

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



**State Plan Committee,
Government Documents Round Table of Ohio**

2010

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INTRODUCTION

Ohio has a rich history of library service and innovation. Owing to the foresight of the Ohio Board of Regents and the State Legislature, our state fostered such nationally recognized advances in library service as OCLC, OhioLINK, and OPLIN (The Ohio Public Library Information Network). This pioneering spirit is also reflected in the many smaller consortia that have been established throughout the state. These consortia include such groups as The Five Colleges of Ohio, and OPAL Ohio Private Academic Libraries).

Federal depository libraries are a significant part of the Ohio tradition of library service and innovation. They are, as part of the Federal Depository Library Program (FDLP), administered by the Superintendent of Documents and the Government Printing Office and they are subject to the terms of Chapter 19, Title 44 of the *United States Code*. Ohio libraries have provided government information to the citizens of the state from the earliest days of the program. Ohio Wesleyan, designated a federal depository library in 1844, shares the oldest known designation date with one other library in the nation. Ohio's Federal Depository libraries are strongly placed in both the historical framework of the Federal Depository Library System and have led recent advances in providing access to government information.

In 1981 the Federal Depository Library Council passed a resolution calling for the development of state plans "to bolster the regional depository libraries' capabilities to serve their state missions and ensure that federal documents are available throughout the United States on an equal and expeditious basis"¹. A draft plan for Federal Depository Libraries in the State of Ohio was sent out for comment on July 29, 1982. Response was low and the issue was once again addressed at the 1983 spring meeting of Ohio GODORT. A Committee was formed to review the draft and make changes and recommendations. Although the committee completed its work, the plan was never fully adopted. Work on the Ohio State Plan resumed during the summer of 2001 in response to a letter dated Aug. 17, 2001, from Francis J. Buckley, Jr., Superintendent of Documents. Revisions were made in 2003 and 2007. A major goal of the Ohio State Plan for Federal Depository Libraries is to continue the long tradition of access to government information and service to the citizens of the state embodied in Ohio's history of library innovation.

II. ROLE OF THE REGIONAL

The role of the regional is governed by guidelines from the Superintendent of Documents, U.S. Government Printing Office, as set forth in the following publications:

The Federal Depository Library Handbook. 2007. (Chapter 12 Regional Services).
The Handbook is an online living publication and will be updated as needed.

The objectives of the State Library of Ohio as regional depository include the following:

1. To maintain a comprehensive collection that serves the citizens of Ohio and supplements the needs of the selective Federal Depository Libraries in the state.
2. To provide reference service to the citizens and libraries of Ohio.
3. To coordinate the development of strong current and retrospective collections statewide. (See the Collection Development section of this document.)

¹ *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)

4. To oversee the publication disposal process of the Ohio Federal Depository Libraries and to provide guidelines and procedures for this process
5. To advise and assist selective depository libraries in the interpretation of GPO guidelines.
6. To take an active role in GPO Public Access Assessments by helping libraries to prepare for a PAA and by accompanying Library Services & Content Management (LSCM) outreach librarians when they visit libraries if requested.
7. To become familiar with the operation of all Ohio Federal Depository Libraries through periodic visits, regular communication, and by reading self studies, self-study evaluations, and inspection reports; and to maintain a file on each of the libraries.
8. To participate actively in the Ohio Government Documents Round Table (GODORT) group, and to organize documents-related workshops and meetings.
9. To promote the Federal Depository Library Program and its resources.
10. To maintain the ohiogovdoc listserv for disposal lists and as a mode of communication among Documents libraries.
11. To encourage the development and provision of continuing education opportunities for Librarians, Staff and Administrators of Depository Libraries and explore with Ohio GODORT ways to provide continuing education credits for these events.

III. COLLECTION DEVELOPMENT AND RESOURCE SHARING

“A popular Government, without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy; or, perhaps both. Knowledge will forever govern ignorance: And a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.” (James Madison in a Letter to W.T. Barry, August 4, 1822)

The Federal Depository Libraries in the state of Ohio shall develop and provide access to a comprehensive collection of current and retrospective federal government information in all available formats in order to provide for informed and knowledgeable citizens.

This statewide current and retrospective collection is a shared responsibility of the regional depository and the selective depositories.

Objectives for the Regional Library:

1. To coordinate the development of retrospective collections statewide by:
 - a. Setting guidelines and procedures for the weeding of depository collections
 - b. Providing distribution of disposal lists to interested selective depositories
 - c. Providing for the retention of the last copy, within the state, of any federal publication
 - d. Encouraging the building of strong retrospective collections within local consortia or geographic areas and provide guidance to libraries upon request.
 - e. Encouraging the preservation of historic materials.
2. To coordinate the development of strong current collections statewide by:
 - a. Encouraging cooperative collection development within geographical areas and consortia to support the information needs of the community and to develop special collections and provide guidance to libraries upon request.

- b. Serving as a repository of all collection development policies and selective housing agreements of Ohio federal depository libraries.
 - c. Assisting the depository libraries in interpreting the [Federal Depository Library Handbook](#) and monitoring their adherence to directives, guidelines and best practices stated in the handbook and in other Government Printing Office sources
 - d. Assisting the depository libraries to identify and evaluate appropriate electronic equivalents for tangible versions of federal documents and encouraging, where appropriate their adoption by local selective depositories.
 - e. Developing a plan to identify and preserve electronic only titles of potential long term interest to the state's federal collection.
 - f. Providing assistance in training depository staff to effectively use electronic federal information resources.
 - g. Providing assistance in the formulation of requests for equipment necessary to access federal electronic publications in compliance with the [Recommended Specifications For Public Access Computers](#).
 - h. Cooperating with national efforts in identifying and acquiring fugitive federal documents in all formats.
3. To support the information needs of selective depositories and their users by supplying depository materials not available through local or consortium cooperation via interlibrary loan, direct patron loan, fax or other appropriate means.

Objectives for Selective Libraries:

- 1. To develop an in depth knowledge of and develop an active plan for implementation of the relevant provisions of [Chapter 5 of the Federal Depository Handbook](#).
- 2. To develop and maintain a written collection development policy. A copy of which shall be submitted to the Regional Library. The policy should cover both tangible and electronic documents based on:
 - a. The needs of the local community as determined by a community analysis.
 - b. Consortia agreements
 - c. The suggested Core Collection for its library type, as found in [Appendix A: of the Federal Depository Library Handbook](#).
- 3. To coordinate item selection and selective housing agreements with other depositories in a geographic area or within consortia to insure adequate coverage to meet the government information needs of the users in the Congressional District and local public service area while avoiding unnecessary duplication of voluminous or little used materials.
- 4. To replace, as appropriate, tangible federal publications with the electronic equivalents, as provided by the *FDLP* [Substituting Online for Tangible Versions of Depository Publications by Selectives](#) .
- 5. To acquire, when possible, commercially produced tools and non-depository publications to strengthen the Federal information collection.
- 6. To carry out weeding programs in accordance with guidelines set forth by the Government Printing Office and the regional depository and to assist the regional in insuring the retention of the last copy for the state and where possible within local regions and consortia.

7. To consolidate, where feasible, weak retrospective collections to produce strong regional or consortium retrospective collections and to contribute to the building of a strong retrospective collection at the regional depository.
8. To maintain the collection in accordance with the guidelines in [Chapter 5](#) and [Chapter 6](#) of the Federal Depository Library Handbook.
9. To preserve, if possible, fragile federal documents by at least passive conservation practices or to transfer fragile materials to depositories willing to undertake their preservation.
10. To utilize, when possible, the existing statewide bibliographic utilities to provide access to both current and retrospective federal depository publications.
11. To support the information needs of other selective depositories and their users by supplying depository materials not available through local geographic, or consortium cooperation, when the condition of depository material permits.

IV. ACCESS AND SERVICES

Access to Federal Government Information, regardless of format and even with the unprecedented access provided by the development of the Internet and the growth of government information available on the web, can be a daunting prospect for citizens unfamiliar with the structure of Government information providers. In addition, electronic formats provide new challenges for the user. Federal Depository Libraries have an obligation to operate in accordance with the [principles and concepts of access](#) as defined in the *Federal Depository Library Handbook*.

Objectives for the Regional Library:

While the local depository is the primary service provider for access to depository information, the regional library provides access services not only to its primary clientele but also:

1. Provides consultant and referral service in support of the reference activities of the selective depositories.
2. Provides interlibrary loans for depository materials that cannot be supplied through local consortia and networks. Documents clearly marked and cataloged as "Reference" and materials that due to age or fragile condition could be destroyed should not circulate. Depository libraries should comply with current interlibrary loan standards.
3. Conducts and/or coordinates whether independently or in cooperation with professional library associations and consortia within the state, workshops and programs relating to the location and use of Federal information.
4. Provides upon request advice and assistance to the selective depositories on depository operations and proper compliance with Title 44 of the U.S. Code. This may include on-site visits to evaluate depository operations.

