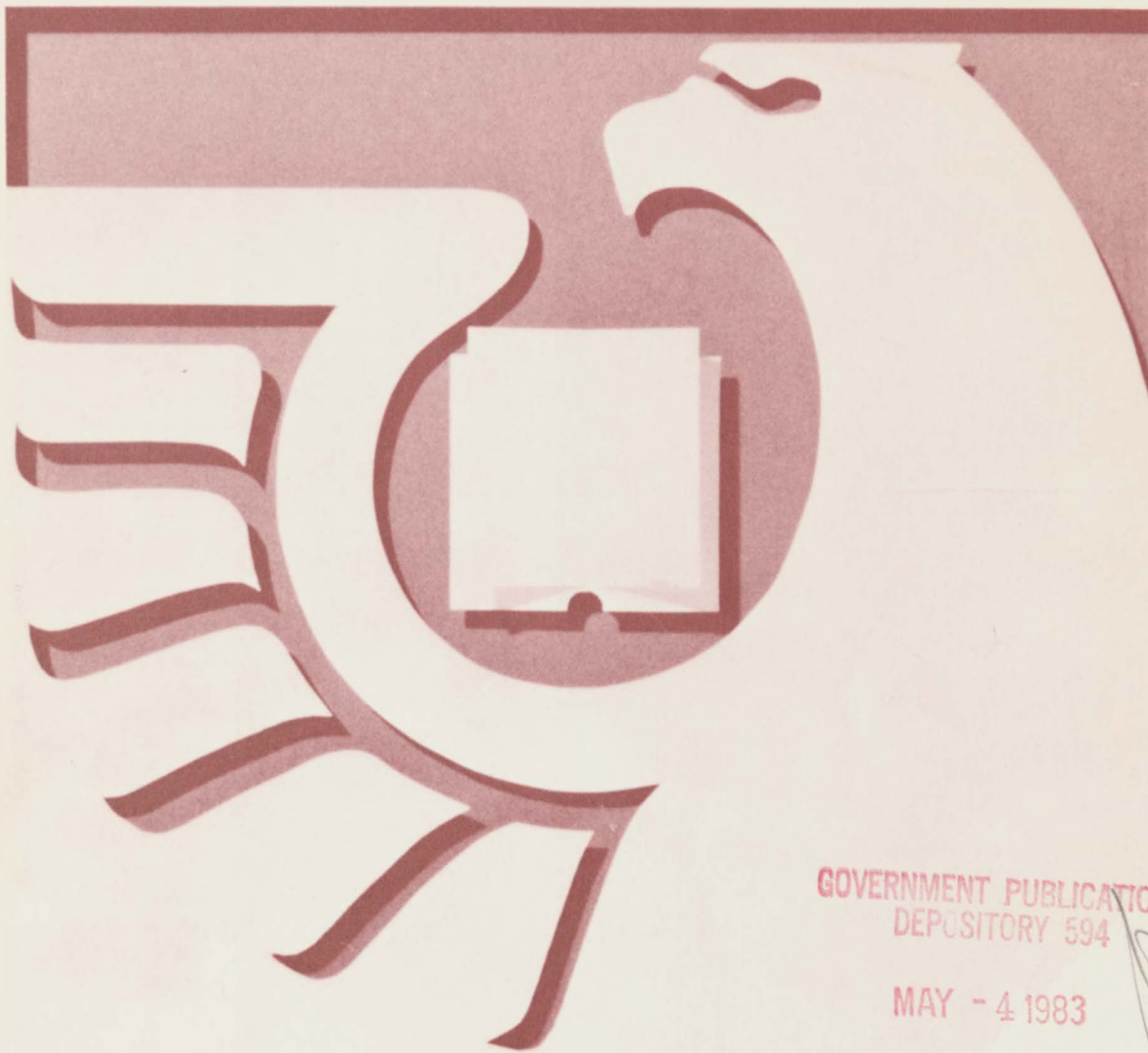


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Fourth Report
to the
Public Printer
1978-1979

**Depository
Library
Council**

September 30, 1979



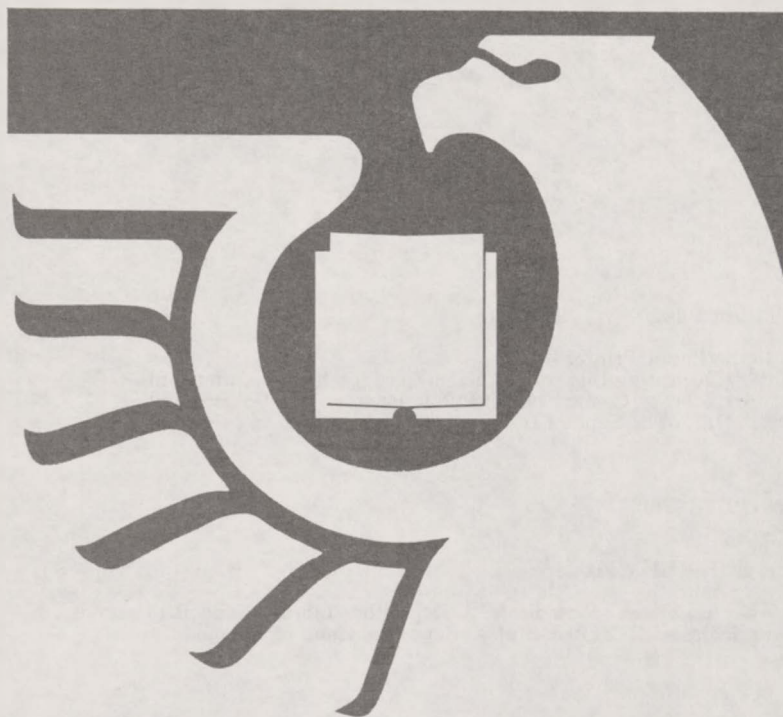
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Depository Library Council



Fourth Report to the Public Printer 1978-1979

September 30, 1979

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September 30, 1979**

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FOREWORD

It gives me great pleasure to acknowledge the assistance given to the U.S. Government Printing Office by librarians, and, in particular, those librarians who are chosen to serve on the Depository Library Council to the Public Printer of the United States.

Among the users and disseminators of Government publications, no group is so crucial as librarians in getting documents to the people. During every working day, thousands of publications go out to over 1350 depository libraries throughout the land. Librarians receive and organize these documents in their libraries so as to provide easy access to the latest information paid for with taxpayers' hard earned dollars.

In these times, when the need for information is so great, the United States is uniquely fortunate in having a remarkable depository library program guaranteed by law to make publications freely available to our citizens, regardless of race, creed, color, or economic condition. The effectiveness of this program is further assured by the vigilance of countless depository librarians in grassroots America. During these challenging times, I wish to pay a special tribute to the librarians who advise me and who with their colleagues enable so many Americans to have free access to so much information.

DANFORD L. SAWYER, JR.
Public Printer

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On the 1st of January 1900

At the time of the first meeting of the committee

the following members were present

Mr. J. H. ...

Mr. ...

Mr. ...

Mr. ...

Mr. ...

INTRODUCTION

I am pleased to present this Fourth Report of the Depository Library Council to the Public Printer which covers the fiscal year October 1, 1978, through September 30, 1979.

During this period, two Council meetings were held: the first October 9-11, 1978 in Alexandria, Virginia, and the second April 9-11, 1979 in San Francisco, California. Staff members from the Joint Committee on Printing were on hand at both meetings to provide current information about their operations, to respond to Council's questions and to assist Council members in their deliberation. Each meeting was also attended by many depository librarians and other observers who assisted Council on a number of issues affecting the depository library system. Attendance at Council's meetings continues to increase.

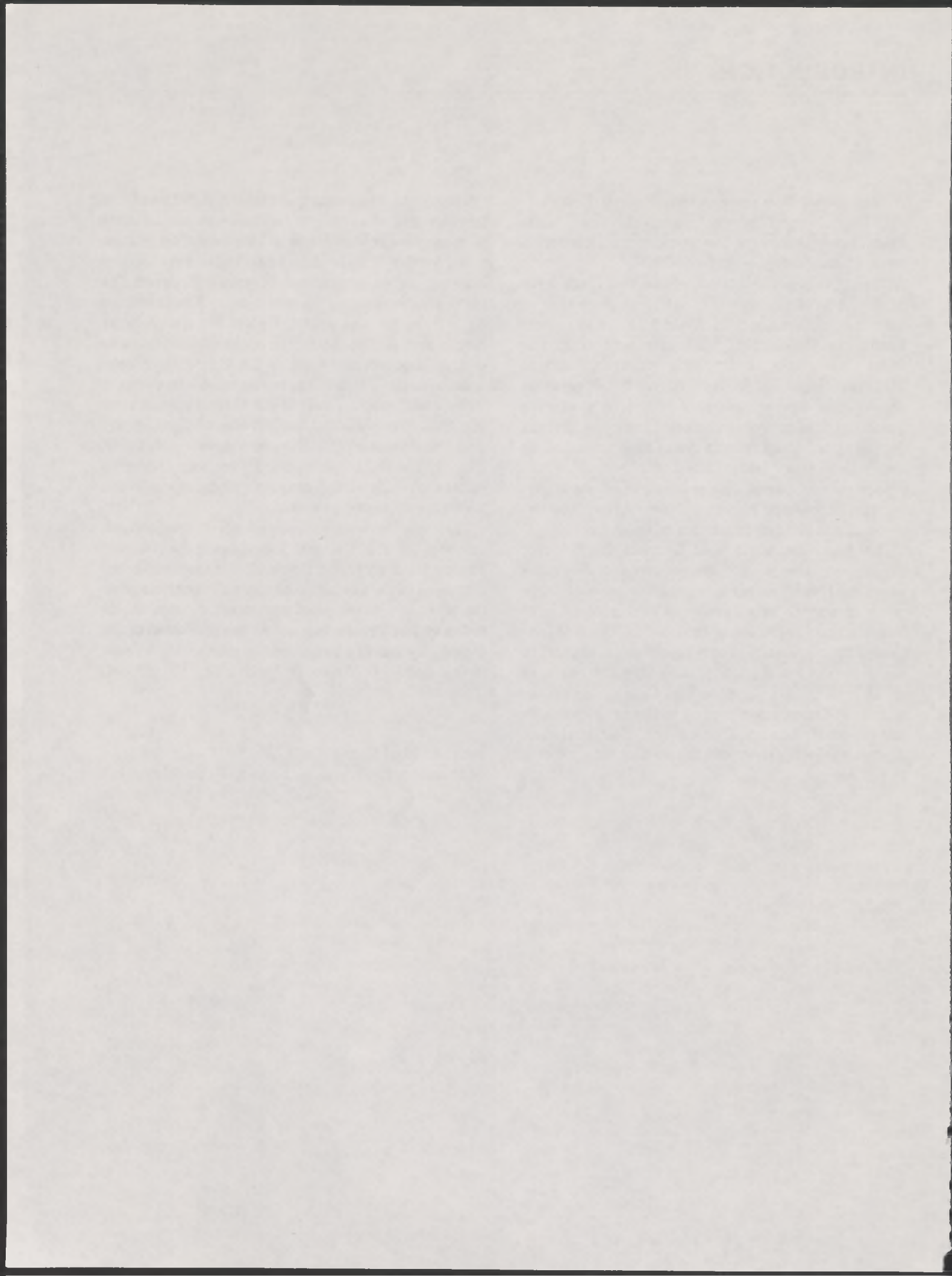
The four Committees of Council were active throughout the year. The progress of previous years continued as various topics of concern were on their way to being resolved and new areas of concern received priority in debates. Council continued its discussion in several areas of interest to the depository community, including the revision of Title 44, U.S.C.; *Monthly Catalog* improvements; the inspection program; the micropublishing program; the acquisition and distribution of depository documents; and the automation projects at GPO.

This year has been marked by significant improvements and changes in the depository library system. The role of Council in advancing numerous recommendations to the Public Printer and serving as an important interface between the GPO and the depository community has expanded both in scope and depth. Public Printer John J. Boyle and Assistant Public Printer (Superintendent of Documents) Carl A. La Barre have been most receptive to the suggestions of the Council. They and the other staff at the Government Printing Office, especially the Director of the Library and the Statutory Distribution Service, John D. Livsey, are to be commended for their dedicated efforts to efficiently manage and improve the depository library program.

This report was assembled from transcripts, minutes of the Council meetings, reports, and papers filed with the Council. I must thank the members of the Council who have all contributed to the effort to produce constructive recommendations to the Public Printer regarding the operation of the depository library program. In particular I must thank Bardie C. Wolfe, Jr. for drafting this report.

Detroit, Michigan
September, 1980

Francis J. Buckley, Jr.



FOURTH REPORT (1978-1979)

THE DEPOSITORY LIBRARY SYSTEM

Inspection Program

The inspection of depository libraries has been a matter of great interest to Council for several years, and much progress was achieved during the year by improving the procedures used for depository inspections.

This year was the first full year of inspections under the new "Guidelines for the Depository Library System" which Council had developed to measure the performance of depository operations. A comprehensive inspection form was developed by Council and used in over 290 inspections this year. Council received satisfactory reaction and feedback to the new form, and based on the year's experiences of inspections, Council has suggested several changes which will be incorporated in future inspections.

The new inspection form follows the general outline of the "Guidelines." The library inspections examine the selection, organization and maintenance of the depository's collection; staffing; space; service to the general public; cooperation with GPO; and, where appropriate, regional library information. Each of the areas is graded on a basis of 100 points; for an area of the operation to meet the "Guidelines" at a minimum level, the rating GOOD must be obtained. The library inspectors have reported favorable comments from depository librarians about the more comprehensive analysis of the depository's operation and the objective evaluations of measurements contained in the inspection form. The evaluations indicate the strengths and weaknesses in all areas of the depository's operation.

There are now three depository library inspectors, and it is anticipated that each depository library will be inspected once every three years. Inspections are planned three months in advance, and a full day is allocated for each library inspected. The director of the library, the state library and the regional library are notified of the inspections and the regional librarian is invited to attend the on-site inspection. After the on-site

inspection is completed, the inspector reviews the findings with the depository librarian and the director. A copy of the report is sent to the regional library. And, finally, the Superintendent of Documents sends an official letter regarding the results and rating of the inspection to the director, the depository librarian and the regional librarian.

The objective analysis of the operation appears to provide both the director and the depository librarian with adequate information to justify improvements in the depository's program when improvements are required. The library inspectors reported to Council that many libraries had shown remarkable improvements in depository operations because of the objective evaluations.

Council has under review several changes in the "Guidelines" to reflect some of the differences in various types of libraries, and Council will continue to review the "Guidelines", the inspection form and overall inspection procedures for additional improvements. GPO has indicated that at least one library inspector will attend Council meetings to provide feedback regarding inspections.

Regional Depository Library Study

The Regional Depository Library Study was conducted by the Washington State Library. Council, recognizing the importance and role of a regional library and its responsibility to selective depositories, had recommended GPO fund a study to determine the cost per regional for services to selective depositories.

GPO awarded the contract to the Washington State Library. Ann Bregent of the Documents staff prepared the report. The report revealed that a regional library would spend, in providing service to selectives, \$45,000 a year in direct service costs, such as (a) materials processing, (b) storage and retention of materials, (c) reference service, (d) interlibrary loans, and (e) handling selective depository disposition lists; and approximately \$5,000 a year in outreach service costs, such as (1) advice and consultations, (2) workshops, (3) visitation/inspections, and (4) publicity. The report has been beneficial to GPO and to Council by providing a clearer understanding of duties and responsibilities of regionals in providing services

to selectives and by demonstrating prototypical costs for such services. Council wishes to express its appreciation for the time and effort the Washington State Library spent in its investigation and study. GPO has distributed the report to the depository community.

New Depository Libraries

At the end of fiscal 1979, there were 1,329 depository libraries. Public Law 95-261, approved April 17, 1978, effective October 1, 1978, authorized "Upon the request of any accredited law school, the Public Printer shall designate the library of such law school as a depository library. . ." In that year eighty of the one hundred and one newly designated libraries were law libraries.

During the year the new depository libraries spent a great deal of time and effort to become familiar with the requirements for operating a depository library. Unfortunately, appropriations were not available to provide service to the additional depository libraries, and a supplemental appropriation was not received in time. Regular depository services, including the receipt of all documents selected, were not available until after October 1, 1979, for these libraries.

Revision to Title 44

Council continued its debate on the revision of Title 44, *U.S.C.* In addition to receiving information from the Public Printer, Council also received reports from the Joint Committee on Printing and GODORT. Council heard a number of comments regarding the impact of the revision on depository operations and was able to offer a number of recommendations to improve the depository library system as outlined in the proposed legislation.

H.R. 4572, the Printing Reorganization Act of 1979, was introduced in June and hearings were held in July. A number of changes were offered at the hearings; as a result, in September, H.R. 5424 was introduced. This bill, The National Publications Act of 1980, is the current bill proposed to revise Title 44, *U.S.C.*

Major changes were proposed by H.R. 5424 in both GPO operations and its administrative structure as well as substantial changes in the depository library system. Among the many features of this bill are: (1) GPO is reconstituted as the National Publications Agency, headed by a ten member commission; beneath the commission

are three equal operations under essentially equal directors: Director of Public Printing Services, Director of Administration and Director of Distribution Services; (2) the depository library program is placed under the supervision of the Director of Distribution Services who is responsible for the oversight, inspection and support of depository libraries; maintenance of the public document sales program; and maintenance of a comprehensive cumulated index to public documents; and (3) new means of reproduction and printing, and support for depository libraries, beyond supplying documents, are recognized. Hearings on the Bill are scheduled for later in the year, the Council will continue to monitor Congressional activity in the revision to Title 44, *U.S.C.*, as it relates to depository operations.

Increased Awareness

Council has been aware of the need to increase both the librarians' information about and the awareness by the general public of the depository library system. During the year, upon the recommendation of Council, GPO began an aggressive publicity program and intensified its media efforts to increase the information about and general awareness of the depository program.

GPO staff increased their attendance, furnished a number of speakers and provided promotional materials at several professional library meetings; a new depository decal and posters were developed and distributed to all depository libraries; improvements were made in the "Highlights"; radio announcements were developed and released throughout the country; development of a slide/tape presentation of the Depository Library Workshops began; and there were feature articles about the depository library program in several professional and popular journals.

Council was pleased to note that the library inspectors commented about the increased number of publicity programs which depository libraries were developing to enhance outreach services.

A special note of recognition was made by Council to the Library of Congress for establishment of a Government Documents Section within the Serial and Government Documents Division. This development will improve the access to and awareness of government documents generally, and Council looks forward to increased activity by the Library of Congress in the government documents area.

GPO OPERATIONS

Automation Program

GPO presented to Council its five year plan to automate most of the activities in the Library and Statutory Distribution Service. During the year, GPO began the process to implement the program, and the first project was started—the automation of item books and the reconciliation of depository item selection records. This project is part of the Depository Distribution and Information System (DDIS) which will be developed and implemented simultaneously with the Cataloging System (CATS). DDIS is the data processing system that will enable GPO to process incoming depository publications prior to distribution as they are received at GPO.

The implementation of CATS will enable GPO to produce the *Monthly Catalog* in a more timely manner by creating an inhouse data base containing records for all the documents in the *Monthly Catalog*. GPO is presently working with O.C.L.C. for systems design, and an independent computer would be installed at GPO to provide the communications link between O.C.L.C. and GPO.

GPO estimates that at least three years would be required for the full implementation of these two automation programs. The Acquisition and Classification System (ACS) would not be developed until after DDIS and CATS have been completed.

Council was pleased to note that GPO, in proposing the automation program, included systems which would provide a variety of frequently generated products useful to depository libraries, such as union lists; lists of classes; survey cards with annotations; lists of item numbers with classes added; items selected by libraries; item deletions to become effective immediately; and item additions to become effective at least quarterly.

Preliminary information indicates that most depository libraries are taking advantage of the GPO project to automate item book information to review depository selections and they are making substantial revisions in their holdings.

Council will continue to monitor the progress of the automation program.

Surveys and Claims

GPO has placed increased emphasis on improving the annotations appearing on new survey cards and has attempted to organize new survey items with additional subdivisions so that libraries would have a higher degree of selectivity.

Increased acquisitions activity has resulted in additional surveys, and surveys of existing item numbers will be undertaken when it appears that increased publications would be forthcoming; this is especially true for open file item numbers.

The List of Classes is now being issued on a quarterly basis. Council has continued its discussion of problem areas relating to claims, including: adequate stock, inventories, time-frames for claiming, claims for separates, etc.

Acquisitions and Distribution Policy

A major and continuing concern of Council is the acquisitions policy under which GPO acquires and distributes documents for the depository system. Based upon recommendations from Council, GPO has increased their staff resources allocated to acquisitions activities. GPO made progress during the year by intensifying its efforts in a number of areas: numerous letters and on-site visits were made by GPO staff to federal agencies in the Washington area and in other areas in the country and to the regional procurement offices to explain the agencies' duties and responsibilities under Title 44, *U.S.C.* to supply copies of their publications to GPO for inclusion in the *Monthly Catalog* and for depository distribution; closer coordination was established to assure that all publications listed in the *Publications Reference File* and the *Select List* are included for depository selections; and control procedures were strengthened between the cataloging and acquisitions staff to insure that publications received for the *Monthly Catalog* will also be available for depository selection and that titles selected will be received by the depository libraries. In addition, GPO has enhanced the conveyor belt procedures to stamp every carton shipped so that depository libraries will at least know the date when the cartons left GPO.

GPO has received support in its goal to achieve complete coverage of listing all government publications in the *Monthly Catalog* from Senators Ribicoff and Percy who emphasized this need to OMB. A Library of Congress report, "Findings of the 1978 Survey of Publications Policy of Executive Branch Agencies," prepared for the Senate Committee on Governmental Affairs, showed that the public is not being advised of the availability of sizeable numbers of government publications and demonstrates the need for improved accountability regarding government publications. The report was published in a Senate Com-

mittee on Governmental Affairs committee print entitled, "Lack of Accountability in Government Public Information and Publishing Programs."

GPO sought the assistance of the Interagency Council on Printing and Publication Services to insure complete coverage in the *Monthly Catalog* of agency and Executive Branch publications. At the Council's request GPO represented the need for bibliographic standards to be applied to agency publications and responsibilities to cooperate in improving bibliographic control of their own publications.

At present, inadequate physical facilities and staff limitations limit GPO from implementing Council's recommendation to create, staff and operate a separate acquisitions unit within the Library Division. Among the duties and responsibilities of this unit would be to insure the integrity and complete coverage of series already in the depository system; to watch for series that should be added to the depository system; to review the present List of Classes for additional refinements; to provide Council with drafts of the written plan for total bibliographic control of federal publications; to work closely with depository libraries and the Depository Library Council to establish criteria and priorities for materials to be added to the depository distribution system; and to work with depository libraries to identify, obtain and evaluate fugitive documents to be entered into the *Monthly Catalog* and considered for depository distribution.

Council believes these important acquisitions activities would receive appropriate attention by a separate unit within GPO, and Council will continue to monitor acquisitions activities to insure depository libraries will have a choice of depository selection of all government publications.

MONTHLY CATALOG

KWIC Index

Enhancement of subject access to the *Monthly Catalog* has been an area of continued interest and serious concern to Council for several years. During Council's meetings the principal area of concern has centered around the use of subject headings—the inadequate number of and/or irrelevant headings; Library of Congress Subject Headings; GPO Subject Headings; natural language headings, etc. Based upon recommendations from Council, GPO increased its efforts in investigating the problems of subject access, and with

the encouragement, advice and suggestion of Council began planning the development of a KWIC index as an integral part of the *Monthly Catalog*. The content of the KWIC index would be a form of a permuted title integrated within the existing title index and would not be a separate publication. Some fields now appearing in parts of other indexes would be eliminated to keep the size and increased cost of production to a minimum. Council will continue to monitor the progress of the improvements of the subject access to the *Monthly Catalog*.

GPO also announced the following changes to improve the contents of the *Monthly Catalog*: (1) procedural changes were initiated to reduce the time lag between cataloging of documents and their appearance in the *Monthly Catalog*; (2) comparability of records in sales and cataloging products, and of the information appearing in the *Monthly Catalog* and the *Publication Reference File* has been achieved; (3) internal procedures were strengthened to insure that serial publications received for the *Monthly Catalog* would also be received by the depository community; (4) the number of errors appearing on *Monthly Catalog* tapes have been reduced; and acquisitions procedures have been strengthened to secure additional publications to be listed in the *Monthly Catalog* even though, on occasion, some of the publications would not be available for immediate distribution to depository libraries.

Additional improvements to the *Monthly Catalog* were being studied by GPO, including increasing the scope of the Serials Supplement by adding all entries for all titled series; incorporating the *Numerical List and Schedule of Volumes* as part of the *Monthly Catalog*; developing a monthly cumulated microfiche index to the *Monthly Catalog*; and reviewing new means of production to decrease the amount of time to produce year-end indexes so that the *Monthly Catalog* issues at the beginning of the next year would be more timely. GPO has also analyzed the impact of implementing AACR II for all records to be entered into the *Monthly Catalog*.

GPO has also cooperated with several depository libraries doing cataloging of federal documents which have not appeared in the *Monthly Catalog*.

