

APPENDIX A --- Directory of Michigan Federal Depository Libraries

ALBION COLLEGE

Stockwell-Mudd Library
KC 4692 602 East Cass St.
Albion, MI 49224-1879
Carolyn Gaswick
Email: cgaswick@albion.edu
517-629-0270
FAX: 517-629-0504
#0279B Representative designate 1966
7th Congressional District

BENTON HARBOR PUBLIC LIBRARY

213 East Wall Street
Benton Harbor, MI 49022-4499
Jill Rauh
Email: bhlibrary@yahoo.com
269-926-6139
FAX: 269-926-1674
#0280 Representative designate 1907
6th Congressional District

CALVIN COLLEGE & CALVIN THEOLOGICAL SEMINARY

Hekman Library
1855 Knollcrest Circle SE
Grand Rapids, MI 49546-4402
Diane VanderPol
Email: dvpo@calvin.edu
616-526-7072
FAX: 616-526-6470
#0281B Representative designate 1967
3rd Congressional District

CENTRAL MICHIGAN UNIVERSITY

Government Documents Service
Charles V. Park Library
Mount Pleasant, MI 48859
David Shirley
Email: David.B.Shirley@cmich.edu
989-774-3414
FAX: 989-774-4499
TDD: 989-774-3470
#0286 Representative designate 1958
4th Congressional District

DELTA COLLEGE LIBRARY

Documents Section
1961 Delta Road
University Center, MI 48710-0001
Anne Woodenl
Email: annewooden@alpha.delta.edu
989-686-9874
FAX: 989-686-4131

#0286A Representative designate 1963
5th Congressional District

DETROIT PUBLIC LIBRARY

5201 Woodward Avenue
Detroit, MI 48202-4007
Paula Kaczmarek
Email: pkaczma@detroit.lib.mi.us
313-833-1443
FAX: 313-833-9709
TDD: 313-833-1439
#0275 Senate designate 1868
13th Congressional District

EASTERN MICHIGAN UNIVERSITY

Bruce T. Halle Library
955 West Circle Drive
Ypsilanti, MI 48197
Barbara Glover
Email: bglover@emich.edu
734-487-2020, ext. 2233
FAX: 734-487-8861
#0278A Representative designate 1965
15th Congressional District

FERRIS STATE UNIVERSITY

FLITE - Ferris Library for Information, Technology and Education
1010 Campus Drive
Big Rapids, MI 49307-2279
Ray Dickinson
Email: dickinsr@ferris.edu
231-591-3730
FAX: 231-591-2662
#0286-B Representative designate 2001
4th Congressional District

FLINT PUBLIC LIBRARY

1026 East Kearsley Street
Flint, MI 48502-1994
Phillip Skeltis
Email: pskeltis@flint.lib.mi.us
810-232-2142
FAX: 810-249-2635
TDD: 810-232-7399
#0282A Representative designate 1967
5th Congressional District

GRAND RAPIDS PUBLIC LIBRARY

111 Library St. NE
Grand Rapids, MI 49503
Lori DeBie
Email: ldebie@grpl.org
616-988-5402, Ext. 5472
FAX: 616-988-5419

#0281 Representative designate 1876
3rd Congressional District

GRAND VALLEY STATE UNIVERSITY

James H. Zumberge Library
1 Campus Drive
Allendale, MI 49401-9403
Doug Way
Email: wayd@gvsu.edu
616-895-2863
FAX: 616-895-2895
#0281A Representative designate 1963
2nd Congressional District

HACKLEY PUBLIC LIBRARY

316 West Webster Avenue
Muskegon, MI 49440-1281
Jocelyn Shaw
Email: musjs@llcoop.org
231-722-7276 Ext. 241
FAX: 231-726-5567
TDD: 231-720-2066
#0285 Representative designate 1894
2nd Congressional District

HENRY FORD COMMUNITY COLLEGE

Eshleman Library
5101 Evergreen Road
Dearborn, MI 48128-1495
Victoria Morris
Email: VMORRIS@mail.henryford.cc.mi.us
313-845-9761
FAX: 313-271-5868
#0292 Representative designate 1957
15th Congressional District

JACKSON DISTRICT LIBRARY

Carnegie Branch
244 West Michigan Avenue
Jackson, MI 49201-2275
Nancy Buckland
Email: bucklandna@jackson.lib.mi.us
517-788-4316 ext. 234
FAX: 517-782-8635
#0273A Representative designate 1965
7th Congressional District

KALAMAZOO PUBLIC LIBRARY

315 South Rose Street
Kalamazoo, MI 49007-5270
Christine Hann
Email: ChristineH@kpl.gov
269-342-9837
FAX: 269-342-0414

#0276 Representative designate 1907
6th Congressional District

LAKE SUPERIOR STATE UNIVERSITY

Shouldice Library/Documents
906 Ryan Street
Sault Ste. Marie, MI 49783-1632
Ruth Neveu
Email: rneveu@lssu.edu
906-635-2124
FAX: 906-635-2193

#0287B Representative designate 1982
1st Congressional District
Regional: Library of Michigan

LIBRARY OF MICHIGAN

Government Documents
702 West Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507
Ann Marie Sanders, Depository Librarian
Email: asanders@michigan.gov
517-373-9489
Leelyn Johnson, Public Services Federal Documents Coordinator
Email: ljohnson@michigan.gov
517-373-1300
General Email (Docs): govdoc@michigan.gov
General Email (Ref): librarian@michigan.gov
FAX: 517-373-9438
#0273 State library designate 1861
8th Congressional District
Regional depository