Objectives for Selective Libraries:

In order to provide the support and access required for an informed electorate, depository libraries need to provide relevant, timely, and expert services for depository users of both traditional materials and electronically accessible information. To achieve this result all depository libraries should:

1. Provide free access by the general public to the resources of the documents collection, including electronic resources, as required by [Section 1911 of Title 44](#), United States Code.
2. Provide bibliographic information on current library holdings of Federal government information to the piece level and where possible include bibliographic records with active electronic links for electronic government information and bibliographic records for complete historical holdings in their catalogs.
3. Provide a web page which describes the depository library and its services and which provides links to major government information sites such as GPO Access, Thomas, the Census Bureau etc. Extensive access to government web sites may be provided through well-established sites developed by other depository libraries such as that at the University of Michigan.
4. As outlined in the *Federal Depository Library Handbook Chapter 5.1.D* "Each library should acquire and maintain or otherwise provide access to the basic catalogs, guides and indexes, retrospective and current, considered essential to the reference use of the collection. This should include selected non-Governmental reference tools "
5. Develop an Internet use policy that follows the [guidelines](#) established for FDLP participants.
6. Comply with the [Specifications for Public Access Computers](#).
7. Provide reference assistance in person, via telephone, mail, e-mail or Chat service for government information published in all formats (paper, microfiche, and electronic products including computer disk, CD-ROM and Internet-based resources). This basic reference should be provided at all hours for which general reference service is provided.
8. Be familiar with the resources available in the other depository libraries in the State and cooperate with other depository libraries in the areas of Reference and Resource Sharing.
9. Share bibliographic instruction guides, promotional materials, and other locally developed user aids with the Ohio Depository community or by members of ALA GODORT.
10. Establish open, active channels of communication between depository and non-depository libraries throughout the state.
11. Provide depository materials on interlibrary loan except for "high use" information products consistent with the circulation of non-depository materials in the library's collection. Documents clearly marked and cataloged as "Reference" and materials that due to age or fragile condition could be destroyed should not circulate. Depository libraries should comply with current Interlibrary Loan standards.
12. Provide training in the skills of independent use and self-directed research for depository users.
13. Provide facilities for using materials within the library, including photocopying facilities, equipment for reading and reproducing microforms and for accessing, printing, and downloading electronically formatted materials received through the Federal Depository Library Program.

V. STAFFING

In order to provide effective and efficient service to citizens accessing government information, Federal Depository Libraries require sufficient staffing levels to operate the depository in accordance with the provisions set forth by the Superintendent of Documents. Staff levels, basic functions and responsibilities of depository staff are outlined in [Chapter 10 of the Federal Depository Library Handbook](#). In addition each depository should be guided by [GODORT's "E-Competencies"](#) which describe the technical skills and knowledge that depository librarians need to possess in order to provide effective service with electronic products.

The rapid advancement in information access and the changes in technology required to provide library service in the 21st century require a commitment to continuing education for all library staff. Local depositories and the Regional must provide professional development opportunities for depository staff. Training should focus on an array of topics that will enhance information retrieval, effective referrals, and technical skills. Ohio GODORT should work with state organizations and consortia (e.g. OhioNet, OhioLINK, OPLIN, The Five Colleges of Ohio, OH Docs etc.) to provide training opportunities.

For depository operations to be successful continuing education is necessary not only for depository librarians but also for support staff and library and institutional administrators. Library administration can foster the continuing education of staff through publicity, compensatory time policies, material support, and financial aid.

Objectives for the Regional Librarians:

1. Will be active in the same types of continuing education activities as those outlined for the Selective Depository Librarians.
2. Will work with Ohio GODORT and other state and local organizations and Consortia to encourage the development and provision of continuing education opportunities for Librarians, Staff and Administrators of Depository Libraries.
3. Will provide assistance and guidance for Depository Libraries in the development of self-studies.

Objectives for Selective Depository Librarians:

1. Will develop and maintain an in-depth knowledge of the scope of both current and historic local collections and government information resources of relevance to the local community via the World Wide Web.
2. Will develop and maintain working relationships with the staff at other depository libraries within the state or local geographic area in order to build a strong referral system and support network.
3. Will subscribe to GOVDOC-L, FDLP-L, the ohiogovdoc listserv and any other government information listservs deemed useful to maintain current awareness of developments in government information.
4. Provide local reference and public services staff with training in the access of government information including the use of traditional local and commercially produced bibliographic and information retrieval systems.
5. Engage in an active program of professional development designed to keep abreast of changes in the field. This program should include:

- a. Active study of current literature relevant to government information and developing technologies.
- b. Active participation in local or state organizations, such as Ohio GODORT, that provide opportunities for continuing education related to government information access and technology developments.
- c. Ideally this program will also include:
 - Workshops available at the local and state level
 - Interstate regional conferences
 - Attendance at the Federal Depository Library Conference
- d. Keep library administrators and other relevant parties informed about the Federal Depository Library Program, including information on such matters as benefits, legal obligations, technological requirements, and changes and developments in access to government information and the operation of the program.

VI. PUBLIC RELATIONS AND OUTREACH

To promote awareness of the Federal Depository Library Program and the services it offers for the Citizens of Ohio. Depository libraries need to engage in an active program of public relations. These efforts should be aimed at each library's primary clientele, the surrounding communities, non-depository libraries in the same geographic area, and local government officials. See Section 12.18: "Coordination of Training, Outreach, Promotion, and Communication" in the *FDLP Handbook*.

Objectives for the Regional Depository

- 1. To promote the Federal Depository Library Program to its local service area as noted for the selective depositories.
- 2. To support the selective depositories in their efforts to promote public awareness of the Federal Depository Library Program.
- 3. To promote the services of the Regional to the Selective Depositories

Objectives for the Selective Depository librarians:

- 1. Consult Section 4.6: "Practical Suggestions You Can Use to Promote Your Depository" in the *FDLP Handbook*.
- 2. For more ideas see "Promoting Depository Collections and Services" on the FDLP Desktop. This resource includes tools to encourage the public to use depository services.
- 3. Feature documents in library displays, exhibits, bibliographies, and other promotional efforts.
- 4. Offer presentations to local civic groups on topics which feature aspects of the Federal Depository Program. These may include such topics as the Federal Depository Library Program itself, historical materials in local collections (for example, posters and pamphlets from the World War II era), or Government Information available via the Internet.

5. Establish open active channels of communication with local non-depository libraries and where possible, create displays to be loaned to the non-depository libraries that promote the Federal Depository Library Program.
6. Utilize local commercial media including newspapers, radio, and television to inform the community about the Federal Depository Library Program.
7. Promote the achievements of the depository to local governing boards or administrators.
8. Promote the FDLP at Your Library With the "[Easy As FDL video](#)".

VII. IMPLEMENTATION AND PROVISIONS FOR REVIEW AND AMENDMENT

Implementation:

The State Plan Committee of the Ohio Government Documents Round Table (GODORT) has developed this plan which will be submitted for review to the Ohio Depository Library community. The plan will become effective when approved by a simple majority of the Ohio Depository Libraries. Depository Librarians are encouraged to review the plan with their directors. Directors are asked to sign and submit the Statement of Agreement (appendix A) to the State Library of Ohio, the regional depository.

Review:

The State Plan Committee is responsible for maintaining and updating this document and will review the plan annually. Substantial Revisions will be submitted to the membership for comment and approval.

Amendment:

Members of the Ohio Depository Community may propose amendments to the State Plan Committee. The Committee will review and present the proposals to the membership for consideration. After discussion and review by the membership the committee will draft revisions to the State Plan as necessary.

APPENDICES

Appendix A

Ohio Federal Depository Library Plan
Statement of Agreement

_____, Depository number _____ a designated
Federal Depository Library, agrees to participate in the Ohio Federal Depository Library
State Plan in an effort to meet the goals of the Federal Depository Library Program.

Signature (Library Director/Dean)

Date

Appendix B

Federal Depository Libraries in Ohio

By City

Ada

Depository Number: 0485B
Institution: Ohio Northern University
Library Name: Jay P. Taggart Law Library
Street: 439 South Gilbert Street
City: Ada
State: OH
Zip: 45810
Documents Phone Number: (419) 772-2254:
Public Service Phone Number: (419) 772-2254:
Fax Number: (419) 772-1875:
Depository Web Site: <http://www.law.onu.edu/library/gov.html>

Akron

Depository Number: 0477B
Institution: Akron-Summit County Public Library
Library Name: Main Branch
Street: 60 South High Street
City: Akron
State: OH
Zip: 44326-0001
Documents Phone Number: (330) 643-9023:
Public Service Phone Number: (330) 643-9020:
Fax Number: (330) 643-9021:
Library Web Site: <http://www.ascpl.lib.oh.us>

Depository Number: 0477C
Institution: University of Akron
Library Name: Bierce Library
Street: 315 Buchtel Common
City: Akron
State: OH
Zip: 44325-1709
Documents Phone Number: (330) 972-7494:
Public Service Phone Number: (330) 972-8161:
Fax Number: (330) 972-2317:
Depository Web Site: http://www.uakron.edu/libraries/bierce_scitech/about/collections/gov-docs.dot

Depository Number: 0463B
Institution: University of Akron
Library Name: School of Law Library
Mailing Address: C. Blake McDowell Law Center
Street: 150 University Avenue
City: Akron
State: OH
Zip: 44325-2902
Documents Phone Number: (330) 972-6352:
Public Service Phone Number: (330) 972-7330:

Fax Number: (330) 972-4948:
Depository Web Site: <http://www.uakron.edu/law/library/howdoi/govdocs.dot>

