize the Easy as FDL marketing campaign at <<http://www.fdlp.gov/outreach/promotionalresources>>. Depositories can choose from a wide variety of promotional products for order, including staff buttons, bookmarks, table tents, brochures, and more.

Additionally, don't forget to utilize the FDLP promotional video. For more tips on marketing your library, view the FDLP Marketing Plan, accessible from the same page.

## Celebrating Your Depository's Anniversary

Be it for one year or one hundred years, depository anniversaries provide excellent opportunities to promote your library and the FDLP with public displays and events. Anniversaries are a time to celebrate and a time to reflect past achievements, recognize present achievements, and announce or re-emphasize future plans.

A new web page on the FDLP Desktop has been created to assist depositories in celebrating their milestones in unique ways: <<http://fdlp.gov/outreach/events/depositoryanniversaries>>. The new page includes a promotional plan that lists all of the traditional ways that depository anniversaries can be commemorated, as well a collection of innovative ideas to help your library celebrate, reflect, and promote.

## Depository Directors Weigh in on the Value of Their Depository

In August 2008, Ric Davis, the Acting Superintendent of Documents, sent a letter to all depository library directors, asking them to submit letters that describe the value users find in their depository library.

The responses that GPO received were unique and thought-provoking and are so important as we embark on the strategic

planning process for the FDLP and design our path for the next ten years.

View the collection of depository library director responses and learn more about the value of the FDLP at <http://www.fdlp.gov/home/about/100-fdlvalue>.

## Tutorial on Passwords for Depository Libraries Now on FDLP Desktop

There have been recent changes to depository library passwords that are used to access various GPO tools and resources and Federal agency databases passworded in the FDLP. GPO has responded to requests from the depository library community to simplify the management of the various passwords currently in use.

A Passwords Used By Depository Libraries guide <<http://www.fdlp.gov/home/tutorials/176-administration/256-passwords-used-in-depository-libraries>> describes passwords used by depository libraries and how to create or obtain them. This guide is now available in the Tutorials section of the FDLP Desktop.

## New Depository Coordinators Tutorial Posted

Depository coordinators and other depository personnel take on a tremendous responsibility when contributing to a Federal depository library operation and oftentimes it can be overwhelming to know where to start. Therefore, the U.S. Government Printing Office (GPO) has released new tutorials that are designed to help new depository personnel learn about their collections and responsibilities. This tutorial includes articles on:

- Communicating with other depository coordinators and GPO
  - Finding training opportunities
  - Learning key dates in the FDLP
  - Information for new regional depository coordinators
  - What to do if you have questions
  - Additional resources to learn more about the FDLP
- What to do first as you get started
  - Familiarizing yourself with your collection and services
  - Identifying ways to promote and increase the visibility of the collection and services
  - Understanding your item selection profile

The tutorial is available on the FDLP Desktop under Tutorials > New Depository Coordinators or directly at <http://www.fdlp.gov/home/tutorials/ndc>.

If you have ideas on how we can further improve these tutorials, please submit ideas via askGPO.

## New Cataloging Tab Added to FDLP Desktop Navigation Bar

The FDLP Desktop now includes a separate location for cataloging information. This can be found as a new tab in the top navigation bar, called "GPO Cataloging" <http://www.fdlp.gov/cataloging>.

Content from the legacy Desktop's Cataloging & Indexing page has been migrated from PDF into HTML. This content will be undergoing an update by GPO staff in the near future. The original PDF versions, which were published in conjunction with various events, are available in the file repository

<http://www.fdlp.gov/home/repository> under "Events."

With this launch, we have also posted new cataloging information as well. With an increasing number of digital reproductions being created by Federal agencies and by GPO and GPO's partners, GPO's Library Technical Information Services (LTIS) has formulated procedures for cataloging digital reproductions of a tangible document. A summary of these procedures is available at <http://www.fdlp.gov/cataloging/263-cataloging-digital-reproductions>.

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## Questions?

If you have questions or comments on any of the content in Administrative Notes, please send them to askGPO, the online help service at:

<http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php>

To ensure that your question is routed to the correct area, please choose the category "Federal Depository Libraries" and the appropriate subcategory, if any.

You may also contact the GPO Customer Contact Center at 866-512-1800 (Toll-free), or at 202-512-1800 (DC Metropolitan Area), Monday through Friday, 7:00 a.m. - 8:00 p.m., EST.

The Administrative Notes newsletter will cease with the November-December 2009 issue. The FDLP Desktop will be the primary communication vehicle about the Federal Depository Library Program. The [Administrative Notes archive](#), including the searchable cumulative table of contents, will remain on the FDLP Desktop.

Administrative Notes Cumulative Table of Contents  
[http://www.access.gpo.gov/su\\_docs/fdlp/pubs/adnotes/adnotes\\_toc.pdf](http://www.access.gpo.gov/su_docs/fdlp/pubs/adnotes/adnotes_toc.pdf)  
Updated with each issue  
Searchable by keyword

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