

# State Plan for Federal Depositories in Illinois

## Revised January 2010

### **Introduction:**

The *State Plan for Federal Depositories* is developed in accordance with the guidelines of the Federal Depository Library Program of the U.S. Government Printing Office (GPO). 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, provision of services and supervising the discard list process. Regional Library responsibilities are enumerated in Chapter 12 of the Federal Depository Library Handbook, <http://www.fdlp.gov/administration/handbook/127-chapter12>.

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 (FDLP). 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 Federal Depository Library Handbook, <http://www.fdlp.gov/administration/handbook>. GPO instructions and required procedures, as well as relevant statutory provisions, always take precedence over the plan.

### **Mission statement:**

The federal depository libraries of the state of Illinois strive to make available to all Illinois citizens the documents and information resources published and made available by the federal government. To that end, each depository adheres 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 FDLP Desktop, <http://www.fdlp.gov/>. Each depository shall also be committed to cooperation with other depositories. Additionally, the depository libraries shall serve as government information resources for all types of libraries in Illinois.

### **Activity Objectives:**

Each depository library shall make every effort to undertake the following activities to enhance the overall effectiveness of public access to federal government information:

- a) Provide citizens of the state ready access to the information generated by the federal government through physical access to the library collection, online bibliographic access and interlibrary loan.
- b) Assist and support fellow depositories and non-depositories through workshops and seminars via the existing library network structure of the state, including but not limited to public, academic, school and special libraries and the regional library systems.
- c) Preserve unique collections or find appropriate places for the unique collections.
- d) Identify depositories with subject strengths and conduct cooperative collection management.
- e) Share technical services techniques among depository and non-depository libraries.
- f) Develop promotional and public relations efforts to maximize citizen knowledge of the availability and utilization of government documents.
- g) Develop expertise with electronic resources.

- h) Collectively assist in the retention and enhancement of existing depository libraries and seek recruitment of new depository libraries.
- i) Encourage site visits by GPO staff, ILLINET Depository Library Council members and the Illinois State Library to depository libraries and offer assistance to enhance the capabilities of the libraries in preparation for a public service assessment by GPO.

**Depository Library Standards:**

In addition to the goals and requirements of the Government Printing Office, all depositories in Illinois shall strive to meet the following standards to ensure citizens' access to government information:

- a) Services:
  - 1) Ensure access to government information to the citizens of the state without physical or administrative impediments.
  - 2) Refer citizens to all available resources in all formats to meet their information needs.
- b) Collections:
  - 1) Develop a collection to meet local information needs.
  - 2) Preserve unique collections.
  - 3) Develop and sustain an expertise with electronic resources.
  - 4) Facilitate access through interlibrary loan.
  - 5) Abide by the discard procedures for Illinois federal depository libraries, available on the Illinois State Library's web site.
- c) Collaboration:
  - 1) Mentor other depositories and libraries regarding public access to federal documents.
  - 2) Assist other depositories with bibliographic control efforts to maximize the availability of government information to the public.
- d) Public Outreach:
  - 1) Publicize to all citizens of Illinois the capability to identify and retrieve federal information
  - 2) Develop outreach methods to inform the public of the availability of government documents and information resources.
- e) Communication:
  - 1) Promote more communication among depositories.
  - 2) Communicate with the Regional Library in a timely manner regarding any questions about depository status.

**Non-Depository Outreach:**

The depository libraries of Illinois shall make every effort to promote access to government information to non-depository 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 cooperative library infrastructure of the state. Specifically, outreach should:

- a) Strengthen and support local librarians' knowledge about new developments in the production and distribution of governmental information.
- b) Create useful Web pages designed to promote and organize government information.
- c) Cooperate with other local civic and citizen groups to facilitate the use of government information, including but not limited to agriculture cooperative extension offices, adult education facilities, and small business centers.
- d) Develop outreach tools to promote public access to government information including tools targeted to specific audiences (i.e. small businesses, teachers, parents).

- e) Facilitate effective cooperative links to significant local and regional government information resources (i.e. villages, townships, counties, school districts, special districts, municipalities, etc.).

### **Coordinating Council:**

The ILLINET Depository Library Council serves as an advisory board to the Illinois State Library on matters relating to the federal and state government depository programs.

- a) **Membership:** 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. Terms shall be staggered, and re-appointments shall be allowed. Members of the Council shall be representative of the types of government depositories operating in Illinois: Academic, public, law and special. Geographic representation shall be a consideration for appointment. One member of the Council shall be the Illinois State Library Documents Coordinator, and one member shall be from a non-depository library.
- b) **Council Officers:** The ISL Documents Coordinator shall serve as Chairperson. The Council shall select a Vice-Chairperson. The term of the Vice-Chairperson shall be for one year.
- c) **Meetings:** The Council shall meet at least twice annually, virtually or in-person, 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 meeting notes. The Vice-Chairperson shall assume the duties of the Chairperson when requested to do so by the Chairperson or the Director of the Illinois State Library.
- d) **Public Meetings:** All meetings of the Council shall be open to the public. The notice and agendas for the meeting shall be available in advance on the Illinois State Library web site, and information shall be posted to the "isl-fed-dep" and "isl-state-dep" e-mail lists.
- e) **Reports:** The Council shall issue reports pertinent to its functions. Such reports shall be presented to the Director of the Illinois State Library and distributed appropriate to the nature of the report.
- f) **Special committees:** The Chairperson or the Council 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) **Meeting procedures:** The Council shall adopt procedures for meetings.

### **Revisions to the State Plan:**

The Coordinating Council may revise the State Plan subject to a 3/5 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 during the next scheduled meeting of the Council. Any revision to the Plan must be published on the "isl-fed-dep" e-mail list or similar means maintained by the State Library 60 days prior to the adoption of the revisions. Depositories may make any comment 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 Illinois State Library web site.