Cooperation

GPO has increased its efforts in seeking cooperation with the Library of Congress in several areas: (1) cooperative efforts are underway which

would eventually lead to the recognition of GPO as the authority for descriptive cataloging of government publications sharing joint authority with the Library of Congress for the establishment of corporate and personal names and subject headings for government documents; (2) GPO and the Library of Congress are working with GODORT to develop and produce a manual for document cataloging, and this publication is anticipated in 1980; (3) GPO is participating in the CIP program; (4) agreement was reached so that GPO serial records in the O.C.L.C. data base would not be changed by the Library of Congress without consultation with GPO and local field information would be retained on *Monthly Catalog* tapes; and (5) GPO sought the assistance of the Library of Congress in requesting that CONSER members refrain from making changes in the GPO serial records in the O.C.L.C. data base without first consulting GPO.

O.C.L.C.

Council has expressed its concern to O.C.L.C. about the integrity of GPO serial records in the O.C.L.C. data base and has recommended to O.C.L.C. that alteration of these records not be permitted without first consulting GPO. To enhance the use of the O.C.L.C. data base, Council also recommended that O.C.L.C. establish a Sudocs classification number containing the alphanumeric sequence.

Sales and Marketing

Although not of primary concern to the Council, GPO did report progress in this program during the year: the number of GPO bookstores has increased; government publications are being placed in several major bookstore chains; Visa and Master Charge credit cards can now be used to pay for GPO products; closer cooperation has been established between GPO and NTIS in areas of common interest by having compatible information which can be transferred to facilitate sales; and information in the *Publications Reference File* and the *Monthly Catalog* is now compatible.

MICROPUBLISHING

Progress and Activity

This was the second year of the micropublishing program, and Council was pleased with the substantial progress that was achieved during the year. With the program's expansion, both the

Public Printer and GPO were readily receptive to Council's recommendations relating to the program. The initial problems of publishing a large segment of depository materials in a microfiche format and the concerns of depository librarians in housing and using microfiche materials were well on their way to being resolved, as library patrons accepted the materials in this format. GPO has improved the lines of communication to depository libraries, and the transition toward micropublishing moved forward with a good deal of acceptance by both GPO and the depository community.

During the first year GPO had converted 4,045 titles to microfiche and had distributed 2,254,377 microfiche to depository libraries. During this second year there were substantial increases in micropublishing activity as 20,598 titles were converted to microfiche and 5,717,205 microfiche were distributed. While part of the increase is attributed to converting additional non-GPO titles to microfiche, Council was pleased to note that GPO had been able to increase the number of GPO titles converted to microfiche in the latter part of the year based upon the recommendations which Council had made to the Public Printer.

History

In March 1977, the Joint Committee on Printing authorized GPO to proceed with the micropublishing program by converting to microform non-GPO documentation generally, and GPO documentation "as necessary and as requested by individual depository libraries and where savings in cost are clearly demonstrable".

In recognition of the importance and impact of this program in the depository library community, Council created an ad-hoc committee, the Micrographics Committee, to focus on the development of the program and to facilitate the transition to microfiche conversion. The Micrographics Committee has been very active during the past two years, and considerable segments of the Committee's time were devoted to discussing the many concerns expressed by depository librarians about the program.

Among the topics the Committee discussed, brought to Council's attention and recommended for improvement were: (a) criteria and methods of selecting titles for conversion; (b) use of silver halide or diazo microfiche for depository materials; (c) replacement of microfiche damaged by a production defect or lost or damaged by usage; (d) titles recommended for conversion; and (e) details of

implementing the micropublishing of documents and the distribution to depository libraries. The Second and Third Annual Reports of Council provide the details of these discussions and should be reviewed for the complete history of the GPO Micropublishing Program.

Current Year

As a result of Council's deliberations during the year, additional recommendations were made to the Public Printer to improve the program, and these were accepted by GPO.

To enhance the selection process by depository libraries, GPO recognized that additional information would have to be placed on item cards when new surveys were undertaken and a choice of hard copy or microfiche existed;

To increase the efficiency of depository libraries in handling the microfiche, GPO enlarged the size of the microfiche envelopes and added a white, acid free backing sheet behind the first fiche of a multifiche title, and in addition, GPO began a study of the problems associated with split format distribution of documents within the same item number;

To improve the technical quality of the microfiche, GPO worked to clarify the standardization of information in, and format of, microfiche headers, and was awaiting the adoption of ANSI Standard on Bibliographic Information in Header Areas in order to achieve standardization in all federally produced microfiche; and

To improve the distribution of microfiche to Regionals, GPO announced that Regionals would continue to receive one copy of both microfiche and hard copy of those items offered in both formats, but could retain only one format to comply with the retention requirement and could offer the other format to depositories within the region; Regionals would receive only the diazo instead of both the silver halide and diazo microfiche.

The micropublishing program was further enhanced by other developments during the year, including: (1) The initial groups of titles which Council had recommended for conversion were presented to the Public Printer's Council on Micropublishing; this group approved the list and also recommended to the Public Printer that GPO proceed with the micropublishing program for depository libraries; and GPO began the process of surveying depository libraries for choice of either hard copy or microfiche for titles from the

initial titles recommended; (2) GPO was authorized to replace free of charge to depository libraries microfiche which fade or deteriorate due to production defects and to replace at a charge of \$2.00 per title to depository libraries microfiche which are lost or mechanically damaged through use; (3) GPO distributed to the depository community two publications which Council's Micrographics Committee had compiled: "Guidelines and Recommendations for Depository Libraries on Equipment for Storage and Use of Depository Microfiche"; and "The Survey of Depository Libraries on Current Practices in the Handling and Use of Depository Microfiche."

New Titles Recommended

Based upon the procedures and guidelines for selecting titles for conversion to microfiche, Council recommended the following titles for conversion. In some instances, the titles selected are representative of particular types of publications that are voluminous and were recommended to allow the economic analysis and feasibility studies of the savings if the titles were converted to microform; in other instances, the titles were recommended to test general user reaction; and in other instances, the recommendation would form the basis for future planning for other titles to be included in the conversion program. The recommended titles were:

- The U.S.D.A.'s Forest Service Research and Technical Publications
- Housing and Urban Development, HUD Handbook Series
- NIOSH, Registry of Toxic Effects of Chemical Substances
- Bureau of Mines, Reports of Investigations, Technical Process Reports and Information Circulars
- Department of Transportation, DOT-TST and DOT-TST-OST Series
- Great Lakes Basin Commission Reports
- NASA SP Series and NASA Tech Briefs
- JPL/HR and SP Series and JPL Publications
- FBI Law Enforcement Bulletin
- GAO Reports of Congress, including letter reports

Council recognized the problems associated with split format distribution and developed a list of titles to be distributed in a microfiche format only. These titles were:

- Environment, DOE/EV Series

- Energy Technology, ET Series
- Energy Research, DOE/ER Series
- Environmental Impact Statements, DOE/EIS Series
- Environmental Assessment, DOE/EA/ Series
- Contractor R & D Reports
- Resource Application, RA Series

Council also recommended that all series within the *Serial Set* be converted to microfiche and offered to depository libraries for selection as the "permanent edition" of the *Serial Set*. This recommendation was considered in detail. Because of its use by a variety of users, the Joint Committee on Printing appointed an advisory group to study all printing and distribution aspects of the *Serial Set* and to recommend a course of action to the JCP regarding the *Serial Set*. Council will continue to monitor the micropublishing of the *Serial Set*.

Future

During the San Francisco meeting, the Micrographics Committee noted the achievements of the micropublishing program and its general acceptance by the depository community. It was apparent to the Committee that many of the present micropublishing concerns overlapped other Council Committees' activities and that the other Committees could give appropriate attention to the continued development of the micropublishing program. The Micrographics Committee was initially created as an ad-hoc committee to review the micropublishing program, to provide general guidance for developing the program, to interpret

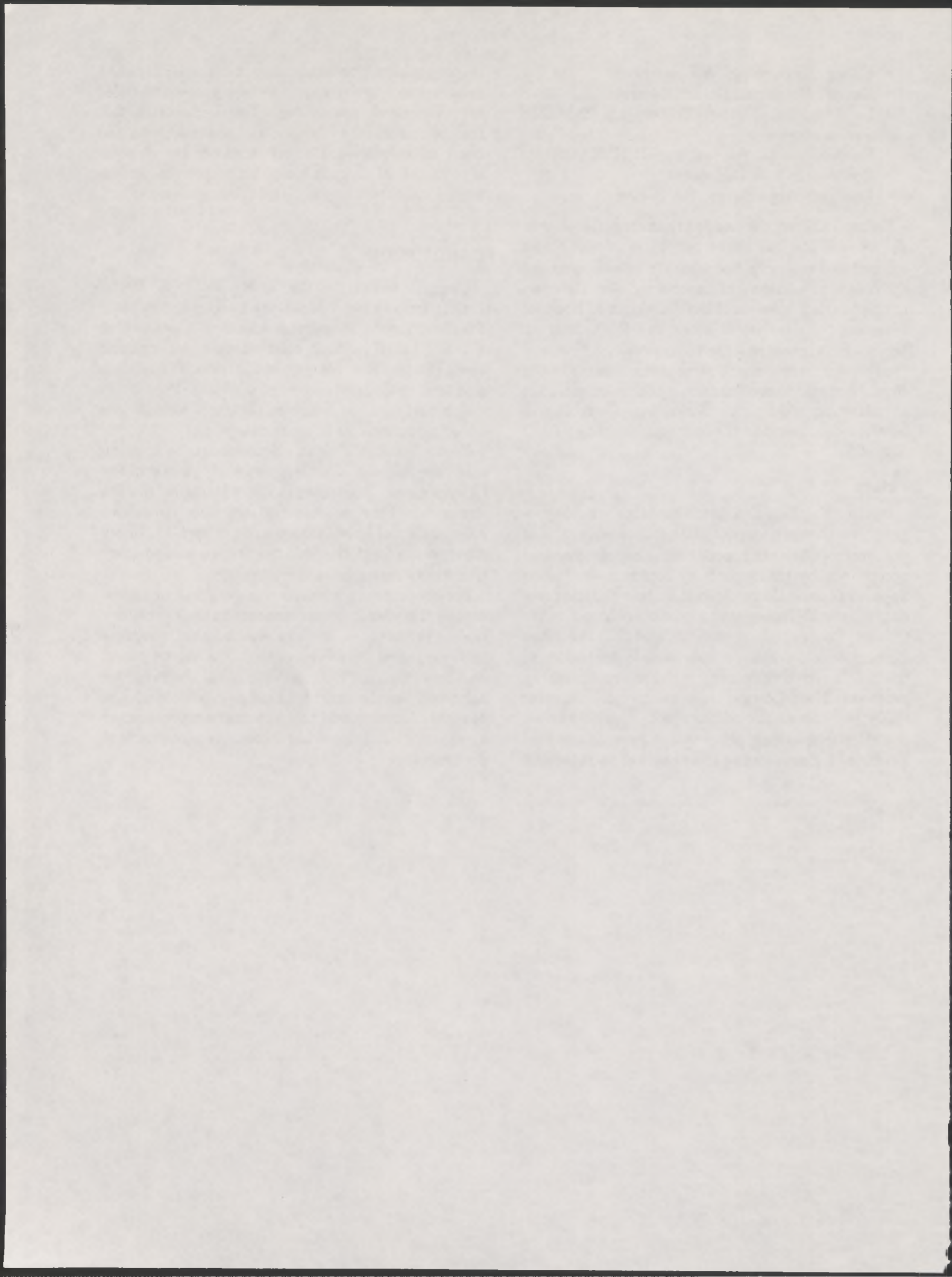
the depository librarians' needs to the GPO as the program got underway, and to recommend titles for microfiche conversion. The Committee felt that it had met its charges, and that its tasks had been accomplished. Council accepted the dissolution of the Micrographics Committee and transferred its duties to the other committees.

CONCLUSION

Council wishes to thank Mr. John J. Boyle, Public Printer, and Mr. Carl LaBarre, Assistant Public Printer (Superintendent of Documents) and GPO staff for their continuing assistance and cooperation. The reports made by GPO officers and staff at Council meetings increased the library community's knowledge of GPO operations and aided significantly in Council's work.

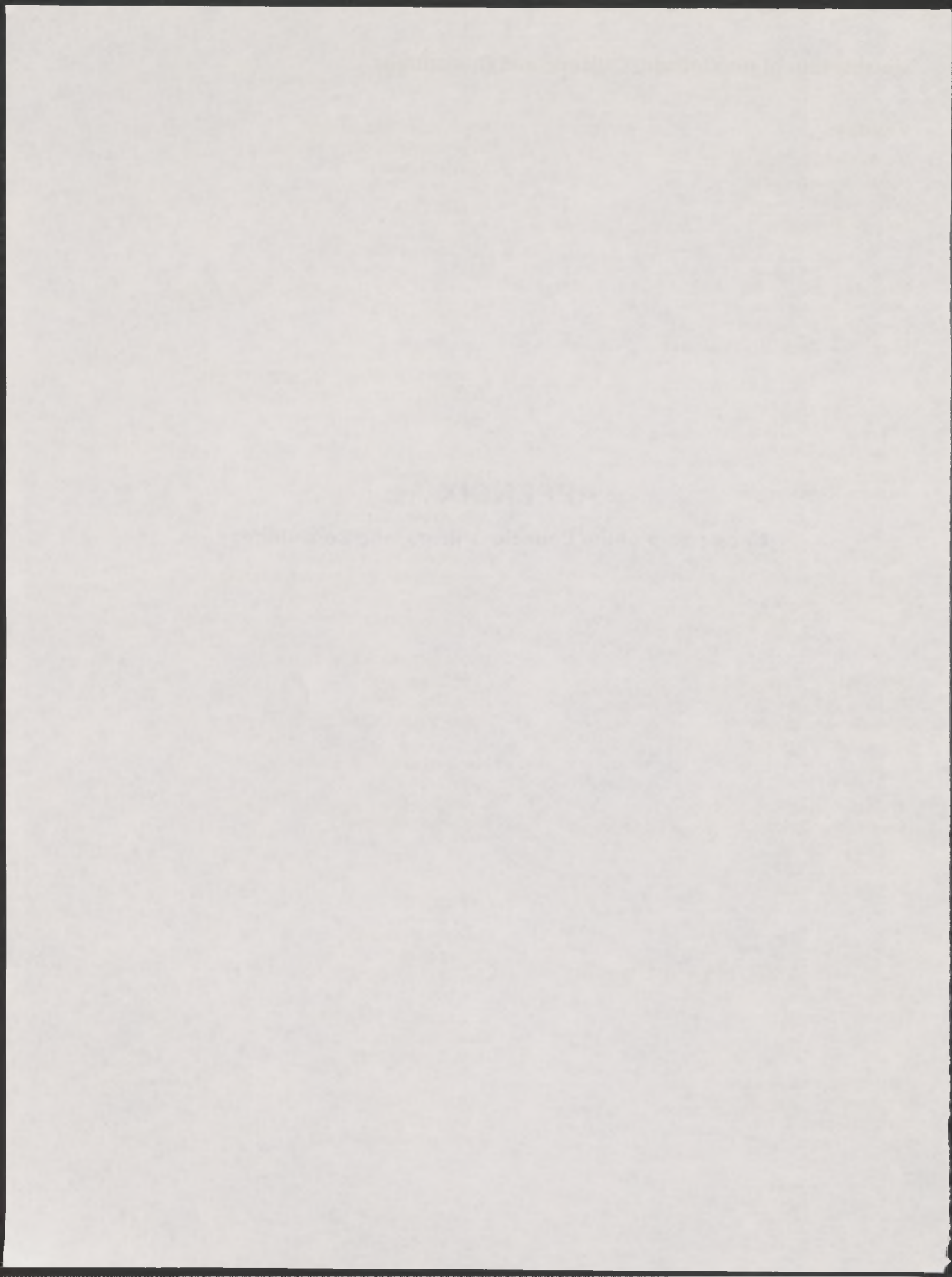
Council also wishes to acknowledge its appreciation for the continued support and interest of the Government Documents Round Table of the American Library Association, the American Association of Law Libraries, the Special Library Association and the documents and depository librarians throughout the country.

This report has marked the progress achieved during the year in improvements in the depository library system. Council is pleased that progress has continued the development of previous years, and in particular, Council notes that the progress achieved in the micropublishing program, the *Monthly Catalog* and the automation program is significant in improving access to government documents.



APPENDIX A

Membership of the Council, Officers, and Committees



Membership of the Council, Officers, and Committees

MEMBERS

Mr. Francis J. Buckley, Jr.
Documents Specialist
Detroit Public Library
Detroit, Michigan

Ms. Nancy M. Cline
Documents Librarian
Pennsylvania State University
University Park, Pennsylvania

Ms. Jaia G. Heymann
Reference Librarian
Rose Memorial Library
Drew University
Madison, New Jersey

Mr. Richard G. Hutchins
Law Librarian
Seton Hall Library
Newark, New Jersey

Mrs. Joan G. Kerschner
Documents Librarian
Nevada State Library
Carson City, Nevada

Mrs. Katherine A. Mawdsley
Head, Government Documents Department
Shields Library
University of California
Davis, California

Ms. Lois P. Mills
Documents and Legal Reference Librarian
Western Illinois University Library
Macomb, Illinois

Ms. Candace D. Morgan
Documents Librarian
Oregon State Library
Salem, Oregon

Mr. Karlo K. Mustonen
Regional Depository Librarian
Merrill Library
Utah State University
Logan, Utah

Mr. Patrick M. O'Brien
Director
Cuyahoga County Public Library System
Cleveland, Ohio

Ms. Laura J. Rainey
Manager, Technical Information Service
Rockwell International Corporation
Canoga Park, California

Mr. John H. Richter
Documents Librarian
University of Michigan
Ann Arbor, Michigan

Ms. Barbara E. Smith
Government Documents Librarian
Skidmore College Library
Saratoga Springs, New York

Mr. Bardie C. Wolfe, Jr.
Law Librarian
Pace University
White Plains, New York

Ms. Barbara M. Williams
State Librarian
Kentucky Department of Libraries and Archives
Frankfort, Kentucky

OFFICERS

Francis J. Buckley, Jr.
Chairperson
elected October 1977

Katherine A. Mawdsley
Vice Chairperson
elected April 1978

Laura J. Rainey
Secretary
appointed October 1977

COMMITTEES

Appointed October 1978

BIBLIOGRAPHIC CONTROL

Joan G. Kerschner*
Karlo K. Mustonen
John H. Richter

DEPOSITORY SYSTEMS

Candace D. Morgan*
Richard G. Hutchins
Lois P. Mills
Patrick M. O'Brien

GPO OPERATIONS

Jaia G. Heymann*
Laura J. Rainey
Barbara E. Smith
Barbara M. Williams

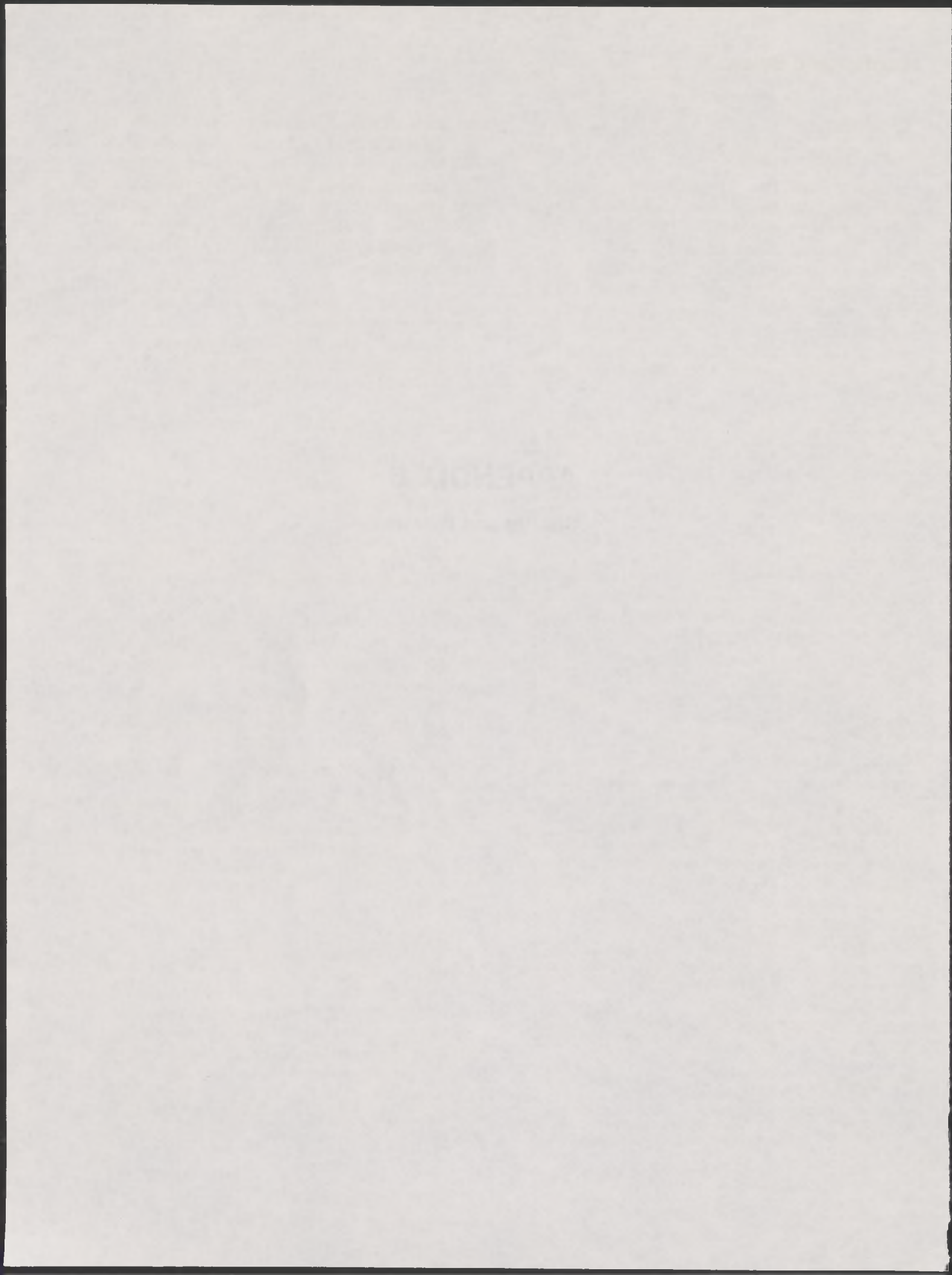
MICROGRAPHICS

Nancy M. Cline*
Katherine A. Mawdsley
Bardie C. Wolfe, Jr.

*Indicates Chairperson.

APPENDIX B

Charter and Bylaws



Charter and Bylaws

CHARTER

Adopted October 29, 1974

ARTICLE I.—*Name.* The official designation of the group established for depository library advice shall be called "The Depository Library Council to the Public Printer."

ARTICLE II.—*Objectives.* The purpose of the Depository Library Council to the Public Printer is to provide advice on matters dealing with the Depository Library Program as provided in title 44, U.S.C. The Council will limit its work and recommendations to support of the Depository Library Program.

ARTICLE III.—*Time.* The Council will meet at least twice a year to carry out its objectives.

ARTICLE IV.—*Report.* The Council will report to the Public Printer of the United States.

ARTICLE V.—*Support.* The Government Printing Office will provide the necessary financial support for the Library Council as determined by the Public Printer.

ARTICLE VI.—*Duties.* The Council will advise the Public Printer and the Superintendent of Documents on matters relating to the Depository Library Program which is outlined in Chapter 19, Title 44, U.S.C. This will include but not be limited to classification, distribution, cataloging, indexing, storage, availability and utilization of depository material and general administration of the Depository Library Program.

ARTICLE VII.—*Meeting.* The estimated number of meetings of the Council is a minimum of two each year, approximately six months apart.

ARTICLE VIII.—*Operation.* The Council, though not subject to the Federal Advisory Committee Act, will generally operate in accordance with the Act but subject to modifications by the Public Printer. The Council will expire on January 1, 1975, unless renewed in writing by the Public Printer prior to that date.

ARTICLE IX.—*Amendments.* The Charter may be amended by majority vote of the Council at a duly constituted meeting.

ARTICLE X.—This Charter is filed November 1974.

BYLAWS

Amended October 18, 1977

ARTICLE I.—*Name.* The name of this organiza-

tion shall be the Depository Library Council to the Public Printer.

ARTICLE II.—*Purpose.* The purpose of the Depository Library Council to the Public Printer shall be to advise the Public Printer and the Assistant Public Printer (Superintendent of Documents) on matters dealing with the Depository Library Program, specifically:

- a. Needs of depository libraries relative to Government publications.
- b. Cataloging and indexing of documents.
- c. Shipping and handling publications.
- d. Availability of publications to patrons and the public.
- e. General administration of the program.

ARTICLE III.—*Membership.*

Section 1.—*General Membership.* The membership of the Depository Library Council shall consist of not more than 15 members of the library community appointed by the Public Printer. The Public Printer and the Assistant Public Printer (Superintendent of Documents) are *ex-officio* members.

