

**MICHIGAN PLAN FOR THE FEDERAL DOCUMENTS DEPOSITORY LIBRARY SYSTEM
2004**

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MISSION

Federal Depository Libraries in the State of Michigan are committed to providing free and unrestricted access to federal government information in all formats to all citizens.

INTRODUCTION

In 1983 Michigan was the first state to respond to the request of the Public Printer to adopt a state plan for its federal depository libraries. The first plan, and its subsequent revisions in 1993 and 1998, was guided by the *Instructions to Depository Libraries*. These plans reinforced the guidelines and standards for federal depositories, and contributed to the strength of the federal depository library program in Michigan. These plans also resulted in increased cooperation among depository libraries and in efficiency of operations, such as the statewide coordination of disposal lists.

In the twenty years since the first plan was implemented there have been substantial changes both in the federal depository library program and in the depository libraries in the state of Michigan. Thus the 2004 version of the plan will be a redirection rather than a revision of past plans, and it is shaped by three factors.

First, the requirement for libraries to complete a detailed self-study as part of the Federal Depository Library Program inspection process is more than adequate to ensure that libraries are complying with the federal guidelines as stated in the *Instructions to Depository Libraries*. It is no longer necessary for the state plan to restate those guidelines to the extent that was done in earlier versions.

Secondly, the accelerated transition to a more electronic federal depository library program impacts every area covered by previous plans – resources, collections, services, and promotion. In a 2001 letter to directors of depository libraries the Superintendent of Documents asked that state plans be reviewed specifically to address these areas:

- managing the transition from the physical to the online world of information;
- the continuing value of historic print collections;
- electronic resource delivery, including issues of access policies for the general public, selections, service guidelines, security, and infrastructure;
- training library staff in Government information service delivery;
- the role of the regional depository; both with the selective depositories it serves, and coordination with other regionals;
- examination of retention policies for physical products, including substituting online versions for physical products;
- contingency planning for service interruptions (network failures, natural disasters, etc.);
- provision of service in a 24 by 7 world;
- selective housing agreements or offsite storage arrangements;
- development and support of State Internet/web services;
- identification of potential new depositories; and
- a periodic review schedule for the state plan.

And finally, there are changes and challenges within the state that will affect this plan. Libraries of all types in Michigan are facing extremely difficult economic times. Regional libraries are considering institutional

changes that could have a significant impact on their individual operation as well as on the coordination of efforts within the state. There are also several statewide initiatives that will have a positive effect on depository libraries, an example being the future implementation of MeICat, a statewide online catalog.

In addressing these factors and their effects on the statewide depository library program, the 2004 Michigan Plan for Federal Depository Libraries will be a departure from earlier versions of the plan. This plan will focus on the same primary areas: resources, access, service, and promotion. For each, the plan will address the impact of the electronic transition and the challenges within the state, and it will define specific roles for the three main stakeholders in the plan: the Michigan Council of Federal Depository Libraries, the regional libraries, and the selective depositories. The plan will also highlight cooperative efforts among stakeholders and with other statewide initiatives outside the depository program that support the mission of the depository library program in Michigan.

In accordance with past practice, the plan is scheduled for revision in five years. However the Council will monitor the plan for major changes before its next scheduled revision.

It is the hope of the Council, as the author of this plan, that this document will be proactive and give direction and guidance to federal depository libraries as they move forward in the new millennium.

As signatories to this plan, directors agree to support its goals and strive to achieve the standards therein.

RESOURCES

Resources include not only the depository collections themselves but also the facilities, equipment, human resources, and financing necessary to maintain and provide access to federal government information. Notwithstanding any changes in regional library operations, statewide goals for depository resources include:

- maintaining current and historic tangible collections
- providing and managing the space necessary for those collections
- providing equipment in support of appropriate formats
- employing adequate staff to support those collections

The primary stakeholders will meet these goals as follows:

Council will

- set policy relating to statewide collection as a whole such as disposal guidelines or cooperative collection development
- facilitate training in e-competencies as posted by ALA GODORT (see Appendix I)
- continue to advise the State Librarian in all matters relating to federal government information collections in Michigan

All libraries will

- work towards full compliance with *Instructions to Depository Libraries*
- support minimal technical requirements for both staff and public workstations
- have a collection development plan that includes electronic formats
- follow state disposal guidelines (Appendix E)
- provide training on accessing federal government information to staff within their own institutions

