

State Plan
State of Kansas
Federal Depository Library Plan
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Preface

The federal government is the largest publisher, provider, and disseminator of information in the world. It provides information that is of value to everyone, from the person needing guidance on gardening to the researcher tracing a bill from its inception in Congress to its passage as Public Law. As depository librarians in the State of Kansas, we adhere to the principles set forth by the Government Printing Office (GPO) and the Federal Depository Library Program (FDLP) which support unrestricted access to government information in any format and the "public's right to know". Government publications are a valuable and necessary part of our libraries' collections. They provide current and historical records of the political workings of the federal government. They are the primary source of national statute, code, regulation, and current statistical data. Government publications address many topics of public interest, both in and out of the political sphere.

Information dissemination policies characterize the nature of our society. They indicate our nation's political process and our government's attitude towards the free or restricted flow of information. "Today, under provision of Title 44, *United States Code*, Chapter 19, the government provides information free of charge to designated federal depository libraries in private or public institutions, which in turn must make them available to any member of the public who wishes to use them".¹

¹ Joe Morehead, *Introduction to United States government information sources* (Englewood, Co. : Libraries Unlimited, 1999), 46.

I. Introduction

The Kansas Depository Libraries are part of the national Federal Depository Library Program (FDLP) and are thus designated to receive federal government information. It is the Kansas Depository Libraries' responsibility to provide access to this information for the residents of Kansas. In 1981, the Depository Library Council, an advisory group to the Public Printer, recommended that each state prepare a plan that would coordinate the federal documents depository program within that state. The Council maintained that implementing a state plan would help identify and resolve problems as well as improve service and access. The Public Printer went on record as encouraging such plans "as a modern and potentially cost-saving means of improving public access to government documents in accordance with the intent of Title 44 of the U.S. Code." Depository libraries were advised in 2001 to revise and update their State Plan to address the issues arising from the transition to a more electronic environment.

II. Purpose Statement

The purpose of this plan is to assure that a complete body of federal information is available and freely accessible to all residents of Kansas. This is to be accomplished through the acquisition, development, and management of current and retrospective collections, regardless of format.

The Kansas State Plan is designed to assist the Federal Depository Libraries in the state in meeting the obligations, goals and objectives of the FDLP. It is a supplement to, not a replacement for, the Instructions to Depository Libraries, and the Federal Depository Library Manual.

III. Authority & Responsibility

A subcommittee of the Kansas Library Association (KLA) Government Documents Roundtable (GODORT) has developed this plan. In order to be effective, the plan requires the support of depository libraries in the state. The subcommittee of KLA-GODORT recommends establishing a Kansas State Plan Advisory Committee consisting of the following:

- The Regional Depository Librarian shall appoint three members besides him/herself to a rotating two-year term. Each member will have one vote on any changes or recommendations to the State Plan.
- The goal will be to have broad membership representation by geographic region, library type and selection profile.
- The Kansas State Plan Advisory Committee will monitor the implementation of the State Plan.
- However, the Regional Depository Librarian will be the final authority on questions of policy and procedure regarding implementation of the State Plan.

The director of the library, along with the depository librarian of each institution in the FDLP will sign a document of agreement indicating their commitment to the goals set forth in the State Plan.

IV. Organization

A. Selective Depository Libraries

There are seventeen selective depository libraries in the state of Kansas (see Appendix). Selective depositories provide free and equitable access to government publications (including those published in electronic format) made available through the FDLP, and provide for the proper maintenance of depository materials entrusted to their care, in accordance with Title 44, Chapter 19 of the *U.S. Code*. Some selectives retain all or most of their documents received, while others maintain a strict 5-year weeding and disposal schedule.

B. Regional Depository Library

The University of Kansas Government Documents Library is the Regional Depository Library for Kansas. The Regional Library receives and retains at least one copy of all new and revised FDLP tangible publications and also provides free and equitable access to government information resources regardless of format. The Regional grants permission to selectives for the disposal of materials and coordinates with selectives to promote quality depository library service in Kansas. The Regional Library provides certain services to the selective libraries including, but not limited to, interlibrary loan, reference and technical processing advice, and the approval for disposal of depository materials. Selective depositories may contact the regional library with other requests as well.

