

**OKLAHOMA STATE PLAN
FOR THE FEDERAL DEPOSITORY
LIBRARY PROGRAM**



ODL

**The Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105-3298
(405) 521-2502; or 1-800-522-8116 tollfree statewide
<http://www.state.ok.us/~odl/>**

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INTRODUCTION

OKLAHOMA STATE PLAN FOR THE FEDERAL DEPOSITORY LIBRARY PROGRAM

In 1981 the Depository Library Council to the Public Printer encouraged the establishment of plans for the coordination of the Federal Depository Library Program within each state. The Superintendent of Documents encouraged the adoption of these plans. This document is a revision of the Oklahoma Plan originally formulated in the 1980s. It reflects the increased movement of documents to the electronic environment.

Regional Depositories in Oklahoma are located at the Oklahoma Department of Libraries in Oklahoma City, and at Oklahoma State University in Stillwater. Selective depositories are located at East Central State University in Ada, Northwestern Oklahoma State University in Alva, Southern Nazarene University in Bethany, Southeastern Oklahoma State University in Durant, University of Central Oklahoma in Edmond, Public Library of Enid and Garfield County, Langston University, Lawton Public Library, University of Oklahoma and University of Oklahoma Law Library in Norman, Metropolitan Library System in Oklahoma City, Oklahoma City University, Oklahoma Baptist University in Shawnee, Northeastern State University in Tahlequah, Tulsa City-County Library, University of Tulsa and University of Tulsa College of Law Library, and Southwestern Oklahoma State University in Weatherford.

For directory information about these depositories consult the “Oklahoma Directory of Depositories for United States and State of Oklahoma Government Publications” available from the Oklahoma Department of Libraries and on their Web site which is at:
<http://www.state.ok.us/~odl/>.

The State Plan will be reviewed every five years, or more often if needed. We welcome your input and comments. Contact one of the Regional Depository Librarians:

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Edmon Low Library, Documents Department
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or

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COLLECTION DEVELOPMENT AND RESOURCE SHARING

Goal: TO ASSURE THAT A COMPLETE BODY OF FEDERAL INFORMATION IS ACCESSIBLE TO ALL RESIDENTS OF OKLAHOMA THROUGH THE ACQUISITION AND DEVELOPMENT OF CURRENT AND RETROSPECTIVE COLLECTIONS IN ALL APPLICABLE FORMATS

Objectives:

Each depository library will accept the responsibility to:

1. Maintain the Suggested Core Collection specified in the Federal Depository Library Manual for its particular type of library.
2. In addition to the Core Collection, acquire those additional documents which are appropriate for the goals and objectives of the library and which meet the needs of its Congressional District, the local clientele, and non-depository libraries in its area.
3. Formulate a written collection development policy as a component of the overall library collection and development policy.
4. Participate in cooperative agreements or selective housing arrangements when appropriate.
5. Consider item selections and weeding/disposal policies on a continuing basis.

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6. Recommend for acquisition commercially produced tools that would strengthen the Federal information collection.

The Regional Depositories will, in addition, accept the responsibility to:

1. Coordinate disposal of documents by selective depositories in the state.
 - a. Simplify procedures required of depository libraries in the disposal and transfer of Federal documents.
 - b. Ensure that retrospective documents not widely held will be identified and retained in state.
2. Fill gaps in the Regional's retrospective documents collection whenever possible.
3. Support the mandate of the Regional Depository Act of 1962 by maintaining, either in paper, microform, or tangible electronic products, a complete collection of all Federal documents distributed through the Depository Program.
4. Acquire commercially produced and non-depository publications which supplement and enhance the depository collection.

BIBLIOGRAPHIC CONTROL

Goal: TO PROVIDE A LEVEL OF BIBLIOGRAPHIC ACCESS TO FEDERAL INFORMATION THAT WILL ENABLE USERS TO IDENTIFY AND RETRIEVE GOVERNMENT PUBLICATIONS WITH THE LEAST POSSIBLE EXPENDITURE OF INDIVIDUAL TIME AND EFFORT.