Alliance

Depository Number: 0479
Institution: University of Mount Union
Library Name: Library
Street: 1972 Clark Avenue
City: Alliance
State: OH
Zip: 44601-3993
Documents Phone Number: (330) 823-3842:
Public Service Phone Number: (330) 823-3795:
Fax Number: (330) 823-3963:
Depository Web Site: <http://www.mountunion.edu/government-documents-federal-depository>

Ashland

Depository Number: 0486
Institution: Ashland University
Library Name: Ashland University Library
Street: 509 College Avenue
City: Ashland
State: OH
Zip: 44805
Documents Phone Number: (419) 289-5410:
Public Service Phone Number: (419) 289-5410:
Fax Number: (419) 289-5422:
Depository Web Site: <http://www.ashland.edu/students/library>

Athens

Depository Number: 0473
Institution: Ohio University
Library Name: Alden Library
Street: 30 Park Place
City: Athens
State: OH
Zip: 45701-2978
Documents Phone Number: (740) 593-2718:
Public Service Phone Number: (740) 593-2718:
Fax Number: (740) 593-2719:
Depository Web Site: <http://www.library.ohiou.edu/govdocs>

Bluffton

Depository Number: 0467
Institution: Bluffton University
Library Name: Musselman Library
Street: 1 University Drive
City: Bluffton
State: OH
Zip: 45817-1704
Documents Phone Number: (419) 358-3448:

Public Service Phone Number: (419) 358-3450:
Fax Number: (419) 358-3384:
Depository Web Site: <http://www.bluffton.edu/library/resources/govdocs/>

Bowling Green

Depository Number: 0476
Institution: Bowling Green State University
Library Name: Jerome Library
Street: Ridge Street
City: Bowling Green
State: OH
Zip: 43403-0170
Documents Phone Number: (419) 372-7826:
Public Service Phone Number: (419) 372-2142:
Fax Number: (419) 372-7996:
Depository Web Site: <http://www.bgsu.edu/colleges/library/govdocs/>

Canton

Depository Number: 0479B
Institution: Malone University
Library Name: Everett L. Cattell Library
Street: 2600 Cleveland Ave. NW
City: Canton
State: OH
Zip: 44709-3897
Documents Phone Number: (330) 471-8324:
Public Service Phone Number: (330) 471-8324:
Fax Number: (330) 454-6977:
Depository Web Site: <http://www.malone.edu/academics/library/special-collections>

Chardon

Depository Number: 0465A
Institution: Geauga County Library System
Library Name: Chardon Public Library
Street: 110 East Park Street
City: Chardon
State: OH
Zip: 44024-1244
Documents Phone Number: (216) 285-7601:
Public Service Phone Number: (216) 285-7601:
Fax Number: (216) 285-3808:
Depository Web Site: <http://www.geauga.lib.oh.us/librariansfavorites7/Government.htm#Federal>

Cincinnati

Depository Number: 0464
Institution: Public Library of Cincinnati and Hamilton County
Library Name: Hamilton County - Main Library
Mailing Address: Public Documents & Patents Department
Street: 800 Vine Street - Library Square
City: Cincinnati
State: OH
Zip: 45202-2009

Documents Phone Number: (513) 665-3358:
Public Service Phone Number: (513) 369-6900:
Fax Number: (513) 369-3123:
Depository Web Site: <http://www.cincinnatiilibrary.org/main/go.asp>

Depository Number: 0484A
Institution: U.S. Court of Appeals
Library Name: Sixth Circuit Library
Alternate Mailing Address: 317 Potter Stewart U.S. Courthouse
Street: 100 East 5th Street
City: Cincinnati
State: OH
Zip: 45202-3980
Documents Phone Number: (513) 564-7321:
Public Service Phone Number: (513) 564-7321:
Fax Number: (513) 564-7329:
Library Web Site: <http://www.ca6.uscourts.gov/internet/library/library.htm>

Depository Number: 0461A
Institution: University of Cincinnati
Library Name: Robert S. Marx Law Library
Mailing Address: ML 142-POB 210142
Street: 2540 Calhoun Street
City: Cincinnati
State: OH
Zip: 45221-0142
Documents Phone Number: (513) 556-0156:
Public Service Phone Number: (513) 556-8078:
Fax Number: (513) 556-6265:
Depository Web Site: <http://www.law.uc.edu/library/>

Depository Number: 0465
Institution: University of Cincinnati
Library Name: Langsam Library
Mailing Address: P.O. Box 210033
City: Cincinnati
State: OH
Zip: 45221-0033
Documents Phone Number: (513) 556-1874:
Public Service Phone Number: (513) 556-1874:
Fax Number: (513) 556-3141:
Depository Web Site: http://www.libraries.uc.edu/research/subject_resources/gov_docs/index.html

Cleveland

Depository Number: 0485A
Institution: Case Western Reserve University
Library Name: Kelvin Smith Library
Street: 11055 Euclid Avenue
City: Cleveland
State: OH
Zip: 44106-7151
Documents Phone Number: (216) 368-6511:
Public Service Phone Number: (216) 368-6512:
Fax Number: (216) 368-3669:

Depository Web Site: <http://library.case.edu/ksl/govdocs/>

Depository Number: 0475A
Institution: Case Western Reserve University
Library Name: School of Law Library
Street: 11075 East Boulevard
City: Cleveland
State: OH
Zip: 44106-7148
Documents Phone Number: (216) 368-6356:
Public Service Phone Number: (216) 368-5206:
Fax Number: (216) 368-1002:
Depository Web Site: http://www.law.cwru.edu/tech_library/content.asp?id=301

Depository Number: 0463
Institution: Cleveland Public Library
Street: 325 Superior Avenue
City: Cleveland
State: OH
Zip: 44114-1271
Documents Phone Number: (216) 623-2939:
Public Service Phone Number: (216) 623-2870:
Fax Number: (216) 623-7030:
Depository Web Site: <http://www.cpl.org/index.php?q=node/184>

Depository Number: 0463A
Institution: Cleveland State University
Library Name: Cleveland-Marshall College of Law Library
Alternate Mailing Address: LL214A 2121 Euclid Ave.
Street: 1801 Euclid Avenue
City: Cleveland
State: OH
Zip: 44115-2223
Documents Phone Number: (216) 687-4894:
Public Service Phone Number: (216) 687-6877:
Fax Number: (216) 687-5284:
Depository Web Site: <http://www.law.csuohio.edu/lawlibrary/resources/usgovernmentresources.html>

Depository Number: 0471
Institution: Cleveland State University
Library Name: Michael Schwartz Library
Alternate Mailing Address: Serials-Acquisitions Unit, RT 324
Street: 1860 East 22nd Street
City: Cleveland
State: OH +
Zip: 44114-4435
Documents Phone Number: (216) 687-4894:
Public Service Phone Number: (216) 687-2487:
Fax Number: (216) 687-9380:
Depository Web Site: <http://www.ulib.csuohio.edu/research/vrd/govt.html#contents>

Depository Number: 0471B
Institution: Cleveland Public Library—Public Administration Library
Mailing Address: City Hall Room 100
Street: 601 Lakeside Avenue
City: Cleveland

State: OH
Zip: 44114
Documents Phone Number: (216) 664-2919:
Public Service Phone Number: (216) 664-2919:
Fax Number: (216) 623-6948:
Depository Web Site: <http://cpl.org/TheLibrary/SubjectsCollections/PublicAdministrationLibrary.aspx>

Columbus

Depository Number: 0474A
Institution: Capital University
Library Name: Blackmore Library
Street: 1 College and Main Streets
City: Columbus
State: OH
Zip: 43209-2394
Documents Phone Number: (614) 236-6470:
Public Service Phone Number: (614) 236-6614:
Fax Number: (614) 236-6490:
Library Web Site: <http://www.capital.edu/14207/>

Depository Number: 0475
Institution: Columbus Metropolitan Library
Library Name: Main Library
Street: 96 South Grant Avenue
City: Columbus
State: OH
Zip: 43215-4781
Documents Phone Number: (614) 849-1247:
Public Service Phone Number: (614) 849-1249:
Fax Number: (614) 849-1259:
Library Web Site: <http://www.columbuslibrary.org/>

Depository Number: 0461
Institution: The Ohio State University
Library Name: Thompson Library
Street: 1858 Neil Avenue Mall
City: Columbus
State: OH
Zip: 43210-1286
Documents Phone Number: (614) 688-8775:
Public Service Phone Number: (614) 292-6785:
Fax Number: (614) 292-7859:
Depository Web Site: <http://library.osu.edu/sites/reference/govdocs/>

Depository Number: 0473B
Institution: The Ohio State University
Library Name: Mortiz Law Library
Street: 55 West 12th Avenue
City: Columbus
State: OH
Zip: 43210-1391
Documents Phone Number: (614) 688-0052:
Public Service Phone Number: (614) 292-9463:
Fax Number: (614) 292-3202:
Library Web Site: <http://moritzlaw.osu.edu/library/>

Depository Number: 0460
Institution: State Library of Ohio
Library Name: Government Information Services
Street: 274 East 1st Avenue
City: Columbus
State: OH
Zip: 43201-
Documents Phone Number: (614) 995-0033:
Public Service Phone Number: (614) 644-7051:
Fax Number: (614) 752-9178:
Depository Web Site: <http://www.library.ohio.gov/>

Depository Number: 0460B
Institution: Supreme Court of Ohio
Library Name: Law Library
Street: 65 South Front Street, Floor 11
City: Columbus
State: OH
Zip: 43215-3431
Documents Phone Number: (614) 387-9690:
Public Service Phone Number: (614) 387-9682:
Fax Number: (614) 387-9689:
Library Web Site: <http://www.sconet.state.oh.us/LegalResources/LawLibrary/default.asp>