LIVONIA CIVIC CENTER LIBRARY

32777 Five Mile Road
Livonia, MI 48154-3045
Deborah Jakubiec
Email: jakubiec@tln.lib.mi.us
734-466-2481
FAX: 734-421-4860
#0275A Representative designate 1987
11th Congressional District

MACOMB COUNTY LIBRARY

Reference Services Division
16480 Hall Road
Clinton Township, MI 48038-1132
Catherine Federspiel
Email: federspc@libcoop.net
586-286-6660
FAX: 586-412-5958
TDD: 586-286-9940
#0274A Representative designate 1968
12th Congressional District

MADISON HEIGHTS PUBLIC LIBRARY

Documents Reference Section
240 West Thirteen Mile Road
Madison Heights, MI 48071-1894
Sally D. Arrivee
Email: arrivee@tln.lib.mi.us
248-588-7763
FAX: 248-588-2470
TDD: 248-588-2029
#0285B Representative designate 1982
12th Congressional District

MICHIGAN STATE UNIVERSITY

Main Library-WG17
Government Documents
East Lansing, MI 48824-1048
Hui Hua Chua
Email: Chua@mail.lib.msu.edu
517-432-6123, ext. 109
FAX: 517-432-3532
#0274 Land grant designate 1907
8th Congressional District

MICHIGAN STATE UNIVERSITY - DETROIT COLLEGE OF LAW

Law College Building
83 Shaw Lane
East Lansing, MI 48824
Jim LaMacchia, Jr
Email: lamacchi@law.msu.edu
517-432-6866
FAX: 517-432-6861
#0278B Law school designate 1979
8th Congressional District

MICHIGAN TECHNOLOGICAL UNIVERSITY

J. Robert Van Pelt Library
1400 Townsend Drive
Houghton, MI 49931-1295
Joan Goodbody
Email: goodbody@mtu.edu
906-487-3072
FAX: 906-487-2357
#0288 Representative designate 1876
1st Congressional District

MONROE COUNTY LIBRARY SYSTEM

Ellis Reference & Information Center
3700 South Custer Road
Monroe, MI 48161-9732
Margo Zieske
Email: mrsz@monroe.lib.mi.us
734-241-5277
FAX: 734-242-9037
TDD: 734-241-5277

#0291B Representative designate 1974
15th Congressional District

NORTH CENTRAL MICHIGAN COLLEGE

Library
1515 Howard Street
Petoskey, MI 49770-9271
Eunice Teel
Email: eteel@sunny.ncmc.cc.mi.us
231-348-6615
FAX: 231-348-6629
#0287 Representative designate 1962
1st Congressional District

NORTHERN MICHIGAN UNIVERSITY

Lydia M. Olson Library
1401 Presque Isle Avenue
Marquette, MI 49855
Bruce Sarjeant
Email: bsarjean@nmu.edu
906-227-1580
FAX: 906-227-1333
TDD: 906-227-1232
#0288A Senate designate 1963
1st Congressional District

NORTHWESTERN MICHIGAN COLLEGE

Mark And Helen Osterlin Library
Government Documents Section
1701 East Front Street
Traverse City, MI 49686-3061
Ann Swaney
Email: aswaney@nmc.edu
231-995-1065
FAX: 231-995-1056
TDD: 231-995-1545
#0285A Representative designate 1964
4th Congressional District

OAKLAND COMMUNITY COLLEGE, ORCHARD RIDGE CAMPUS

King Library
27055 Orchard Lake Road
Farmington Hills, MI 48334
Ann Walaskay
Email: aawalask@occ.cc.mi.us
248-522-3528
FAX: 248-522-3530
#0283A Rep designate 1968
9th Congressional District

OAKLAND COUNTY RESEARCH LIBRARY

1200 North Telegraph
Department 453
Pontiac, MI 48341-0453
David Conklin

Email: conklind@co.oakland.mi.us
248-858-0738
FAX: 248-452-9145
TDD: 248-452-2247
#0288B Representative designate 1992
9th Congressional District

OAKLAND UNIVERSITY

Kresge Library
Reference Department
Rochester, MI 48309-4484
William Cramer
Email: wrcramer@oakland.edu
248-370-2480
FAX: 248-370-2458
#0293A Rep designate 1964
9th Congressional District

PUBLIC LIBRARIES OF SAGINAW

Hoyt Library
505 Janes Street
Saginaw, MI 48607-1285
Anne Birkam
Email: abirkam@saginawlibrary.org
989-755-0904
FAX: 989-755-9829
TDD: 989-755-9831
#0284 Representative designate 1890
5th Congressional District

ROYAL OAK PUBLIC LIBRARY

Reference Department
222 East Eleven Mile Road
P.O. Box 494
Royal Oak, MI 48068-0494
Rosemary Mirsky
Email: rmirsky@tln.lib.mi.us
248-541-1470
FAX: 248-545-6220
TDD: 248-546-6399
#0282B Representative designate 1984
9th Congressional District

ST. CLAIR COUNTY LIBRARY

210 McMorran Boulevard
Port Huron, MI 48060-4098
David Smith
Email: dsmith@sccl.lib.mi.us
877-987-7323
FAX: 877-987-7327
#0283 Representative designate 1876
10th Congressional District