Section 2.—*Membership Makeup.* At least five of the members of the Council shall be persons who work full-time with Government documents in a depository library.

Section 3.—*Term of Office.* The members shall serve three years; five retiring each year and five entering each year, and members may be reappointed for a second term. Terms shall begin October 1.

Section 4.—*Vacancies.* Vacancies on the Council will be filled by the Public Printer after consideration of recommendations from library associations, Council members and other librarians.

Section 5.—*Alternates.* A member of the Council may designate a non-voting alternate to serve as an observer in his absence.

ARTICLE IV.—*Officers of the Council.*

Section 1.—*Officers.* The Officers of the Council shall be a Chairman, a Chairman-elect and a Secretary. The terms of office shall begin October 1.

Section 2.—*Selection of Officers.* The Chairman-elect shall be nominated by the Council during its spring meeting and confirmed by the Public Printer no later than July 1. The Chairman-elect shall be selected from the members of Council who are in the first year of their term on the

Council, shall serve as vice-chairman for the year beginning October 1 following selection, and shall automatically become Chairman for the second year following selection. If, for any reason, the Chairman-elect shall not be able to complete the term for which confirmed, the Council shall nominate at its next regular meeting a person to complete that term. The Secretary shall be appointed by the Chairman-elect for a term to coincide with the Chairman-elect's tenure as Chairman. The Secretary shall be eligible for reappointment.

ARTICLE V.—*Duties of the Officers.*

Section 1.—Chairman. The Chairman shall preside over meetings of the Council. He will have the duty of organizing the Council. He shall appoint such committees as necessary to carry out the duties of the Council. He shall serve as direct liaison between the Council and the Public Printer.

Section 2.—Chairman-elect. The Chairman-elect shall be responsible for the agenda for the fall meeting. The Chairman-elect shall perform all acts and duties ordinarily required of the Chairman in the absence of the Chairman. Should the Chairman and the Chairman-elect be absent from any meeting, the Council shall select from the members present a person to act as Chairman for that particular meeting.

Section 3.—The Secretary. The Secretary shall arrange for preparation of records of meetings and proceedings. The Secretary shall further handle all official correspondence of the Council and each notice of meetings and keep all other records of the Council.

ARTICLE VI.—*Meetings.*

Section 1.—Regular meetings. The Council shall meet twice a year, in the spring and in the fall, at

times and locations designated by the Public Printer.

Section 2.—Additional meetings. The Chairman may call additional meetings upon the written request of the Public Printer or a written request of eight or more members of the Council.

Section 3.—Notice of meetings. Notice of meetings shall be mailed to the membership at least 30 days before the date of each meeting, and notice will be published in the *Federal Register*.

Section 4.—Open meetings. Meetings of the Council will be open to the public.

ARTICLE VII.—*Reports.*

Section 1.—Reports of meetings. The Secretary will prepare a report of each meeting for the signature of the Chairman and the Public Printer. A synopsis of the action taken by the Council at the meeting will be included.

Section 2.—Annual reports. The Chairman shall present to the Public Printer an annual written report of the activities of the Council. Such reports shall be published and disseminated to the Council as soon as approved by the Public Printer. A copy of such approved Annual Report shall be forwarded to all Depository Libraries and be filed with the National Archives and Records Service. This report will be listed in the *Monthly Catalog* and will be available for purchase.

ARTICLE VIII.—*Rules of Order.* The rules contained in the latest edition of *Robert's Rules of Order* shall govern the meetings of the Council in all cases to which they can be applied and are not inconsistent with the charter or special rules of the Public Printer.

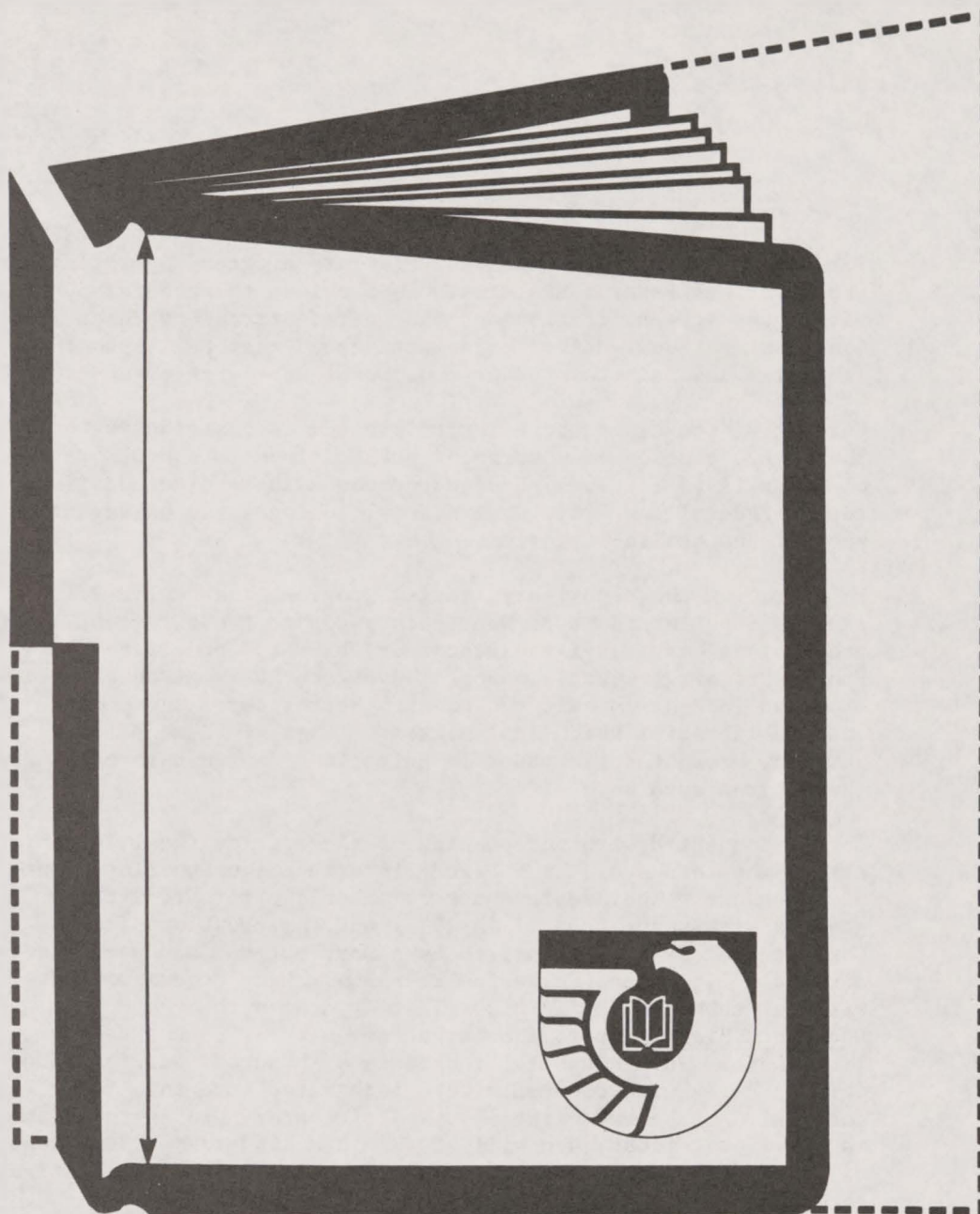
ARTICLE IX.—*Amendments.* These bylaws may be amended by majority vote of the Council at a duly constituted meeting.

APPENDIX C

Guidelines for the Depository Library System

Guidelines for the Depository Library System

as adopted by the Depository Library Council to the Public Printer, October 18, 1977



with 

Minimum Standards for the Depository Library System
as adopted October 22, 1976



United States
Government
Printing Office

Washington, D. C. 20401

OFFICE OF THE PUBLIC PRINTER

FOREWORD

For over a century the depository library program, operating under various Federal statutes, has provided the general public with access to publications of the United States Government. Congressional designation of selective and regional depository libraries has made this program national in character and scope.

Currently, the depository library program is distributing more than 3,800 classes of Government publications to a broad range of libraries. The 1,217 designated depositories include libraries of Federal and State Governments, colleges and universities, special and public libraries.

In operating the depository library program, the Public Printer and the Superintendent of Documents have had the excellent professional advice of the Depository Library Council to the Public Printer. Council members have generously given of their time and thought to help the program better serve the public and the libraries which implement it. Their recommendations have now brought forth specific guidelines designed to make the program even more effective.

To all connected with the shaping of these guidelines, let me extend the thanks of the Public Printer and the Superintendent of Documents. They represent a remarkable effort from their genesis within the Council in 1974, and the creation of a Committee on Standards chaired by a most patient and persistent documents librarian, Catharine Reynolds. Many others worked with her subsequently in disseminating drafts through Public Documents Highlights to the large community of documents librarians. The thoughtful responses of hundreds of librarians working daily with documents were integrated into this final document. It bears the stamp of participatory professionalism in the finest sense, and will go far in making the publications of our Federal Government more readily accessible to all citizens through the depository library program.

John J. Boyle
JOHN J. BOYLE
Public Printer



GUIDELINES FOR THE DEPOSITORY

LIBRARY SYSTEM

as adopted by Depository Library Council

October 18, 1977.

1. OBJECTIVES OF THE DEPOSITORY LIBRARY SYSTEM.

- 1-1 The purpose of depository libraries is to make U.S. Government publications easily accessible to the general public and to insure their continued availability in the future.
- 1-2 The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas.
- 1-3 The guidelines are to be considered a recommended level of conduct by all depositories unless otherwise specified by statute or regulations thereunder.

2. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE.

- 2-1 Obtain new Federal publications and forward free of expense to depository libraries without delay in accordance with Chapter 19, Title 44 U.S.C.
- 2-2 Provide all issues of series in the List of Classes of United States Government Publications Available for Selection by Depository Libraries, including those issues not printed at the Government Printing Office.
- 2-3 Actively gather and distribute in paper or microformat all Federal publications of public interest or educational value not printed at the Government Printing Office which are within the scope of 44 U.S.C. 1902.
- 2-4 Provide samples and/or annotations for new titles offered to depositories, and return cards for selection purposes.
- 2-5 Subdivide item numbers as necessary to insure that libraries need receive only wanted documents.
- 2-6 Supply shipping lists containing item numbers, titles of documents, classification numbers, information on classification changes, corrections to previous lists, and price information (if available) for sales publications.
- 2-7 Supply forms for claiming items selected but missing from the shipment, damaged or incomplete.

- 2-8 Offer choice of format: paper, microform or other; however, the Government Printing Office, in consultation with depository libraries, should have the option of providing only one format when the nature of the material warrants it.
- 2-9 Provide a timely and comprehensive system of catalogs, bibliographies and indexes to Federal publications.
- 2-10 Provide a standard classification system for Federal documents and related aids such as lists of subject headings.
- 2-11 Provide assistance to libraries on problems of using the Sudocs system of classification.
- 2-12 Cooperate with the National Archives that the Archives may acquire and preserve a comprehensive collection of Federal publications.
- 2-13 Issue instructions for the selection, claiming, retention, and withdrawal of depository documents and other activities related to depository libraries.
- 2-14 Allocate funds for the evaluation of depository libraries through questionnaires, surveys, and inspections at intervals considered necessary by the Superintendent of Documents, to insure compliance with the depository law.
- 2-15 After advance notice to the library concerned, investigate conditions in depository libraries by personal visits.
- 2-16 Provide written notice to a library about unsatisfactory conditions, and if not corrected within six months, consider deletion of the library from the list of depositories.
- 2-17 Announce new policies and changes on a regular basis to all depositories.
- 2-18 Cooperate with publication projects which contribute to use of Federal documents.
- 2-19 Consult at regular intervals with the Depository Library Council to the Public Printer on matters related to depository libraries, including the development of standards and bibliographic aids, changes in the Sudocs classification system and the selection of materials for micropublication.
- 2-20 Collect, compile, analyze and publish pertinent statistics on a regular basis.
- 2-21 Provide sufficient copies to fill claims for publications missing from depository shipments.

3. DESIGNATION OF NEW DEPOSITORY LIBRARIES.

- 3-1 There may be up to two depositories in each Congressional district to be designated by Representatives, not more than two others within the state designated by Senators, and other depository libraries specifically provided for in Chapter 19, Title 44 U.S.C.
- 3-2 The library shall be open to the general public for the free use of depository publications, as provided in Chapter 19, Title 44 U.S.C.
- 3-3 The library shall have the interest, resources and ability to provide custody of the documents and public service.
- 3-4 The library should possess at least 15,000 titles other than government publications.
- 3-5 The library should be prepared to keep its documents collections open the same hours as other major parts of the library, when the library is open for full range of services.
- 3-6 When a new vacancy occurs through redistricting or by the resignation or deletion of an existing depository, this fact should be made known by the Superintendent of Documents to the state library authority, the regional depository, if any, and the state professional associations.
- 3-7 Eligible libraries shall apply to the state library authority for evaluation and recommendation, with notice of the application to the regional depository, if any. The library should be prepared to offer statistics on the size and character of its collection, population served, budget, and if an academic library, the size of the student body, and need for research materials.
- 3-8 The evaluation should relate to community interests and indicate staff, space and budget to be allocated to the collection and the number, scope and character of the items to be selected. The state library authority after consulting with other libraries, the regional depository, if any, and representatives from the professional associations, will make a recommendation to the Senator or Representative based on location in relation to other depositories, the need for an additional depository and the ability of the library to provide custody and service.
- 3-9 Libraries of independent agencies and additional libraries in executive departments may be designated depositories upon certification of need according to the provisions of 44 U.S.C. 1907.

4. DEPOSITORY COLLECTIONS.

- 4-1 Each depository library should maintain a basic collection available for immediate use consisting of all titles in Appendix A (attached).
- 4-2 Each library should acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential to the

reference use of the collection. This should include selected non-governmental reference tools.

- 4-3 Each depository should select frequently used and potentially useful materials appropriate to the objectives of the library.
- 4-4 Each depository should select materials responsive to the needs of the users in the Congressional district it serves.
- 4-5 Selection of at least 25% of the available Item Numbers on the Classified List is suggested as the minimum number necessary to undertake the role of depository library. A prospective depository intending to select fewer than 25% should provide additional justification for its designation as a depository.
- 4-6 Depository libraries should coordinate selections with other depositories in the district to insure adequate coverage within the area.

5. ORGANIZATION OF THE DEPOSITORY COLLECTION.

- 5-1 The library should check all daily shipping lists to insure that items selected are received, and if not, promptly claimed.
- 5-2 Each publication in the shipment should be marked to distinguish it from publications received from other sources. Each publication should be marked with the date of the shipping list or the date of receipt.
- 5-3 The library should record its depository accessions.
- 5-4 The minimum record for a depository library should show the library's holdings and the call numbers or locations where they may be found.
- 5-5 A method of classification should be adopted for precise identification and location of materials requested by library users.
- 5-6 The method of classification adopted shall be optional with the library; however, it is suggested that libraries which integrate their documents should maintain a shelf list by Sudocs number showing disposition of the publication.
- 5-7 Whenever possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available.
- 5-8 The library should maintain statistics of the collection needed for the Biennial Survey.
- 5-9 The library will retain one set of item cards, both items selected and not selected.

6. MAINTENANCE OF THE DEPOSITORY COLLECTION.

- 6-1 Collections should be maintained in as good physical condition as other library materials, including binding when desirable.
- 6-2 Lost materials should be replaced if possible.
- 6-3 Unneeded publications should be made available to other libraries in accordance with Chapter 19, Title 44 U.S.C.
- 6-4 Libraries served by a regional depository may withdraw publications retained for a period of at least five years after securing permission from the regional library for disposal in accordance with the provisions of 44 U.S.C. 1912.
- 6-5 Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States, in accordance with the provisions of 44 U.S.C. 1907.
- 6-6 The provisions of 44 U.S.C. 1911, disposal of unwanted publications, do not apply to libraries of the highest appellate courts of the states (see 44 U.S.C. 1915).
- 6-7 Superseded material should be withdrawn according to Instructions to Depository Libraries (latest edition).
- 6-8 Depository publications should be protected from unlawful removal as are other parts of the library's collections.

7. STAFFING.

- 7-1 One person should be designated by the library to coordinate activities and to act as liaison with the Superintendent of Documents in all matters relating to depository libraries.
- 7-2 This person should be responsible for
 - a) selection, receipt and claiming of depository distributions
 - b) replies to correspondence and surveys from the Superintendent of Documents
 - c) interpreting the depository program to the administrative level of the library
 - d) performance and/or supervision of stated aspects of service, or in an integrated collection, a knowledge of persons to whom responsibilities are delegated, such as:
 - (1) organization for use
 - (2) maintenance of records of the collection
 - (3) physical maintenance of the collection
 - (4) establishment of withdrawal procedures
 - (5) maintenance of reader services
 - (6) promotion of use of collection
 - (7) preparation of budgets
 - (8) submission of reports.

- 7-3 The liaison person should be a professionally qualified librarian.
- 7-4 The liaison person should be directly responsible to the administrative level of the library.
- 7-5 Additional professional staff should be added depending on the size and scope of the library and the methods of organization of the collection.
- 7-6 Professional staff should be assisted by support staff. A suggested proportion is 1 professional to 3 support staff.
- 7-7 Librarians and such support staff as indicated by their responsibilities should keep up to date on new developments through participation in professional societies, attendance at document workshops, and professional reading.

8. SPACE STANDARDS.

- 8-1 Space for depository operations should be of the same quality as other areas of the library. It should be attractive, comfortable and have acceptable levels of lighting, temperature, ventilation and noise control. It should be functional, flexible and expandable.
- 8-2 The space should contain well planned areas for services provided, reference, circulation, loan and other public service activities as well as adequate space for the processing of new materials and housing of the collection.
- 8-3 It should include private work areas for staff members and the administrator.
- 8-4 All parts of the collection should be readily accessible, preferably open shelf, but in all circumstances, should be located so that materials may be retrieved in a reasonable period of time.
- 8-5 If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.
- 8-6 The library should abide by the recommended standards for access by handicapped users.
- 8-7 Tables and/or carrels should be provided for in-library use of documents.
- 8-8 Microform readers and reader/printers for the principal types of microforms should be provided.
- 8-9 Microform storage should be located convenient to the documents area.

9. SERVICE TO THE GENERAL PUBLIC.

- 9-1 Libraries shall make depository publications available for the free use of the general public. Highest appellate court libraries of the states are exempt from the provisions of 44 U.S.C. 1911 (see 44 U.S.C. 1915).
- 9-2 In each depository library, there should be recognized focal points for inquiries about government publications. At this point it should be possible to find:
- a) resources in the collection, including specific titles
 - b) location of wanted publications in the library
 - c) answers to reference questions or a referral to a source or place where answers can be found
 - d) guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes and other aids
 - e) availability of additional resources in the region
 - f) assistance in borrowing documents from a regional or other libraries
 - g) user privileges for other libraries, educational agencies, culturally deprived, disadvantaged, handicapped, retired users and the community at large.
- 9-3 The library should have the option of establishing its own circulation policies for use of depository materials outside the library.
- 9-4 The library should provide facilities for using materials within the library, including copying facilities and equipment for reading microforms.
- 9-5 The library should publicize the depository collection through displays and announcements of significant new titles.
- 9-6 The library should provide to all users reference assistance with regard to depository publications.

10. COOPERATION WITH THE GOVERNMENT PRINTING OFFICE.

- 10-1 Depository library staff should familiarize themselves with the depository instructions and abide by their conditions.
- 10-2 Claims should be submitted within stated time limits.
- 10-3 Depository library staff should use correct address when corresponding with the Government Printing Office.
- 10-4 Questionnaires and surveys submitted by the Superintendent of Documents to depository libraries should be completed and returned promptly.

11. INTERLIBRARY COOPERATION.

- 11-1 All depository libraries should be considered as part of a network of libraries consisting of selective, regional, and national.
- 11-2 Selective depositories should cooperate in building up the collections of the regional depositories.
- 11-3 Selective depositories should cooperate with the regional depositories in the redistribution of documents not needed in their own organizations.
- 11-4 All depository libraries should cooperate in reporting to the Superintendent of Documents new Federal documents not listed in the Monthly Catalog.
- 11-5 All depository libraries should cooperate in the development of tools for the identification and location of documents in other libraries.
- 11-6 Depository libraries borrowing documents from other libraries should verify bibliographic information as completely as possible.
- 11-7 All depository libraries should provide material on interlibrary loan at least for the regional depository.
- 11-8 All depository libraries should have a policy of providing photocopies of depository materials to other libraries no less liberal than for other library materials.

12. REGIONAL DEPOSITORIES.

12-1 Eligibility to become a regional depository library:

- a) There may not be more than two regional depositories in one state. A regional library may serve two or more states, or regional status may be shared by more than one library.
- b) A regional library must be an existing depository.
- c) A regional depository should be conveniently located to serve the largest number of libraries possible.
- d) The library selected for regional status should have an adequate retrospective collection, space, personnel and a continuing basis of financial support sufficient to fulfill the obligations of a regional depository.
- e) The selection of a regional depository should be agreed upon by the state library authority and a majority of depository libraries within the region.
- f) Designation of the regional must be made by one of the U. S. Senators of the state.

12-2 Responsibilities of regional libraries include:

- a) receiving and maintaining permanently all depository publications in either printed or microform as provided in the depository instructions

- b) attempting to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms
 - c) screening all lists of documents withdrawn from selective depositories to insure their future availability in the region
 - d) acquiring additional copies where necessary
 - e) assisting selective depositories with reference questions, interlibrary loans and photocopies
 - f) granting permission to selective depositories to dispose of unwanted documents according to the Instructions to Depository Libraries (latest edition)
 - g) providing guidelines to selective depositories for preparing disposal lists of unwanted documents
 - h) contributing to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.
- 12-3 The regional depository may authorize the transfer of depository material within the state between depositories to insure maximum use. Transfer of material is not to be regarded as disposal.
- 12-4 The initial receiving depository library remains responsible and accountable for the documents during the period required by law.

Appendix A

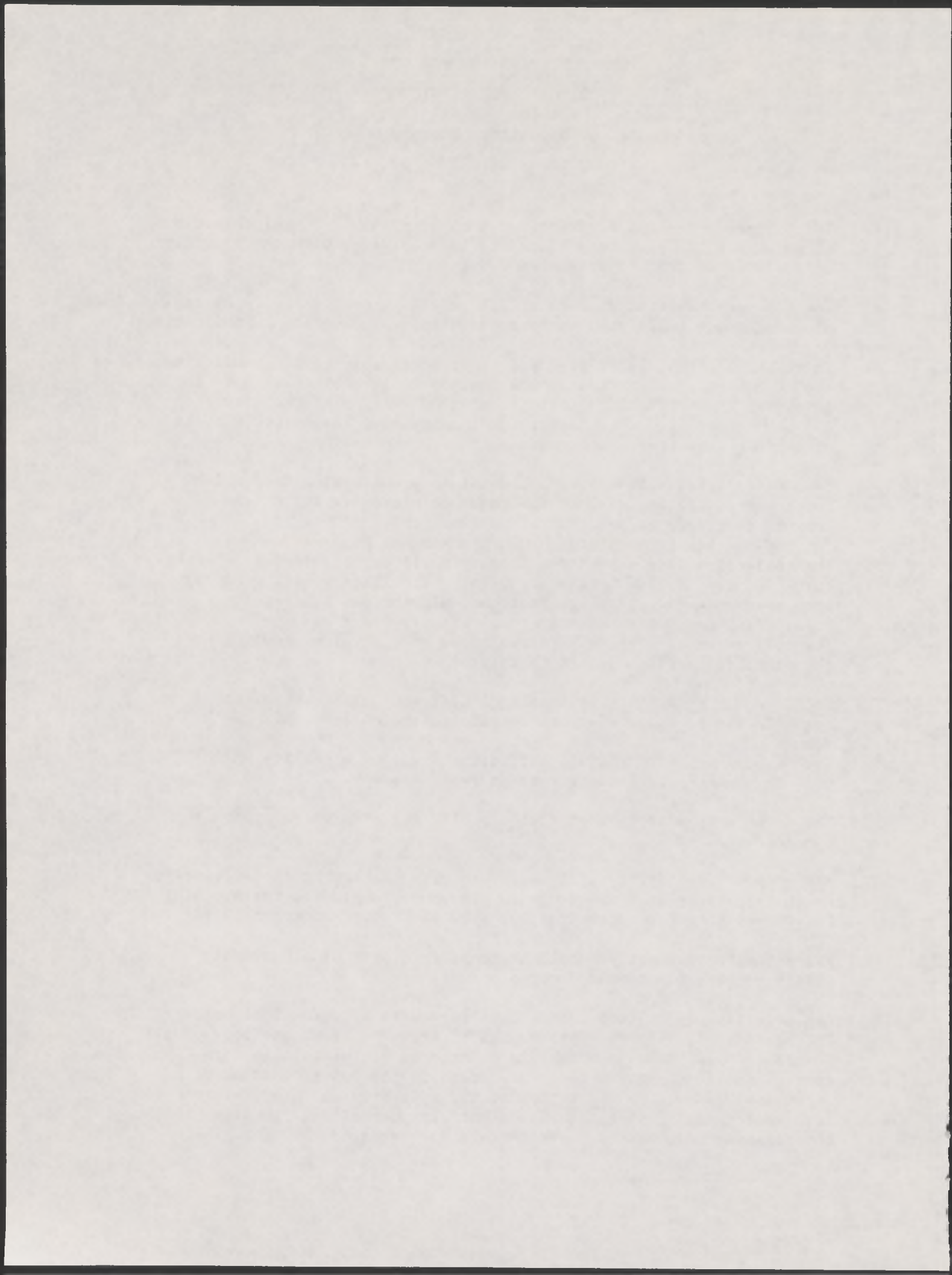
Budget of the United States Government
Catalog of Federal Domestic Assistance
Census Bureau Catalog
Census of Housing (for State of Depository only)
Census of Population (for State of Depository only)
Code of Federal Regulations
Congressional Directory
Congressional District Data Book
Congressional Record
County-City Data Book
Federal Register
Historical Statistics of the United States
Monthly Catalog
Numerical Lists and Schedule of Volumes
Publications Reference File
Slip Laws (Public)
Statistical Abstract
Statutes at Large
Subject Bibliographies (S.B. Series)
Supreme Court Reports
United States Code
United States Government Manual
Weekly Compilation of Presidential Documents

MINIMUM STANDARDS FOR THE
DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council

October 22, 1976

1. The Superintendent of Documents will be responsible for distribution of documents to depository libraries in accordance with the provisions of Title 44 of the United States Code.
2. The Superintendent of Documents will provide a comprehensive system of catalogs, bibliographies and indexes to U.S. Government publications.
3. There should be at least one depository accessible to the public in each Congressional district. The designated library shall have the interest, resources and ability to provide custody of the documents and public service. The library must contain at least 10,000 books other than government publications.
4. Each depository shall select and maintain a collection responsive to the needs of the users in the geographic area it serves and promote their use by the general public.
5. The collection in a depository library shall be organized to insure quick and easy access by library users. The library will promptly open shipments and claim publications selected but not received.
6. The collection shall be maintained in as good physical condition as the other collections in the library.
7. Each depository library will assign sufficient staff to select, organize and provide reference service to the collection.
8. Each depository will provide sufficient space of a quality which conforms to ALA standards for the type of library.
9. The depository will be open to the public for free use of depository publications.
10. Each depository library will cooperate with the instructions issued by the Superintendent of Documents, respond promptly to the Biennial Survey and to other communications from the Public Documents Office.
11. All depository libraries shall be considered part of a national system to make Government documents available.
12. All selective depositories should be served by a regional depository. The regional depository libraries will retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents) and within the region served will provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications.



