Gov Docs 101: Managing a Federal Depository Library
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1) Know the FDLP Legal Requirements & Program Regulations

2) Collection Management
   - Get familiar with the new (beta) FDLP Desktop http://beta.fdlib.gov/
   - Use the Item Lister to view your selection profile http://tinyurl.com/l962k33
   - What’s available from GPO? See the List of Classes http://tinyurl.com/mjz9vef
   - How to change your selections? Use DSIMS http://tinyurl.com/lfpouyc
   - Make sure you retain the Basic Collection http://tinyurl.com/mhtdce9
   - Analyze your receipts with Documents Data Miner http://tinyurl.com/lt4jft
   - Use FDLP Needs and Offers to get free documents http://tinyurl.com/5f7wv
   - Know the Missouri Guidelines for Disposal http://tinyurl.com/lqybaqy

3) Reference Service
   - Know these sites:
     - Catalog of Govt Publications http://catalog.gpo.gov/F
     - Census http://www.census.gov/
     - FDsys http://www.gpo.gov/ fdsys/
     - FedStats http://www.fedstats.gov/
     - Hathi Trust http://www.hathitrust.org/
     - More suggestions: http://tinyurl.com/n6vqyub
   - Training
     - “Help! I’m an Accidental Government Information Librarian” webinars http://tinyurl.com/dykeg3k
     - FDLP archived trainings http://tinyurl.com/mefhsyv
     - View federal agencies’ tutorials and videos online
     - Sign up for webinar trainings for your library’s databases
     - Consider attending FDLP Annual meetings, or Interagency Seminar
   - Backup assistance
     - Your Regional http://libraryguides.missouri.edu/govdocs
     - GOVDOC-L for the tough questions http://govdoc-l.org/

Question: What did you do to prepare for your new gov docs job?