





# highlights

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## Publicizing Documents

How are depositories publicizing documents? This is a question frequently asked of depository library inspectors as they make their rounds.

Most depositories begin by letting other libraries in their area know they are a documents depository. This tends to promote referral, as in the case where a local public library which is not a depository will refer a patron to the nearby university library which is. And it facilitates interlibrary loan of documents from depositories to non-depositories.

Also, a very good idea is to remind the local community from time to time that documents can be found in the library. A variety of approaches are possible.

An occasional article in the area newspaper is helpful. This may focus on documents of timely inter-

est, such as agricultural material during the gardening and home canning seasons. Some depositories tell of excellent stories with photos growing out of documents relating to "Watergate" when that was newsworthy.

Radio also holds many possibilities. Both FM and AM stations try to make available airtime for public service announcements. Quite a few libraries are preparing "spots" for broadcast.

Television, too, is being utilized both for spot announcements and, occasionally, for a special program on library services including documents.

Displays are a regular feature of many libraries. During this year display cases and bulletin boards are showing a colorful array of documents relating to the Bicentennial.

Library newsletters are highlight-

ing recent acquisitions in the documents area. These are especially favored by university libraries which send them regularly to faculty. But they are also used by public libraries which send them to people in city government and in local business.

Another standby of many libraries is the topical bibliography which can easily include relevant documents. In the case of large depository collections, entire bibliographies generated from documents are not uncommon.

Word soon gets around. Libraries have **documents** as well as books, newspapers, and magazines. The end result is an increased use of documents by the public. And that is what the depository library program is all about!

## Regional Libraries Are Still Needed!

One year ago HIGHLIGHTS' feature article was entitled "Regional Libraries Needed." Since that time two libraries have taken on the responsibility of regionals for their states. This brings the number of states with regionals to 38, and the number of states served by regionals to 40.

We extend a hearty welcome to the Libraries of the University of

Mississippi, a depository since 1883, and the University of Kansas, whose depository began in 1869.

Now serving as regional depositories are 23 university libraries, 13 state libraries, 4 public libraries, and 2 state library commissions.

Regionals are still needed to serve 10 states. We look forward to hearing the good news of regionals for: Alaska, Arkansas, Delaware,



Georgia, Hawaii, Missouri, Rhode Island, South Carolina, South Dakota, and Tennessee.

## Finding Missing Publications

Are you missing any publications? Maybe one or more of your selected items has been lost or just worn out? Possibly it is an item you did not select but could use. Among the recourses open to depositories with missing items are: (1) asking the Regional about possible copies; (2) writing directly to the issuing agencies; (3) checking to see if it is a current sales item with a GPO bookstore near you, or writing to the Superintendent of Documents (Government Printing Office, 710 North Capitol Street, Washington, D.C. 20402); (4) trying the Universal Serials & Book Exchange (3335 V Street, Washington, D.C. 20018); (5) taking advantage of the serials search service provided to subscribers of the Documents Expediting Project (Exchange & Gift Division, Library of Congress, Washington, D.C. 20540); (6) obtaining a photocopy or microform from the National Archives & Record Service (Printed Archives Branch, General Services Administration, Washington, D.C. 20408).

## Depository Library Inspections

At present there are two Depository Library Inspectors for almost 1200 libraries in the United States and Territories. Both are widely experienced librarians who have worked with documents, and were listed on an appropriate Civil Service Register when hired.

Inspectors must submit plans for three months ahead, usually for 1, 2, or 3 week inspection tours. Time is allowed between trips for the follow-up of library needs and the inevitable paperwork involved. For 26 weeks or more of the year, the Inspectors are "on the road." They fly into unfamiliar cities, rent cars and begin rounds of visits which usually include two libraries a day and frequently involve a change of hotel or motel each night.

They try and respond to the special needs of documents librarians by assisting to solve problems that may occur in connection with the Depository Library Program. During their visits they meet with individual librarians, groups of librarians, and directors of libraries.

From January through August of 1976, the two Inspectors visited 222 libraries across the country.

For additional information on the growing inspection program, contact:

John D. Livsey, Director  
**Library and Statutory  
Distribution Service (SL)**  
Government Printing Office  
Washington, D.C. 20401



An eye-catching red, white, and blue Bicentennial mobile floats over the documents reading area of Alverno College Library in Milwaukee, Wisconsin.

## Questions and Answers

# QA

**Q.** Many librarians inquire about items requested in the past that do not come, or cancellations that have not been made. A repeat request or repeat cancellation on the new amendment selection forms is the step to take. One such inquiry from Beth Larson at the Jacaboni Library in Lakewood, California, was answered by LSDS Director Jim Livsey as follows:

A. I can give you no satisfactory reason as to why your prior selections were not carried in the appropriate Item Books. I can assure you that this problem is one I have been battling for almost two years. On the basis of a single sample taken more than a year ago, I was appalled to learn that one out of every three Claims were not previously selected by the library concerned. The selection could have been made, but not received by our staff. The staff too could have made a wrong entry or not made the entry at all. There is also the possibility that when we update a Book from one to another, one or two could be dropped.