Dayton

Depository Number: 0466
Institution: Dayton Metro Library
Library Name: Main Library
Street: 215 East 3rd Street
City: Dayton
State: OH
Zip: 45402-2103
Documents Phone Number: (937) 496-8650:
Public Service Phone Number: (937) 496-8652:
Fax Number: (937) 496-4306:
Library Web Site: <http://www.daytonmetrolibrary.org/>

Depository Number: 0467A
Institution: University of Dayton
Library Name: Roesch Library
Street: 300 College Park Drive
City: Dayton
State: OH
Zip: 45469-1360
Documents Phone Number: (937) 229-4259:
Public Service Phone Number: (937) 229-4259:
Fax Number: (937) 229-4590:
Depository Web Site: <http://library.udayton.edu/basics/departments/govdocs.php>

Depository Number: 0462A
Institution: Wright State University
Library Name: Paul Laurence Dunbar Library
Street: 3640 Col. Glenn Highway
City: Dayton

State: OH
Zip: 45435-0001
Documents Phone Number: (937) 775-3039:
Public Service Phone Number: (937) 775-2533:
Fax Number: (937) 775-2481:
Depository Web Site: <http://www.libraries.wright.edu/find/gov/>

Delaware

Depository Number: 0480A
Institution: Ohio Wesleyan University
Library Name: L.A. Beeghly Library
Street: 43 Rowland Avenue
City: Delaware
State: OH
Zip: 43015-2380
Documents Phone Number: (740) 368-3238:
Public Service Phone Number: (740) 368-3242:
Fax Number: (740) 368-3222:
Depository Web Site: <http://lis.owu.edu/scrgov.htm>

Findlay

Depository Number: 0483A
Institution: University of Findlay
Library Name: Shafer Library
Street: 1000 North Main Street
City: Findlay
State: OH
Zip: 45840-3695
Documents Phone Number: (419) 434-6915:
Public Service Phone Number: (419) 434-4700:
Fax Number: (419) 434-4196
Depository Web Site: <http://www.findlay.edu/library/>

Gambier

Depository Number: 0462
Institution: Kenyon College
Library Name: Olin/Chalmers Libraries
Street: 103 College Drive
City: Gambier
State: OH
Zip: 43022-9624
Documents Phone Number: (740) 427-5658:
Public Service Phone Number: (740) 427-5691:
Fax Number: (740) 427-5878:
Depository Web Site: <http://lbis.kenyon.edu/govdocs/>

Granville

Depository Number: 0480
Institution: Denison University
Library Name: William Howard Doane Library
Mailing Address: Box 805, 400 West Loop Road

City: Granville
State: OH
Zip: 43023-0805
Documents Phone Number: (740) 587-6512:
Public Service Phone Number: (740) 587-6682:
Fax Number: (740) 587-6285:
Depository Web Site: <http://www.denison.edu/library/government/introduction.html>

Hiram

Depository Number: 0477A
Institution: Hiram College
Library Name: Library
Street: 11694 Hayden Street
City: Hiram
State: OH
Zip: 44234-0067
Documents Phone Number: (330) 569-5358:
Public Service Phone Number: (330) 569-5358:
Fax Number: (330) 569-5491:
Depository Web Site: http://library.hiram.edu/Gov_mainpage.htm

Kent

Depository Number: 0483
Institution: Kent State University
Library Name: Main Library
Street: East Summit Street & Campus Center Drive
City: Kent
State: OH
Zip: 44242-0001
Documents Phone Number: (330) 672-4440:
Public Service Phone Number: (330) 672-3964:
Fax Number: (330) 672-2274:
Depository Web Site: <http://www.library.kent.edu/page/10357>

Marietta

Depository Number: 0478
Institution: Marietta College
Library Name: Legacy Library
Street: 220 Fifth Street
City: Marietta
State: OH
Zip: 45750-4027
Documents Phone Number: (740) 376-4361:
Public Service Phone Number: (740) 376-4543:
Fax Number: (740) 376-4843:
Depository Web Site: <http://library.marietta.edu/government/index.html>

Marion

Depository Number: 0470A
Institution: Marion Public Library
Street: 445 East Church Street

City: Marion
State: OH
Zip: 43302-4290
Documents Phone Number: (740) 382-3951:224
Public Service Phone Number: (740) 397-0992:
Fax Number: (740) 387-9768:
Library Web Site: <http://www.marion.lib.oh.us/>

New Concord

Depository Number: 0478A
Institution: Muskingum University
Library Name: Library
Street: 163 Stormont Street
City: New Concord
State: OH
Zip: 43762-1199
Documents Phone Number: (740) 826-8015:
Public Service Phone Number: (740) 826-8152:
Fax Number: (740) 826-8404:
Depository Web Site: <http://muskingum.edu/home/library/find/govtdocs.html>

New Philadelphia

Depository Number: 0465B
Institution: Kent State University
Library Name: Tuscarawas Campus Library
Founders Hall
City: New Philadelphia
State: OH
Zip: 44663-9452
Documents Phone Number: (330) 308-7456:
Public Service Phone Number: (330) 308-7471:
Fax Number: (330) 308-7553:
Depository Web Site: <http://www.tusc.kent.edu/student-life/library/federal-depository-library.cfm>

Oberlin

Depository Number: 0477
Institution: Oberlin College
Library Name: Library
Street: 148 West College Street
City: Oberlin
State: OH
Zip: 44074-1532
Documents Phone Number: (440) 775-5119:
Public Service Phone Number: (440) 775-5031:
Fax Number: (440) 775-6586:
Depository Web Site: <http://www.oberlin.edu/library/research/gov.html>

Oxford

Depository Number: 0466A
Institution: Miami University
Library Name: King Library

City: Oxford
State: OH
Zip: 45056-1678
Documents Phone Number: (513) 529-3342:
Public Service Phone Number: (513) 529-2116:
Fax Number: (513) 529-3110:
Depository Web Site: <http://libguides.lib.muohio.edu/government>

Portsmouth

Depository Number: 0462B
Institution: Shawnee State University
Library Name: Clark Memorial Library
Street: 940 Second Street
City: Portsmouth
State: OH
Zip: 45662-4344
Documents Phone Number: (740) 351-3410:
Public Service Phone Number: (740) 351-3321:
Fax Number: (740) 351-3432:
Depository Web Site: <http://www.shawnee.edu/off/cml/index.html>

Rio Grande

Depository Number: 0473A
Institution: University of Rio Grande
Library Name: Jeanette Albiez Davis Library
Street: 585 East College Avenue
City: Rio Grande
State: OH
Zip: 45674-3131
Documents Phone Number: (740) 245-7463:
Public Service Phone Number: (740) 245-7344:
Fax Number: (740) 245-7096:
Library Web Site: <http://library.rio.edu/>

Springfield

Depository Number: 0470
Institution: Clark County Public Library
Street: 201 South Fountain Avenue
City: Springfield
State: OH
Zip: 45501-1080
Documents Phone Number: (937) 328-6903:
Public Service Phone Number: (937) 328-6903:
Fax Number: (937) 328-6908:
Library Web Site: <http://www.ccpl.lib.oh.us/>

Steubenville

Depository Number: 0481
Institution: Public Library of Steubenville and Jefferson County
Library Name: Jefferson County
Street: 407 South 4th Street

City: Steubenville
State: OH
Zip: 43952-2942
Documents Phone Number: (740) 282-9782:
Public Service Phone Number: (740) 282-9782:
Fax Number: (740) 282-2919:
Library Web Site: <http://www.steubenville.lib.oh.us>

Tiffin

Depository Number: 0485
Institution: Heidelberg University
Library Name: Beeghly Library
Street: 10 Greenfield Street
City: Tiffin
State: OH
Zip: 44883-2420
Documents Phone Number: (419) 448-2106:
Public Service Phone Number: (419) 448-2104:
Fax Number: (419) 448-2578:
Library Web Site: <http://www.heidelberg.edu/beeghlylibrary>

Toledo

Depository Number: 0472
Institution: Toledo-Lucas County Public Library
Street: 325 Michigan Street
City: Toledo
State: OH
Zip: 43624-1628
Documents Phone Number: (419) 259-5209:
Public Service Phone Number: (419) 259-5209:
Fax Number: (419) 259-5243:
Library Web Site: <http://www.toledolibrary.org/>

Depository Number: 0486A
Institution: University of Toledo
Library Name: College of Law Library
Street: 2801 West Bancroft Street
City: Toledo
State: OH
Zip: 43606-3390
Documents Phone Number: (419) 530-2746:
Public Service Phone Number: (419) 530-2733:
Fax Number: (419) 530-5121:
Library Web Site: <http://law.utoledo.edu/>

Depository Number: 0472A
Institution: University of Toledo
Library Name: William S. Carlson Library
Street: 2801 West Bancroft Street
City: Toledo
State: OH
Zip: 43606-3399
Documents Phone Number: (419) 530-4485:

Public Service Phone Number: (419) 530-2171:
Fax Number: (419) 530-2726:
Depository Web Site: <http://library.utoledo.edu/find/govinfo.html>