APPENDIX D

U.S. Depository Library Inspection Visit Form



U.S. DEPOSITORY LIBRARY

INSPECTION VISIT FORM

Date of Visit: _____

LIBRARY: _____
City/State: _____
Staff: _____

Depository No.: _____
Designation Year: _____
Title: _____

TYPE OF LIBRARY

_____ Town Library
_____ City Library
_____ City/County Library
_____ County/Regional Library
_____ County Law Library

_____ (Selective Depository)
_____ (Regional Depository)

_____ State Library

_____ (2 years)
_____ (4 years/undergraduate)
_____ (4 years/graduate)
_____ (graduate)

_____ Junior College Library
_____ Community College Library
_____ College Library
_____ University Library

_____ (Agriculture)
_____ (Law)
_____ (Medicine)
_____ (Mines/Mining)
_____ (Technology)
_____ (Vocational/Technical)

_____ State Court Library
_____ Federal Court Library

_____ (Academy)
_____ (Agency)
_____ (Commission)
_____ (Department)
_____ (University)

_____ Federal Government Library

_____ (Contracted)

_____ Other: _____

POINT SCORES

_____ I. Depository Collections
_____ II. Organization of the Depository Collection
_____ III. Maintenance of the Depository Collection
_____ IV. Staffing
_____ V. Space Standards
_____ VI. Service to the General Public
_____ VII. Cooperation with the Government Printing Office
_____ VIII. Interlibrary Cooperation
_____ IX. Regional Depository

I. DEPOSITORY COLLECTIONS

A.¹⁸ The depository library maintains a basic collection for immediate use which includes titles in "Appendix A" of Guidelines for the Depository Library System.

_____ ¹⁸ (1) all 23. _____ ¹² (3) 16-20. _____ ⁶ (5) 6-10. _____ ⁰ (7) none.
_____ ¹⁵ (2) 21-22. _____ ⁹ (4) 11-15. _____ ³ (6) 1-5.

Budget of the United States Government	Historical Statistics of the United States
Catalog of Federal Domestic Assistance	Monthly Catalog
Census Bureau Catalog	Numerical Lists and Schedule of Volumes
Census of Housing (for State of Depository)	Slip Laws (Public)
Census of Population (for State of Depository)	Statistical Abstract
Code of Federal Regulations	Statutes at Large
Congressional Directory	Subject Bibliographies (S.B. Series)
Congressional District Data Book	Supreme Court Reports
Congressional Record	United States Code
County-City Data Book	United States Government Manual
Federal Register	Weekly Compilation of Presidential Documents
GPO Sales Publications Reference File	

(4-1)

B.¹⁶ The depository library has acquired and maintains basic Federal document publications catalogs and indexes which are

_____ ⁴ (1) current. _____ ⁴ (3) governmentally issued.
_____ ⁴ (2) retrospective. _____ ⁴ (4) commercially produced.

(4-2)

C.¹⁷ The depository library has carefully selected items of potential use for this library.

_____ ¹⁷ (1) yes, all being offered. _____ ⁹ (3) yes, some being offered.
_____ ¹³ (2) yes, most being offered. _____ ⁰ (4) no, because _____

(4-3)

D.¹⁷ The depository library selects materials responsive to the needs of users in the Congressional district being served.

_____ ¹⁷ (1) yes, carefully. _____ ¹⁷ (3) yes, automatically, as we select 100% or near it.
_____ ¹⁷ (2) yes, in relation to neighboring depository collections. _____ ⁰ (4) not as yet. (4-4)

E.¹⁶ Current selection of the available Item Numbers on the Classified list is:

_____ ¹⁶ (1) 100% _____ ¹⁶ (3) 50%-74% _____ ¹³ (5) 15%-24% _____ ⁷ (7) 9% or less.
_____ ¹⁶ (2) 75%-99% _____ ¹⁶ (4) 25%-49% _____ ¹⁰ (6) 10%-14% (4-5)

F.¹⁶ The depository library coordinates selections (formally or informally) with other depositories in the Congressional district (or relevant region) to insure adequate coverage within the area.

_____ ¹⁶ (1) yes, carefully. _____ ¹⁶ (4) no, as we select 100% or near it.
_____ ¹⁶ (2) yes, we are beginning to do so. _____ ¹⁶ (5) no, as this does not apply to our type of depository.
_____ ¹⁶ (3) no, as the district (or region) lacks other depositories. _____ ⁰ (6) not as yet. (4-6)

Does the Depository Library Inspector wish to call special attention to anything relating to *Depository Collections*?

_____ (1) yes.

_____ (2) no.

Special Merit/Demerit:

_____ (1) + 10

_____ (2) + 5

_____ (3) - 5

_____ (4) - 10

Inspector's Initials: _____

II. ORGANIZATION OF THE DEPOSITORY COLLECTION

A.22 Shipping lists are checked

- ☐ 22 (1) within one working day of receipt. ☐ 1 (4) within a longer time period.
☐ 15 (2) within two working days of receipt. ☐ 0 (5) seldom or never.
☐ 8 (3) within three working days of receipt.

(5-1)

B.8 Each publication in the depository shipment

- ☐ 8 (1) is marked "depository" or "depository item."
☐ 8 (2) is distinguished "depository" in another manner.
☐ 0 (3) is not clearly distinguished as a depository item.

(5-2)

C.8 Each publication is dated

- ☐ 8 (1) with the shipping list date. ☐ 5 (3) in a special manner.
☐ 8 (2) with date of processing. ☐ 0 (4) seldom or never.

(5-2)

D.8 A depository record (holdings/check-in/accessions) is

- ☐ 8 (1) kept for all documents. ☐ 2 (3) kept for some documents.
☐ 5 (2) kept for most documents. ☐ 0 (4) not kept.

(5-3)

E.8 The depository record shows

- ☐ 2 (1) the library's holdings. ☐ 2 (3) location where documents may be found.
☐ 2 (2) call numbers. ☐ 2 (4) additional information (number changes, etc.).

(5-4)

F.8 The classification adopted by the library for the precise identification of depository documents is

- ☐ 8 (1) Sudocs (_____%). ☐ 8 (4) another system (_____%).
☐ 8 (2) LC (_____%). ☐ 0 (5) not used.
☐ 8 (3) Dewey (_____%).

(5-5)

G.8 A shelf list for depository material

- ☐ 8 (1) lists documents integrated in the general collection.
☐ 8 (2) is arranged by SuDocs number.
☐ 5 (3) is not arranged by SuDocs, but has SuDocs numbers.
☐ 2 (4) is kept, but lacks SuDocs numbers.
☐ 0 (5) is not kept.

(5-6)

H.22 After documents have been received in the library, they are retrievable for public use

- ☐ 22 (1) within one working day of receipt.
☐ 15 (2) within two/ten working days of receipt.
☐ 8 (3) within eleven/twenty working days of receipt.
☐ 1 (4) within more than twenty-one working days of receipt.

(5-7)

I.8 The depository library maintains a record of item numbers selected.

- ☐ 8 (1) yes. ☐ 0 (2) no.

(5-9)

Does the Depository Library Inspector wish to call special attention to anything relating to *Organization of the Depository Collection*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) +10
_____ (2) + 5
_____ (3) - 5
_____ (4) -10

Inspector's Initials: _____

III. MAINTENANCE OF THE DEPOSITORY COLLECTION

A.₁₄ Physical condition of the depository collection is

- _____ ₁₄ (1) as good as (or better than) other library materials.
_____ ₀ (2) poorer than other library materials.

(6-1)

B.₁₄ A binding policy for documents

- _____ ₁₄ (1) exists and is equal to (or better than) library binding policy.
_____ ₁₀ (2) exists but is inferior to library binding policy
_____ ₁₄ (3) exists and it is a decision not to bind.
_____ ₆ (4) doesn't exist; arbitrary decision governs binding.
_____ ₀ (5) doesn't exist; there is no binding.

(6-1)

C.₁₄ A replacement policy for lost documents

- _____ ₁₄ (1) exists and is equal to (or better than) library binding policy.
_____ ₁₀ (2) exists but is inferior to library replacement policy.
_____ ₆ (3) exists and it is a decision not to replace.
_____ ₆ (4) doesn't exist; arbitrary decision governs replacement.
_____ ₀ (5) doesn't exist; there is no replacement.

(6-2)

D.₁₆ Discards are made available to other libraries

- _____ ₁₆ (1) regularly.
_____ ₁₂ (2) occasionally.
_____ ₁₆ (3) as lists processed by us as Regional.
_____ ₁₆ (4) not as yet, since depository is less than 5 years old.
_____ ₁₂ (5) not as yet, primarily because there is no Regional.
_____ ₀ (6) not as yet, although obvious need exists.
_____ ₁₆ (7) doesn't apply, except as law governing Federal libraries.

(6-3)

E.₁₄ Regional library service for discarding is

- _____ ₁₄ (1) being used by us.
_____ ₁₄ (2) provided by us as a Regional.
_____ ₁₀ (3) not available.
_____ ₁₄ (4) not used as we strive for completeness.
_____ ₁₄ (5) not used since depository is less than 5 years old.
_____ ₀ (6) not used because of our lack of staff/time.
_____ ₁₀ (7) not used because of Regional's problems.
_____ _{NA} (8) not applicable to us as a Federal library.

(6-4)

FEDERAL LIBRARIES

F.₁₄ As an executive department/independent U.S. agency library we offer discards to the Library of Congress and/or the Archivist of the United States

- _____ ₁₄ (1) regularly. _____ ₁₀ (2) occasionally. _____ ₀ (3) not at all.

(6-5)

G.₁₄ As an appellate court library we

- _____ ₁₄ (1) offer discards to other libraries. _____ ₁₄ (3) do not discard.
_____ ₁₄ (2) use other means to discard.

(6-6)

H.₁₄ Superseded publications are withdrawn according to *Instructions to Depository Libraries* (latest edition).

- _____ ₁₄ (1) yes. _____ ₀ (3) not at present.
_____ ₁₄ (2) no, but kept for reference/Regional use.

(6-7)

I.₁₄ The depository collection is adequately protected from unlawful removal of publications

- _____ ₁₄ (1) as well as (or better than) the rest of the library's collection.
_____ ₀ (2) poorer than the rest of the library's collection.

(6-8)

Does the Depository Library Inspector wish to call special attention to anything relating to Maintenance *of the Depository Collection?*

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

- _____ (1) + 10
- _____ (2) + 5
- _____ (3) - 5
- _____ (4) - 10

Inspector's Initials: _____

IV. STAFFING

A.10 A person has been designated to coordinate depository activities and act as liaison with the Superintendent of Documents.

_____10 (1) yes.

_____0 (2) no.

(7-1)

B.10 This person has or shares responsibility for each of the following aspects of depository distributions:

_____2 (1) selection of items.

_____1 (2) receipt of items.

_____1 (3) claiming of items.

_____1 (4) replying to correspondence/surveys.

_____2 (5) interpreting program to library administration.

_____1 (6) performing and/or supervising service to the public.

_____2 (7) knowing to whom documents responsibilities are delegated.

(7-2)

C.10 The position of the person responsible for depository documents is classified as

_____10 (1) professional librarian.

_____3 (2) library technician.

_____3 (3) library assistant.

_____2 (4) clerical.

_____1 (5) another category (_____).

(7-3)

D.10 The person responsible for depository documents

_____10 (1) holds a doctoral library degree.

_____10 (2) holds a master's library degree.

_____10 (3) holds the equivalent of a master's library degree (_____).

_____4 (4) holds a bachelor's library degree.

_____3 (5) holds a doctoral degree in another field (_____).

_____2 (6) holds a master's degree in another field (_____).

_____1 (7) holds a bachelor's degree in another field (_____).

_____1 (8) holds a certificate in a field (_____).

_____0 (9) holds no degree.

_____3 (10) has (_____) years of library experience.

(7-3)

E.10 The person responsible for depository documents

_____10 (1) is the head of the library.

_____10 (2) reports directly to the head of the library.

_____10 (3) reports to an intermediate level of administration.

_____0 (4) does not report.

(7-4)

F.10 The person responsible for depository documents has clerical assistance, or available hours from students, pages, or other non-librarians

_____10 (1) equivalent to more than 3 full-time positions.

_____10 (2) equivalent to 3 full-time positions.

_____9 (3) equivalent to 2½ full-time positions.

_____8 (4) equivalent to 2 full-time positions.

_____7 (5) equivalent to 1½ full-time positions.

_____6 (6) equivalent to 1 full-time position.

_____4 (7) equivalent to ½ a full-time position.

_____2 (8) equivalent to ¼ a full-time position.

_____0 (9) lacking altogether.

(7-6)

G.10 Given the size and scope of the library, as well as collection organization, additional professional staff for depository documents

_____0 (1) is needed now.

_____5 (2) will be needed soon.

_____10 (3) is not needed (staff adequate).

(7-5)

H.10 Given the size and scope of the library, as well as collection organization, additional support staff for depository documents

_____0 (1) is needed now.

_____5 (2) will be needed soon.

_____10 (3) is not needed (staff adequate).

(7-6)

I.10 Librarians connected with the depository participate in

_____5 (1) professional societies.

_____3 (2) documents workshops.

_____2 (3) professional reading.

_____0 (4) none of the above.

(7-7)

J.10 Support staff connected with the depository have, according to their responsibilities, opportunities to participate in

_____5 (1) professional societies.

_____3 (2) documents workshops.

_____2 (3) documents-related reading.

_____0 (4) none of the above.

(7-7)

Does the Depository Library Inspector wish to call special attention to anything relating to *Staffing*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) +10
_____ (2) + 5
_____ (3) - 5
_____ (4) -10

Inspector's Initials: _____

V. SPACE STANDARDS

A.5 Overall space for depository operations is of

- _____ 5 (1) the same (or better) quality than other areas of the library.
_____ 0 (2) poorer quality than other areas of the library. (8-1)

B.30 Overall space for depository operations appears

- _____ 3 (1) clean. _____ 3 (5) well ventilated. _____ 3 (9) flexible.
_____ 3 (2) attractive. _____ 3 (6) temperature controlled. _____ 3 (10) expandable.
_____ 3 (3) comfortable. _____ 3 (7) not excessively noisy.
_____ 3 (4) well lighted. _____ 3 (8) functional. (8-1)

C.5 Space provided for depository public services is

- _____ 5 (1) adequate. _____ 0 (2) inadequate. (8-2)

D.5 Space for processing new depository materials is

- _____ 5 (1) adequate. _____ 0 (2) inadequate. (8-2)

E.5 Space for housing the depository collection is

- _____ 5 (1) adequate. _____ 0 (2) inadequate. (8-2)

F.6 Space in the library includes suitable private work areas for

- _____ 3 (1) the person responsible for the depository. _____ 0 (3) no depository staff members.
_____ 3 (2) depository support staff. (8-3)

G.5 All publications in the depository collection are accessible on request and can be retrieved within

- _____ 8 (1) one hour (or sooner). _____ 1 (3) one working week.
_____ 4 (2) one working day. _____ 0 (4) more than one working week. (8-4)

H.5 Depository publications are located in the library in such a way as to provide physical facilities for the public which

- _____ 8 (1) encourage use. _____ 1 (3) allow minimal use.
_____ 4 (2) are adequate. _____ 0 (4) are frustrating to use. (8-5)

I.6 Handicapped users (blind/in wheelchairs/deaf) will find the library

- _____ 6 (1) provides them easy physical access. _____ 0 (3) frustrating to use.
_____ 3 (2) provides depository service despite obstacles. (8-6)

J.6 Tables and/or carrels for in-house use of depository publications

- _____ 6 (1) are adequate. _____ 0 (3) are inadequate.
_____ 3 (2) will be needed in the near future. (8-7)

K.6 The principal types of microforms are serviced by

- _____ 3 (1) adequate readers (minimum one). _____ 0 (3) no equipment.
_____ 3 (2) adequate reader/printers (minimum one). (8-8)

L.5 Microfilm equipment for depository materials is

- _____ 5 (1) located where documents reference service is provided.
_____ 5 (2) convenient to where documents reference service is provided.
_____ 1 (3) distant from where documents reference service is provided.
_____ 0 (4) lacking. (8-8)

M.5 Microfilm storage for depository materials is

- _____ 5 (1) located where documents reference service is provided.
_____ 5 (2) convenient to where documents reference service is provided.
_____ 1 (3) distant from where documents reference service is provided.
_____ 0 (4) lacking. (8-9)

Does the Depository Library Inspector wish to call special attention to anything relating to *Space Standards*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) + 10
_____ (2) + 5
_____ (3) - 5
_____ (4) - 10

Inspector's Initials: _____

VI. SERVICE TO THE GENERAL PUBLIC

A.₉ The depository makes available for free use in the library by the general public all Government publications.

_____ 9 (1) yes. _____ 0 (2) no.

(9-1)

B.₉ For reference-type questions about Government publications, the depository library maintains reference stations.

_____ 9 (1) one. _____ 9 (2) more than one. _____ 0 (3) none.

(9-2)

C.₄₂ In the library at one or more points of inquiry, it is possible for a user to find:

- _____ 6 (1) resources in the Federal documents collection including specific titles.
- _____ 6 (2) location of wanted publications.
- _____ 6 (3) answers to reference questions or referral to a source or place where answers can be found.
- _____ 6 (4) guidance on the use of the collection, including the principal available reference sources/catalogs/abstracts/indexes/aids.
- _____ 6 (5) availability of additional resources in the region.
- _____ 6 (6) assistance in borrowing documents from a Regional or from other libraries.
- _____ 6 (7) user privileges extended to all patrons.

(9-2)

D.₇ The policy to circulate or not to circulate depository materials outside of the library is chiefly determined by

- _____ 7 (1) the depository staff.
- _____ 7 (2) the depository staff and administration.
- _____ 3 (3) the administration alone.
- _____ 7 (4) the professional staff as a whole.
- _____ 3 (5) the circulation department.
- _____ 3 (6) another department (_____).

(9-3)

E.₁₂ The library provides facilities for

- _____ 3 (1) using depository documents.
- _____ 3 (2) making copies from documents.
- _____ 3 (3) reading microforms.
- _____ 3 (4) making copies from microforms.

(9-4)

F.₁₂ The depository collection is publicized through

- _____ 3 (1) displays.
- _____ 3 (2) announcements of titles/ bibliographies.
- _____ 3 (3) orientations/tours/classes.
- _____ 3 (4) radio/television/other means.

(9-5)

G.₉ Reference-type assistance with regard to depository publications is available to

- _____ 9 (1) all who request it.
- _____ 3 (2) the institution's members only.
- _____ 0 (3) no one at present.

(9-6)

Does the Depository Library Inspector wish to call special attention to anything relating to *Service to the General Public*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) +10
_____ (2) + 5
_____ (3) - 5
_____ (4) -10

Inspector's Initials: _____

VII. COOPERATION WITH THE GOVERNMENT PRINTING OFFICE

A.₂₅ The depository library staff is familiar with the *Instructions to Depository Libraries* (latest edition):

25 (1) all staff.

20 (2) most staff.

20 (3) supervisory staff.

0 (4) none of staff.

(10-1)

B.₂₅ Upon receipt of shipping lists, necessary claims are usually made within the amount of time specified.

25 (1) yes.

0 (2) no.

(10-2)

C.₂₅ Sufficient statistics are kept to complete the *Biennial Report of Depository Libraries*.

25 (1) yes, and previous *Report* sent to GPO.

5 (2) yes, but previous *Report* not sent to GPO.

0 (3) no, and previous *Report* not sent to GPO.

(5-8)

D.₂₅ Questionnaires and surveys received from the Superintendent of Documents are promptly considered and returned (if necessary).

25 (1) no later than the date requested by GPO.

10 (2) frequently after the date requested by GPO.

0 (3) not at all.

(10-4)

Does the Depository Library Inspector wish to call special attention to anything relating to *Cooperation with the Government Printing Office*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) + 10
_____ (2) + 5
_____ (3) - 5
_____ (4) - 10

Inspector's Initials: _____

VIII. INTERLIBRARY COOPERATION

A.¹³ The depository library cooperates directly, or through a system to which it belongs, with other depositories.

- ☐ 6 (1) in the state. ☐ 5 (4) opportunity for cooperation does not exist.
☐ 4 (2) out of state. ☐ 0 (5) opportunity exists, but we do not cooperate.
☐ 5 (3) and with the Regional/s (unless lacking).

(11-1)

B.¹⁰ The depository library cooperates with the Regional/s in building their comprehensive retrospective collection by offering discards/duplicates/gifts to them.

- ☐ 10 (1) yes, on a regular basis. ☐ 0 (3) not as yet.
☐ 7 (2) yes, only when called upon. ☐ 10 (4) does not apply.

(11-2)

C.¹³ The depository library cooperates with the Regional/s in redistributing weeded publications to depositories which can use them.

- ☐ 13 (1) yes, on a regular basis. ☐ 0 (3) not as yet.
☐ 10 (2) yes, only when called upon. ☐ 13 (4) does not apply.

(11-3)

D.¹⁰ The depository library cooperates in reporting new Federal documents unlisted in the *Monthly Catalog* to the Superintendent of Documents.

- ☐ 10 (1) yes, by actively seeking out unlisted publications. ☐ 0 (3) choose not to do so.
☐ 10 (2) yes, when such publications are encountered. ☐ 10 (4) no such publications discovered as yet. (11-4)

E.¹³ The depository cooperates in the development of tools, such as union lists, for the identification and location of documents in other libraries.

- ☐ 13 (1) yes, actively. ☐ 10 (4) no projects of this kind are being done.
☐ 10 (2) yes, but in a limited way. ☐ 0 (5) projects exist, but we do not cooperate.
☐ 10 (3) we tried, but could get no cooperation from others.

(11-5)

F.¹³ When the depository borrows documents from other libraries, it strives to verify bibliographic information as completely as possible.

- ☐ 13 (1) regularly. ☐ 6 (2) occasionally. ☐ 0 (3) not at all.

(11-6)

G.¹³ The depository provides original documents (or copies) on interlibrary loan, if so requested.

- ☐ 13 (1) yes, all. ☐ 10 (4) yes, but to Regional/s only.
☐ 12 (2) yes, most (excluding reference/high demand/special collections). ☐ 0 (5) choose not to do so.
☐ 6 (3) yes, some.

(11-7)

H.¹³ The depository has a policy of providing photocopies of Federal publications.

- ☐ 13 (1) more liberal than for other library materials. ☐ 6 (3) less liberal than for other library materials.
☐ 13 (2) as liberal as for other library materials.