SCHOOLCRAFT COLLEGE

Eric J. Bradner Library

18600 Haggerty Road
Livonia, MI 48152-2696
Janet Schneider
Email: jschneid@schoolcraft.edu
734-462-4440, ext. 5323
FAX: 734-462-4495
#0292B Representative designate 1962
11th Congressional District

SOUTHWESTERN MICHIGAN COLLEGE

Fred L. Mathews Library
58900 Cherry Grove Road
Dowagiac, MI 49047-9793
Sharon Tafunai
Email: stafunai@swmich.edu
269-782-1205
FAX: 269-782-9575
#0280A Representative designate 1971
6th Congressional District

THOMAS M. COOLEY LAW SCHOOL

The Hon. Thomas E. Brennan Law Library
330 South Washington Avenue
Lansing, MI 48901
Eric Kennedy
Email: kennedye@cooley.edu
517-371-5140, ext. 3306
FAX: 517-334-5709
#0277B Law school designate 1978
8th Congressional District

UNIVERSITY OF DETROIT MERCY

Kresge Law Library
651 East Jefferson Avenue
Detroit, MI 48226
Gene Moy
Email: moyg@udmercy.edu
313-596-0241
FAX: 313-596-0245
#0276B Law school designate 1978
13th Congressional District

**UNIVERSITY OF DETROIT MERCY
MCNICHOLS CAMPUS LIBRARY**

P.O. Box 19900
Detroit, MI 48219-0900
Kris McLonis
Email: mclonika@udmercy.edu
313-283-7578
FAX: 313-993-1780
#0291 Representative designate 1884
14th Congressional District

UNIVERSITY OF MICHIGAN

Documents Center

203 Hatcher Graduate Library
920 N. University Avenue Ann Arbor, MI 48109-1205
Grace York
Email: graceyor@umich.edu
734-764-0410
FAX: 734-764-0259
#0278 Representative designate 1884
15th Congressional District

UNIVERSITY OF MICHIGAN LAW SCHOOL

Law Library - Legal Research Building
801 Monroe Street
Ann Arbor, MI 48109-1210
Kincaid Brown
Email: kcb@umich.edu
734-764-9324
FAX: 734-764-5863
#0276A Law school designate 1978
15th Congressional District

WARREN PUBLIC LIBRARY

Arthur J. Miller Branch Library
4700 East Thirteen Mile Road
Warren, MI 48092
Oksana Urban
Email: urbano@libcoop.net
586-751-5377
FAX: 586-751-5902
TDD: 586-751-5377
#0291A Representative designate 1973
12th Congressional District

WAYNE STATE UNIVERSITY

Arthur Neef Law Library
474 West Ferry Mall
Detroit, MI 48292
Michael Samson
Email: ad4092@wsu.edu
313-577-6184
FAX: 313-577-5498
#0289A Representative designate 1971
13th Congressional District

WAYNE STATE UNIVERSITY

Purdy/Kresge Library
5265 Cass Avenue
Detroit, MI 48202-3939
Monique Andrews
Email: ag3808@wayne.edu
313-577-5037
FAX: 313-577-3436
#289 Representative designate 1937