Westerville

Depository Number: 0474
Institution: Otterbein University
Library Name: Courtright Memorial Library
Street: 138 West Main Street
City: Westerville
State: OH
Zip: 43081-1436
Documents Phone Number: (614) 823-1164:
Public Service Phone Number: (614) 823-1984:
Fax Number: (614) 823-1921:
Depository Web Site: <http://www.otterbein.edu/resources/library/libpages/docmain.htm>

Westlake

Depository Number: 0469B
Institution: Porter Public Library
Street: 24350 Center Ridge Road
City: Westlake
State: OH
Zip: 44145
Documents Phone Number: (440) 250-5464:
Public Service Phone Number: (440) 250-5460:
Fax Number: (440) 250-5470:
Library Web Site: <http://www.westlakelibrary.org/>

Wilmington

Depository Number: 0484
Institution: Wilmington College
Library Name: S. Arthur Watson Library
Street: 725 Elm Street
City: Wilmington
State: OH
Zip: 45177-2499
Documents Phone Number: (937) 382-6661:398
Public Service Phone Number: (937) 382-6661:297
Fax Number: (937) 383-8571:
Depository Web Site: <http://www.watsonlibrary.org>

Wooster

Depository Number: 0479A
Institution: The College of Wooster
Library Name: Libraries
Street: 1140 Beall Avenue
City: Wooster
State: OH
Zip: 44691-2364
Documents Phone Number: (330) 263-2522:

Public Service Phone Number: (330) 263-2096:
Fax Number: (330) 263-2253:
Depository Web Site: <http://www.wooster.edu/Library/Gov/>

Worthington

Depository Number: 0476B
Institution: Worthington Libraries
Street: 820 High Street
City: Worthington
State: OH
Zip: 43085-4108
Documents Phone Number: (614) 807-2626:
Public Service Phone Number: (614) 807-2626:
Fax Number: (614) 807-2629:
Library Web Site: <http://www.worthingtonlibraries.org>

Youngstown

Depository Number: 0482
Institution: Public Library of Youngstown and Mahoning County
Library Name: Mahoning County/Main Library
Street: 305 Wick Avenue
City: Youngstown
State: OH
Zip: 44503-1079
Documents Phone Number: (330) 744-8636:158
Public Service Phone Number: (330) 744-8636:151
Fax Number: (330) 744-3355:
Depository Web Site: <http://www.maag.yzu.edu/17cd/>

Depository Number: 0482A
Institution: Youngstown State University
Library Name: William F. Maag Library
Street: One University Plaza
City: Youngstown
State: OH
Zip: 44555-3675
Documents Phone Number: (330) 941-1478:
Public Service Phone Number: (330) 941-3686:
Fax Number: (330) 941-3734:
Depository Web Site: http://www.maag.yzu.edu/collection/GOV/Gov_main.html

Appendix C

FEDERAL DEPOSITORY LIBRARIES BY CONGRESSIONAL DISTRICT (8/15/10)

1st Congressional District

Public Library of Cincinnati and Hamilton County, Cincinnati, OH
University of Cincinnati - Robert S. Marx Law Library, Cincinnati, OH
University of Cincinnati - Langsam Library, Cincinnati, OH

2nd Congressional District

Shawnee State University - Clark Memorial Library, Portsmouth, OH
U.S. Court of Appeals, Cincinnati, OH

3rd Congressional District

Dayton & Montgomery Co. Public Library, Dayton, OH
University of Dayton, Dayton, OH
Wilmington College, Wilmington, OH

4th Congressional District

Bluffton University, Bluffton, OH
Marion Public Library, Marion, OH
Ohio Northern University, Ada, OH
University of Findlay, Findlay, OH

5th Congressional District

Bowling Green State University, Bowling Green, OH
Heidelberg University, Tiffin, OH

6th Congressional District

Marietta College, Marietta, OH
Ohio University, Athens, OH
Public Library of Steubenville and Jefferson County, Steubenville, OH
University of Rio Grande, Rio Grande, OH

7th Congressional District

Clark County Public Library, Springfield, OH
Wright State University, Dayton, OH

8th Congressional District

Miami University, Oxford, OH

9th Congressional District

Oberlin College, Oberlin, OH
Toledo-Lucas County Public Library, Toledo, OH
University of Toledo, William S. Carlson Library, Toledo, OH

University of Toledo, College of Law Library, Toledo, OH

10th Congressional District

Porter Public Library, Westlake, OH

11th Congressional District

Case Western Reserve University, School of Law Library, Cleveland, OH
Case Western Reserve University, Kelvin Smith Library, Cleveland, OH
Cleveland Public Library, Cleveland, OH
Cleveland Public Library, Public Administration Library, Cleveland, OH
Cleveland State University, Cleveland-Marshall College of Law Library, Cleveland, OH
Cleveland State University, Michael Schwartz Library, Cleveland, OH

12th Congressional District

Capital University, Columbus, OH
Denison University, Granville, OH
Ohio Wesleyan University, Delaware, OH
Otterbein University, Westerville, OH
State Library of Ohio, Columbus, OH

13th Congressional District

Akron-Summit County Public Library, Akron, OH
University of Akron, School of Law, Akron, OH
University of Akron, Bierce Library, Akron, OH

14th Congressional District

Chardon Public Library, Chardon, OH
Hiram College, Hiram, OH

15th Congressional District

Columbus Metropolitan Library, Columbus, OH
The Ohio State University Libraries, Thompson Library, Columbus, OH
Ohio State University, Moritz Law Library, Columbus, OH
Supreme Court of Ohio, Columbus, OH
Worthington Libraries, Columbus, OH

16th Congressional District

Ashland University, Ashland, OH
The College of Wooster, Wooster, OH
Malone University, Canton, OH
University of Mount Union, Alliance, OH

17th Congressional District

Kent State University, Kent, OH
Public Library of Youngstown and Mahoning County, Youngstown, OH
Youngstown State University, Youngstown, OH

18th Congressional District

Kent State University, Tuscarawas Campus Library, Tuscarawas, OH
Kenyon College, Gambier, OH
Muskingum University, New Concord, OH

Appendix D

FEDERAL DEPOSITORY LIBRARIES BY TYPE (8/15/10)

State Library

State Library of Ohio, Columbus, OH

College and University

Ashland University, Ashland, OH
Bowling Green State University, Bowling Green, OH
Bluffton University, Bluffton, OH
Capitol University, Columbus, OH
Case Western Reserve University, Kelvin Smith Library, Cleveland, OH
Cleveland State University, Main Library, Cleveland, OH
College of Wooster, Wooster, OH
Denison University, Granville, OH
Heidelberg University, Tiffin, OH
Hiram College, Hiram, OH
Kent State University, Kent, OH
Kent State University, Tuscarawas Campus Library, New Philadelphia, OH
Kenyon College, Gambier, OH
Malone University, Canton, OH
Marietta College, Marietta, OH
Miami University, Oxford, OH
Muskingum University, New Concord, OH
Oberlin College, Oberlin, OH
Ohio Northern University, Ada, OH
Ohio State University, Main Library, Columbus, OH
Ohio University, Athens, OH
Ohio Wesleyan University, Delaware, OH
Otterbein University, Westerville, OH
Shawnee State University, Portsmouth, OH
University of Akron, Bierce Library, Akron, OH
University of Cincinnati, Langsam Library, Cincinnati, OH
University of Dayton, Dayton, OH
University of Findlay, Findlay, OH
University of Mount Union, Alliance, OH
University of Rio Grande, Rio Grande, OH
University of Toledo, William s. Carlson Library, Toledo, OH
Wilmington College, Wilmington, OH
Wright State University, Dayton, OH
Youngstown State University, Youngstown, OH

Law

School of Law Library, Case Western Reserve University, Cleveland, OH

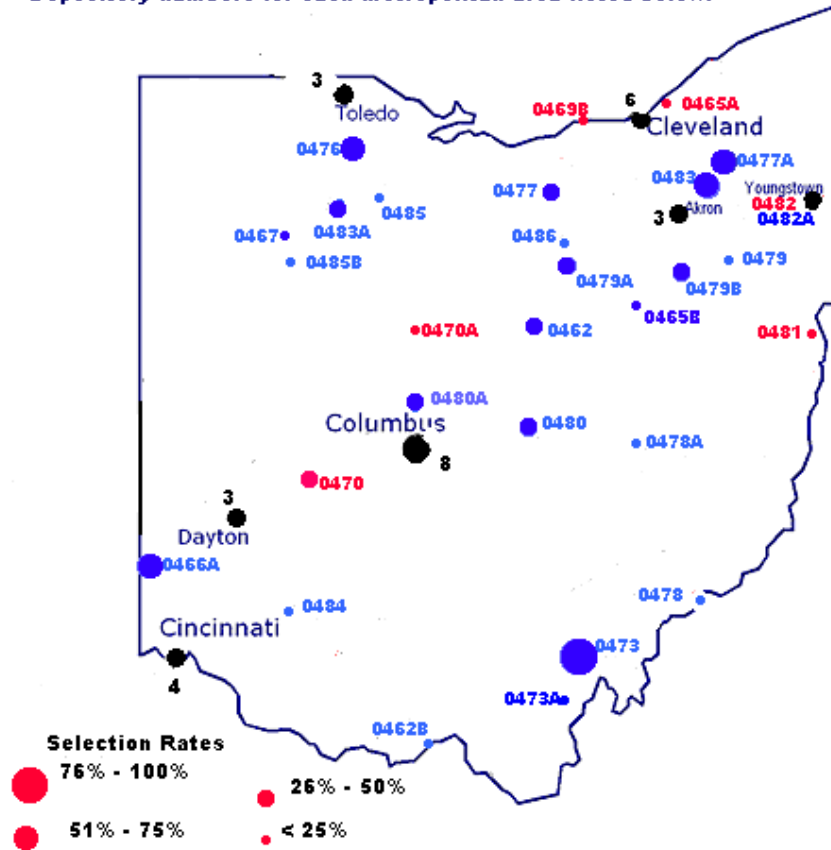
Supreme Court of Ohio, Columbus, OH
Cleveland-Marshall College of Law Library, Cleveland, OH
J.P. Taggart Law Library, Ohio Northern University, Ada, OH
Mortiz Law Library, Ohio State University, Columbus, OH
School of Law Library, University of Akron, Akron, OH
Robert S. Marx Law Library, University of Cincinnati, Cincinnati, OH
College of Law Library, University of Toledo, Toledo, OH