(11-8)

Does the Depository Library Inspector wish to call special attention to anything relating to *Interlibrary Cooperation*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) + 10
_____ (2) + 5
_____ (3) - 5
_____ (4) - 10

Inspector's Initials: _____

IX. REGIONAL DEPOSITORIES

A.¹⁰ The Regional depository receives and maintains permanently all depository publications in either printed or microform versions as provided in the *Instructions to Depository Libraries* (latest edition).

- ☐ ¹⁰ (1) yes, according to the regulations.
☐ ⁵ (2) yes, but not able to comply with all regulations.

(PROBLEM AREAS: _____)

(12-2-a)

B.¹⁰ The Regional depository is attempting to complete its retrospective collections of major serials, annuals, and other research materials by means of gift, exchange or purchase, including microforms.

- ☐ ¹⁰ (1) yes, according to a planned program. ☐ ⁰ (3) not at present.
☐ ⁵ (2) yes, randomly, as circumstances permit.

(12-2-b)

C.¹⁰ The Regional depository is screening lists of documents withdrawn from selective depositories to insure their future availability in the state.

- ☐ ¹⁰ (1) yes, all lists. ☐ ⁰ (3) not at present.
☐ ⁵ (2) yes, but not all lists.

(12-2-c)

D.¹⁰ The Regional depository is acquiring (when available) additional copies of documents where necessary.

- ☐ ¹⁰ (1) yes, almost always. ☐ ⁰ (3) not at present.
☐ ⁵ (2) yes, but selectively.

(12-2-d)

E.¹⁰ The Regional depository assists selective depositories with reference questions, interlibrary loans, and photocopies.

- ☐ ¹⁰ (1) yes, always. ☐ ⁰ (3) not at present.
☐ ⁵ (2) yes, but not consistently.

(12-2-e)

F.¹⁰ The Regional depository grants permission to selective depositories to dispose of unwanted documents according to the *Instructions to Depository Libraries* (latest edition).

- ☐ ¹⁰ (1) yes, in written form. ☐ ⁰ (3) not at present.
☐ ¹⁰ (2) yes, in oral communication.

(12-2-f)

G.¹⁰ The Regional depository provides guidelines to selective depositories for preparing disposal lists of weeded documents.

- ☐ ¹⁰ (1) yes, regularly, according to plan. ☐ ⁰ (3) not at present.
☐ ¹⁰ (2) yes, randomly, as circumstances permit.

(12-2-g)

H.²⁰ The Regional depository contributes to the effectiveness of the depository network through

- ☐ ⁴ (1) workshops. ☐ ⁴ (4) outreach to non-depositories.
☐ ⁴ (2) training sessions. ☐ ⁴ (5) other means. (_____.)
☐ ⁴ (3) consultive services offered. ☐ ⁰ (6) none of the above.

(12-2-h)

I.¹⁰ The Regional depository authorizes/oversees the transfer of depository materials within the state between depositories.

- ☐ ¹⁰ (1) no requests received as yet. ☐ ¹⁰ (3) yes, in oral communication.
☐ ¹⁰ (2) yes, in written form. ☐ ⁰ (4) choose not to authorize transfers.

(12-3/4)

Does the Depository Library Inspector wish to call special attention to anything relating to *Regional Depositories*?

_____ (1) yes. _____ (2) no.

Special Merit/Demerit:

_____ (1) + 10
_____ (2) + 5
_____ (3) - 5
_____ (4) - 10

Inspector's Initials: _____

X. GPO SALES PROGRAM

A. The library purchases documents directly from the inventory offered for sale by the Superintendent of Documents.

_____ (1) yes. _____ (2) no.

B. The estimated number of times in a year that we order documents is: _____

C. The estimated dollar value of our annual orders is: _____

D. The name and correct address of the person most concerned with the purchase of Government documents for the library is:

E. The library receives the following from GPO Sales in a timely manner:

	yes	no	sometimes
_____ (1) Monographs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ (2) Serials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ (3) Renewals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. The library has opened a GPO Deposit Account for purchase of sales copies.

_____ (1) yes.
_____ (2) no.

_____ (3) would you like information on advantages/procedures for this.

G. Has the library in recent months had occasion to file a claim for a sales item?

_____ (1) yes.
_____ (2) no.
_____ (3) relating to monographs.
_____ (4) relating to serials.
_____ (5) relating to renewals.
_____ (6) for a refund.
_____ (7) because wrong publication sent.

_____ (8) because of lost publications.
_____ (9) because of defective publications.
_____ (10) because of damage in transit.
_____ (11) because of another reason:

H. Was this matter handled by GPO in a manner satisfactory to your library?

_____ (1) yes. _____ (2) no.

I. Do you know the location of the nearest GPO Bookstore which can serve your library?

_____ (1) yes _____ (2) no.

J. Does the library use the services of the GPO Bookstore?

_____ (1) yes. _____ (2) no.

K. Does the library ever refer patrons to the GPO Bookstore?

_____ (1) yes. _____ (2) no.

L. If the library uses GPO Bookstore services, how does it rate them?

_____ (1) excellent. _____ (3) satisfactory.
_____ (2) very good. _____ (4) disappointing.

M. Is the library aware of the various subscriptions which are available through the Superintendent of Documents?

_____ (1) yes. _____ (2) no.

N. Please rank the following tools in your preferred order of use if you use any of them in purchasing sales materials from the Superintendent of Documents.

- | | |
|--|---|
| <input type="checkbox"/> (1) the "Selected U.S. Government Publications" list. | <input type="checkbox"/> (4) the <i>Monthly Catalog</i> . |
| <input type="checkbox"/> (2) the microfiche "Publications Reference File". | <input type="checkbox"/> (5) Price List 36 (subscriptions). |
| <input type="checkbox"/> (3) Depository Shipping Lists. | <input type="checkbox"/> (6) Subject Bibliographies. |

O. Have you any comments on your experience with GPO Sales Service, or any suggestions for improving it?

XI. SPECIAL COMMENTS

A. Have you any comments on your library's experience with the *Monthly Catalog*, or any suggestions for its improvement?

B. Have you any comments on your depository's experience with Regional library services, or possible suggestions for enhancing them?

C. Do you wish to offer any elaboration on areas covered by the Inspection Visit Form?

D. Are there any other comments, questions, or areas of concern to the depository library staff?

E. Is there any message you would like to convey to the Superintendent of Documents?

F. Does the Depository Library Inspector have any particular observations to make on this inspection visit?

Inspected by: _____

Inspection date: _____

Dear _____ :

This letter is to certify that on _____ your library's
depository collection was officially inspected by _____
representing the Office of Superintendent of Documents.

In order to let you know how your depository was perceived by our inspector
in terms of its strengths and weaknesses, a copy of the inspection visit
form is being provided for your reference.

The specific areas evaluated, which correspond to those listed in the
Guidelines for the Depository Library System, are given below with a rating
for each derived from data obtained during the inspection visit. A rating
of "Good" meets the minimum level of adequacy for the areas evaluated.

- (A) I congratulate you and your staff on those areas of excellence achieved, and
sincerely trust that any areas falling short of excellence will see
improvement on the occasion of the next inspection visit.
- (B) I congratulate you and your outstanding staff on achieving standards of
excellence in all areas relating to the Depository Library Program. This
places your library among a select vanguard of pace-setters serving as
creative models for depository documents service in the United States.
- (C) I regret to inform you and your staff that in the area/areas of _____

your depository fails to meet an adequate standard maintained by most
libraries. I trust that you will take steps to correct this matter; and
that considerable improvement will be found by my representative on the
occasion of the next inspection visit.

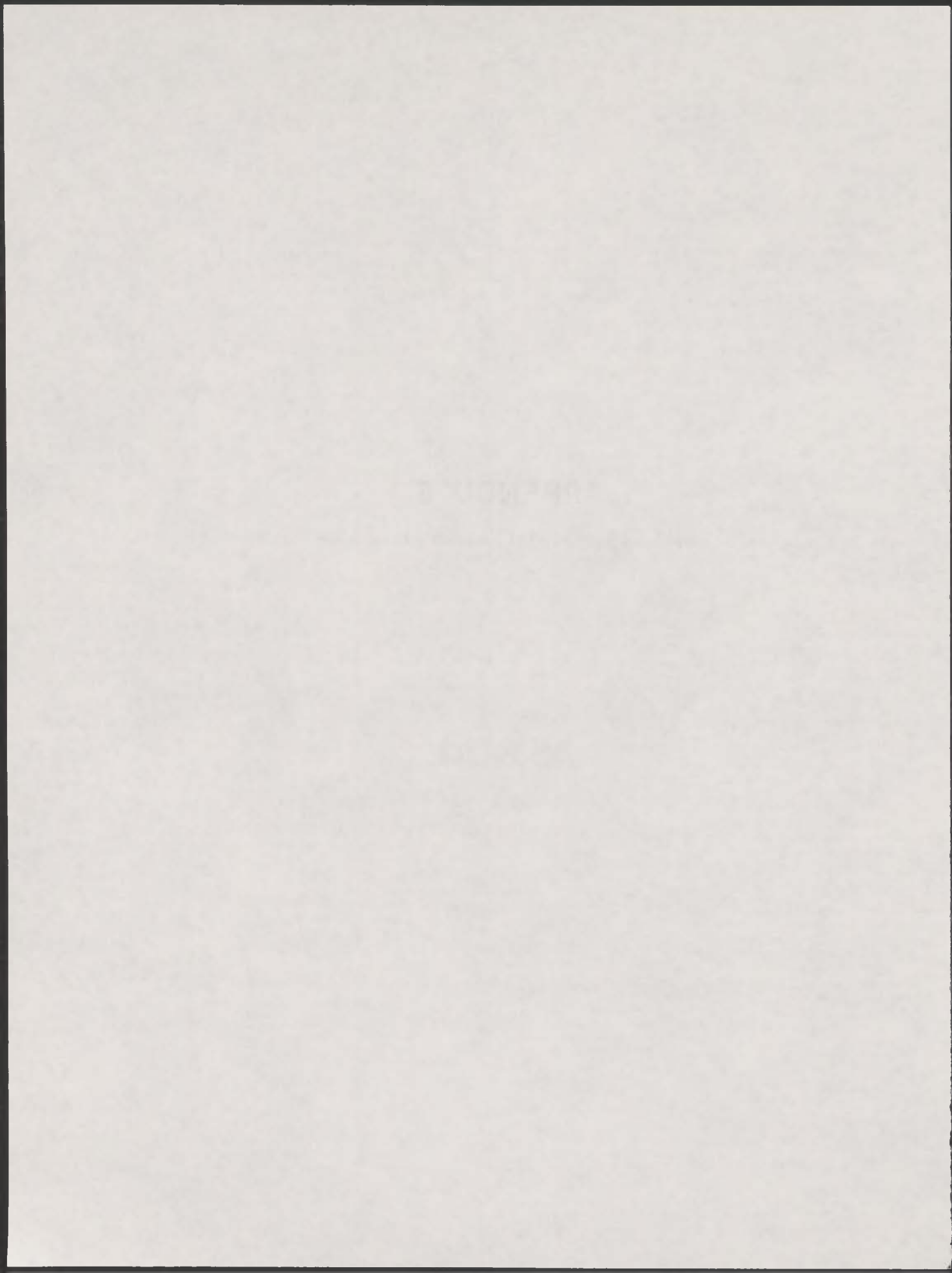
With best wishes,

Carl A. LaBarre
SUPERINTENDENT OF DOCUMENTS

RATINGS		SCORE RANGE
_____ I	Depository Collections	90-100 EXCELLENT
_____ II	Organization of the Depository Collection	80-89 VERY GOOD
_____ III	Maintenance of the Depository Collection	70-79 GOOD (meets <i>Guidelines</i>)
_____ IV	Staffing	60-69 FAIR (fails to meet <i>Guidelines</i>)
_____ V	Space Standards	50-59 POOR
_____ VI	Service to the General Public	
_____ VII	Cooperation with the Government Printing Office	
_____ VIII	Interlibrary Cooperation	
_____ IX	Regional Depositories (for Regionals only)	

APPENDIX E

96th Congress, 1st Session, H.R. 5424



96TH CONGRESS
1ST SESSION

H. R. 5424

To amend title 44, United States Code, to provide for improved administration of public printing services and distribution of public documents.

IN THE HOUSE OF REPRESENTATIVES

SEPTEMBER 27, 1979

Mr. THOMPSON (for himself, Mr. HAWKINS, Mr. NEDZI, Mr. BRADEMAS, Mr. ANNUNZIO, Mr. GAYDOS, Mr. JONES of Tennessee, Mr. MOLLOHAN, Mr. VAN DEERLIN, Mr. MINISH, Mr. DAVIS, Mr. ROSE, Mr. JOHN L. BURTON, Mr. PEYSER, Mr. RATCHFORD, Mr. FAZIO, Mr. FRENZEL, Mr. GINGRICH, Mr. CAMPBELL, and Mr. CONABLE) introduced the following bill; which was referred to the Committee on House Administration

A BILL

To amend title 44, United States Code, to provide for improved administration of public printing services and distribution of public documents.

- 1 *Be it enacted by the Senate and House of Representa-*
- 2 *tives of the United States of America in Congress assembled,*
- 3 That this Act may be cited as the "National Publications Act
- 4 of 1979".

1 SEC. 2. Title 44, United States Code, is amended by
 2 striking out chapters 1 through 13 and inserting in lieu
 3 thereof the following:

4 **"CHAPTER 1—GENERAL PROVISIONS**

 "Sec.

 "101. Definitions for chapters 1 through 11 of this title.

5 **"§ 101. Definitions for chapters 1 through 11 of this title**

6 "As used in chapters 1 through 11 of this title—

7 "(1) the term 'distribution' means—

8 "(A) any public documents sales program not
 9 specifically established by law;

10 "(B) any distribution of public documents re-
 11 quired for the depository library program under
 12 this title; and

13 "(C) any distribution of public documents by
 14 the National Publications Agency for another
 15 Government entity on a reimbursable basis;

16 "(2) the term 'Government entity' means, with
 17 respect to—

18 "(A) the executive branch of the Govern-
 19 ment, a department, agency, office, independent
 20 establishment or other authority;

21 "(B) the judicial branch of the Government,
 22 a court of the United States, the Judicial Confer-
 23 ence of the United States, the Federal Judicial

1 Center, and the Administrative Office of the
2 United States Courts; and

3 “(C) the legislative branch of the Govern-
4 ment, the House of Representatives, the Senate,
5 the General Accounting Office, the Library of
6 Congress, the Cost Accounting Standards Board,
7 the Congressional Budget Office, the Architect of
8 the Capitol, and the Office of Technology
9 Assessment;

10 “(3) the term ‘Member of Congress’ means a Sen-
11 ator or Representative in, or a Delegate or Resident
12 Commissioner to, the Congress;

13 “(4) the term ‘printing’ means any process for the
14 production of multiple copies of printed matter, and
15 such term includes—

16 “(A) typesetting using metal, photographic,
17 electronic, or laser-generated images;

18 “(B) platemaking and presswork utilizing
19 relief, intaglio, or planographic methods;

20 “(C) binding of blanks or printed sheets into
21 blank books, pamphlets, or hard or soft cover
22 books by hand or machine;

23 “(D) ink jet printing, screen printing, and
24 microfilming; and

1 “(E) any other such process using mechani-
2 cal, photographic, or electronic means;
3 but such term does not include production of multiple
4 copies by office typewriter, office copying machine, du-
5 plicator, or other method practical for only limited pro-
6 duction of such matter;

7 “(5) the term ‘public document’ means a docu-
8 ment, publication, form, machine-readable data file, mi-
9 croform, audio or visual presentation, or other similar
10 matter, reproduced by printing or other means for offi-
11 cial use of a Government entity, but such term does
12 not include any such matter which, as determined by
13 the issuing Government entity—

14 “(A) is required for administrative or oper-
15 ational purposes only and is without public inter-
16 est or educational value; or

17 “(B) is classified or designated under a stat-
18 ute or Executive order as requiring a specific
19 degree of protection against unauthorized disclo-
20 sure for reasons of national defense or foreign
21 policy;

22 “(6) the term ‘public printing services’ means
23 printing, binding, and related services (including pro-
24 curement of printing services, procurement of printing

1 equipment, and operation of printing facilities) fur-
 2 nished in whole or in part at Government expense; and

3 “(7) the term ‘State’ means, unless otherwise re-
 4 quired by the context, a State of the United States, the
 5 District of Columbia, the Commonwealth of Puerto
 6 Rico, Guam, and the Virgin Islands.

7 **“CHAPTER 3—NATIONAL PUBLICATIONS AGENCY**

“Sec.

“301. Creation of National Publications Agency.

“302. Establishment and duties of Commission.

“303. Voting members of Commission.

“304. Nonvoting members of Commission.

“305. Procedures of Commission.

“306. Pay of Commission.

“307. Regulations of Commission.

“308. Staff of Commission.

“309. Administrative services in the National Publications Agency.

“310. Labor-management relations.

“311. National Publications Agency revolving fund.

“312. Audits of National Publications Agency.

“313. Procurement of property and services.

“314. Transmittal of copies of reports, budget estimates, and budget requests to the Congress.

8 **“§ 301. Creation of National Publications Agency**

9 “(a) There is hereby created an independent establish-
 10 ment in the executive branch of the Government for the pur-
 11 pose of providing for public printing services and distribution
 12 of public documents. This establishment shall be known as
 13 the National Publications Agency.

14 “(b) Except as otherwise provided in this title, the Na-
 15 tional Publications Agency shall be subject to all provisions
 16 of title 5, United States Code.

1 **“§ 302. Establishment and duties of Commission**

2 “(a) There shall be within the National Publications
3 Agency a National Publications Commission (hereinafter in
4 this title referred to as the ‘Commission’) which shall be—

5 “(1) composed of seven voting members and three
6 nonvoting members; and

7 “(2) responsible for policy direction and overall
8 operation and management of the National Publications
9 Agency.

10 “(b) The Commission shall—

11 “(1) develop and implement for the Government a
12 central, comprehensive, and unified policy for the pro-
13 vision of public printing services and the distribution of
14 public documents, upon consultation with appropriate
15 governmental information clearinghouses, technical in-
16 formation clearinghouses, technical information centers,
17 and similar Government entities;

18 “(2) assure the most effective and efficient deliv-
19 ery of public printing services and distribution of public
20 documents;

21 “(3) provide for appropriate use of private com-
22 mercial sources for public printing services and distri-
23 bution of public documents by contract or otherwise,
24 with special consideration to be given to small business
25 concerns;

1 “(4) provide supervision, coordination, and policy
2 direction of the organization, budget, operation, and
3 other matters concerning the National Publications
4 Agency;

5 “(5) implement section 310 of this title (relating
6 to labor-management relations in the National Publica-
7 tions Agency);

8 “(6) prescribe minimum bibliographic and indexing
9 standards for public documents, after consultation with
10 the Librarian of Congress;

11 “(7) provide for such printing services and distri-
12 bution of publications as may be requested, on a reim-
13 bursable basis, by the United States Capitol Historical
14 Society, the Supreme Court Historical Society, and the
15 White House Historical Association;

16 “(8) provide for public sale of duplicate reproduci-
17 bles from which public documents are printed;

18 “(9) furnish ink, glue, and other supplies manufac-
19 tured by the National Publications Agency to other
20 Government entities on a reimbursable basis;

21 “(10) fix standards for paper and other materials
22 used in the production of public documents; and

23 “(11) provide for furnishing paper and envelopes
24 to other Government entities.

1 **“§ 303. Voting members of Commission**

2 “(a) The voting members of the Commission shall be
3 appointed by the President, by and with the advice and con-
4 sent of the Senate, from among individuals who are specially
5 qualified to serve on the Commission by ability, background,
6 training, and experience.

7 “(b) Any voting member of the Commission may be re-
8 moved by the President, upon notice and hearing, for neglect
9 of duty or malfeasance in office, but for no other cause.

10 “(c) One of the voting members shall be designated by
11 the President as Chairman at the time of appointment. In
12 addition to his duties as chairman of the Commission, the
13 member designated under the preceding sentence shall exer-
14 cise chief executive authority over the National Publications
15 Agency.

16 “(d)(1) Of the voting members other than the Chairman,
17 one and only one shall be chosen from each of the following
18 sources: (A) the printing and reproduction industries, (B) or-
19 ganized labor, (C) the library community, and (D) the pub-
20 lishing and information industries, and two shall be chosen
21 from other sources.

22 “(2) The Chairman may be chosen from any source.

23 “(e)(1) Except as provided in paragraphs (2) and (3) of
24 this subsection, the voting members of the Commission
25 shall—

26 “(A) be appointed for terms of three years;

1 “(B) be eligible for reappointment;

2 “(C) serve intermittently as required to carry out
3 the duties of the Commission; and

4 “(D) be paid on a daily, when-actually-employed
5 basis.

6 “(2) The Chairman shall—

7 “(A) be appointed for a term of five years;

8 “(B) not serve more than one complete term as
9 Chairman; and

10 “(C) not engage in any other business, vocation,
11 or employment while serving as Chairman.

12 “(3) Of the voting members first appointed, other than
13 the Chairman—

14 “(A) two shall be appointed for terms ending on
15 June 30, 1982;

16 “(B) two shall be appointed for terms ending on
17 June 30, 1983; and

18 “(C) two shall be appointed for terms ending on
19 June 30, 1984;

20 as specified by the President at the time of appointment.

21 “(f) Any voting member other than the Chairman, ap-
22 pointed to fill a vacancy on the Commission occurring prior
23 to the expiration of the term for which his predecessor was
24 appointed shall be appointed only for the remainder of such

1 term. A voting member may serve on the Commission after
2 the expiration of his term until his successor has taken office.

3 “(g) A vacancy on the Commission shall be filled in the
4 same manner in which the original appointment was made.

5 **“§ 304. Nonvoting members of Commission**

6 “(a) The nonvoting members of the Commission shall
7 be—

8 “(1) the chairman of the Committee on House
9 Administration of the House of Representatives or his
10 delegate;

11 “(2) the chairman of the Committee on Rules and
12 Administration of the Senate or his delegate; and

13 “(3) the Director of the Office of Management and
14 Budget or his delegate.

15 “(b) As used in this section, the term ‘delegate’
16 means—

17 “(1) with respect to subsection (a)(1) of this sec-
18 tion, a Representative in, or Delegate or Resident
19 Commissioner to, the Congress, or a full-time officer or
20 employee of the House of Representatives;

21 “(2) with respect to subsection (a)(2) of this sec-
22 tion, a Senator or a full-time officer or employee of the
23 Senate; and

1 “(3) with respect to subsection (a)(3) of this sec-
2 tion, a full-time officer or employee of the Office of
3 Management and Budget.

4 **“§ 305. Procedures of Commission**

5 “(a)(1) The Chairman shall preside at all sessions of the
6 Commission and three voting members of the Commission
7 shall constitute a quorum for the transaction of routine busi-
8 ness, but final decisions of the Commission shall be deter-
9 mined by an affirmative vote of four voting members.

10 “(2) The Commission may designate any voting member
11 as Acting Chairman to act temporarily in the place of the
12 Chairman during his absence.

13 “(b) The Commission shall meet monthly, and at other
14 times at the call of the Chairman or at the call of a majority
15 of the voting members.

16 “(c) The Commission is authorized to adopt an official
17 seal for the National Publications Agency which shall be ju-
18 dicially noticed.

19 **“§ 306. Pay of Commission**

20 “(a) Except as provided in subsections (b) and (c) of this
21 section, members of the Commission shall each be entitled to
22 receive the daily equivalent of the annual rate of basic pay
23 provided for level III of the Executive Schedule under sec-
24 tion 5314 of title 5, United States Code, for each day (includ-

1 ing traveltime) during which they are engaged in the actual
2 performance of duties vested in the Commission.

3 “(b) The Chairman shall be paid at the rate provided for
4 level II of the Executive Schedule under section 5313 of title
5 5, United States Code.

6 “(c) Members of the Commission who are full-time offi-
7 cers or employees of the United States shall receive no addi-
8 tional pay on account of their service on the Commission.

9 **“§ 307. Regulations of Commission**

10 “(a)(1) The Commission may prescribe such regulations,
11 in accordance with chapter 5 of title 5, United States Code,
12 as may be necessary to carry out its duties under this title.

13 “(2) Any regulation prescribed by the Commission shall
14 be submitted to the President, the Committee on House Ad-
15 ministration of the House of Representatives, and the Com-
16 mittee on Rules and Administration of the Senate, and shall
17 take effect at the end of ten legislative days after the date of
18 such submission, unless, during such ten-day period, the
19 President issues an Executive order or either such committee
20 agrees to a resolution disapproving such regulation.

21 “(b) As used in this section—

22 “(1) the term ‘legislative day’ means a calendar
23 day on which both Houses of Congress are in session;
24 and

1 “(2) the term ‘regulation’ means a provision or
2 series of interrelated provisions stating a single separa-
3 ble rule of law.

4 **“§ 308. Staff of Commission**

5 “(a)(1) With the approval of the Commission, the Chair-
6 man may appoint and fix the pay of—

7 “(A) not more than fifteen staff personnel as may
8 be necessary to carry out the duties of the Commis-
9 sion; and

10 “(B) such staff personnel as may be necessary to
11 assist the Chairman in carrying out his chief executive
12 authority over the National Publications Agency.