WESTERN MICHIGAN UNIVERSITY

Dwight B. Waldo Library

Government Documents And Maps

1903 West Michigan Avenue

Kalamazoo, MI 49008

Michael McDonnell

Email: michael.mcdonnell@wmich.edu

269-387-5208

FAX: 269-387-5012

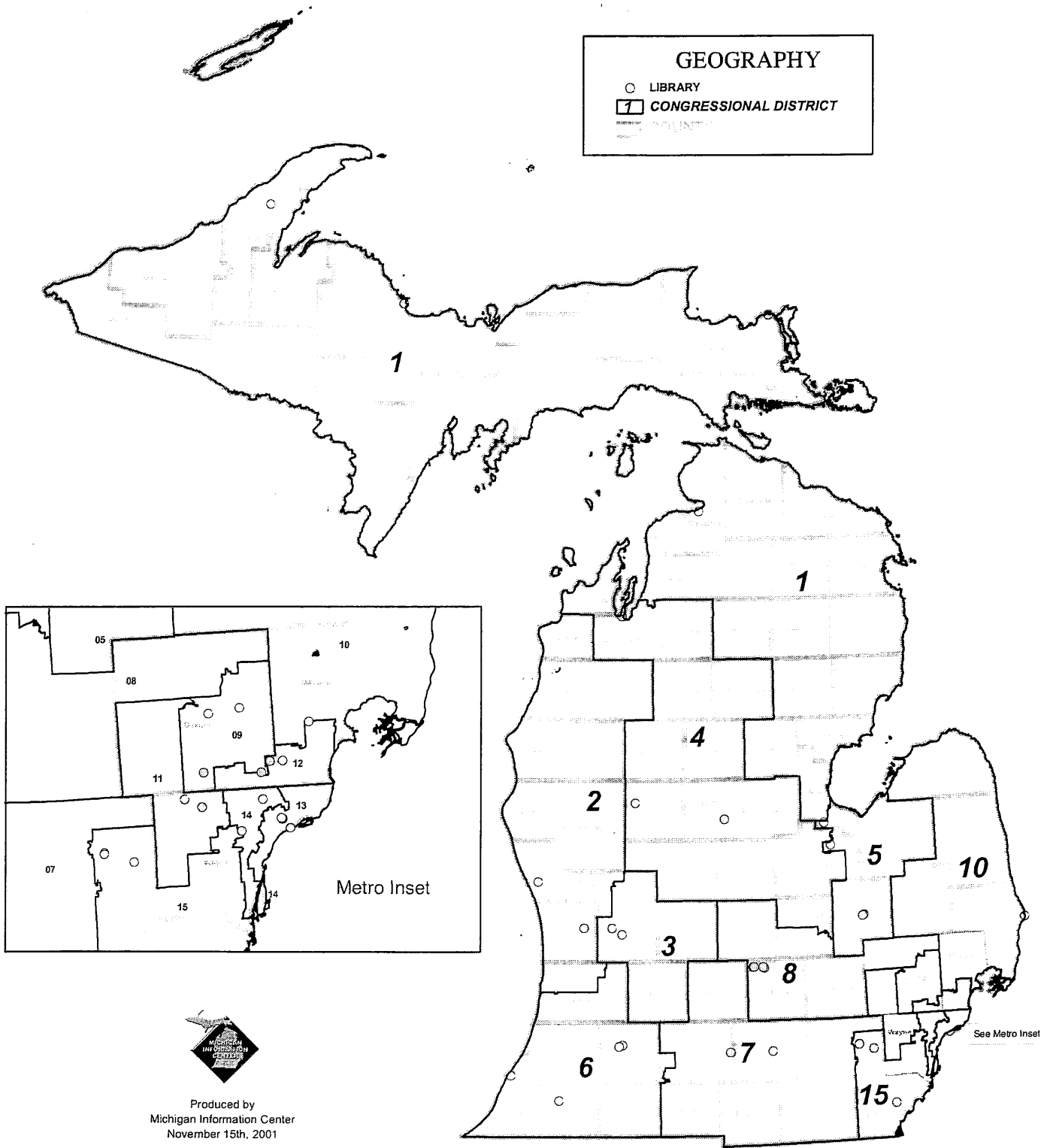
#0279A Representative designate

6th Congressional District

MICHIGAN LIBRARY SYSTEM

GEOGRAPHY

- LIBRARY
- ▭ CONGRESSIONAL DISTRICT
- ▭ COUNTY



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SOURCE: Data derived from Statewide Land Database/Michigan Information Center, coordinated with DMB Property Services, DMB Real Estate, DMB Design & Construction, DNR Operations Services, and DOS Administrative Services Property Management Section.

Appendix C – Michigan Council of Federal Depository Libraries

Michigan Council of Federal Depository Libraries

The Michigan Council of Federal Depository Libraries is responsible for implementing, monitoring and amending the plan. Its role will include, but not be limited to, the following:

Membership: The council shall consist of an odd number of voting members, who must be employed at Michigan federal depository libraries. Permanent seats are reserved for representatives of the Regional Depository Libraries of the state. The number of elected seats to be filled by selective depository libraries shall be equal to the number of regional depository seats, plus one. The State Librarian, acting on behalf of the Library of Michigan Board of Trustees, will supervise the nomination and election of the elected members to the council. Representatives shall be drawn from and provide for broad geographic and library type coverage. Elections are normally held in August. Voting is by ballot sent to all library directors who are signatories to the Plan. Terms begin in January and are equal in years to the number of elected seats on the Council. Elected members will be eligible for consecutive terms. If a member misses three consecutive meetings, the council will determine whether a vacancy exists. Vacancies may be filled by special election or special appointment as supervised by the State Librarian. The Government Documents Roundtable of Michigan (GODORT) will select a representative to serve a three-year term as non-voting liaison between GODORT and the Council. The Council may ask other librarians to serve on special committees or as liaisons, remembering to include representatives from the non-depository community when possible. The State Librarian may appoint additional non-voting liaisons, particularly from the non-depository community or from under-represented portions of the depository community.

Meetings: The Council will meet at least once a year and will sponsor a general meeting in odd numbered years and geographic area meetings (meetings identical in content held in various locations around the state) in even numbered years. All meetings of the Council will be open to interested depository and non-depository library staff.

Current Members (2004):

Name	Designation	Term Expires
Michael Samson Arthur Neef Law Library Wayne State University	Elected member	2005
Ann Marie Sanders Library of Michigan	Chair, Permanent member (1995-current)	
Diane Vander Pol Hekman Library Calvin College	Elected member	2004

GODORT of Michigan Representative (2003):

Nancy Buckland Jackson District Library	Appointed representative	2004
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Past Members, 1983-2003

Anne Birkam, Hoyt Library, Public Libraries of Saginaw
Sharon Bradley, *formerly*, Thomas M. Cooley Law School
Sue Carlson, *formerly*, Osterlin Library, Northwestern Michigan College
William Cramer, Kresge Library, Oakland University
Martha Crockett, *formerly*, Detroit Public Library
F. Anne Diamond, *formerly*, Library of Michigan
Kelly Eastwood, *formerly*, Olson Library, Northern Michigan University
Carolyn Gaswick, Stockwell-Mudd Library, Albion College
Cynthia Gillham, *formerly*, Grand Rapids Public Library