Public

Akron-Summit County Public Library, Akron, OH
Clark County Public Library, Springfield, OH
Public Library of Cincinnati and Hamilton County – Main Library, Cincinnati, OH
Cleveland Public Library, Public Administration Library, Cleveland, OH
Cleveland Public Library, Cleveland, OH
Columbus Metropolitan Library, Columbus, OH
Dayton and Montgomery County Public Library, Dayton, OH
Geauga County Library System, Chardon Public Library, Chardon, OH
Porter Public Library, Westlake, OH
Marion Public Library, Marion, OH
Public Library of Steubenville and Jefferson County, Steubenville, OH
Toledo-Lucas County Public Library, Toledo, OH
Worthington Libraries, Worthington, OH
Public Library of Youngstown and Mahoning County, Youngstown, OH

Appendix E

Black numbers by major metropolitan areas indicate number of depositories in the metropolitan area. Depository numbers for each metropolitan area listed below.



AKRON – 3

0463B
0477B
0477C

CINCINNATI – 4

0461A
0464
0465
0484A

CLEVELAND – 6

0463
0463A
0471
0471B
0475A
0485A

COLUMBUS – 8

0460
0460B
0461
0473B
0474
0474A
0475
0476B

DAYTON – 3

0466
0462A
0467A

TOLEDO – 3

0472
0472A
0486A

Appendix F.

Ohio Library Organizations

ALAO (Academic Library Association of Ohio)

Academic Library Association of Ohio
c/o Ohio College Association
P.O. Box 3082
Columbus, OH 43210-0082
president@alaoweb.org
<http://www.alaoweb.org>

Five Colleges of Ohio

102 Allen House
Kenyon College
Gambier, OH 43022
howardb@kenyon.edu
<http://ww/ohio5.org>

GODORT Government Documents Roundtable of Ohio

Address varies please consult website
<http://www3.wooster.edu/library/gov/ohgodort/>

INFOHIO

274 E. First Avenue
Suite 100
Columbus, OH 43201
central@infohio.org
<http://www.infohio.org>

OCLC Online Computer Library Center, Inc.

6565 Kilgour Place
Dublin, OH 43017-3395
oclc@oclc.org
<http://www.oclc.org>

OELMA (Ohio Educational Library Media Association)

17 South High Street
Suite 200
Columbus, OH 43215
614-221-1900
<http://www.oelma.org/>

OhioLINK (Ohio Library & Information Network)

35 E. Chestnut St., 8th Floor
Columbus, OH 43215
info@ohiolink.edu
<http://www.ohiolink.edu>

OHIONET

1500 West Lane Avenue
Columbus, OH 43221
800-686-8975
<http://www.ohionet.org>

OLC (Ohio Library Council)

2 Easton Oval
Suite 525
Columbus, OH 43215
olc@olc.org
<http://www.olc.org>

OPAL (Ohio Private Academic Libraries)**OHIONET Office**

1500 W. Lane Ave.
Columbus, OH 43221

OPLIN (Ohio Public Library Information Network)

2323 W. 5th Avenue
Suite 130
Columbus, OH 43204
support@oplin.org
<http://www.oplin.org>

REGIONAL LIBRARY SYSTEMS**NEO-RLS (Northeast Ohio Regional Library System)**

4445 Mahoning Avenue NW
Warren, OH 44483
330-847-7744
<http://www.neo-rls.org>

NORWELD (Northwest Regional Library System)

181 ½ South Main Street
Bowling Green, Ohio 43402
800-848-0144
<http://www.norweld.lib.oh.us>

SERLS (Southwest Regional Library System)

252 W. 13th Street
Wellston, OH 45692
740-384-2103
<http://oval.lib.oh.us>

SWON (Southwest Ohio and Neighboring Libraries)

10815 Indeco Drive
Suite 200
Cincinnati, OH 45241-2926
info@swonlibraries.org
<http://www.swonlibraries.org>

Guidelines For Discard Lists Ohio Federal Depository Libraries

Introduction

As Regional Depository for the Federal Depository Library Program (FDLP), the State Library of Ohio oversees the discard process for federal documents' depositories throughout Ohio. This process is governed by the United States Government Printing Office and described in Chapter 5, Depository Collections of the FDL Handbook, last updated on Thursday 27 May, 2010, specifically section 5.14 *Discarding Depository Materials*. Please refer to the FDL Handbook found at <http://www.fdlp.gov> for the federal guidelines which provide for regional oversight of selective depository discard procedures.

All discards must adhere to the five year statutory minimum with 2 exceptions: 1) Materials authorized to be discarded by the Superintendent of Documents do not require permission for disposal from the regional library (see Title 44, United States Code, section 1912; 2) Provided permission is received from the regional, and the regional rules for discard have been followed, a title may be disposed of before five years when an electronic equivalent is substituted according to the [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](#).

Guidelines for Selective Depositories

All federal government publication discard lists will be submitted electronically to the ohiogovdoc mailing list.

Each federal depository in the state is **required** to subscribe to the ohiogovdoc mailing list.

To subscribe to the "ohiogovdoc" list:

- a) Send an email message to:
ohiogovdoc-subscribe@winslo.state.oh.us
- For the subject field enter the following
Subject: ohiogovdoc request
- **NOTE:** If you do not know how to format a message in plain text, please check with your local support person or, you can read the following document, [Mailing List Formatting Guidelines](#), which includes instructions for the most common email clients.

A confirmation request message will be sent back to you. To confirm your subscription, just reply to the "Reply-To:" address. Usually, the "reply" function of your mail program will do this.

Once the list-owner receives your confirmation, your address will be added to the subscriber database and you will receive a message to tell you that you are a subscriber.

To unsubscribe from the "ohiogovdoc" list:

- a) Send an email message to:
ohiogovdoc-unsubscribe@winslo.state.oh.us
- b) Enter the following in the subject field, **Subject: ohiogovdoc request**
- c) Leave the message body of your "plain text formatted" email blank

Preparing to discard:

Submit only items that have been retained for 5 or more years.

Other factors for consideration:

1. Cooperative efforts within your region to assure coverage.
2. Collection development guidelines in the State Plan.
3. "FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications"
<http://www.fdlp.gov/collections/collection-maintenance/141>

Discarding microfiche

1. All microfiche depository receipts are to be held for at least five years before they may be discarded. The five years is to be measured from the date of receipt, not the date covered or date published.
2. Selective depositories may discard microfiche copies of depository documents after they have been retained for 5 years without offering them on disposition lists.
3. Selective depositories discarding large runs or sets of microfiche documents, such as DOE microfiche or USGS Open File Reports, must receive permission from the Regional before discarding. The Regional reserves the right to require selectives to prepare disposition lists for this or any other type of material.

Preparing the list:

Include the following information:

- SuDoc Number
- Title
- Year of Publication (for monographs)
- Year of coverage, volume and issue (for serials)
- Format (if other than paper)

Prepare the list as an **ascii text** file. Copy it into the body of the email. **Do not send as an attachment.** Additional formatting information is detailed on this site in the document [Mailing List Formatting Guidelines](#)

Lists should be a manageable size. You might want to submit more than one list, if you have many items.

Include with your list the name of the contact person, their email address and/or telephone number.

At the top of the list, post the final date for obtaining the materials (4 weeks from the date of posting).

After the list is prepared:

- Check the [Needs List of the State Library of Ohio](#) (regional) posted on their web site. If you are discarding any of the items on the needs list, please notify the State Library of Ohio and make arrangements to transfer the items to them.
- **Note:** The needs list does not necessarily list all items the State Library of Ohio may want. Pre-1976 items are of particular interest. If you are discarding older items, even those that might appear on the Superseded List, please call them to the attention of the State Library. An example of an item the State Library might want is old editions of the CFR.
- Submit the list during the first 7 days of the month.

- Use a subject line for the email that reads: Discards, [your library name] [date]
- Maintain the items on the list for a period of six weeks. Each library should be responsible for noting its own discard date.
- During the six weeks, other federal depositories may request items from the list.
- As regional, the State Library of Ohio should be given priority in requests.
- At the end of six weeks, if the State Library has not requested the items, other requests may be filled. If there are no requests for the items, the offering library may offer items to area libraries or discard. **Approval by the State Library of Ohio for discard is automatic at the end of four weeks; no letter of approval is required.**
- Substantive items may be offered to the National Needs & Offers list.

