The Plan for Federal Depository Libraries in Louisiana
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I. INTRODUCTION

The Federal Depository Library Program in Louisiana is part of a national depository library system in which certain libraries are designated to receive federal government information in all formats and to provide access to the residents of Louisiana in the most efficient method. In 1981, the Depository Library Council to the Public Printer, an advisory group, recommended that each state be required to prepare a plan that would coordinate the federal documents depository program within that state. The Council maintained that implementing a state plan would help identify and resolve problems as well as improve service and access. The Public Printer went on record as encouraging such plans "as a modern and potentially cost saving means of improving public access to government documents in accordance with the intent of Title 44."

In early 1982, State Librarian Thomas Jaques called a meeting of representatives of all Federal depository libraries in Louisiana to discuss the possibility of formulating a state plan. On 15 April 1982, representatives of fourteen depository libraries met at the State Library. After discussing problems and concerns with documents services, the group named a committee to draft a state plan. The committee members are listed in Appendix 6.

In two subsequent meetings, the Committee drafted a plan to be known as the Louisiana Federal Depository Library Plan ("the Plan"). The Plan adhered to all depository obligations under Title 44, Chapter 19, of the United States Code and the United States Government Publishing Office's Instructions to Depository Libraries and Guidelines for the Depository Library System. The Plan established the Louisiana Federal Depository Library Council to oversee the implementation of the Plan and to provide for revisions when needed. It was adopted by the Council on January 17, 1983, and approved by the State Librarian.
In 1987, the Plan was revised by the Council to reflect policy changes. In 1988, the Council chairman appointed a committee to update and amend the Plan. The revised Plan was ratified by the Council, and as part of the revised plan, in 1990 the directors of federal depository libraries signed an agreement in compliance with the Plan.

In accordance with the Louisiana Federal Depository Library Plan, VI, Review and Amendment Process, the Plan was reviewed and revised in May 1996. Committee members are listed in Appendix 6.

In 2000, the Plan was reviewed and revised again. This revision strengthened the emphasis on access to government information rather than the traditional tangible products. In addition, the title was changed. The review committee members are listed in Appendix 6.

The Plan was reviewed and amended again in 2006. A review didn’t take place in 2005 due to the impact of hurricane Katrina on state federal depositories. Members of the 2006 review committee are listed in Appendix 6.

In May 2015, the Plan was reviewed and revised. The Plan continues an emphasis on access to government information. The Plan also reflects a change in the name of the Government Printing Office. In 2014, President Barack Obama signed H.R. 83 officially changing the name of the Government Printing Office to the Government Publishing Office. Publishing reflects the increasingly prominent role that GPO plays in providing access to Government information in digital formats through the agency’s Federal Digital System, apps, eBooks, and related technologies. Members of the 2015 review committee are listed in Appendix 6.

II. PURPOSE OF THE PLAN

To ensure that residents of Louisiana have adequate access to federal government information, the Plan for Federal Depository Libraries in Louisiana (“the Plan”) outlines common goals and objectives for all federal depository libraries in the state.

III. AUTHORITY AND RESPONSIBILITY

The Louisiana Federal Depository Library Council will serve as the final authority on questions of policy and procedure regarding implementation of the Plan. In addition, the Council will monitor the implementation of the Plan. The chief administrator of each federal depository library will sign a document of agreement indicating the library’s commitment to the goals set forth in the Plan. The two regionals, Louisiana State University and Louisiana Tech University, will retain the documents of agreement.

IV. GOALS

The goals of the Plan for Federal Depository Libraries in Louisiana shall be:

* To ensure that federal government information in appropriate formats is available to the residents of Louisiana.

* To ensure that government information in federal depository libraries in Louisiana is accessible to all residents of the state.
* To encourage efficient use of federal depository resources in Louisiana through cooperative agreements and networking.

* To ensure that federal depository libraries in Louisiana meet or exceed the public service standards established by the U.S. Government Publishing Office.

* To promote and increase awareness within Louisiana of the federal depository program as well as other government information programs.

* To ensure the future availability of federal government information in federal depository libraries in Louisiana by encouraging preservation efforts.

* To encourage advocacy and political action by federal depository librarians in Louisiana in support of the federal depository library program and other federal government information resources and systems.

V. IMPLEMENTATION

In order to achieve the goals specified in Section IV, federal depository libraries in Louisiana, in cooperation with the Louisiana Federal Depository Library Council, shall agree to the following:

A. To ensure that federal government information in appropriate formats is available to the residents of Louisiana:

1. The Council shall encourage cooperative collection development by geographically proximate federal depository libraries to support the information needs of all communities in Louisiana.