C. State Library

The State Library shall be advised of any recommendations or changes made to the State Plan. The Regional Depository Librarian shall provide a copy of the plan to the Kansas State Librarian and the Kansas State Library Commission.

V. Communication

D. Email/listservs

GODORT-L, hosted by the University of Kansas is the official communications vehicle for federal depository libraries in Kansas. This closed listserv is used for official messages from the Regional Library, for notices of meetings, and also for general information and questions for and from documents librarians. This list is also used to share information about Kansas state documents and the Kansas State Library. Each federal depository library in Kansas is advised to have at least one staff member subscribed to GODORT-L. Any number of other staff members may also subscribe. The Regional Depository Librarian, who may be contacted for any updates or deletions, manages the list.

VI. Goals & Objectives

A. Access

Goals: To ensure knowledgeable staff and sufficient equipment for providing access to federal government resources.

Objectives:

Each depository library will:

- Identify and take advantage of training and continuing education opportunities for documents staff based on the library's and congressional district's needs and the demand for library staff to meet core competencies.²
- Ensure the essential administrative support for the depository library staff.

The Regional Depository Library will:

- Facilitate training and continuing education in the access and use of federal government resources.
- Provide orientation for new depository personnel.
- Advocate for continuing and expanding training and continuing education opportunities available for depository personnel in the state.
- Inform depository libraries of the latest "Recommended Computer Specifications" as well as the "Minimum Technical Requirements."

The Kansas State Plan Advisory Committee will:

- Develop and update a document outlining core competencies that depository library personnel will strive to attain.
- Promote and facilitate, in conjunction with the Regional Depository Library, the training and continuing education of depository librarians as well as other staff and interested users.
- Assist the Regional Depository Library in planning and presenting the annual program meeting that takes place during the summer months.

B. Collection Development

Goal: To assure the availability of government information in all formats to the residents of Kansas.

Objectives:

Each depository will:

² Core competencies are defined in this document as knowledge of reference sources, skills, abilities, and professional behaviors that are expected of all reference staff who provide reference services to patrons seeking government information.

- Develop and maintain a written collection development policy based on the Suggested Core Collection for its library type and the government information needs of its clientele.
- Assess the needs of its users as a basis for selection, acquisition, and maintenance of its depository library collections.
- Encourage cooperative collection development within geographic areas to support the information needs of the community and to develop special collections.
- Identify special collections of government information such as maps, patents, census, etc, and promote a statewide awareness of these collections.
- Coordinate efforts to identify and build strong retrospective collections where appropriate.
- Promote library efficiency and eliminate government waste by coordinating item selection for under-utilized or voluminous materials with other libraries located in the same geographic region.
- Carry out the weeding process in accordance with guidelines set forth by the Superintendent of Documents and the Regional Library.
- Check all shipping lists to insure items selected are received and, if not, promptly claimed.
- Maintain, in paper or electronic format, a record of item numbers selected and not selected.

The Regional Depository Library will:

- Work with depository libraries in Kansas to assure strong collections are maintained throughout the state.
- Assist depository libraries in interpreting the Instructions to Depository Libraries and monitor their adherence to directives and guidelines stated in the Instructions and in other Superintendent of Documents sources.
- Develop a union list of commercial indexes, microform sets, and major documents related holdings in depository libraries throughout the state.
- Make available guidelines for disposal regarding the manner in which material will be disposed of and the format of exchange lists.
- Serve as a repository of all collection development policies and selective housing agreements of Kansas's federal depository libraries.
- Maintain an awareness of the possible impact on depository libraries of other in-state planning mechanisms, especially those that involve the networking and automation of government information resources.

C. Bibliographic Control

Goal: To assure that access to government information in all formats is provided in depository libraries in the state.