13 “(2) Such personnel may be appointed without regard to
14 the provisions of title 5, United States Code, governing ap-
15 pointments in the competitive service and may be paid with-
16 out regard to the provisions of chapter 51 and subchapter III
17 of chapter 53 of such title relating to classification and Gen-
18 eral Schedule pay rates, except that no individual so appoint-
19 ed may receive pay in excess of the maximum annual rate of
20 basic pay payable for grade GS-18 of the General Schedule.

21 “(b) With the approval of the Commission, the Chair-
22 man may procure temporary and intermittent services to the
23 same extent as authorized under section 3109(b) of title 5,
24 United States Code, but at rates for individuals not to exceed

1 the daily equivalent of the maximum annual rate of basic pay
2 payable for grade GS-18 of the General Schedule.

3 **“§ 309. Administrative services in the National Publica-**
4 **tions Agency**

5 “(a) There shall be within the National Publications
6 Agency a Director of Administration who shall be appointed
7 by the Chairman, with the approval of the Commission from
8 among individuals with demonstrated professional back-
9 ground and experience in the administration and management
10 of large public or private organizations. The Director of Ad-
11 ministration shall—

12 “(1) be responsible for administrative, support,
13 and related services common to more than one compo-
14 nent of the National Publications Agency;

15 “(2) report to, and be under the general supervi-
16 sion of, the Chairman; and

17 “(3) carry out the policies of the Commission.

18 “(b) The Director of Administration shall be—

19 “(1) appointed without regard to the provisions of
20 title 5, United States Code, governing appointments in
21 the competitive service; and

22 “(2) paid at the annual rate of basic pay provided
23 for level IV of the Executive Schedule under section
24 5315 of title 5, United States Code.

1 “(c) Subject to section 310 of this title, the Director of
2 Administration shall have the authority to employ such per-
3 sons as may be necessary to carry out his functions in the
4 National Publications Agency.

5 “(d) The employees referred to in subsection (c) of this
6 section may include special police officers for the protection
7 of the National Publications Agency. The Chairman may au-
8 thorize such officers to—

9 “(1) bear and use firearms in the performance of
10 their duties;

11 “(2) make arrests for violations of laws of the
12 United States or any State; and

13 “(3) enforce such regulations as may be pre-
14 scribed by the Commission.

15 The jurisdiction of special police officers in premises occupied
16 by or under the control of the National Publications Agency
17 and adjacent areas shall be concurrent with the jurisdiction of
18 the law enforcement agencies where such premises are
19 located.

20 **“§ 310. Labor-management relations**

21 “(a) Labor-management relations for the National Pub-
22 lications Agency shall be based on principles of collective
23 bargaining over wages, hours, and working conditions con-
24 tained in the Labor Management Relations Act, 1947 and
25 any other Federal law relating to employees in the private

1 sector, except to the extent that such Act or law is inconsis-
2 ent with this title.

3 “(b)(1) Subject to paragraph (2) of this subsection, the
4 provisions of title 5, United States Code (other than the pro-
5 visions of chapter 71 of such title), affecting compensation,
6 benefits, and other terms and conditions of employment shall
7 apply with respect to employees of the National Publications
8 Agency who are represented by a labor organization, except
9 to the extent that such provisions are superseded by a collec-
10 tive bargaining agreement.

11 “(2) The following provisions of title 5, United States
12 Code, shall apply notwithstanding any such agreement:

13 “(A) Section 3102 (relating to employment of
14 reading assistants for blind employees and interpreting
15 assistants for deaf employees).

16 “(B) Section 3110 (relating to restriction on em-
17 ployment of relatives).

18 “(C) Section 3333 (relating to employee affidavits,
19 loyalty, and striking against the Government).

20 “(D) Section 5520 (relating to withholding of city
21 or county income or employment taxes).

22 “(E) Section 5532 (relating to employment of re-
23 tired members of the uniformed services).

24 “(F) Section 5533 (relating to dual pay from more
25 than one position).

1 “(G) Chapter 72 (relating to antidiscrimination
2 and right to petition Congress).

3 “(H) Chapter 73 (relating to suitability, security,
4 and conduct of employees).

5 “(I) Subchapter I of chapter 81 (relating to com-
6 pensation for work injuries).

7 “(J) Chapter 82 (relating to retirement).

8 “(K) Provisions relating to preference eligibles (as
9 defined in section 2108(3)).

10 “(c)(1) Unresolved collective bargaining matters shall be
11 referred to binding arbitration whenever a party believes that
12 an impasse has occurred. An arbitrator shall be selected as
13 described in paragraph (2) or (3) of this subsection.

14 “(2) The Chairman and one or more labor organizations
15 or a council representing such labor organizations may agree
16 upon a permanent arbitrator who shall serve at the pleasure
17 of the parties and shall be empowered to resolve any impasse
18 submitted to him by any party to negotiations for a collective
19 bargaining agreement.

20 “(3) The parties to negotiations for a collective bargain-
21 ing agreement may agree upon an arbitrator. If no such
22 agreement is reached, any party may petition the Director of
23 the Federal Mediation and Conciliation Service to appoint an
24 arbitrator to resolve the impasse.

1 “(d) The arbitrator selected under subsection (c) of this
2 section shall receive from each party a final proposal on each
3 issue in dispute and shall promptly meet with the parties to
4 mediate the dispute. If no agreement is reached within seven
5 days after the date of such meeting, the arbitrator shall hold
6 a hearing to take testimony and other evidence and to hear
7 each party argue its position on the issues involved. Using
8 the following criteria, the arbitrator shall resolve the impasse
9 by selecting one of the final proposals offered on each issue:

10 “(1) The interest of the Government and justice
11 to the employees involved.

12 “(2) The wages and fringe benefits in the public
13 and private sectors for employees with similar skills
14 and training.

15 “(3) The Washington area average Consumer
16 Price Index.

17 “(4) Any other factor that, in the professional
18 judgment of the arbitrator, is normally or traditionally
19 taken into consideration in the determination of wages
20 and other benefits in the collective bargaining process.

21 “(e) The arbitrator’s decision under this section shall be
22 final and binding.

23 “(f) Compensation of upgraded craft, trade, and related
24 direct support occupation supervisory personnel and compen-
25 sation of uprate personnel shall be administratively set by the

1 Chairman based upon a percentage of the highest compensa-
 2 tion paid to the employees supervised by such personnel.

3 **“§311. National Publications Agency revolving fund**

4 “(a) There is hereby established in the Treasury the Na-
 5 tional Publications Agency revolving fund (hereinafter in this
 6 section referred to as the ‘fund’) which shall be available for
 7 the operation and maintenance of the National Publications
 8 Agency without fiscal year limitation in such amounts as may
 9 be specified from time to time in appropriation Acts.

10 “(b) The fund shall be—

11 “(1) reimbursed for the cost of all supplies and
 12 services furnished by the National Publications Agency
 13 at rates that include—

14 “(A) charges for overhead and related ex-
 15 penses; and

16 “(B) depreciation of plant and building ap-
 17 purtenances (other than buildings and land) and
 18 equipment;

19 “(2) credited with all receipts of the National
 20 Publications Agency from sales or exchanges of prop-
 21 erty, including receipts from sales of public documents,
 22 waste, condemned, and surplus property, and amounts
 23 received for loss of or damage to property; and

24 “(3) charged with payment into miscellaneous re-
 25 cepts of the Treasury of that part of the receipts from

1 the sales of public documents required to be so deposit-
2 ed by section 706 of this title.

3 “(c) The Chairman shall prepare and submit to the
4 Commission an annual business-type budget program for the
5 functions financed by the fund. Such budget shall be consid-
6 ered and enacted in the manner prescribed by section 104 of
7 the Government Corporation Control Act (31 U.S.C. 849).

8 **“§ 312. Audits of National Publications Agency**

9 “The Comptroller General shall audit the activities of
10 the National Publications Agency during fiscal year 1982
11 and at least once every three years thereafter, and shall fur-
12 nish reports of such audits to the Congress and the Commis-
13 sion. For purposes of such audits, the Comptroller General
14 shall have such access to the records, files, personnel, and
15 facilities of the National Publications Agency as he considers
16 necessary.

17 **“§ 313. Procurement of property and services**

18 “(a)(1) Except as provided in paragraph (2) of this sub-
19 section, the Chairman may procure such personal and real
20 property for the National Publications Agency as he deems
21 necessary.

22 “(2) With respect to procurement of—

23 “(A) personal property (other than paper and
24 property included in the definition of public printing
25 services under this title), the Chairman shall comply

1 with the Federal Property and Administrative Services
2 Act of 1949; and

3 “(B) real property, the Chairman shall obtain ap-
4 proval of the Commission and, if otherwise required by
5 law, the approval of either or both Houses of Congress
6 or any committee of either such House.

7 “(b)(1) In accordance with regulations prescribed by the
8 Commission, the Director of Production Services may pro-
9 cure such paper and public printing services for the National
10 Publications Agency as he deems necessary. Such procure-
11 ment shall be made on the basis of advertised bids, except
12 that negotiated procurement may be used—

13 “(A) when the amount involved does not exceed
14 \$10,000;

15 “(B) when public exigencies require immediate de-
16 livery of the paper or public printing services;

17 “(C) when only one source of supply is available
18 and the Director of Production Services so certifies;

19 “(D) when no bids are received after advertising;
20 or

21 “(E) when the Director of Production Services—

22 “(i) determines that the bids received after
23 advertising are unreasonable or not independently
24 formulated in open competition;

1 “(ii) gives each responsible bidder a reason-
2 able opportunity to negotiate; and

3 “(iii) determines that the negotiated price is
4 the lowest price offered by any responsible bidder.

5 “(2) Except as otherwise provided by law, a contract for
6 paper or public printing services may be made under this
7 subsection when the Director of Production Services deter-
8 mines that—

9 “(A) the need for such paper or services is rea-
10 sonably firm and continuing; and

11 “(B) such a contract will serve the best interests
12 of the United States by encouraging competition or
13 promoting economies in performance and operation;
14 and

15 “(C) such a contract will not inhibit small busi-
16 ness participation.

17 “(3) The regulations prescribed by the Commission
18 under this subsection shall require that methods for procure-
19 ment of paper and public printing services—

20 “(A) meet public needs, taking into consideration
21 price and other factors;

22 “(B) promote competition to the maximum extent
23 possible; and

1 “(C) promote the growth of small and minority
2 business firms by providing opportunities to participate
3 in National Publications Agency contracts.

4 “(4) The regulations prescribed by the Commission
5 under this subsection shall provide that—

6 “(A) a contractor may use subcontractors in the
7 performance of a contract, except that the predominant
8 function required in the contract shall not be subcon-
9 tracted without written approval from the Director of
10 Production Services; and

11 “(B) the maximum duration of a contract under
12 this subsection shall be five years.

13 **“§ 314. Transmittal of copies of reports, budget estimates,**
14 **and requests to the Congress**

15 “Whenever the Commission submits a report, budget
16 estimate, or budget request to the President or the Office of
17 Management and Budget, it shall concurrently transmit a
18 copy of such report, estimate, or request to the Congress.

19 **“CHAPTER 5—PUBLIC PRINTING SERVICES**

 “Sec.

 “501. Director of Production Services.

 “502. Use of National Publications Agency for public printing services.

 “503. Permanent public documents.

 “504. Material reproduced at Government expense.

20 **“§ 501. Director of Production Services**

21 “(a) There shall be within the National Publications
22 Agency a Director of Production Services who shall be ap-
23 pointed by the Chairman with the approval of the Commis-

1 sion from among individuals with demonstrated professional
 2 background and experience in management of printing or
 3 similar operations. The Director of Production Services
 4 shall—

5 “(1) be responsible for the provision of public
 6 printing services in the National Publications Agency;

7 “(2) report to, and be under the general supervi-
 8 sion of, the Chairman; and

9 “(3) carry out the policies of the Commission.

10 “(b) The Director of Production Services shall be—

11 “(1) appointed without regard to the provisions of
 12 title 5, United States Code, governing appointments in
 13 the competitive service; and

14 “(2) paid at the annual rate of basic pay provided
 15 for level IV of the Executive Schedule under section
 16 5315 of title 5, United States Code.

17 “(c) Subject to section 310 of this title, the Director of
 18 Production Services shall have authority to employ such per-
 19 sons as may be necessary to carry out his functions in the
 20 National Publications Agency.

21 **“§ 502. Use of National Publications Agency for public**
 22 **printing services**

23 “(a) Except as provided in section 901 of this title and
 24 in subsection (b) of this section, all public printing services for
 25 the Government shall be provided through the National Pub-

1 lications Agency in accordance with regulations prescribed
2 by the Commission.

3 “(b)(1) The regulations referred to in subsection (a) of
4 this section shall provide that, upon written application by
5 the head of the Government entity involved or his designee
6 to the Director of Production Services, public printing serv-
7 ices may be provided for periods specified by the Director of
8 Production Services—

9 “(A) by contract with a private person, if such
10 contract—

11 “(i) satisfies an urgent requirement that
12 cannot be satisfied through the National Publica-
13 tions Agency; or

14 “(ii) results in cost savings to the Govern-
15 ment;

16 “(B) in an authorized field printing plant operated
17 by a Government entity if such entity demonstrates
18 that cost savings to the Government will result from
19 the use of such plant or that the interests of national
20 security so require; and

21 “(C) by a private person who agrees to bear all
22 costs of printing and distribution (including distribution
23 to depository libraries).

24 “(2) In the case of a denial of an application made under
25 this subsection, the Director of Production Services shall

1 state in writing the reasons for such denial not later than the
 2 fifth business day after the date on which the application is
 3 received. A denial of an application under the preceding sen-
 4 tence may be appealed to the Chairman, whose decision shall
 5 be final. Such an appeal shall be filed with the Chairman not
 6 later than ten days after the date of the denial involved. The
 7 Chairman shall determine the appeal not later than the third
 8 business day after the date on which it is filed.

9 **"§ 503. Permanent public documents**

10 "Public documents of a permanent nature furnished to
 11 officers or employees of the United States for official use
 12 shall bear the legend 'Property of the United States Govern-
 13 ment' and shall be preserved as a part of the office or em-
 14 ployment involved.

15 **"§ 504. Material reproduced at Government expense**

16 "Any material that is printed or otherwise reproduced
 17 at Government expense and that does not clearly identify the
 18 issuing Government entity shall bear the legend 'Produced at
 19 Government Expense'.

20 **"CHAPTER 7—DISTRIBUTION OF PUBLIC**
 21 **DOCUMENTS**

"Sec.

"701. Director of Distribution Services.

"702. Use of National Publications Agency for distribution of public documents.

"703. Additional copies of public documents for sale.

"704. Prices for sales of public documents.

"705. Index and catalog of public documents.

"706. Amounts received from sales.

"707. Depository libraries.

"708. Information to be specified in free public documents.

1 "§ 701. Director of Distribution Services

2 “(a) There shall be within the National Publications
3 Agency a Director of Distribution Services who shall be ap-
4 pointed by the Chairman with the approval of the Commis-
5 sion from among individuals with demonstrated professional
6 background and experience in the management of public or
7 private operations similar to the National Publications
8 Agency. The Director of Distribution Services shall—

9 “(1) be responsible for—

10 “(A) maintenance of a complete collection of
11 public documents;

12 “(B) distribution of public documents through
13 the National Publications Agency, including over-
14 sight, inspection, and support of depository librar-
15 ies; and

16 “(C) international exchange of public docu-
17 ments in cooperation with the Librarian of Con-
18 gress and the Archivist of the United States;

19 “(2) report to, and be under the general supervi-
20 sion of, the Chairman; and

21 “(3) carry out the policies of the Commission.

22 “(b) The Director of Distribution Services shall be—

23 “(1) appointed without regard to the provisions o
24 title 5, United States Code, governing appointments in
25 the competitive service; and

1 “(2) paid at the annual rate of basic pay provided
2 for level IV of the Executive Schedule under section
3 5315 of title 5, United States Code.

4 “(c) Subject to section 310 of this title, the Director of
5 Distribution Services shall have authority to employ such
6 persons as may be necessary to carry out his functions in the
7 National Publications Agency.

8 "§702. Use of National Publications Agency for distribu-
9 tion of public documents

10 “(a) Except as provided in section 901 of this title and
11 in subsection (b) of this section, distribution of public docu-
12 ments for the Government shall be through the National
13 Publications Agency in accordance with regulations pre-
14 scribed by the Commission.

15 “(b)(1) The regulations referred to in subsection (a) of
16 this section shall provide that, when the interest of the Gov-
17 ernment so requires, distribution of public documents may be
18 provided other than through the National Publications
19 Agency for periods of limited duration upon written applica-
20 tion by the head of the Government entity involved or his
21 designee to the Director of Distribution Services.

22 “(2) In the case of a denial of an application made under
23 this subsection, the Director of Distribution Services shall
24 state in writing the reasons for such denial not later than the
25 fifth business day after the date on which the application is

1 received. A denial of an application under the preceding sen-
2 tence may be appealed to the Chairman, whose decision shall
3 be final. Such an appeal shall be filed with the Chairman not
4 later than ten days after the date of the denial involved. The
5 Chairman shall determine the appeal not later than the third
6 business day after the date on which it is filed.

7 **“§ 703. Additional copies of public documents for sale**

8 “In accordance with regulations prescribed by the Com-
9 mission, the Director of Production Services shall, at the re-
10 quest of the Director of Distribution Services, prepare or pro-
11 cure additional copies of public documents for sale by the
12 Director of Distribution Services.

13 **“§ 704. Prices for sales of public documents**

14 “(a) In accordance with regulations prescribed by the
15 Commission, and except as provided in subsection (b) of this
16 section, the price at which a public document is offered for
17 sale shall not be less than the cost of production and distribu-
18 tion of such document in connection with such sale.

19 “(b)(1) A public document may be made available for
20 sale at a price below cost upon a determination by the Com-
21 mission or the issuing Government entity that the public in-
22 terest so requires. In any instance of a sale pursuant to the
23 preceding sentence, the difference between the sale price and
24 the cost of production and distribution in connection with the

1 sale of the document involved shall be paid to the Director of
2 Distribution Services as determined by the Commission.

3 “(2) Discounts may be allowed to dealers and quantity
4 purchasers.

5 “(c) The Director of Distribution Services may desig-
6 nate any officer or employee of the United States as an agent
7 for the sale of public documents under a written agreement
8 between the Director of Distribution Services and the head of
9 the Government entity involved.

10 **“§ 705. Index and catalog of public documents**

11 “(a) The Director of Distribution Services shall—

12 “(1) maintain a comprehensive cumulative index
13 of public documents; and

14 “(2) prepare and issue a periodic catalog, listing
15 public documents produced since the end of the preced-
16 ing period, the prices of such documents, and the loca-
17 tions at which such documents may be obtained.

18 “(b) Each Government entity shall furnish to the Direc-
19 tor of Distribution Services such information as may be re-
20 quired to carry out subsection (a) of this section.

21 **“§ 706. Amounts received from sales**

22 “Amounts received by the Director of Distribution
23 Services from sales of public documents shall be deposited in
24 the National Publications Agency revolving fund, except that
25 receipts from sales in excess of total costs of production and

1 distribution in connection with such sales shall be deposited
2 in the Treasury as miscellaneous receipts.

3 **“§ 707. Depository libraries**

4 • “(a)(1) The Director of Distribution Services shall—

5 “(A) make available all public documents to de-
6 pository libraries designated under this section; and

7 “(B) provide reference, referral, and support serv-
8 ices for such libraries with respect to public documents.

9 “(2) Each depository library shall be afforded the great-
10 est practicable degree of choice with respect to selection and
11 delivery of public documents made available to such library
12 under paragraph (1)(A) of this subsection.

13 “(3) Any public document that is an audio or visual
14 presentation shall be made available under paragraph (1)(A)
15 of this subsection only on a loan basis.

16 “(b) Each Member of Congress may designate two de-
17 pository libraries to be located in the congressional district (in
18 the case of a Representative in, or Delegate or Resident
19 Commissioner to, the Congress) or in the State (in the case of
20 a Senator) represented by such Member.

21 “(c) The head of each Government entity may designate
22 one library of such entity as a depository library.

23 “(d) The following libraries are hereby designated as de-
24 pository libraries:

1 “(1) The libraries of the United States Military
2 Academy, the United States Naval Academy, the
3 United States Air Force Academy, the United States
4 Coast Guard Academy, the United States Merchant
5 Marine Academy, and the Uniformed Services Univer-
6 sity of the Health Sciences.

7 “(2) The library of each land grant college.

8 “(3) The library of the highest appellate court of
9 each State, upon request of such court to the Director
10 of Distribution Services.

11 “(4) The library of each accredited law school,
12 upon request of such school made to the Director of
13 Distribution Services.

14 “(5) The State library of each State.

15 “(e)(1) Each library designated as a depository library
16 under this section shall—

17 “(A) have the ability to provide adequate custody
18 and service for public documents; and

19 “(B) permit free public access to such documents.

20 “(2) Each library designated as a depository library
21 under subsection (b) of this section shall be located in an area
22 not adequately served by an existing depository library.

23 “(f) As used in this section, the term ‘accredited law
24 school’ means a law school that is accredited by—

1 “(1) a nationally recognized accrediting agency or
2 association approved by the Commissioner of Educa-
3 tion for such purpose; or

4 “(2) the highest appellate court of the State in
5 which the law school is located.

6 "§708. Information to be specified in free public docu-
7 ments

8 “(a) Any public document made available without direct
9 charge to the recipient shall specify—

10 “(1) the name of issuing Government entity;

11 “(2) the appropriation Act providing funds for the
12 printing and distribution of such document; and

13 “(3) the cost of production and distribution of such
14 document in connection with such availability.

15 “(b) The requirement of subsection (a) of this section
16 shall not apply in the case of documents distributed to deposi-
17 tory libraries under section 707 of this title, unless the infor-
18 mation described in subsection (a) of this section is otherwise
19 required by law.

20 “CHAPTER 9—PUBLIC PRINTING SERVICES AND
21 DISTRIBUTION OF PUBLIC DOCUMENTS FOR
22 THE CONGRESS

“Sec.

"901. Control of public printing services and distribution of public documents for the Congress.

"902. Use of and payment for public printing services and distribution of public documents for the Congress.

"903. Congressional Record.

"904. Congressional Directory.

"905. Miscellaneous congressional documents.

1 **"§ 901. Control of public printing services and distribution**
2 **of public documents for the Congress**

3 “(a) The Committee on House Administration of the
4 House of Representatives and the Committee on Rules and
5 Administration of the Senate shall have authority—

6 “(1) to control by regulation public printing serv-
7 ices and distribution (other than distribution required
8 by section 707(a)(1) of this title) of public documents
9 and other materials relating to and for the use of the
10 House of Representatives and the Senate, respectively;
11 and

12 “(2) to control by joint regulation public printing
13 services and distribution (other than distribution re-
14 quired by section 707(a)(1) of this title) of public docu-
15 ments and other materials relating to and for the use
16 of both Houses of Congress.

17 “(b) The regulations referred to in subsection (a) of this
18 section shall provide for the preparation of public documents
19 specified in this chapter and such other materials relating to
20 the Congress as may be necessary to meet the needs of the
21 Government.

1 **“§902. Use of and payment for public printing services**
2 **and distribution of public documents for the**
3 **Congress**

4 “Public printing services and distribution of public docu-
5 ments for the Congress shall be—

6 “(1) used for official purposes only; and

7 “(2) paid for from funds made available to the
8 Congress for such official purposes under appropriation
9 Acts.

10 **“§903. Congressional Record**

11 “(a) There shall be prepared by the National Publica-
12 tions Agency in both daily and permanent form a Congres-
13 sional Record which shall include—

14 “(1) a substantially verbatim report of the public
15 proceedings of each House of Congress;

16 “(2) a daily index and appropriate cumulative in-
17 dexes, each arranged by subject and Member of Con-
18 gress involved;

19 “(3) a daily digest consisting of a brief resume of
20 the congressional activities for the day involved; and

21 “(4) the forthcoming legislative program and con-
22 gressional committee meetings and hearings.

23 “(b) Copies of the daily edition of the Congressional
24 Record shall be available promptly on the day after the date
25 of the proceedings involved.

1 “(c) The Congressional Record shall be entitled to be
2 mailed at the same rates of postage at which a newspaper or
3 other periodical publication with a legitimate list of paid sub-
4 sscribers is entitled to be mailed.

5 **“§ 904. Congressional Directory**

6 “There shall be prepared by the National Publications
7 Agency a Congressional Directory which shall be printed and
8 distributed as early as practicable during the first session of
9 each Congress.

10 **“§ 905. Miscellaneous congressional documents**

11 “There shall be prepared the following public docu-
12 ments and other materials relating to the Congress:

13 “(1) Senate and House of Representatives bills,
14 joint resolutions, concurrent resolutions, and simple
15 resolutions.

16 “(2) Acts of Congress.

17 “(3) Treaties.

18 “(4) Journals of the Senate and the House of
19 Representatives.

20 “(5) Senate Manual and Rules and Manual of the
21 House of Representatives.

22 “(6) United States Statutes at Large.