Requests by individuals may be filled after all disposal options listed in Instructions to Depository Libraries, chapter 4 – Maintenance, section E – Discards by Selective Depositories and section I – Secondary Copies have been exhausted.

Appendix H

CONSTITUTION GOVERNMENT DOCUMENTS ROUND TABLE OF OHIO

ARTICLE I. NAME

The name of this organization shall be Government Documents Round Table of Ohio (hereinafter referred to as Ohio GODORT).

ARTICLE II. PURPOSE

The purpose of Ohio GODORT shall be to promote the effective use of government information which is issued, published, or distributed in any format by all levels of government. The purpose of Ohio GODORT is similar to the purpose of the Government Documents Round Table of the American Library Association (ALA GODORT) as follows:

To provide a forum for the discussion of problems and concerns and for the exchange of ideas by individuals and organizations who have an interest in government information in the state of Ohio.

To promote the initiation and support of programs to increase availability, access, effective use, and bibliographic control of government information issued by all levels of government.

To increase communication between personnel working with government information and other library employees.

To contribute to the extension and improvement of the education and training of government information personnel.

To advocate the development, maintenance, and expansion of levels of service for government information appropriate to user communities.

ARTICLE III. AFFILIATION

Ohio GODORT shall be affiliated with the Government Documents Round Table of the American Library Association. See BYLAW 1: SECTION 1D and BYLAW 5: SECTION 1.

ARTICLE IV. MEMBERSHIP

Membership in Ohio GODORT shall be open to individuals and organizations interested in government information.

ARTICLE V. OFFICERS

SECTION 1. The officers of Ohio GODORT shall be: President; President-Elect/Program Chair; and Secretary/Treasurer. These officers shall perform the duties prescribed in the Bylaws and by the parliamentary authority adopted by Ohio GODORT. See BYLAW 1.

SECTION 2. THE EXECUTIVE BOARD (Formation date: 1981)

The Executive Board shall consist of the elected officers, the Editor(s) of the Newsletter, the Government Information Consultant of the State Library of Ohio, and any Committee chairs necessary for the work of the Board.
See BYLAW 1; BYLAW 5: SECTION 2; and BYLAW 6.

The Executive Board shall act in the name of the membership between meetings, shall help coordinate meetings, and shall serve as liaison with other state documents organizations.

The Executive Board, with the addition of a past President of Ohio GODORT, shall serve as the Clyde Award Committee.
See BYLAW 6: SECTION 2F and BYLAW 7

ARTICLE VI. MEETINGS

A minimum of two business meetings of Ohio GODORT shall be held each year, unless otherwise determined by the membership or the officers. Both business meetings may be combined with a program. When possible, these meetings shall be held one in the Fall and one in the Spring and with both following the Federal Depository Library Council meetings. See BYLAW 3

ARTICLE VII. COMMITTEES

Members will be strongly encouraged to participate in committee work.

SECTION 1. Ad Hoc and/or Standing Committees may be established by the officers and/or the membership as needed. Committee membership shall be filled either by volunteers or by Presidential appointment.

SECTION 2. Letters of committee appointments shall be sent by the President to those members who are appointed or to those who volunteer for committee service. Special mention

of the specific project or charge to the committee shall be included in these letters, if it differs significantly from the charge as stated in the Bylaws.

See BYLAW 6: SECTIONS 1 and 2.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the proceedings of Ohio GODORT in all applicable cases unless they are inconsistent with the Bylaws or any special rules of order that Ohio GODORT might adopt.

ARTICLE IX. AMENDMENT OF CONSTITUTION AND BYLAWS

SECTION 1. The Constitution of Ohio GODORT may be amended by two-thirds vote of those members present at any business meeting, provided that the amendment has been submitted to the membership at least two weeks prior to that meeting.

SECTION 2. The Bylaws of Ohio GODORT may be amended by two-thirds vote of those members present at any business meeting, provided that the amendment has been submitted to the membership at least two weeks prior to that meeting.

SECTION 3. Amendments to or revisions of the Constitution or the Bylaws may be proposed by the officers or by petition from five members of Ohio GODORT. Proposals originating from the officers shall be approved by a two-thirds vote of the Executive Board before submission to the members. Proposals by petition shall be submitted to the officers for consideration. They shall then be presented to the members for a vote accompanied by the recommendation from the officers. See BYLAW 5 SECTION 6.

Framed/Adopted
1982
Julia Baldwin
George Kline
Clara Smith
Mel Spence

Amended/Adopted
1989
Liese Adams
Evron Collins
Karen Kottsy

Revised/ Adopted
1999
Evron Collins
Margaret S. Powell
Carol Singer

Revised/Adopted
2005
Mark Gooch
Jennifer McMullen
Carol Singer

BYLAWS

GOVERNMENT DOCUMENTS ROUNDTABLE OF OHIO

BYLAW 1. OFFICERS

No officer shall serve more than two consecutive terms in the same office.

SECTION 1. PRESIDENT.

- A. The office of President shall be assumed by the immediately preceding President-Elect/Program Chair. See BYLAW 1: SECTION 2A.

The term of President shall begin at the close of the Spring meeting following the election of the other officers. The President shall serve a one-year term. See BYLAW 3: SECTION 1.

The President shall preside at all general meetings of the membership of Ohio GODORT and shall call and preside at meetings of the Executive Board, when needed.

- B. In the event that the President is unable to preside at a meeting, the President-Elect/Program Chair or the Secretary/Treasurer shall preside, in that order. See BYLAW 1: SECTIONS 2B and 3B.

In the event that the President is unable to complete the term of office, the President-Elect/Program Chair shall assume the office of President for the remainder of the term in addition to serving the following one-year term as President. See BYLAW 1: SECTION 2B.

In the event that the President-Elect/Program Chair is unable to assume the unfinished term of the President, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a President to fill the unfinished term. See BYLAW 1: SECTION 2B.

- C. When necessary, the President shall appoint an Editor, or Editors, for the Newsletter, who shall serve for an indeterminate period. See BYLAW 5: SECTION 2.

- D. The President shall appoint an Ohio GODORT – ALA GODORT Liaison from among those who are members of both Ohio GODORT and ALA GODORT to coordinate communications and facilitate cooperation between Ohio GODORT and ALA GODORT. The Ohio GODORT – ALA GODORT Liaison may serve for an indeterminate period. See BYLAW 5: SECTION 1.

- E. The President shall appoint an Archives Liaison to coordinate archival activities between Ohio GODORT and the archival site. The Archives Liaison shall preferably be employed at or reside near the designated archival site. See BYLAW 1: SECTION 3E; BYLAW 5: SECTION 3; and BYLAW 8.

- F. The President shall appoint other Liaisons and Coordinators as needed, including but not restricted to the Legislative Action Coordinator, OhioLINK Liaison, and the Constitution Revision and Update Coordinator. See BYLAW 5: SECTIONS 4, 5, and 6.

- G. The President shall, with the assistance of the Secretary/Treasurer, send letters to committee members and committee chairs, confirming their appointment or voluntary service to the committee and specifying the special project or committee charge if it

varies from the charge stated in the Bylaws. The letters shall be mailed within six weeks of the appointments.

See BYLAW 6: SECTIONS 1 and 2A - F.

- H. The President shall appoint a Nominating Committee of at least two members at the Fall meeting whose duty it shall be to present a slate of candidates for each vacant office for vote of the membership at the next Spring meeting. The Nominating Committee shall assist the President with appointments upon request. See BYLAW 6: SECTION 2E and BYLAW 4.

SECTION 2. THE PRESIDENT-ELECT/PROGRAM CHAIR

- A. The President-Elect/Program Chair shall be elected at the Spring meeting, and shall serve a one-year term. See BYLAW 3: SECTION 1.

The term of President-Elect/Program Chair shall begin at the close of said Spring meeting following the election of the other officers.

See BYLAW 3: SECTION 1.

The President-Elect/Program Chair shall succeed as President following the one-year term as President-Elect/Program Chair.

See BYLAW 1: SECTION 1A.

- B. In the event that the President is unable to preside at a meeting, the President-Elect/Program Chair or the Secretary/Treasurer shall preside, in that order. See BYLAW 1: SECTION 1B and 3B

In the event that the President is unable to complete the term of office, the President-Elect/Program Chair shall assume the office of President for the remainder of the term in addition to serving the following one-year term as President. See BYLAW 1: SECTION 1B.

In the event that the President-Elect/Program Chair is unable to assume the unfinished term of the President, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a President to fill the unfinished term.

See BYLAW 1: SECTION 1B.

In the event that the President-Elect/Program Chair is unable to complete the term of President-Elect/Program Chair, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a person to complete the term and the responsibilities of Program Chair. At the next Spring meeting elections shall be held for President and any other offices as usual.

- C. In the capacity of Program Chair, the President Elect/Program Chair shall be responsible for choosing, organizing, and introducing programs at both the Fall and Spring meetings.

SECTION 3. THE SECRETARY/TREASURER

- A. The Secretary/Treasurer shall be elected at alternate Spring meetings and shall serve for a term of two years. The term of office shall begin at the close of said meeting following the election of the other officers.

See BYLAW 3: SECTION 1.

- B. In the event that the President is unable to preside at a meeting, the President-Elect or the Secretary/Treasurer shall preside, in that order.

See BYLAW 1: SECTIONS 1B and 2B.