Objectives:

Each depository library will:

- Acquire the bibliographic tools, depository items and commercial indexes that are needed to facilitate verification, acquisitions and retrieval of government publications.
- Provide bibliographic control for government information in all formats that is comparable to standards of access for other library materials.
- Provide equipment needed for accessing the depository collection such as readers, printers, computers, or other appropriate equipment.
- Maintain a Procedures Manual for the processing of all depository materials.
- Maintain corrections, additions, recommendations made in "Administrative Notes" and the "Technical Supplement."
- Maintain a shelf list with piece-level records for all holdings, regardless of format.

The Regional Depository Library will:

- Provide help and/or recommendations for meeting the above requirements.
- Provide current awareness material to the depository community.

D. Services

Goal: To assure depository libraries provide public service of the highest caliber.

Objective:

Each depository library will:

- Provide reference services using government information in all formats that are comparable to reference service given using other library materials.
- Cooperate with non-depository libraries by providing reference and information services upon request.
- Provide interlibrary loan services.
- Provide appropriate equipment for accessing or using federal information.
- Provide adequate space and equipment to house the documents collection in all formats in a manner that will best facilitate public access and use.
- Ensure that access to the documents collection is ADA-compliant.
- Provide an adequate number of trained staff to assure a level of reference and/or lending service equal to that provided for other library collections.
- Encourage participation in continuing education programs by the depository library staff.

The Regional Depository Library will:

- Provide statewide reference and interlibrary loan services, and retain a complete retrospective documents collection in paper, microform, and electronic format suitable for use by the borrowing libraries.
- Encourage communications between the Regional Library and other depository libraries throughout the state of Kansas.
- Encourage continuing education for depository library staff as well as for non-documents staff.

- Provide help and training for librarians newly assigned to administer depository collections.

E. Administration

Goal: To monitor a means of identifying measures of accountability for the use of government information in all formats.

Objectives:

Each depository library will:

- Use measures of accountability for depository libraries as a basis for collection development of government information collections.
- Develop partnerships between depository libraries within congressional districts and/or geographic regions.

The Regional library will:

- Provide consultative services to depository libraries maintaining selective housing agreements.

The Kansas State Plan Advisory Council will:

- Encourage the development of measures of accountability in the use of government information in all formats.
- Monitor implementation of the State Plan.
- Monitor Federal legislation affecting the Federal Depository System.
- Provide support in the completion of biennial surveys and self-study reports.

F. Public Relations

Goal: To promote the collections and services of depository libraries throughout the state of Kansas.

Objectives:

Each depository library and the Regional Library shall strive to:

- Promote their resources to staff members within their own library, existing library users, and residents of the state of Kansas.
- Promote collections through the use of Government Documents Web Pages.
- Alert non-depository library personnel on trends/topics pertaining to federal government information.
- Utilize resources pertaining to the promotion of depository library collections.
- Share promotional ideas with colleagues from other depositories.
- Encourage use of federal government information by training staff and customers through workshops, and participation in professional meetings.

G. Electronic Resources

Goals: To ensure access to electronic government information and products.

Objectives:

Each depository library will:

- Comply with the minimum technical guidelines set by the U.S. Government Printing Office to the best of their ability.
- Provide knowledgeable staff to assist patrons in the use of electronic information.
- Maintain a homepage that will provide links to core collections of federal agency sites and resources that support the depository program. The homepage should display the depository emblem and the appropriate statutory language.
- Maintain an online catalog that will provide URLs for government material available via the Internet.
- If possible, provide URLs for government materials available via the Internet through the library's online catalog from links within bibliographic records.
- Provide government and/or commercial databases that enable users to access government information as budgeting resources permit.
- Promote an awareness of library's web pages with links to the core electronic collection.

The Regional Depository Library will:

- Review new products and developments in the area of electronic data and facilitate a discussion about these products and developments.
- Provide assistance to selectives in accessing electronic information.
- Encourage selectives to develop their own documents web site.

H. Preservation

Goals: To encourage the archiving and preserving of government information in all formats.

Objectives:

Each depository library will:

- Devote resources to the maintenance of the depository collection commensurate with other non-depository library materials.