23 “(7) Franks and envelopes of Members of Con-
24 gress.

1 “(8) Biographical Directory of the American Con-
2 gress.

3 **“CHAPTER 11—INFORMATION RESOURCES**
4 **MANAGEMENT**

“Sec.

“1101. Information resources managers.

“1102. Requirement for certification of necessity.

5 **“§ 1101. Information resources managers**

6 “(a) The head of each Government entity shall desig-
7 nate from among the officers and employees of such entity an
8 information resources manager who shall be responsible—

9 “(1) in cooperation with the Director of Produc-
10 tion Services, for coordination of public printing serv-
11 ices for such entity;

12 “(2) for certification to the Director of Production
13 Services that any public printing service requested for
14 such entity is authorized by law and is necessary to
15 the public business;

16 “(3) in cooperation with the Director of Distribu-
17 tion Services, for coordination of distribution of public
18 documents for such entity;

19 “(4) furnishing to the Director of Distribution
20 Services such information as may be required to carry
21 out section 705(b) of this title; and

22 “(5) compliance of such entity with the require-
23 ments of this title.

1 AUTHORIZATION OF APPROPRIATIONS

2 SEC. 4. Appropriations to carry out the amendment to
3 title 44, United States Code, made by section 2 of this Act
4 shall be subject to annual authorization.

5 TRANSFER OF FUNCTIONS

6 SEC. 5. (a) Except as otherwise provided in this Act,
7 there are hereby transferred to the National Publications
8 Agency (as created by section 301 of title 44, United States
9 Code, as enacted by section 2 of this Act) and the officers
10 and components of such agency—

11 (1) all of the functions of the Government Printing
12 Office, as in existence on the day before the effective
13 date of section 2 of this Act; and

14 (2) all of the management functions of the Joint
15 Committee on Printing, as in existence on the day
16 before the effective date of section 2 of this Act.

17 (b) Except as otherwise provided in this Act, there are
18 hereby transferred to the committees of the House of Repre-
19 sentatives and the Senate which, under the rules of the
20 House of Representatives and the Senate, have jurisdiction
21 over the functions involved, all of the oversight functions of
22 the Joint Committee on Printing, as in existence on the day
23 before the effective date of section 2 of this Act.

1 TRANSFER RELATING TO NATIONAL PUBLICATIONS

2 AGENCY REVOLVING FUND

3 SEC. 6. The assets, commitments, obligations, and out-
4 standing balances of the Government Printing Office revolv-
5 ing fund established by the Legislative Appropriation Act,
6 1954, are hereby transferred to the National Publications
7 Agency revolving fund established by section 311 of title 44,
8 United States Code, as enacted by section 2 of this Act.

9 COMPREHENSIVE REGULATIONS

10 SEC. 7. (a) Notwithstanding section 307 of title 44,
11 United States Code (as enacted by section 2 of this Act), the
12 National Publications Commission shall prescribe comprehen-
13 sive regulations relating to the functions of the National Pub-
14 lications Agency under such title. Such comprehensive regu-
15 lations shall be submitted to the President and to the Com-
16 mittee on House Administration of the House of Representa-
17 tives and the Committee on Rules and Administration of the
18 Senate and shall take effect at the end of ten legislative days
19 after the date of such submission, unless during such ten-day
20 period, the President issues an Executive order or either such
21 committee agrees to a resolution disapproving such regula-
22 tions, but such regulations shall not take effect before Janu-
23 ary 1, 1981.

24 (b) As used in this section—

1 (1) the term "legislative day" means a calendar
2 day on which both Houses of Congress are in session;
3 and

4 (2) the term "regulation" means a provision or
5 series of interrelated provisions stating a single separa-
6 ble rule of law.

7 TRANSFER AND ALLOCATION OF PERSONNEL AND
8 APPROPRIATIONS

9 SEC. 8. Except as otherwise provided in this Act—

10 (1) the personnel employed in connection with the
11 functions of the Government Printing Office transferred
12 by this Act;

13 (2) the personnel employed by the Joint Commit-
14 tee on Printing in connection with the indexing func-
15 tion under section 902 of title 44, United States Code,
16 as in effect on the day before the effective date of the
17 amendment made by section 2 of this Act; and

18 (3) the assets, liabilities, contracts, property, rec-
19 ords, and unexpended balance of appropriations au-
20 thorizations, allocations, and other funds employed,
21 held, used, arising from, available to or to be made
22 available in connection with such functions;

23 are hereby transferred to the National Publications Agency
24 for appropriate allocation. Unexpended funds transferred
25 pursuant to this section shall be used only for the purposes

1 for which such funds were originally authorized and
2 appropriated.

3 TERMINATION OF GOVERNMENT PRINTING OFFICE

4 SEC. 9. (a) The Government Printing Office is abol-
5 ished.

6 (b) Any reference to the Government Printing Office,
7 the Public Printer, or the Superintendent of Documents in—

8 (1) a rule, resolution, or order of the House of
9 Representatives or the Senate; or

10 (2) a law, regulation, or Executive order;
11 shall, on and after the effective date of this section, be consid-
12 ered as referring to the National Publications Agency, the
13 Director of Production Services in the National Publications
14 Agency, and the Director of Distribution Services in the Na-
15 tional Publications Agency, respectively.

16 TERMINATION OF JOINT COMMITTEE ON PRINTING

17 SEC. 10. (a) The Joint Committee on Printing is abol-
18 ished.

19 (b) Any reference to the Joint Committee on Printing
20 in—

21 (1) a rule, resolution, or order of the House of
22 Representatives or the Senate; or

23 (2) a law, regulation, or Executive order;
24 shall, on and after the effective date of this section, be consid-
25 ered as referring to the committees of the House of Repre-

1 sentatives and the Senate which, under the rules of the
2 House of Representatives and the Senate, have jurisdiction
3 over the subject matter of such reference.

(c) Subject to subsection (d), all records of the Joint Committee on Printing are transferred to the committees of House of Representatives and the Senate which, under the rules of the House of Representatives and the Senate, have jurisdiction over the subject matter to which such records relate.

10 (d) Any record that—

11 (1) is transferred under subsection (c); and

(2) relates to the management functions of the Joint Committee on Printing, as in existence on the day before the effective date of the amendment made by section 2 of this Act;

16 shall be made available to the National Publications Agency
17 as provided jointly by the committees involved.

18 EFFECT ON PERSONNEL

19 SEC. 11. Except as otherwise provided in this Act, the
20 transfer pursuant to this Act of—

21 (1) full-time personnel (except special Government
22 employees); and

23 (2) part-time personnel holding permanent posi-
24 tions;

1 in printing plant worker classifications or in positions under
2 the Joint Committee on Printing involving indexing of the
3 Congressional Record under section 902 of title 44, United
4 States Code, as in effect on the day before the effective date
5 of the amendment made by section 2 of this Act, shall not
6 cause any such personnel to be separated or reduced in grade
7 or compensation.

8 TECHNICAL AND CONFORMING AMENDMENTS

9 SEC. 12. (a)(1) Section 107 of title 1, United States
10 Code, is amended by striking out "on parchment" and all
11 that follows through "Printing" and inserting in lieu thereof
12 "in accordance with title 44".

13 (2) The first sentence of section 112 of title 1, United
14 States Code, is amended by inserting after "published" the
15 following: "in accordance with title 44".

16 (b)(1) Section 1308(c) of title 5, United States Code, is
17 amended by inserting after "publish" the following: "in ac-
18 cordance with title 44, United States Code,".

19 (2) Section 5102(c)(9) of title 5, United States Code, is
20 amended by striking out "whose pay is fixed under section
21 305" and inserting in lieu thereof "under section 308(c)(2),
22 501(c), or 701(c)".

23 (c)(1) Section 4 of the Act of August 31, 1922, chapter
24 301 (7 U.S.C. 285), is amended by striking out "without

1 regard to section 501 of" and inserting in lieu thereof "in
2 accordance with".

3 (2) The proviso in the matter relating to general ex-
4 penses of the Bureau of Crop Estimates in the Act of March
5 4, 1917, chapter 179 (7 U.S.C. 411a), is amended by insert-
6 ing after "printed and distributed" the following: "in accord-
7 ance with title 44, United States Code,".

8 (3) Section 101(f) of the Department of Agriculture Or-
9 ganic Act of 1944 (7 U.S.C. 431) is amended by striking out
10 "without" and all that follows through "public printing" and
11 inserting in lieu thereof "in accordance with title 44, United
12 States Code".

13 (4) The first sentence of the first section of the Act of
14 March 3, 1927, chapter 337 (7 U.S.C. 471), is amended by
15 inserting after "and publish" the following: "in accordance
16 with title 44, United States Code,".

17 (5) The first sentence of the first section of the Act of
18 January 14, 1929, chapter 69 (7 U.S.C. 501), is amended by
19 inserting after "and publish" the following: ", in accordance
20 with title 44, United States Code,".

21 (6) The first sentence of the first section of the Act of
22 June 24, 1936, chapter 745 (7 U.S.C. 951), is amended by
23 inserting after "and publish" the following: ", in accordance
24 with title 44, United States Code,".

1 (7) The Act of August 15, 1935, chapter 548 (7 U.S.C.
2 2248), is amended by inserting after "and publish," the fol-
3 lowing: ", in accordance with title 44, United States Code,".

4 (d) Section 347 of the Immigration and Nationality Act
5 (8 U.S.C. 1457) is amended by inserting after "distribution"
6 the first place it appears the following: "in accordance with
7 title 44, United States Code,".

8 (e) Section 7392(1) of title 10, United States Code, is
9 amended by inserting after "navigators" the following: "in
10 accordance with title 44, United States Code".

11 (f) Section 301(a) of title 13, United States Code, is
12 amended by inserting after "publish" the following: "in ac-
13 cordance with title 44, United States Code,".

14 (g) The Joint Resolution of June 23, 1949, chapter 237
15 (15 U.S.C. 1025), is amended by inserting after "be printed"
16 the following: "in accordance with title 44, United States
17 Code,".

18 (h)(1) Section 2 of the Act of July 19, 1940, chapter
19 642 (16 U.S.C. 18a), is amended by striking out the sentence
20 beginning "The Secretary may".

21 (2) The first sentence of the second undesignated para-
22 graph of section 2 of the Federal Power Act (16 U.S.C. 793)
23 is amended by inserting after "and binding" the following:
24 "in accordance with title 44, United States Code".

1 (3) Section 14(2)(e) of the Whaling Convention Act of
2 1949 (16 U.S.C. 9161(2)(e)) is amended by striking out
3 “without regard to section 501 of title 44, and” and inserting
4 in lieu thereof “in accordance with title 44, United States
5 Code, and without regard to”.

6 (4) Section 12(c) of the Tuna Conventions Act of 1950
7 (16 U.S.C. 961(c)) is amended by striking out “without
8 regard to section 501 of title 44, or” and inserting in lieu
9 thereof “in accordance with title 44, United States Code, and
10 without regard to”.

11 (i)(1) The second sentence of section 701(c) of title 17,
12 United States Code, is amended by inserting after “pub-
13 lished” the following: “in accordance with title 44, United
14 States Code,”.

15 (2) The first sentence of section 707(a) of title 17,
16 United States Code, is amended by inserting after “periodic
17 intervals” the following: “, in accordance with title 44,
18 United States Code,”.

19 (j)(1) The second sentence of section 5(c) of the National
20 Foundation on the Arts and the Humanities Act of 1965 (20
21 U.S.C. 954(c)) is amended by striking out “for the provi-
22 sions” and all that follows through “the Congress” and in-
23 serting in lieu thereof “to title 44, United States Code, only
24 if the Chairman consults the National Publications Agency”

1 and by striking out "such section 501" and inserting in lieu
2 thereof "such title".

3 (2) The second sentence of section 7(c) of the National
4 Foundation on the Arts and the Humanities Act of 1965 (20
5 U.S.C. 956(c)) is amended by striking out "for the provi-
6 sions" and all that follows through "the Congress" and in-
7 serting in lieu thereof "to title 44, United States Code, only
8 if the Chairman consults the National Publications Agency"
9 and by striking out "such section 501" and inserting in lieu
10 thereof "such title".

11 (k) Section 2 of the Act of February 28, 1947, chapter 8
12 (21 U.S.C. 114c), is amended by striking out "without
13 regard to section 501 of" and inserting in lieu thereof "in
14 accordance with".

15 (l)(1) Section 2(b)(1) of the Joint Resolution of June 30,
16 1948, chapter 756 (22 U.S.C. 272a(b)(1)), is amended by
17 striking out "without regard to section 501 of title 44, and"
18 and inserting in lieu thereof "in accordance with title 44,
19 United States Code, and without regard to".

20 (2) Section 3(b) of the Joint Resolution of January 28,
21 1948, chapter 38 (22 U.S.C. 280b(b)), is amended by striking
22 out "without regard to section 501 of title 44, and" and in-
23 serting in lieu thereof "in accordance with title 44, United
24 States Code, and without regard to".

1 (3) Section 2(b) of the Joint Resolution of March 4,
2 1948, chapter 97 (22 U.S.C. 280i(b)), is amended by striking
3 out "without regard to section 501 of title 44, and" and in-
4 serting in lieu thereof "in accordance with title 44, United
5 States Code, and without regard to".

6 (4) Section 2(b) of the Joint Resolution of June 28,
7 1948, chapter 686 (22 U.S.C. 280k(b)), is amended by strik-
8 ing out "without regard to section 501 of title 44, and" and
9 inserting in lieu thereof "in accordance with title 44, United
10 States Code, and without regard to".

11 (5) Section 8 of the United Nations Participation Act of
12 1945 (22 U.S.C. 287e) is amended by striking out "without
13 regard to section 501 of title 44" and inserting in lieu thereof
14 "in accordance with title 44, United States Code".

15 (6) Section 6(k) of the Joint Resolution of July 30,
16 1946, chapter 700 (22 U.S.C. 287r(k)), is amended by strik-
17 ing out "without regard to section 501 of title 44 and" and
18 inserting in lieu thereof "in accordance with title 44, United
19 States Code, and without regard to".

20 (7) Section 3(b)(1) of the Joint Resolution of June 14,
21 1948, chapter 469 (22 U.S.C. 290b(b)(1)), is amended by
22 striking out "without regard to section 501 of title 44 and"
23 and inserting in lieu thereof "in accordance with title 44,
24 United States Code, and without regard to".

1 (8) Section 801(4) of the United States Information and
2 Educational Exchange Act of 1948 (22 U.S.C. 1471(4)) is
3 amended by striking out "without regard to section 501 of
4 title 44" and inserting in lieu thereof "in accordance with
5 title 44, United States Code".

6 (9) Section 5 of the International Atomic Energy Par-
7 ticipation Act of 1957 (22 U.S.C. 2024) is amended by strik-
8 ing out "without regard to section 501 of title 44" and in-
9 serting in lieu thereof "in accordance with title 44, United
10 States Code".

11 (10) Section 6 of the International Travel Act of 1961
12 (22 U.S.C. 2126) is amended by striking out "Funds appro-
13 priated under this section shall be available without regard to
14 the provisions of section 501 and 3702 of title 44.".

15 (11) Section 636(b) of the Foreign Assistance Act of
16 1961 (22 U.S.C. 2396(b)) is amended by striking out "with-
17 out regard to the provisions of any other law" and inserting
18 in lieu thereof "in accordance with title 44, United States
19 Code".

20 (12) Section 15(a) of the Peace Corps Act (22 U.S.C.
21 2514(a)) is amended by striking out "without regard to the
22 provisions of any other law" and inserting in lieu thereof "in
23 accordance with title 44, United States Code".

24 (13) Section 48 of the Arms Control and Disarmament
25 Act (22 U.S.C. 2588) is amended by striking out "without

1 regard to the provisions of section 501 of title 44” and insert-
2 ing in lieu thereof “in accordance with title 44, United States
3 Code”.

4 (14) Section 2(a) of the Act of August 1, 1956, chapter
5 841 (22 U.S.C. 2669(a)), is amended by striking out “with-
6 out regard to section 501 of title 44” and inserting in lieu
7 thereof “in accordance with title 44, United States Code”.

8 (m) Section 8021 of the Internal Revenue Code of 1954
9 (26 U.S.C. 8021) is amended by striking out subsection (c)
10 and redesignating the following subsection accordingly.

11 (n) Section 521(1) of title 28, United States Code, is
12 amended by striking out “in the Government Printing Office”
13 and inserting in lieu thereof “in accordance with title 44,
14 United States Code”.

15 (o) Section 4004(f)(1) of the Employee Retirement
16 Income Security Act of 1974 (29 U.S.C. 1304(f)(1)) is
17 amended by striking out “without regard to” and all that
18 follows through “title 44”, and inserting in lieu thereof “in
19 accordance with title 44, United States Code”.

20 (p)(1) Section 2 of the Act of August 6, 1947, chapter
21 504 (33 U.S.C. 883b), is amended—

22 (A) in paragraph (2), by inserting after “publica-
23 tion” the following: “in accordance with title 44,
24 United States Code,”;

1 (B) in paragraph (3), by inserting after "Compila-
2 tion and printing" the following: "in accordance with
3 title 44, United States Code,";

4 (C) in paragraph (3), by inserting after "compila-
5 tion and printing" the following: "in accordance with
6 title 44, United States Code,";

7 (D) in paragraph (4), by inserting after "Compila-
8 tion and printing" the following: "in accordance with
9 title 44, United States Code,"; and

10 (E) in paragraphs (5) and (6) by inserting after
11 "Distribution" each place it appears the following: "in
12 accordance with title 44, United States Code,".

13 (2) Section 204(d)(3) of the National Sea Grant Pro-
14 gram Act (33 U.S.C. 1123(d)(3)) is amended by striking out
15 "without regard to section 501 of" and inserting in lieu
16 thereof "in accordance with".

17 (q) Section 11(a) of title 35, United States Code, is
18 amended by striking out ", or cause to be printed" and in-
19 serting in lieu thereof "in accordance with title 44, United
20 States Code".

21 (r) Subdivision (5) of the first undesignated paragraph of
22 section 12 of the Act of March 4, 1923, chapter 283 (36
23 U.S.C. 138b), is amended by inserting after "to procure" the
24 following: ", in accordance with title 44, United States
25 Code,".

1 (s) Section 405 of title 39, United States Code, is
2 amended—

3 (1) in subsection (a), by adding at the end of such
4 subsection the following new sentence: "Such printing
5 and sale shall be in accordance with title 44."; and

6 (2) in subsection (b), by striking out "the provi-
7 sions of section 505" and inserting in lieu thereof "sec-
8 tion 302(7)".

9 (t)(1) Section 1817(b) of the Social Security Act (42
10 U.S.C. 1395i(b)) is amended by striking out the last sentence
11 thereof.

12 (2) Section 1841(b) of the Social Security Act (42
13 U.S.C. 1395t(b)) is amended by striking out the last sentence
14 thereof.

15 (3) Section 11(g) of the National Science Foundation
16 Act of 1950 (42 U.S.C. 1870(g)) is amended by striking out
17 "without regard to the provisions of section 501 of" and in-
18 serting in lieu thereof "in accordance with".

19 (4) The second sentence of section 635(a) of the Eco-
20 nomic Opportunity Act of 1964 (42 U.S.C. 2977(a)) is
21 amended by striking out "without regard to" and all that
22 follows through "regulations" and inserting in lieu thereof
23 "in accordance with title 44, United States Code".

24 (u) Section 4(m) of the Communications Act of 1934 (47
25 U.S.C. 154(m)) is amended by inserting after "publication"

1 the following: “, in accordance with title 44, United States
2 Code,”.

3 (v)(1) Section 10(b)(6) of the Military Selective Service
4 Act (50 U.S.C. App. 460(b)(6)) is amended by striking out
5 “from public” and all that follows through “1895, as amend-
6 ed” and inserting in lieu thereof “in accordance with title 44,
7 United States Code,”.

8 (2) Section 401(f) of the Federal Civil Defense Act of
9 1950 (50 U.S.C. App. 2253(f)) is amended by striking out
10 “from public” and all that follows through “1895, as amend-
11 ed” and inserting in lieu thereof “in accordance with title 44,
12 United States Code”.

13 SAVINGS PROVISIONS

14 SEC. 13. (a) Except as provided in subsection (b) of this
15 section any regulation, rule, contract, labor agreement, order,
16 or determination respecting the Government Printing Office
17 which is in effect at the time the amendment made by section
18 2 of this Act takes effect shall continue in effect until modi-
19 fied, terminated, amended, superseded, set aside, or revoked
20 in accordance with law.

21 (b) No regulation or waiver of a regulation of the Joint
22 Committee on Printing shall have effect after December 31,
23 1981.

24 (c) No suit, action, or other proceeding commenced by
25 or against any officer or employee in his capacity as an offi-

1 cer or employee of any department, agency, or other entity of
 2 the Government of the United States, functions of which are
 3 transferred by this Act shall abate by reason of the enact-
 4 ment of this Act. No cause of action by or against any de-
 5 partment, agency, or other entity of the Government of the
 6 United States, functions of which are transferred by this Act,
 7 or by or against any officer thereof in his official capacity
 8 shall abate by reason of the enactment of this Act.

9

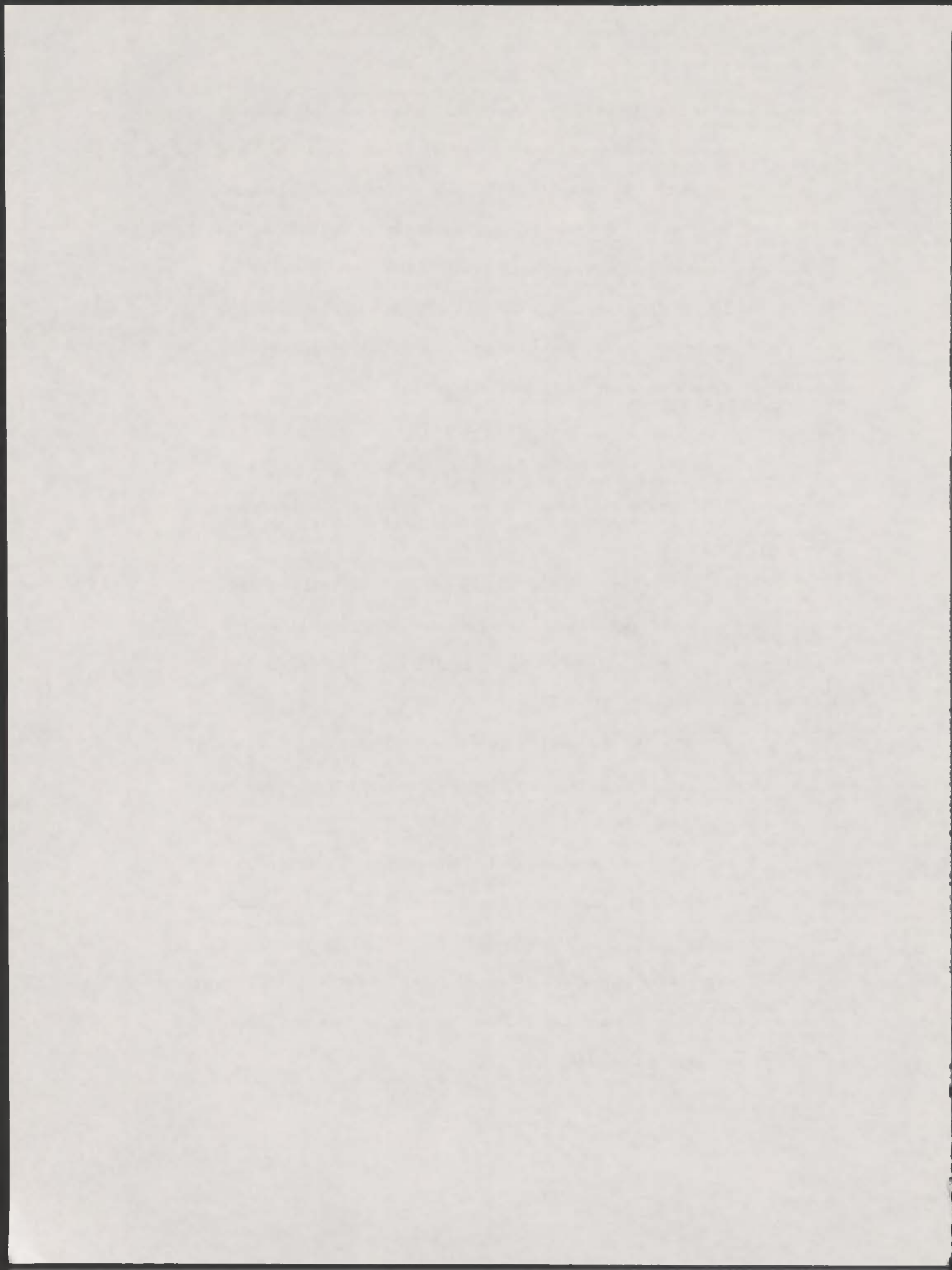
EFFECTIVE DATES

10 SEC. 14. (a) This Act shall take effect on January 1,
 11 1981, except that at any time after the date of the enactment
 12 of this Act—

13 (1) any of the officers provided for in the amend-
 14 ment to title 44, United States Code, made by section
 15 2 of this Act may be nominated and appointed as pro-
 16 vided in such title; and

