

**State Plan for Federal Depositories  
State of Illinois  
February 2005**

**State Plan for Federal Depositories in Illinois**

**Introduction:** The State Plan for federal depositories is developed in accordance with the structural guidelines of the Federal Depository Library Program of the U.S. Government Printing Office. Pursuant to those guidelines, the Illinois State Library is officially recognized as the Regional Depository Library of the State. The role of the Illinois State Library is to assist the depository libraries of the State in purposeful collection development and provision of constituent services and supervising the discard list of documents.

The Illinois State Plan is designed to assist the Federal Depository Libraries in the state in meeting the obligations, goals and objectives of the Federal Depository Library Program. Therefore, each depository shall adhere to the rules and procedures for federal documents as promulgated by the U.S. Government Printing Office. The Illinois State Plan is a supplement to, not a replacement for, the “Instructions to Depository Libraries” and the “Federal Depository Library Manual.” GPO instructions and required procedures, as well as any relevant statutory provisions, always take precedence over the plan.

**Mission statement:** In the spirit of the Constitution of the United States and the Constitution of the State of Illinois, the federal depository libraries of the State of Illinois shall strive to make available to all Illinois citizens the documents and information resources published and made available by the agencies of the federal government. To that end, each depository shall adhere to the rules and procedures for federal documents as promulgated by the U.S Government Printing Office through the Federal Depository Library Program as provided for in the State plan.

**Resources:** All depository libraries shall utilize the “Resources for Federal Depository Libraries” as published by the Government Printing Office as posted on the Illinois State Library website for Document Programs and which is attached to this plan. Each depository shall also be committed to programmatic cooperation with other fellow depositories. Further, the depository libraries shall strive to serve as government information cooperatives with all types of libraries in Illinois.

Section 1. Activity Objectives: Each depository library should make every effort to undertake the following activities to enhance the overall effectiveness of public access to federal government information:

- a) Providing citizens of the state the capability to identify and retrieve information generated by the federal government;
- b) Ensuring access to government information to the citizens of the state;

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- c) Assisting and supporting fellow depositories and non-depositories through workshops and seminars via the existing library community structure of the State, including but not limited to, public, academic, school and special libraries and the regional library systems of the State;
- d) Preserving print and historical collections;
- e) Identifying libraries with subject strengths and conducting cooperative collection management;
- f) Sharing technical processing applications with depository and non-depository libraries;
- g) Developing promotional and public relations efforts to maximize citizen knowledge of government documents availability and utilization;
- h) Developing expertise with electronic resources;
- i) Collectively assisting in the retention and enhancement of existing depository libraries and seeking recruitment of new depository libraries; and
- j) Encouraging senior depository library staff, Council members and State Library site visits to “assess” depository libraries and offer assistance to enhance the capabilities of the libraries.

Section 2. Depository Libraries Standards: In addition to the goals and requirements of the Government Printing Office, all depositories in Illinois should strive to meet the following standards to ensure public access to government documents. The standards should be viewed as the means for all depository libraries to foster cooperation and collaboration for the common good of citizen information access to government documents:

- a) Services:
  - i. Ensuring access to government information to the citizens of the state without physical or administrative impediment.
  - ii. Referring citizens to all available resources in all mediums to meet their information needs.
- b) Collections:
  - i. Seeking to preserve print and historical collections.
  - ii. Developing and sustaining an expertise with electronic resources.
  - iii. Maximizing the capabilities of resources through the Inter-Library Loan Delivery system.
- c) Collaboration:
  - i. Depository librarians should mentor other depositories and all libraries with the technical processing of documents.
  - ii. Depositories shall assist other depositories with bibliographic control efforts to maximize the availability of government information to the public.
- d) Public Outreach:

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- i. Publicizing to the citizens of the state the capability to identify and retrieve federal information.
  - ii. In collaboration with other area depositories develop outreach methods to inform the public of the availability of government documents and information resources.
- e) Regional Consortia:
- i. Fostering the maintenance and creation of new regional consortiums of member depository libraries for the purpose of collaboration on common issues.

Section 3. Non-Depository Outreach: The depository libraries of Illinois should make every effort to promote the use of government documents to entities that are not depository libraries, including, but not limited to public libraries, community and civic organizations, schools and the business community. This activity should be conducted in a collective manner and in conjunction with the existing library infrastructure with the cooperation of the regional library systems of the State. Specifically:

- a. Strengthening and supporting local librarians' knowledge about new developments in the production and distribution of government information; and encouraging local linkage (and use) to statewide resources on electronic reference services through ongoing training, workshops, and one-on-one support in-person and through networked technologies;
- b. Creating useful web pages designed to promote and organize government information;
- c. Cooperating with other local civic and citizen groups to facilitate the use of government information, including but not limited to agriculture extension offices, adult education facilities, and small business centers;
- d. Offering new services;
- e. Facilitating cooperation within other local regional depository consortiums (i.e. congressional districts, school districts, etc.);
- f. Developing specific outreach tools (i.e. publications, regardless of format) to promote public access to government information. Could be targeted to specific audiences (i.e. small businesses, teachers, parents); and
- g. Facilitating effective cooperative links to significant local and regional government information resources (i.e. villages, townships, counties, school districts, special districts, municipalities, cities, etc.).