Cassandra J. Hartnett, *formerly*, Detroit Public Library
June Hawthorne, *formerly*, Van Pelt Library, Michigan Technological University
Barbara Hulyk, *formerly*, Detroit Public Library
Paula Kaczmarek, Detroit Public Library
Lorri Lea, *formerly*, Hoyt Library, Public Libraries of Saginaw
Stephen Lambers, *formerly*, Calvin College and Seminary Library
William Luft, Macomb County Library
Michael McDonnell, Dwight B. Waldo Library, Western Michigan University
Gene Moy, School of Law Library, University of Detroit-Mercy
Ruth Neveu, Shouldice Library, Lake Superior State University
Darlene Pierce, Northern Michigan University
Kim Ranger, Zumberge Library, Grand Valley State University
Janet Schneider, Bradner Library, Schoolcraft College
Paul Thurston, *formerly*, Detroit Public Library
Gretchen Van Dam, *formerly*, Detroit College of Law
Grace York, Hatcher Graduate Library, the University of Michigan

Appendix D – History and Amendment of the State Plan

History of the Plan

At its spring 1981 meeting, the Depository Library Council to the Public Printer, U.S. Government Printing Office, passed the following resolution:

In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to ensure that federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the federal documents depository program within the state. The plan should be developed through consultation with all designated federal depository libraries within the state and should address all depository responsibilities outlined in the **Instructions to Depository Libraries** as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the Spring 1981 meeting.

The full text of the Council resolution and the response to resolutions from the Public Printer may be found in **Summary of Meeting, Depository Library Council to the Public Printer**. Sept. 28-30, 1981, pp. 1-2. (SuDoc no.: GP 3.30/2:981-2)

The Public Printer acknowledged the benefits of developing state plans for the Federal Depository Library Program, stating that, "Such plans would provide a cost-effective means of enabling states to share the responsibility for the development of collections and the provision of services."

In the fall of that year, a second resolution from Council further recommended a list of elements to be addressed in such plans and suggested that the state plan concept be publicized by disseminating material about such plans to the depository community and to the Chief Officers of State Library Agencies.

The full text of the Council resolution and the response to that resolution from the Public Printer may be found in **Public Documents Highlights**, no. 51/52, April-June 1982, p.5. (SuDoc no.: GP 3.27:51/52)

Under the direction of the State Librarian, depository libraries in Michigan developed and adopted the "**Michigan Plan for the Federal Documents Depository Library System**," which was approved by the Legislative Council in April 1983. The plan was revised in 1993. Subsequently, each selective and regional depository library became an individual signatory to the plan.

In adopting the plan, the directors of Michigan federal documents depository libraries agreed to provide:

- service by staff members, as invited, on the Michigan Council of Federal Depository Libraries;
- cooperation with the two regional depositories with respect to discards, training, visits, and other activities;
- inclusion in all budgetary and resource planning of staff and funds needed to make government information available to the public;
- cooperation in comparing, discussing, and amending current item selections and disposing of unwanted material to achieve balanced selections both currently and retrospectively;
- guarantee of public access;
- use of the system for interlibrary loan;

- o promotion

Michigan is proud to have been the first state to implement a plan for federal government information. Since then, other state plans have been adopted, many modeled after the Michigan plan.

In August 2001 the Superintendent of Documents suggested that states review and revise their plans, specifically addressing the challenges listed in the introduction to this 2003 revision.

Amendment of the Plan

This plan may be amended by a two-thirds (2/3) vote of the Michigan depository libraries voting on the amendment. Each library has one vote. Amendments may be proposed by a majority of the members of the Michigan Council of Federal Depository Libraries or by the co-sponsorship of any five (5) or more Michigan depository libraries. One copy of the proposed amendment, with written verification of the co-sponsorships, must be submitted to the council chair five (5) working days prior to the council's announced meeting. The council chair will be responsible for notifying all members of the council and the depository libraries of the proposed amendment.

The council, on approving a proposed amendment, shall specify whether a vote on ratification shall be taken at the biennial general meeting or by mail. If a mail vote is designated, the council shall establish the time for the beginning and closing of the balloting. If a vote at the biennial general meeting is designated, at least one month's written notice shall be given to the member libraries of the text of the proposed amendment. A depository library not represented at the general meeting may vote by absentee ballot. The council chair should receive absentee ballots at least two (2) days prior to the meeting.

Appendix E

GUIDELINES for DISPOSAL of U.S. GOVERNMENT DEPOSITORY PUBLICATIONS

A selective depository library desiring to dispose of depository material must obtain permission from the regional library. If permission is not granted, the selective must keep the material, but may apply at a later date for approval to dispose of the items.

Lists that do not conform to these guidelines will not be processed.