Knowing that the Item Books were not in good shape, I have honored all Claims in the past while we eliminated some of the other problems facing us. Now today, we examine every Claim against the Item Books. If the appropriate mark has not been entered, those Claims are returned with the Code "NS"

upon them. We must have your feedback to update those Books before we automate the system.

In a year I will be able to call up your library number and get a print-out of all your selections. This will be mailed to you for validation purposes. Today that is not possible.

Below is a rundown of the "NS" Claim Situation:

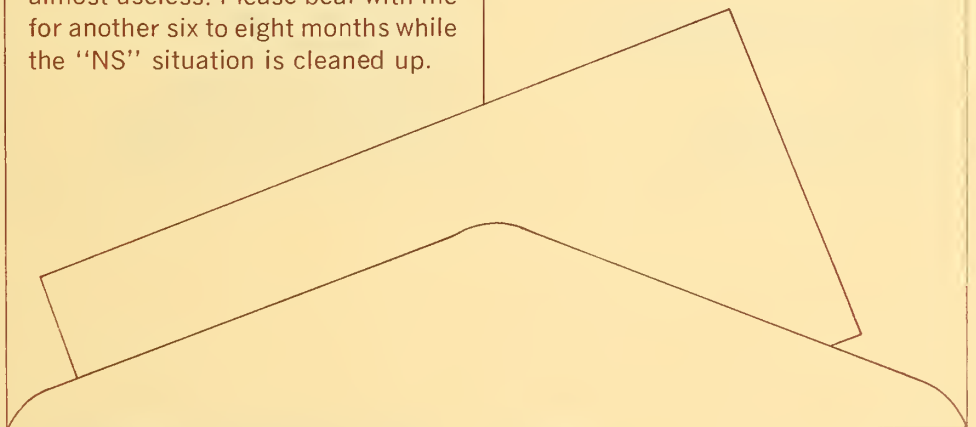
7/30	427	Checked	147	NS	34.4%
8/4	262	Checked	54	NS	20.6%
8/5	593	Checked	203	NS	34.2%
8/9	226	Checked	113	NS	50.0%
8/11	306	Checked	131	NS	42.8%
8/13	1245	Checked	317	NS	25.5%
8/19	1432	Checked	371	NS	25.9%
8/25	1098	Checked	346	NS	31.5%
9/2	135	Checked	67	NS	49.6%
9/3	584	Checked	168	NS	28.8%

I can live with the problems the Postal Service presents me on whole shipments being destroyed. I cannot live with a primary data base that is almost useless. Please bear with me for another six to eight months while the "NS" situation is cleaned up.

**Q.** A documents librarian in Long Beach, California, writes: "All indications read that the backlog has been eliminated at GPO. However, many of us still have gaps in our periodical holdings. Are we to assume that backlog items we have never seen on a shipping list are out-of-print and no longer available?"

A. It is true that the backlog has been eliminated, but it is not necessarily true that the missing issues are not available. As gaps come to our attention, we contact the GPO sales personnel and attempt to secure enough copies to make complete distribution. If we cannot obtain a sufficient quantity for complete distribution, we try to get enough for the regional libraries.

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## Special Needs



If your depository library has some special needs of a general or specific nature, let us know. Below are some recent requests. If you can offer discards, write the requesting depository a letter (sending a copy to your regional). The library accepting the material agrees to pay any postage and packing costs that may be necessary.

### Specific needs

Any documents pertaining to the impeachment proceedings of President Andrew Johnson.

State Bulletins, S1.3: . . . vols. 70/1829, 1830; 73/1902; 74/1908, 1909, 1910.

Ms. Dona Lesh  
Government Documents Librarian  
Baker University Library  
Baldwin City, Kansas 66006

### Discard & gift lists wanted

Government Publications Department  
University of Wisconsin  
at Green Bay Library

1276 Main Street  
Green Bay, Wisconsin 54302

### Depository discard lists offered

Canal Zone Library/Museum  
Balboa Heights  
Canal Zone

### Depository discard lists offered

Ms. Kathryn A. Hollenhorst  
Documents Librarian  
North Dakota State University  
Library  
Fargo, North Dakota 58102

### Depository discard lists offered

John A. Peters  
Documents Librarian  
State Historical Society Library  
816 State Street  
Madison, Wisconsin 53706

### Depository discard lists offered

Ms. Phyllis Peterson  
Documents Coordinator  
Documents Division  
Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233

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When the publication is not available through GPO sales, we try and obtain copies from the issuing agency. Again, we try for enough for complete distribution, or at least a sufficient number for the regionals.

It is permissible, and sometimes rewarding, for a librarian to write directly to the issuing agency for missing publications. But it is the responsibility of the Library and Statutory Distribution Service to obtain copies for complete distribution, if at all possible.

Let us know if we have missed any issues you need.

## Gremlins Again!

GPO gremlins were active during production of August's **Highlights**. One waved his mischievous wand over the paper and took the color out! Another had the entire issue sent off to HEW! Your Editor would like to tie a knot in their tails!



**Public Documents Highlights** is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. **Public Documents Highlights** is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the **Editor**,

**Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401.** The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

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