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Section 4. Coordinating Council. Membership: The Illinois State Library Government Depository Coordinating Council serves as an advisory body to the Illinois State Library on matters relating to federal and state government depository programs and services.

a) The Director of the Illinois State Library shall appoint council members after consideration of recommendations made by Council members. The membership shall consist of eleven members and the terms of office shall be two years. Members of the Council shall be representative of the types of government depositories operating in Illinois: academic, public, law and special. Geographical representation shall be a consideration for appointment. One member of the Council shall be the Documents Coordinator and one member shall be from a non-depository library.

b) Council Operations: The ISL Documents Coordinator shall serve as Chairperson. The Council shall appoint, by record vote, a Vice-Chairperson. The term of the Vice-Chairperson shall be for one year.

c) The Council shall meet at least twice annually and may meet at additional times upon the request of the Chairperson or a majority of Council members. The Chairperson shall preside over all meetings and shall arrange for the preparation of the minutes of all meetings. The Vice-Chairperson shall assume the duties of Chairperson when requested to do so by the Chairperson or the Director of the Illinois State Library.

d) All meetings of the Council shall be open to the public. The notice and agendas for the meetings shall be distributed to selective libraries and all libraries. The Illinois State Library will post the meeting notices on the Information and Idea list-serv.

e) The Council may issue reports pertinent to its functions as deemed necessary. Such reports shall be presented to the Director of the Illinois State Library and may be distributed appropriate to the nature of the report.

f) The Chairperson, or the Council by a recorded vote, may appoint special committees comprised of Council members and non-council members to undertake activities or make reports on matters relating to the State Plan.

g) The Council shall adopt procedures for meetings. The parliamentary authority for all meetings shall be Roberts Rules of Order.

h) The Council shall at least, and is not limited to, perform the following functions:

- i. Creating sub-committees comprised of Council members to conduct studies or reports on issues and matters affecting federal and state

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- document depository libraries. Such sub-committees may include non-Council members.
- ii. In cooperation with the ISL, the Council shall assist depository libraries in developing outreach programs to non-depository libraries.
  - iii. In cooperation with the ISL, the Council shall develop a continuing education program for depository library staff. This effort should be coordinated with the Illinois Library Association GODORT Forum and any other organization that can be of assistance in this effort.
  - iv. In cooperation with the ISL, the Council shall encourage cooperative collection development within the State, which shall include identifying retrospective collections of government documents that are needed in Illinois.
  - v. The Council shall support resource sharing in Illinois through such means as a compilation of union lists and the use of bibliographic databases such as ILLINET Online.
  - vi. The Council shall conduct other functions as may be required by the U.S. Government Printing Office, the Illinois State Library and other entities as may be appropriate.
  - vii. Council members are encouraged to accept recommendations and concerns of selective depositories of Illinois regarding government documents and related programs and report such to the full Council and the Documents Coordinator.
  - viii. The Council may from time to time make recommendations to the U.S. Government Printing Office regarding the administration of the Federal Depository Library Program.
  - ix. The Council may make recommendations to the Illinois State Library as both the Regional Depository Library and as the primary administrative body for library services in Illinois.
  - x. The Council shall review the performance of the federal and state depository library program in Illinois. The Council may only undertake such review upon a record vote of the majority of Council members. The findings and recommendations of the Council in this review shall be in writing and shall be distributed to depository libraries by the Information and Idea list-serv.

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- xi. The Council shall develop a depository liaison system in which Council members shall directly interact with designated depository libraries and non-depository libraries to assist with issues and administrative matters affecting the depository library community.

**Section 5. Revisions to the State Plan**

- a) The Coordinating Council may revise the State Plan subject to a 3/5<sup>th</sup> approval of the Council. Recommendations for revising the State Plan may be made by any participating depository library of the State, the State Library, or the staff of the U.S. Government Printing Office. Any suggestions for revisions shall be directed to either the Regional Librarian or any member of the Coordinating Council for consideration at the next scheduled meeting of the Council. Any revision to the Plan must be published on a list serv or similar means maintained by the State Library 60 days prior to the adoption of the revisions. Depositories may make any comments or suggestions prior to the expiration of the 60-day time period. The Regional Librarian shall maintain a publicly accessible, official version of the Plan on the Regional web site.
- b) Beginning with the first anniversary of the adoption of this State Plan, the Council shall give proper notice to all depositories of an annual review of the State Plan by the Council at a designated meeting of the Council. The Council shall accept commentary and recommendations for revision of the State Plan in a format contained in the meeting notice. Any revisions of the State Plan in this annual review shall be subject to the provisions of paragraph a of this Section 5.