Procedure to be followed in disposal

1. Review the collection:
 - a. Depository libraries are permitted to substitute electronic versions of tangible items so long as the electronic version is complete, official, and permanently accessible. Depository libraries should consult the official substitution list (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/substitutions.html) for a complete listing of titles eligible for substitution. Libraries wishing to substitute official electronic versions must list the tangible items in accordance with these guidelines.
 - b. Tangible material for disposal must have been received in the depository library five or more years prior to the date of the disposal request.
 - c. Libraries are not required to list microfiche, but are encouraged to offer significant runs of hearings or serial titles via appropriate electronic discussion lists and the National Needs and Offers site at <http://www.und.edu/fdlp/>.
 - d. Libraries are not required to list superseded materials, but are encouraged to offer significant materials. Significant materials include those listed in the Superseded List (http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html) marked for regional retention, or those with a Great Lakes focus. Superseded materials that are being offered shall be integrated into the appropriate scheduled monthly list.
 - e. Depository holdings replaced by the purchase or gift of the same or other format, e.g., microform, acid-free paper, Internet access or CD-ROM, cannot be sold, bartered or exchanged and must be offered to the regional library if the purchasing library wishes to dispose of the unwanted original copy. Under these circumstances, the disposing library does not need to adhere to the five-year retention period but may offer the depository holdings at the time of replacement, as outlined in the Instructions to Depository Libraries.
2. Compile a list arranged by Superintendent of Documents classification number.
 - a. Each page of the list should indicate the following: Library name Depository library number List date in the form Month/Year, for example Sept. 2000 Page (#) of (Total) Pages, for example Page 1 of 15, Page 2 of 15, etc. For each entry, the following information is to be supplied:
 - b. Superintendent of Documents classification number;
 - c. For non-serial publications, complete title and date of publication. In addition, date received must be indicated in brackets. If either date is unknown, indicate with nd next to the title. For example, 1983 [1984], or nd [1984], or 1983 [nd], or nd [nd].
 - d. For serial publications: Series title and holdings for disposal - numbers, volume, years, whatever is appropriate to identify the publications exactly, indicating

missing issues; House and Senate hearings, although now issued as S. hrg. number or H. hrg. number, should be listed title by title;

- e. Specify bound volumes - /bd;
 - f. Format other than paper - microfilm -/mfm, diskette -/floppy, video -/video, CD-ROM -/cd, Braille -/Braille, digital video disc - /dvd, map -/map, poster -/poster, other -/other;
 - g. Specify non-depository if less than five years from date of publication -/non-dep;
 - h. Specify replaced by the same or other format if less than five years from date of publication -/r;
 - i. Specify superseded material - /s;
 - j. Lists should be no more than 15 typed pages (8-1/2" x 11"). (Please do not reduce. Font size must be 10 point type or larger.) The disposing library should retain a copy of the list;
 - k. Libraries whose annual disposal lists are 10 pages or less may submit those lists as a single unit once a year. Such lists should be identified as an Annual Disposal List with the month and the year listed. All other requirements of section 2 apply.
 - l. Libraries requesting exceptions to these guidelines must prepare and submit a Request for Exemption from Disposal Guidelines (see Appendix F).
3. To facilitate processing time for the regional library and to encourage selective depository libraries to establish a routine schedule for weeding collections, discard lists will be sent in the following calendar/ Superintendent of Documents number order:

Depository Disposal Schedule

January

A

February

D

March

C

April

E, F, G

May

H

June

L, M, N

July

Y, Z

August

I, J

October

O, P, R, S

December

T, V, W, X

September and November have been omitted. They will be considered "bye" months and no lists should be submitted. Lists must be sent to the regional libraries in time for receipt by the end of the scheduled month. The lists will then be processed and a response sent by the end of the second month, e.g., the regional library receives H no later than May 31. Response by the regional will be returned to the selective no later than July 31.

4. The preferred method of delivery of disposal lists is by electronic mail attachment, in any of the following formats: Microsoft Word (.doc); Excel (.xls); Portable Document Format (.pdf); or Rich Text Format (.rtf). Lists sent via electronic mail must be sent **only** to the

govdoc@michigan.gov address. The subject line of the message must indicate that the message is a disposal list for the appropriate month, from which depository library, and the appropriate header information must appear in the attached list as well as in the transmittal message.

Disposal lists may also be transmitted by fax. All telefax lists must include a cover sheet addressed to Documents Disposal Lists. The telefax number for the Library of Michigan is 517-373-9438.

In the rare event that a library is unable to submit a disposal list via electronic mail or fax, the list may be sent to the following address. Allow at least 10 days for traditional delivery by the end of the month, or consider working one month ahead of the disposal schedule to facilitate delivery.

Documents Disposal Lists
Government Documents
Library of Michigan
P.O. Box 30007
Lansing, MI 48909-7507

Libraries should track the arrival and status of disposal lists via the Department of History, Arts & Libraries web site at http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18650---,00.html

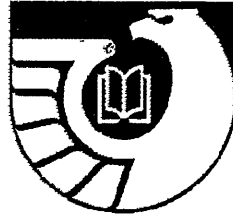
All documents must be held until the regional library has responded to the disposing selective depository.

5. The regional library receives publications at no charge. Other libraries receiving items from the list will be responsible for transportation charges, unless other arrangements are made. The disposing library will indicate the method of reimbursement, i.e., postage stamps, petty cash, invoice, at the time of response to the request.
6. After response from the regional library, it is strongly encouraged that selective depository libraries utilize available electronic mail or online lists to advertise the availability of discarded titles. The national Needs and Offers list is a recommended venue for such postings and can be accessed via the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html. This method should be used particularly when disposing of major sets or long runs.
7. After all reasonable efforts have been made to transfer the publications to other libraries, the depository library is authorized to dispose of the remaining items by means of any of the following:
 - a. Offer to other educational institutions;
 - b. Offer to private citizens;
 - c. Donate as paper to recyclers or paper drives;
 - d. Sell, either as secondhand book or waste paper. All depository publications remain the property of the U.S. Government. Therefore, the proceeds from the sale of any items, accompanied by a letter of explanation, should be sent to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402;
 - e. Destroy.