2. The Council shall coordinate efforts to identify and build strong retrospective collections and shall assist in collection development for libraries holding these collections.

3. The regional depository libraries, Louisiana State University and Louisiana Tech University, shall establish and administer discard procedures in order to ensure availability of government information within each region of the state.

4. Selective depository libraries shall carry out the weeding process in accordance with guidelines set forth by the U.S. Government Publishing Office and in Appendix 5 of this plan.

5. Each depository library shall assess the needs of its users as a basis for selection, acquisition, and maintenance of its depository library collections, and shall maintain a written collection development policy based on these needs.

B. To ensure that government information in federal depository libraries in Louisiana is accessible to all residents of the state:

1. The Council shall encourage each Federal depository library in Louisiana to maintain a policy of free public access to depository collections.

2. Each depository library shall maintain an adequate record of its holdings that shall be available for use by the general public. Adequate is defined as sufficient to allow a library user
to discern whether a specific document is available for use in the library and to easily distinguish the publication's location and format.

3. Each depository library shall acquire the bibliographic tools, depository items, and commercial indexes that are needed to facilitate verification, acquisition, and retrieval of government information.

4. Each depository library shall provide bibliographic control for government information in all formats that is comparable to that of other library materials.

5. Each depository library is encouraged to include bibliographic records for government information in all formats in the library's public access catalog and to provide live links in these records to resources that are available online.

6. Each federal depository library in Louisiana shall provide equipment needed for accessing the depository collection, such as readers, printers, computers, or other appropriate equipment.

7. Each federal depository library in Louisiana shall meet the minimum standards set by the U.S. Government Publishing Office.

C. To encourage efficient use of the federal depository resources in Louisiana through cooperative agreements and networking:

1. Each depository library shall cooperate with the Council's efforts to integrate government information holdings into state and national bibliographic control systems.

2. The Council shall identify special collections such as maps, patents, census, etc., and shall promote awareness of these collections.

3. Depository libraries shall provide efficient interlibrary loan services for government information in appropriate formats and shall encourage non-depository libraries to request government information in appropriate formats for their library users.

4. The Council shall maintain an awareness of the possible impact on depository libraries of other in-state planning mechanisms, especially those that involve the networking and automation of government information resources.

D. To ensure that federal depository libraries in Louisiana meet or exceed the public service standards established by the U.S. Government Publishing Office:

1. Depository libraries shall provide reference service using government information in appropriate formats that is comparable to reference service given using other library material.

2. The Council shall encourage continuing education for depository library staff as well as for non-documents librarians.

3. The chief administrator of each depository library shall encourage participation in continuing education programs by the depository library staff.

4. Depository libraries shall cooperate with non-depository libraries by providing reference and information services upon referral.
E. To promote and increase awareness within Louisiana of the federal depository program as well as other government information programs:

1. The Council shall encourage and coordinate state-wide public awareness programs to promote the use of federal government information.

2. The Council shall encourage the coordination of public awareness programs via partnerships of depository libraries within congressional districts.

3. Each depository shall establish and maintain an effective public awareness program.

F. To ensure the future availability of federal government information in federal depository libraries in Louisiana by encouraging preservation efforts:

1. The Council shall encourage each federal depository library in Louisiana to implement a preservation program for government information in appropriate formats.

2. The Council shall encourage the U.S. Government Publishing Office to provide government information in appropriate formats.

3. The Council shall encourage federal depository libraries in Louisiana to participate in state-wide preservation and disaster response planning efforts.

G. To encourage advocacy and political action by federal depository librarians in support of the federal depository library program and all other federal government information resources and systems:

1. The Council shall monitor legislation, regulations, and policies on the state and national level that affect the federal depository library program and other government information resources.

2. The Council shall communicate with officials at the U.S. Government Publishing Office, Congressmen, Senators, and other appropriate government officials in support of freedom of access to government information.

VI. REVIEW AND AMENDMENT PROCESS

The Chair of the Council shall report annually to federal depository libraries in Louisiana on the work of the Council and the implementation of the Plan. In years ending in either 0 or 5, the Council shall conduct a formal review of the Plan's contents and viability.

Amendments and revisions to the Plan may be proposed by the Council or any federal depository library in the state. The Council shall advertise for comment on any proposed amendment or revision to the Plan. Revisions to one portion of the Plan may be approved at any time by a majority vote of the members of the Council. Appendix 5 will be revised as needed by representatives of the Regional Libraries in consultation with the Council and in accordance with GPO regulations. Changes made to the Plan as the result of a formal review done in years ending in 0 or 5 must have the support of a majority of the chief administrators of the federal depository libraries in Louisiana.