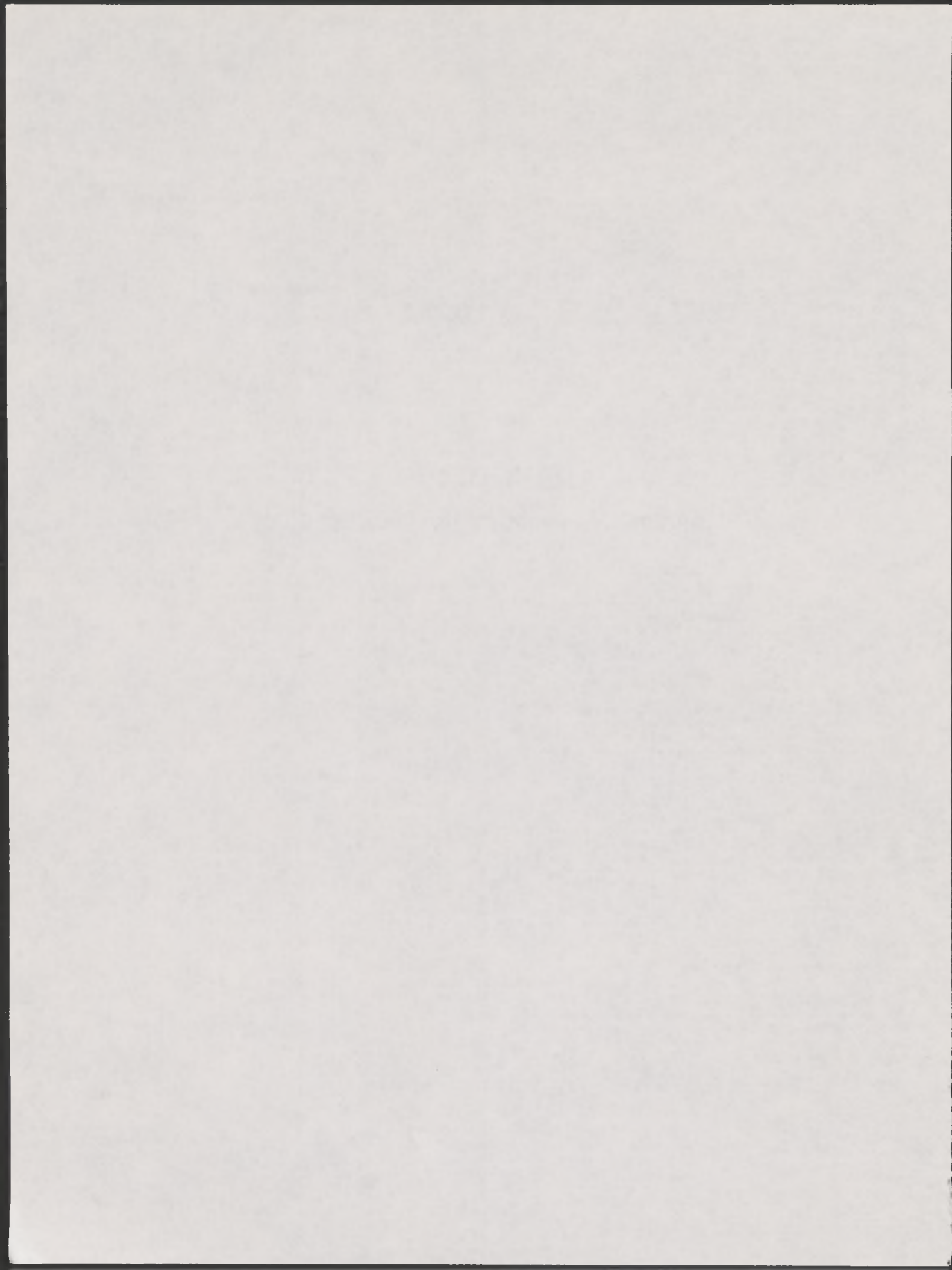
17 (2) the comprehensive regulations provided for in
 18 section 7 of this Act may be prescribed as provided in
 19 such section.

20 (b) Funds available to the Government Printing Office
 21 may, with the approval of the Director of the Office of Man-
 22 agement and Budget, be used to pay the compensation and
 23 expenses of any officer appointed under subsection (a) of this
 24 section until such time as funds for that purpose are other-
 25 wise made available.



APPENDIX F

GPO Five-Year Plan, FY 1978-1982, LSDS



FIVE-YEAR PLAN

U.S. Government Printing Office

Fiscal Years 1978 - 1982

DOCUMENTS

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

EXECUTIVE SUMMARY

Primary thrust for the five-year planning period involves full compliance with those portions of Title 44 U.S.C. calling for the acquisition, cataloging, and distribution of Government documents to Depository libraries. The effort involves modernization of item selections, depository distribution techniques, and electronic cataloging entry in standardized methods.

We foresee a growth in workload of about 3% annually for the principal effort, cataloging/classifying of the Library Division, as a result of the continuing program to bring into the system the printed products of the Regional Printing Procurement Offices and of other Federal agencies.

The Depository Distribution Division will see, in terms of "titles," a doubling of its workload as the hard-copy distribution requirement for GPO-sponsored product is matched by a microform procurement/distribution requirement for the product of other agencies.

Advertisement of the reimbursable mailing service of the Statutory Stock Distribution Division is expected to increase demand for that service to a plateau about 25-35% above the current level. We forecast a mild (4% annually) increase of demand on the Agriculture Branch's order fulfillment service, beginning in Fiscal Year 1980.

Automation of Depository Library recordkeeping, expansion of our OCLC access system, acquisition of microfiche readers, and increased staffing represent the change in resource mix by which Library Division expects to accommodate an 18% increase in workload with an 8% increase in constant-dollar budget over the plan period.

Depository Distribution Division will implement automated Item Selection Booklet maintenance and automated distribution of documents, will raise staff level and, against the contingency of a 10% increase in the number of authorized designated depository libraries, will install additional distribution bin facilities to accommodate a 100% increase in workload with a 13% growth in constant-dollar budget over the plan period.

Statutory Stock Distribution will achieve reductions in staffing and in facilities occupied as a result of shifting substantial work to commercial contract mailing

services and by automating control of warehouse inventory. An increase in gross workload (total books distributed) of 19% will be accommodated with an 8% increase in constant-dollar budget over the plan period.

MISSION

The mission of the Library and Statutory Distribution Service is to: compile catalogs and indexes of Government documents; distribute Government documents to Depository Libraries; and mail documents for Members of Congress and Government agencies, in accordance with Title 44, U.S.C. and other applicable laws and regulations, in order to support performance of mission by the Superintendent of Documents in these areas.

GOALS

- I. To provide effective and economical distribution, indexing, and cataloging programs of the Library and Statutory Distribution Service within the constraints of service and timeliness; automate inventory control of Library and Statutory Distribution Service stock, depository item selection, and distribution.

OBJECTIVES

- I.1 Ship 95% of all Depository titles within 72 hours of receipt.
- I.2 Produce and distribute the Monthly Catalog ten days after the close of the month.
- I.3 Reduce Depository claims to fewer than 40 per 1,000 titles shipped.
- I.4 Ship Statutory material within five working days of receipt.
- I.5 Distribute reimbursable mailings within 72 hours of receipt.
- I.6 Inspect all Depository Libraries in conformance with Title 44, U.S.C. once every two years.
- I.7 Achieve a unit cost of distribution by October 1, 1977, that is not greater than the unit cost of distribution on July 1, 1976.
- I.8 Unfilled orders on hand will not exceed 10 working days' receipts.
- I.9 By December 1977, automate inventory control of Library and Statutory Distribution Service stock.
- I.10 By January 1978, automate Depository item selection and distribution.

LIBRARY & STATUTORY DISTRIBUTION SERVICE

WORKLOAD

TYPE OF WORKLOAD	FISCAL YEAR							
	Actual		Forecast					
	1975	1976	1977	1978	1979	1980	1981	1982
Publications Cata- loged/Classified (000's)	---	27.3	28.3	29.3	30.3	31.3	32.3	33.3
Title-Distributions Per Day to Deposi- tory Libraries	120	120	120	130	150	180	210	240
Books Distributed Per Year by Statu- tory Stock Distribu- tion Div. (000's)	---	46,367	39,900	44,500	44,500	45,504	46,504	47,504

LIBRARY & STATUTORY DISTRIBUTION SERVICE

RESOURCE REQUIREMENTS

TYPE OF RESOURCE	FISCAL YEAR							
	Actual		App.	Planned				
	1975	1976		1978	1979	1980	1981	1982
<u>Personnel</u>								
Office of Director	6	6	6	4	4	4	4	4
Library Division	N/A	58	60	62	64	66	67	67
Depository Distribution Division	51	51	51	51	51	53	55	57
Statutory Stock Distribution Div.	N/A	N/A	94	86	86	86	86	86
Total	209 (est.)	209 (est.)	211	203	205	209	213	215
<u>Facilities</u> (000's of sq. ft.)								
Library Division	9	9	9	12	12	12	12	12
Depository Distribution Division	24	24	24	24	24	24	24	24
Statutory Stock Distribution Div.	63	67	67	67	53	53	53	53
Total	96	100	100	103	89	89	89	89

BUDGET REQUIREMENTS

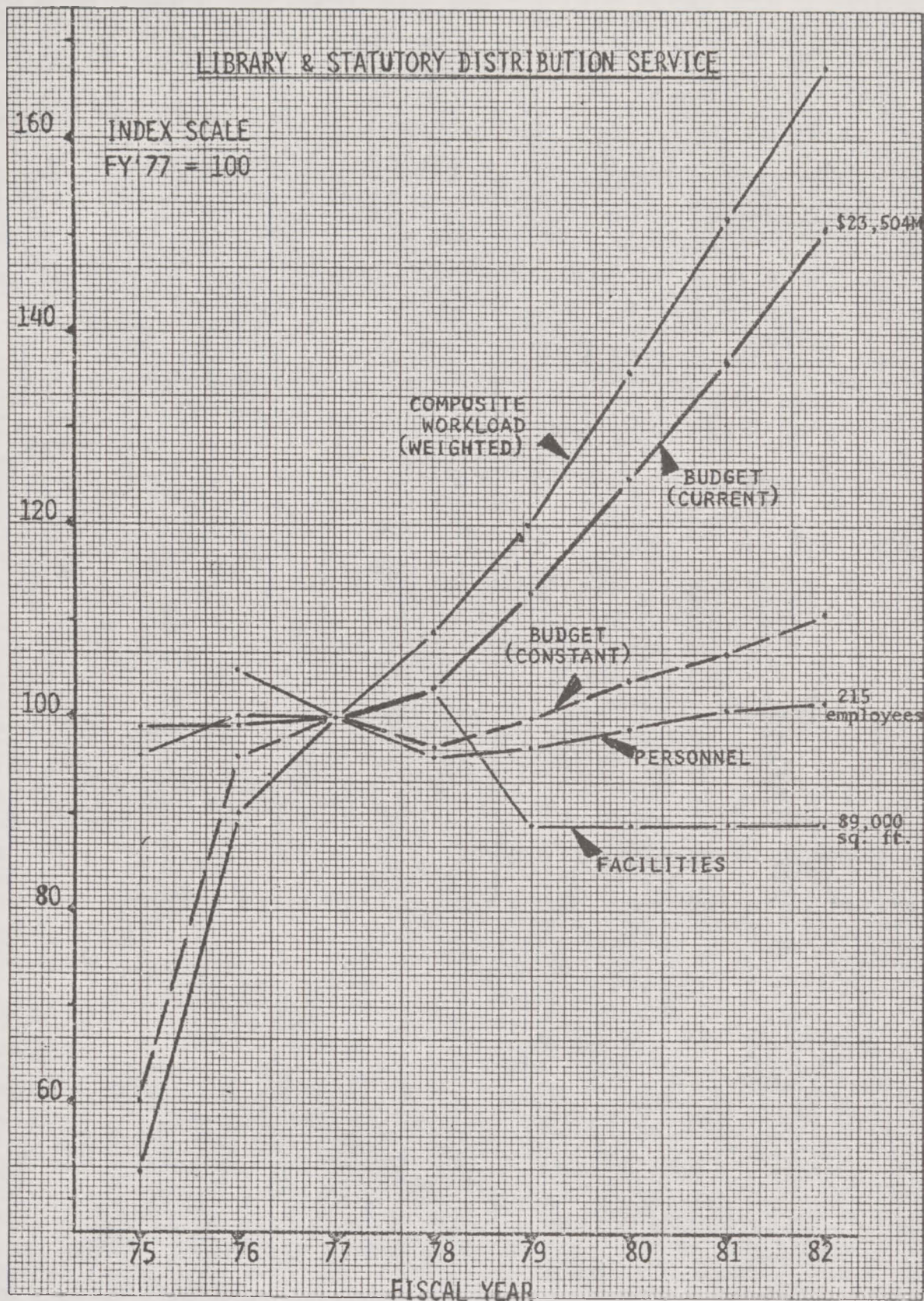
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EXPENSE BUDGET	FISCAL YEAR							
	Actual		App.	Planned				
	1975	1976		1978	1979	1980	1981	1982
Office of Director	N/A	N/A	498	548	603	663	729	802
Library Division	N/A	N/A	1,047	1,047	1,152	1,267	1,394	1,533
Depository Distribution Division	N/A	N/A	9,138	9,544	10,498	11,548	12,703	13,973
Statutory Stock Distribution Division	N/A	N/A	4,915	4,915	5,407	5,947	6,542	7,196
Total	8,329	14,071	15,598	16,054	17,660	19,425	21,368	23,504

LIBRARY & STATUTORY DISTRIBUTION SERVICE

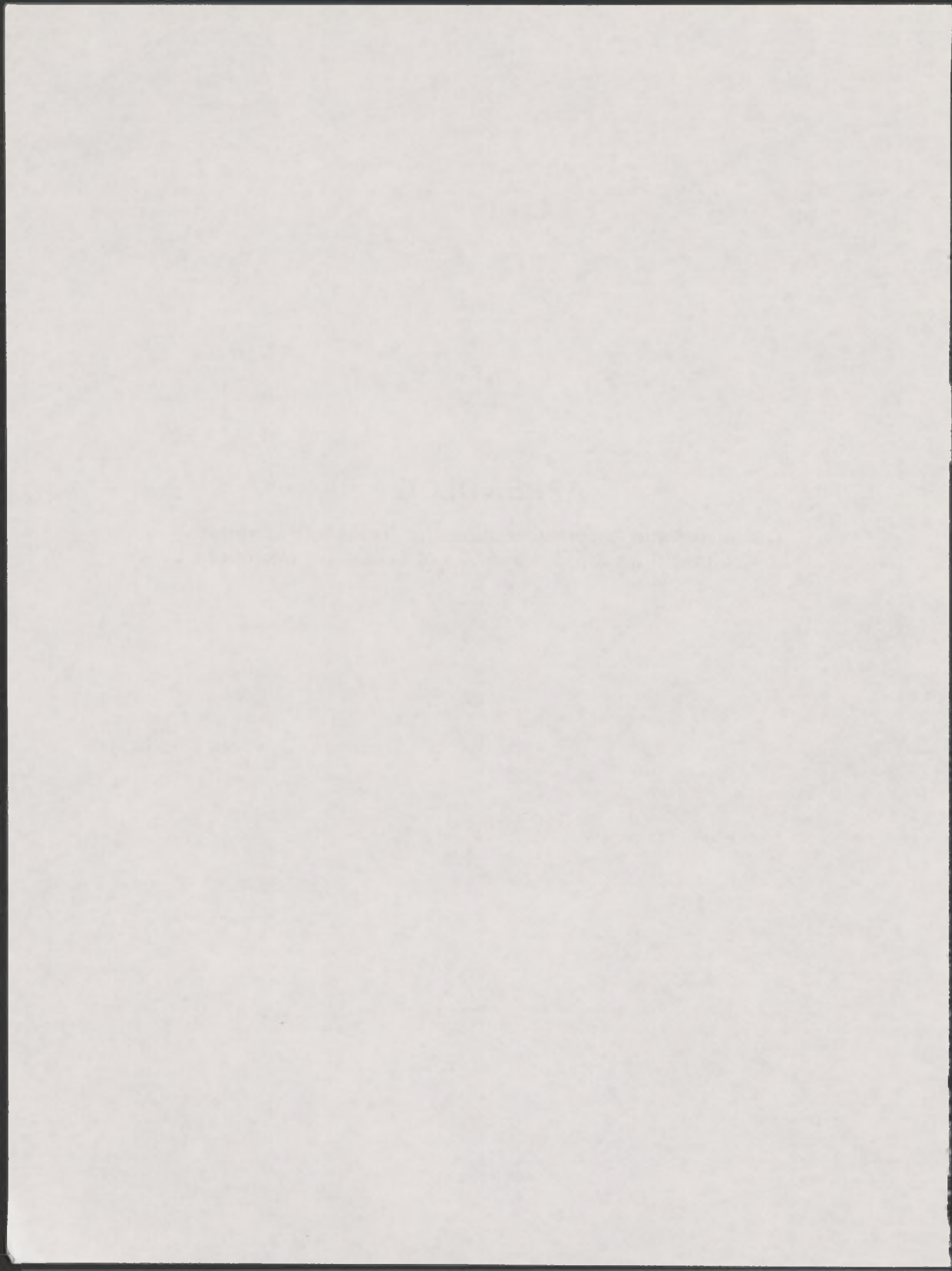
Fiscal Years 1975 - 1982

	COMPOSITE WEIGHTED WORKLOAD	PERSONNEL	FACILITIES	BUDGET (Current)	BUDGET (Constant)
1975		99	96	53	60
1976	105	99	100	90	96
1977	100	100	100	100	100
1978	109	96	103	103	97
1979	120	97	89	113	100
1980	136	99	89	125	104
1981	152	101	89	137	107
1982	168	102	89	151	111



APPENDIX G

**Guidelines and Recommendations for Depository Libraries
on Equipment for Storage and Use of Depository Microfiche**



DEPOSITORY LIBRARY COUNCIL
TO THE PUBLIC PRINTER

MICROGRAPHICS COMMITTEE

- Guidelines and Recommendations for Depository Libraries -
Equipment for the Storage and Use of Depository Microfiche

In response to the expressed requests of depository librarians for advice on equipment and the handling of depository microfiche, and in amplification of Section 9-4 of the Guidelines for Depository Libraries, the Depository Library Council offers the following recommendations:

Noting that Dr. Albert Materazzi of the Government Printing Office has initiated a technical report which will deal with the handling and care of microfiche, this particular topic will be left for his report. The report is expected within a year.

In all instances, the kind and quantity of equipment provided will be dependent upon the type of library and the amount and variety of demands made upon it. All depository libraries are urged to consider both the demonstrated and anticipated demands of their clientele in order to fulfill their obligation of affording maximum access to depository information.

Reading and Reproduction Equipment

The absolute minimum equipment for any depository library receiving any material on microfiche is a reader with 24X magnification.

The second priority would be to provide the capability to read 48X (COM) fiche. This is the reduction which is used for the Publications Reference File and which will be used for a substantial amount of the computer-generated data such as the census information. 48X reading capability can be obtained either through the purchase of an additional viewer or by purchasing the initial microfiche reader with a dual or interchangeable lens.

If possible, the library should consider the acquisition of a reader-printer to produce paper copies to meet the rapidly growing demand for this type of reproduction. Many libraries may find that a single reader-printer which can accommodate both film and fiche copying will meet the total demands of the library.

A fiche-to-fiche duplicator will be useful in a library which serves other libraries, such as a regional depository or a depository library which is in a network interlibrary lending situation. It would also be useful for libraries which lend microfiche reading equipment to patrons.

Storage Equipment

Since all GPO produced depository microfiche will be issued on standard 4 X 6 microfiche, storage recommendations are limited to this format. The most

efficient storage for a large collection will be standard file cabinets of nine or ten drawers, accommodating many thousands of fiche. Libraries are reminded to keep in mind the bearing weight of rooms in which such cabinets are to be stored.

For special uses, a variety of other storage devices — two-drawer files, plastic boxes holding several hundred fiche, and housing frames (semi-rigid sheets with pockets which fit into ring binders) — are available. General library suppliers offer these as well as special marking pens, envelopes, and other equipment to meet specialized needs.

Sources of Information on Specific Equipment

There are a number of avenues by which to learn of specific equipment. Manufacturers' and dealers' displays at conferences are an excellent opportunity for inspection and hands-on experimentation, as well as for obtaining current promotional brochures. The National Micrographics Association has a number of publications which provide general guidance. Library Technology Reports, published by ALA, produces objective reports on evaluation of equipment under library use conditions and is highly recommended. Finally, visiting other installations and trying and discussing equipment in use provides the most direct information.

APPENDIX H

The Survey of Depository Libraries on Current Practices in the Handling and Use of Depository Microfiche



United States
Government
Printing Office

Washington, D.C. 20401

March 12, 1979

Dear Depository Librarian:

The United States Government Printing Office in cooperation with the Depository Library Council is conducting a survey on depository microfiche.

Please complete the enclosed questionnaire. It will provide needed information on current practices in the handling and use of depository microfiche. The questionnaire also provides you with the opportunity to recommend beneficial changes to the program.

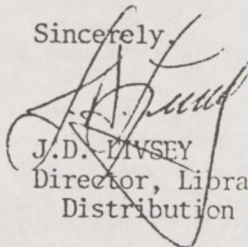
The information received from the questionnaire will assist the United States Government Printing Office and the Depository Library Council in assessing the need for modifications to the Depository Microfiche Program.

Please mail the completed questionnaire to:

Mr. Jim Livsey
Director, Library and Statutory
Distribution Service
U.S. Government Printing Office
5236 Eisenhower Avenue
Alexandria, Virginia 22304

To insure your inclusion in the survey, please respond by April 15, 1979.

Sincerely,



J.D. LIVSEY
Director, Library and Statutory
Distribution Service

Enclosure



DEPOSITORY MICROFICHE QUESTIONNAIRE

INSTRUCTIONS:

Most of the questions have the same format. To indicate your response, check the box preceding the appropriate answer. For example, ☒ 3. The numbers to the right of the boxes where your answers are to be entered are for administrative use only. Specific instructions have been included in the questions.

To insure your inclusion in the survey, please respond by April 15, 1979.

QUESTIONNAIRE:

1. What is your depository library number? _____
2. In preparing depository microfiche for filing or shelving, do you modify the package in any way? (*PLEASE CHECK 1*)
 - ☐ 1 YES
 - ☐ 2 NO

IF YES:

How do you modify the package? (*PLEASE CHECK ALL THAT APPLY*)

 - ☐ 3 Repackage each fiche into separate envelopes.
 - ☐ 4 Add backing sheet for multifiche sets.
 - ☐ 5 Add information to the microfiche.
(*PLEASE SPECIFY KIND*) _____
 - ☐ 6 Add information to the envelope.
(*PLEASE SPECIFY KIND*) _____
 - ☐ 7 Other
(*PLEASE SPECIFY*) _____
3. By what filing system is depository microfiche filed in your library?
(*PLEASE CHECK 1*)
 - ☐ 1 SUDOCs
 - ☐ 2 Other (*PLEASE SPECIFY*) _____
4. Where is depository microfiche located in your library?
(*PLEASE CHECK 1*)
 - ☐ 1 Documents Unit - as a separate microcopy collection.
 - ☐ 2 Documents Unit - integrated with hard copy.
 - ☐ 3 Centralized Microtext Collection - library has separate Documents Unit.
 - ☐ 4 Centralized Microtext Collection - library has no separate Documents Unit.
 - ☐ 5 Other (*PLEASE SPECIFY*) _____

5. What kinds of microforms acquisitions statistics are required or requested by your library? (PLEASE CHECK ALL THAT APPLY)
- ☐ 1 Fiche count.
 - ☐ 2 Title count.
 - ☐ 3 Linear extent.
 - ☐ 4 Volume equivalent. (WHAT FORMULA IS USED TO DERIVE?) _____
 - ☐ 5 Other _____
(PLEASE SPECIFY) _____

6. What kinds of use statistics are required or requested by your library? (PLEASE CHECK ALL THAT APPLY)
- ☐ 1 Fiche refiled.
 - ☐ 2 Fiche photocopied.
 - ☐ 3 Other (PLEASE SPECIFY) _____

7. Do you now keep separate statistics on depository microfiche? (PLEASE CHECK 1)
- ☐ 1 YES
 - ☐ 2 NO

8. It has been suggested that all depository microfiche contain color striping in the header area to increase legibility and contrast. If this is done, it is necessary to produce fourth generation distribution fiche with a resultant minor loss of resolution and clarity in the text areas. If color striping is used in the header area it is not possible to reproduce that bibliographic header information when making a fiche duplicate. With this background information, would you prefer color striping in the header area on depository distribution fiche? (PLEASE CHECK 1)
- ☐ 1 YES
 - ☐ 2 NO

9. How do you file or shelve depository microfiche with non-standard headers?
- _____
- _____
- _____

10. Please include any suggestions or recommendations for changes to the depository micropublishing program.
- _____
- _____
- _____
- _____
- _____