It should be noted that no library is required to discard any depository library materials.

Appendix F

REQUEST FOR EXEMPTION FROM DISPOSAL GUIDELINES



Request for:

- Deadline extensions/permission to submit in by month
- List longer than fifteen pages
- Change of format of list
- Special circumstances

Please give details below, including relevant dates, number of pages, and circumstances.

Approved by regional library:

date

Not approved by regional library:

date

This form must be signed by a representative of the regional library and returned to the requesting library before permission is granted. Exceptions to discard procedures as outlined in the *Michigan Plan for the Federal Documents Depository System* will not be considered otherwise.

Appendix F

MEMORANDUM OF AGREEMENT

For the Selective Housing of Materials by the
_____ Library to the
_____ Library

The *(lending)* _____ Library agrees to loan the
(receiving) _____ Library specific federal government publications.
The purpose(s) of this transfer of materials is (are) to _____

The government information will be loaned for *(specific time)* _____
but will remain under the authority of the *(lending)* _____
Library, and, ultimately, the property of the U.S. Government Printing Office.

The following conditions must be met in the pursuance of this Agreement:

The *(receiving)* _____ Library shall:

- 1) Assign the responsibility for carrying out the provisions of this Agreement to the
(reference, medical, etc.) _____ Librarian.
- 2) Make available all government information free to the clients of the *(receiving)* _____
Library, as well as to the general public.
- 3) Lend to the *(lending)* _____ Library any individual document title for the purpose of
circulation, or any other purpose, for a period of *(specify: days, weeks, months)* _____.
- 4) Maintain each document in compliance with all applicable depository laws, instructions, standards
and guidelines (*Title 44, U.S. Code; Instructions to Depository Libraries; Guidelines for the Depository
Library Program*).
- 5) Inventory, identify and maintain a separate list of government information by title, by Superintendent
of Documents Classification, or by *(receiving)* _____ Library classification scheme.
- 6) Retain classification numbers, stamps, and notes on each document as supplied by
(lending) _____ Library.

-
-
- 7) Return to the (lending) _____ Library all documents which are no longer considered useful. All (receiving) _____ Library labels will be removed by (receiving) _____ Library staff.
 - 8) Replace any lost document. If the document cannot be obtained free, the (receiving) Library will assume all costs and obligations to acquire the lost document. The (receiving) _____ Library will pay the (lending) _____ Library the fair market value for any document not replaced.

The (lending) _____ Library shall:

- 1) Transfer and continue to send documents that include, but are not limited to, the (publications of specific agencies, series, subjects, etc.) _____ to the (receiving) _____ Library.
- 2) Keep records indicating the location of government information involved in this Agreement.
- 3) Return within a (specify: days, weeks, months) _____ time period all government information borrowed from the (receiving) _____ Library.
- 4) Place the Superintendent of Documents Classification number and the (lending) _____ Library depository stamp on each document title.

The Agreement may be terminated by written notice from either party (specify) _____ days in advance before all government publications are returned to the (lending) _____ Library.

 Director Date
(lending) _____ Library

 Director Date
(receiving) _____ Library

Appendix G --- Useful Links

MICHGPO Electronic discussion list

MICHGPO is the official discussion list for federal depository libraries in Michigan. Subscribers are the official contact people listed with the U.S. Government Printing Office and in the "Michigan Federal Documents Depository Libraries" directory on the Department of History, Arts, and Libraries web site at <http://www.michigan.gov/hal>. MICHGPO is an unmoderated closed list. Subscription is mandatory for each official contact person.

MICHGPO's purpose is to serve as an official avenue of communication in administering the Federal Depository Library Program (FDLP) in Michigan. Topics include instructions, announcements, descriptions of processing techniques and practices, collection development, interpretation of regulations, and discussions of specific procedures, activities, and ideas concerned with the detailed work of the FDLP in the state.

Topics interest to the whole documents community or to a wider range of librarians and government information consumers should be posted to other electronic discussion lists. Examples include GOVDOC-M, GOVDOC-L, and DOCTECH-L.

Inquiries about MICHGPO may be sent to either regional library.

Other useful links

Instructions to Depository Libraries

Sets forth the requirements for which all depository libraries are obligated
http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html

FDLP Desktop

Collection of information and tools for depository libraries and staff
http://www.access.gpo.gov/su_docs/fdlp/index.html

Michigan eLibrary – Government, Politics and Law

The Government, Politics & Law Collection of MEL contains Internet resources of interest to the librarians, government officials and citizens of the state of Michigan. Whenever possible, official government sites are selected as sources for government information. Non-governmental sources are selected based on identifiable content authority such as association sponsorship or research activities. Additional selection criteria include currency of information, ease of navigability and interface and comprehensiveness of resources.
<http://mel.org/government/GOV-index.html>

Michigan Council of Federal Depository Libraries

Promotional brochure template (MS-WORD)

http://www.michigan.gov/documents/hal_lm_MichiganGPObrochure_78508_7.doc

Promotional brochure template (PDF)

http://www.michigan.gov/documents/hal_lm_MichiganGPObrochure_78509_7.pdf

Top 10 List for New Documents Librarians

GPO's recommended list of resources for new documents librarians

http://www.access.gpo.gov/su_docs/fdlp/mgt/top10.html

http://www.access.gpo.gov/su_docs/fdlp/mgt/top10.pdf (PDF version)

American Library Association Government Documents Round Table

GODORT Created Resources

Resources created by GODORT Members for use by GODORT and the Documents Community

<http://sunsite.berkeley.edu/GODORT/created.html>

University of Michigan Documents Center

Superb collection of government information with special emphasis on tutorials and learning aides for understanding and using government information at all levels.