Objectives:

Each depository library will accept the responsibility to :

1. Maintain an up-to-date record of its depository acquisitions which indicates the physical location of each document.
2. Provide bibliographic control for documents that is equal to that of other comparable library materials. Inclusion of documents in the public catalog is encouraged.
3. Build and maintain a core reference collection of depository and commercial catalogs, indexes, and directories sufficient to meet local user needs.

The Regional Depositories will, in addition, accept the responsibility to:

1. Continue to compile, update, and distribute a directory of Oklahoma federal and state depository libraries which will include information on each library's staff, service policies, electronic searching capabilities, and special holdings of commercial tools and document series.
2. Provide current awareness material to the depository community.

QUALITY OF SERVICE

Goal: TO INSURE FREE PUBLIC ACCESS AND THE HIGHEST QUALITY OF SERVICE FOR ACCESSING FEDERAL GOVERNMENT INFORMATION.

Objectives:

Each depository library will accept the responsibility to:

1. Provide access to its Federal Documents.
2. Provide interlibrary loan services.
3. Encourage and support its staff members to improve their knowledge of federal government information by attending workshops and seminars.
4. Provide appropriate equipment for accessing or using Federal Information.
5. Provide adequate space and equipment to house the documents collection in all formats in a manner that will best facilitate public access and use.
6. Ensure that access to the documents collection is in compliance with the Americans with Disabilities Act.
7. Provide an adequate number of trained staff to assure a level of reference and/or lending service equal to that provided for the rest of the library collection.

The Regional Depositories will, in addition, accept the responsibility to:

1. Provide statewide reference and interlibrary loan services, and retain a complete documents retrospective collection in paper, microform, and/or tangible electronic format suitable for use by the borrowing libraries.
2. Encourage communications between the regional library and other depository libraries by means such as toll-free telephone numbers, telefaxes, computer links, or listservs.
3. Provide duplication service, both for interlibrary loan and for replacement of lost or damaged materials.
4. Sponsor workshops and seminars which address the training and continuing education needs of depository librarians and other interested persons.
5. Provide help and training for librarians newly assigned to administer depository collections.
6. Provide consultative services to depository libraries and participate in inspection visits conducted by the Library Programs Service of U.S. Government Printing Office.

PUBLIC RELATIONS

Goal: TO INCREASE PUBLIC AWARENESS OF THE AVAILABILITY AND USEFULNESS OF FEDERAL GOVERNMENT INFORMATION.

Objectives:

Each Depository library will accept the responsibility to:

1. Make use of available marketing/public relations tools and techniques to acquaint users in the community and Congressional district of the value of its Federal depository holdings by means of new document displays, user guides, posters, newsletters, news releases, catalogs, brochures, and Web pages.
2. Encourage use of Federal government information by training staff and customers through workshops, Web sites, and participation in professional meetings.

The Regional depositories will, in addition, accept the responsibility to:

1. Support the efforts of selective depositories to increase the public's knowledge of documents and services available through the Depository Library Program.
2. Do statewide marketing.

ELECTRONIC RESOURCES

Goal: TO ENSURE ACCESS TO ELECTRONIC GOVERNMENT INFORMATION AND PRODUCTS.

Objectives:

Each depository library will accept the responsibility to:

1. Comply with the minimum technical guidelines set by the U.S. Government Printing Office.
2. Provide knowledgeable staff to assist patrons in the use of electronic information.

The Regional Depositories will, in addition, accept the responsibility to :

1. Sponsor at least one annual meeting of the Oklahoma federal depository libraries to discuss and review new products and developments in the area of electronic data.
2. Provide assistance to selectives in accessing electronic information.
3. Serve as a resource for assisting libraries with installation and use of electronic information.
4. Provide selectives with summaries of information on new products.

5. Maintain a homepage that will provide links to federal agency sites and resources that support the depository program.

6. Maintain an online catalog that will provide URLs for government material available via the Internet.

7. Encourage selectives to develop their own documents Web site.