The Kansas State Plan Advisory Committee will:

- Develop, along with the Regional Depository Library, guidelines for long term access and use of government information in all formats.
- Encourage, along with the Regional Depository Library and selectives, the dissemination of government information in appropriate formats.

VII. Review & Amendment Process

The Regional Depository Librarian shall report annually to the Kansas State Plan Advisory Committee on the implementation of this plan. The Kansas State Plan

Advisory Committee shall make recommendations and advise the Regional Depository Librarian of appropriate actions for implementation of the plan.

In years ending with 0 or 5 the Kansas State Plan Advisory Committee shall conduct a formal review of the plan's contents and viability. It may recommend changes for the consideration of the federal depository libraries in the state.

Any federal depository library in the state may propose amendments and revisions to the plan. All revisions or amendments to the plan must have the support of a majority of the federal depository libraries in the state as represented by the vote of the depository librarians.

Proposed amendments to the plan shall be distributed in advance. The Kansas State Plan Advisory Committee will be responsible for deciding if the amendment is to be voted on by mail or at the annual spring meeting of the Kansas Government Documents Roundtable (GODORT) that is held in conjunction with the statewide conference.

VIII. Agreement Document

Kansas Federal Depository Library Plan Agreement Document

_____, depository number _____,
a designated Federal Depository Library, agrees to participate in the State of Kansas
Federal Depository Plan in an effort to meet the goals of the Federal Depository Library
Program. No part of the state plan negates the library’s responsibility under the FDLP
and controlling authority, 44 *U. S. Code* sections 1901-1916.

Signature (Library Director)

Date

Signature (Depository Librarian)

Date

Please return the signed agreement to:

Ken Lohrentz
Regional Depository Librarian
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537
785-864-4593 (voice)
785-864-5705 (fax)
klohrentz@ukans.edu

List of Depository Libraries in Kansas

Atchison

Benedictine College
Library
1020 North 2nd Street
Atchison, KS 6600201499
(913) 367-5340, ext. 2513

Baldwin City

Baker University
Collins Library
518 8th Street
Baldwin City, KS 66006-0065
(785) 594-8389

Colby

Colby Community College
H.F. Davis Memorial Library
1255 South Range
Colby, KS 67701
(785) 462-3984

Dodge City

Dodge City Community College
Learning Resource Center
2501 North 14th Ave.
Dodge City, KS 67801-2399
(620) 227-9287

Emporia

Emporia State University
William Allen White Library
1200 Commercial Street
Emporia, KS 66801-5092
(620) 341-5049

Hays

Fort Hays State University
Forsyth Library
600 Park Street
Hays, KS 67601-4099
(785) 628-4340

Hutchinson

Hutchinson Public Library
901 N. Main Street
Hutchinson, KS 67501-4401
(620) 663-5441, ext. 122

Kansas City

Kansas City Kansas Community College
Library
7250 State Ave.
Kansas City, KS 66112
(913) 596-9650

Lawrence

University of Kansas
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537
(785) 864-4593

University of Kansas
School of Law Library
Green Hall
Lawrence, KS 66045-2824
(785) 864-2035

Manhattan

Kansas State University
Hale Library
Manhattan, KS 66506-1200
(785) 532-7449

Overland Park

Johnson County Library
Central Resource Library
9875 West 87th Street
Overland Park, KS 66212
(913) 495-2400

Pittsburg

Pittsburg State University
Leonard H. Axe Library
1605 South Joplin Street
Pittsburg, KS 66762-5889

Topeka

Kansas State Historical Society
Library
6425 SW 6th Ave.
Topeka, KS 66615-1099
(785) 272-8681, ext. 117

Kansas Supreme Court
Law Library
301 SW 10th Ave.
Topeka, KS 66612-1598
(785) 296-3257

State Library of Kansas
Statehouse, Capitol Building
300 SW 10th Ave.
Topeka, KS 66612-1593
(785) 296-6650

Washburn University
School of Law Library
1700 College Ave.
Topeka, KS 66621
(785) 231-1088

Wichita

Wichita State University
Ablah Library
1845 Fairmount
Wichita, KS 67260-3155
(316) 978-3155