<http://www.lib.umich.edu/govdocs/>

Appendix H --- Termination Guidelines For Michigan Selective Depository Libraries

Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on Instructions to Depository Libraries, Chapter 1, Section C.

A. Prior to the Decision to Withdraw

- The depository coordinator will contact the Regional Librarian at the earliest possible point in the discussion of possible withdrawal.
- A meeting between the Regional Librarian and leadership of the library considering withdrawal will be held to emphasize the benefits of continuation in the FDLP and to articulate the consequences of withdrawal.
 1. Implications for the terminating library with regard to the loss of any or all of its federal documents collection as stated in Section C below (Disposal Requirements) will be emphasized.
 2. Arrangements for continued receipt of GPO standing order titles must be made with a commercial library vendor prior to sending the termination letter to avoid possible gaps in receipt.
 3. If the library considering withdrawal holds a congressional designation, the Regional Librarian will contact the library's congressional delegation to indicate the possibility of withdrawal. If the selective library decides to remain in the depository program at the conclusion of its deliberations, the Regional Librarian will inform the congressional delegation.
- If a decision to withdraw from the program is under consideration, background information is available on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/staywiththeprogram.html.

B. Decision to Withdraw

- The withdrawing library will notify the Government Printing Office and the Regional Librarian of its intent to withdraw no less than six months before the planned date of withdrawal. The withdrawal letter must be addressed to the Superintendent of Documents at the following address (sent by overnight courier, **not** the United States Postal Service), and also faxed to GPO at 202-512-1434 and 202-512-1432:

Superintendent of Documents
U.S. Government Printing Office (SD)
Washington, DC 20402

- A copy of the withdrawal letter must be sent to the Regional Librarian at the address below, and a copy also faxed to 517-373-9438.

Regional Documents Librarian
Library of Michigan
Michigan Dept. of History, Arts & Libraries
702 W. Kalamazoo St.
P.O. Box 30007
Lansing, MI 48909-7507

- The terminating library must inform other depository libraries within the same Congressional district of its intent to withdraw.
- The Regional Librarian will communicate once again with the withdrawing library's Congressional delegation, informing the delegation of the library's decision and their right to appoint another library if the withdrawal creates a vacancy in the FDLP program.

C. Disposal Requirements

- The terminating library will contact the regional depository library to determine if missing or wanted documents lists are available.
- The terminating library must list all of the documents it does not wish to retain in accordance with Appendix E of the state plan, "Guidelines for the Disposal of U.S. Government Depository Publications", latest edition. Terminating libraries are exempt from the requirement that material must have been received in the library five or more years prior to the date of the disposal request. All of the other provisions of Appendix E must be met. Terminating libraries must also inquire of all other depository libraries in the Congressional District if they would like to review the lists.
- Upon completion of the weeding of the depository material, the terminating library must prepare a final list of the federal property in its possession that the library would like to keep. This list will be submitted to the regional depository library and copies made available to the other selective depositories in the Congressional District. The Regional Librarian will determine if any of the material on this list would better serve the state in another depository library's collection. After the final approval of the list, the Regional Librarian will inform the terminating library by letter (copied to the Office of Education and Development at the Government Printing Office) that their involvement with the FDLP is at end.
- The terminating library should expect onsite visits from other documents librarians in the state as part of the review and claiming of depository items from their collection.

Appendix I --- E-competencies

The Government Documents Round Table of the American Library Association has identified the following e-competencies for government documents librarians. They represent a GODORT effort to describe the technical skills and knowledge that depository librarians need to possess in order to provide effective service with electronic products.

They are reproduced here from the ALA-GODORT web site as of September 2003. They are defined and expanded on the site, located at <http://sunsite.berkeley.edu/GODORT/gitco/ecomps.html>.

Tier I: E-Competencies That Every Depository Librarian Should Have

1. Computers 101
2. An understanding of GPO's Minimum Technical Guidelines.
3. Competency with Windows operating system.
4. Competency with web browsers and file formats.
5. Competency with e-mail.
6. Competency with electronic catalogs.
7. Competency with web URLs.
8. Awareness of user ability and experience.

Tier II: Skills Which At Least One Depository Staff Member/librarian Must Have

1. Ability to use Tier I knowledge to install and troubleshoot software
2. Basic skills with word processing, and spreadsheet software
3. DOS commands, to support a number of older (CD and floppy) electronic products

Tier III: Skills Which Are Very Helpful To Have, Especially In A Depository Library Serving Clientele Performing Research

If your library does not possess these resources or skills, be able to refer to another depository, such as your regional or other local research library's depository.

1. Competency with database software, such as MS Access, FilemakerPro, etc.
2. Basic UNIX commands
3. Competency with statistical software, such as SPSS and/or SAS
4. Ability to do all of the pc skills above with Mac, too
5. Web authoring skills
6. Competency with GIS applications and data