Regional libraries will

- keep depository libraries within the state apprised of developments in plans for changes in regional responsibilities
- provide assistance to depository libraries within the state in securing replacements for lost or damaged depository materials
- appoint regional coordinators who have professional degrees from ALA-accredited institutions and who also have experience in depository library operations

Selective libraries will

- develop and communicate collection strengths
- appoint a full-time depository coordinator if selection rate exceeds 50%

Cooperative efforts among stakeholders include:

- libraries will employ and publicize selective housing agreements
- coordinate collection development and publicize collection strengths
- shared regional responsibilities

ACCESS

In accordance with the *Instructions to Depository Libraries*, all libraries provide access to government information of all types and in all formats to and beyond their primary clientele. As of this writing, Michigan is developing a statewide union catalog to be known as MelCat that will be part of Michigan e-Library services (originally known as the Michigan Electronic Library, a librarian-selected "Best of the Internet" subject compilation of web information). The primary stakeholders will provide physical, bibliographic, and electronic access to government information within the state as follows:

Council will

- develop and support state Internet and web services to serve both the public and the depository community

All libraries

- will work towards full compliance with *Instructions to Depository Libraries*
- are encouraged to include complete holdings for government documents in their online catalogs
- are encouraged to attach their holdings for government documents on bibliographic utilities such as OCLC
- are encouraged to include links to electronic government information in their online catalogs and perform link-checking as appropriate
- will ensure access to government information on an unfiltered workstation, even if access is mediated
- maintain appropriate access to the *Catalog of U.S. Government Publications* and its predecessors, including those in tangible formats
- are encouraged to develop their own government information web pages

Regional libraries will

- continue to advise selective depositories on access issues

Selective libraries will

- keep regional libraries informed when specific access issues arise

Cooperative efforts among stakeholders include

- contributing links and content to state web services, i.e. policies or links to "Ask-a-Librarian" services

SERVICE

Depository libraries provide free use of information for the general public, including those beyond their primary clientele. The 24/7 reference environment creates special challenges, but it also allows for service to unserved and underserved areas, which is a goal for depository libraries within the state. To serve both depository and non-depository libraries and patrons within the state, the primary stakeholders will meet these goals as follows:

Council will

- monitor and revise the state plan
- support the development of Internet and web services to serve both the public and the library community
- continue to advise the State Librarian in all matters relating to federal government information service in Michigan

All libraries will

- work towards full compliance with *Instructions to Depository Libraries*
- acquire commercial materials to support the depository collection
- subscribe to MICHGPO and other electronic discussion lists as appropriate
- establish a quantifiable and regular measurement of service
- have a service policy including electronic formats
- provide no-fee ILL service of tangible government documents

Regional libraries will

- provide orientation to new documents librarians and staff
- provide back-up reference service to depository libraries
- provide consultative services and participate in inspection visits

Selective libraries will

- continue to inform regional libraries regarding staff changes

Cooperative efforts among stakeholders include:

- ensuring that copying services in all formats are available within the state
- working to extend depository services to congressional districts served by only one or by no depository libraries

PROMOTION

Depository libraries will promote the use of the depository library program by the general public, highlighting the monetary and informational value of the historic collections within the state.

Council will

- do contingency planning for service interruptions
- provide templates for promotion such as the recently created brochure (see Appendix G)
- partner with GODORT of Michigan and other organizations to maximize promotional and training activities

All libraries will

- work towards full compliance with *Instructions to Depository Libraries*
- participate in electronic discussion lists
- participate at least annually in geographic area meetings or the biennial general meeting of the Michigan Council of Federal Depository Libraries
- communicate with legislators on depository issues as appropriate
- maintain web sites and post their depository's policies, and consider posting information about accessing and using federal government information

Regional libraries will

- identify potential new depository libraries
- identify unserved and underserved areas in the state and notify neighboring depositories

Selective libraries will

- use the brochure and similar promotional tools to promote services to non-depository libraries in their districts as well as to the general public
- use the brochure and similar promotional tools to promote services to unserved areas and to underserved areas as appropriate

Cooperative efforts among stakeholders include:

- sharing promotional materials, ideas, and activities