In the event the Secretary/Treasurer is unable to complete the term of office, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a Secretary/Treasurer to fill the unfinished term.

- C. The Secretary/Treasurer shall keep the minutes of each general meeting and any meetings of the Executive Board. Minutes of the general meetings shall be posted to the Ohio GODORT Home Page, included in the Newsletter, or otherwise distributed to the membership in advance of the next general meeting. The general meeting minutes shall be read and/or discussed at the next meeting and approved by the members at that time. The minutes of the Executive Board meetings shall be reviewed by the Board prior to the next general meeting. The Secretary/Treasurer shall make corrections to all minutes as needed.
- D. The Secretary/Treasurer shall keep the accounts of Ohio GODORT, collect dues, disburse payments, and report to the membership at each meeting. The Secretary/Treasurer shall make corrections to the Treasurer's report as needed.
- E. The Secretary/Treasurer shall preserve copies as corrected of the general meeting minutes, the Executive Board minutes, and the Treasurer's report for the Archives. The Secretary/Treasurer shall also collect other memorabilia, which may include reports from committees, and preserve a copy of each for the Archives. See BYLAW 5: SECTION 3; BYLAW 6, and BYLAW 8.
- F. The Secretary/Treasurer shall assist the President in the preparation and sending of letters to committee members and committee chairs, confirming their appointment or voluntary service to the committee. Special mention of the specific project or charge to the committee shall be included in these letters, if it differs significantly from the charge as stated in the Bylaws. The letters shall be mailed within six weeks of the appointments.
See BYLAW 1: SECTION 1G and BYLAW 6: SECTIONS 1 and 2A - F.
- G. The secretary/treasurer shall ensure that the organization's registration with the Ohio Secretary of State is current. If it has expired, he/she shall obtain the necessary paperwork from the Ohio Secretary of State, complete it, and pay the required fees. He or she shall use his or her business address as the address of the organization.
- H. At the conclusion of the meeting at which a new secretary/treasurer is elected, the outgoing secretary/treasurer and the incoming secretary/treasurer shall go to the bank and update the organization's bank account. If the outgoing secretary/treasurer is unavailable, the State Documents Consultant shall go to the bank and authorize the update to the account.

BYLAW 2. MEMBERSHIP DUES

SECTION 1. The dues for Ohio GODORT shall be \$20.00/year. The dues for MLS/MLIS students shall be \$5.00/year.

SECTION 2. Dues shall be collected by the Secretary/Treasurer for the membership year which runs from Spring meeting to Spring meeting. See BYLAW 1: SECTION 3D.

SECTION 3. Dues for Ohio GODORT may be changed as needed and shall be determined by a two-thirds vote of the membership present at any meeting of Ohio GODORT and shall take effect at the next Spring meeting.

BYLAW 3. MEETINGS

A minimum of two business meetings of Ohio GODORT shall be held each year, unless otherwise determined by the membership or the officers. Both business meetings may be combined with a program. When possible, these meetings shall be held one in the Fall and one in the Spring and with both following the Federal Depository Library Council meetings. See ARTICLE VI.

SECTION 1. The Spring meeting shall be held in Columbus or in another centrally located place in Ohio, and the location shall be designated at the preceding Fall meeting. The Spring meeting shall include the election of officers; reports from the officers, other members of the Executive Board, Liaisons, Coordinators, and committees on their activities; and any other business that may arise.
See BYLAW 1; BYLAW 4, BYLAW 5 and BYLAW 6.

SECTION 2. The Fall meeting may be held at any location and the location shall be designated at the preceding Spring Meeting.

SECTION 3. Special meetings may be called by the officers or upon request of ten members with at least two weeks notice. The purpose of the special meeting shall be stated in the call and no other business shall be considered at that time.

SECTION 4. A quorum for the transaction of business shall be ten members.

BYLAW 4. NOMINATIONS AND ELECTIONS

SECTION 1: NOMINATING PROCEDURE

The Nominating Committee shall prepare a slate of candidates for vacant offices and forward it to the Executive Board and the membership at least two weeks prior to the election which shall be held at the Spring meeting.

At the Spring meeting, the Nominating Committee shall formally present the slate of candidates for vacant offices to the membership for election, at which time additional nominations from the floor shall be in order before a vote is taken.

Consent of all nominees must be obtained.

See BYLAW 6: SECTION 2E.

SECTION 2. ELECTION PROCEDURE

At the Spring meeting, the Nominating Committee shall formally announce and/or distribute the final slate of candidates, including nominations, if any, from the floor.

If there is only one candidate for an office, the election may proceed by voice vote following a motion from the floor. If each office to be filled has only one candidate, the offices may be voted in turn or the entire slate may be moved for consideration. Results will be announced by the President immediately following a voice vote with confirmation provided by the members of the Nominating Committee, if necessary.

If there is more than one candidate for an office, the vote for that office shall proceed by ballot for that office. If each office to be filled has more than one candidate, the

offices may be voted by ballot in turn or the entire slate may be moved for consideration by ballot. Ballots shall be distributed by the members of the Nominating Committee.

The members of the Nominating Committee shall collect and count the ballots and shall report the results of the election to the President who will inform the membership before the close of the meeting.

A motion from the floor is necessary for an election to be reported as having proceeded by acclamation.

SECTION 3. SECRETARY/TREASURER TRANSFER

Immediately upon the election of a new secretary/treasurer, the GODORT membership shall pass the following resolution designating the new secretary/treasurer as online banking Super User:

RESOLVED that [SECRETARY/TREASURER'S NAME] of this organization, is designated as this organization's Super User for Online Banking with authority to grant to [himself/herself] and other individuals access to, and the right to perform transactions affecting, all of this organization's deposit, loan and other accounts, and that the certification of this resolution may be relied upon until written notice of any change therein, in satisfactory form, shall have been received by an appropriate officer.

If the language required by the bank changes, this section of the bylaws shall be updated.

BYLAW 5. LIAISONS AND COORDINATORS

SECTION 1. OHIO GODORT-ALA GODORT LIAISON

- A. An official OHIO GODORT-ALA GODORT Liaison between Ohio GODORT and ALA GODORT shall be appointed as needed by the President of Ohio GODORT from those who are members of both organizations.
- B. The OHIO GODORT-ALA GODORT Liaison shall coordinate communications and facilitate cooperation between the two groups. The OHIO GODORT-ALA GODORT Liaison may serve for an indeterminate period.
- C. The OHIO GODORT-ALA GODORT Liaison shall report significant activities of Ohio GODORT to ALA GODORT for publication in the newsletter or journal of the national organization.
- D. The OHIO GODORT-ALA GODORT Liaison shall report activities at the national level which are relevant to the state of Ohio or which require some action by the members of Ohio GODORT. Reports may be transmitted by e-mail to the Ohio GODORT discussion list, posted on the Home Page, or placed on the agenda for discussion at meetings.

See BYLAW 1: SECTION 1D.

SECTION 2. EDITOR(S) OF THE NEWSLETTER

- A. The Editor shall be appointed by the President, shall be a member of the Executive Board, and shall serve for an indeterminate period. The President may appoint one or more members to act as editor. If more than one person is appointed to be an editor, the Executive Board and the editors shall decide on a division of duties. See BYLAW 1: SECTION 1C.
- B. The Newsletter of Ohio GODORT, titled Docs Prescriptions, shall be published at least twice a year, with an issue mailed to the membership in advance of each of the annual meetings. An archival copy shall be deposited in the Archives. See BYLAW 8.
- C. Upon request of the Editor, a Newsletter Committee may be formed at any time, with the approval of the President, to give active assistance to the Editor. See BYLAW 6.

SECTION 3. ARCHIVES LIAISON

An Archives Liaison shall be appointed by the President to coordinate the archival activities of Ohio GODORT and the archival site. The Archives Liaison shall preferably be employed at or reside near the designated archival site. The Archives Liaison shall serve for an indeterminate period.

See BYLAW 1: SECTION 1E and BYLAW 8

SECTION 4: OHIOLINK LIAISON

An OhioLINK Liaison shall be appointed by the President to provide information to OhioLINK on cataloging government documents for III, provide information to OhioLINK on government sources of information and bibliographic databases, and serve as liaison between OhioLINK and Ohio GODORT. The OhioLINK Liaison shall serve for an indeterminate period.

SECTION 5: LEGISLATIVE ACTION COORDINATOR

A Legislative Action Coordinator shall be appointed by the President as needed to provide a communication link between Ohio GODORT, the Ohio legislature, GPO and the U.S. Congress. The Coordinator will activate an ad hoc committee as needed.

SECTION 6: CONSTITUTION REVISION AND UPDATE COORDINATOR

A Constitution Revision and Update Coordinator shall be appointed by the President as needed to coordinate revisions to the Constitution of Ohio GODORT. The Coordinator will activate an ad hoc committee as needed.

BYLAW 6. COMMITTEES

Committee chairs may be asked to assist the Executive Board.
Members may volunteer for committee service or be appointed by the President.

SECTION 1. AD HOC COMMITTEES

The President shall have the authority to appoint such ad hoc committees as needed in order to conduct the business or other activities of Ohio GODORT.

The officers and members of Ohio GODORT may also propose the formation of ad hoc committees, subject to the approval of the President.

Ad hoc committee chairs shall maintain a record of the committee's work to pass on to successive chairpersons. Ad hoc committees shall report their activities to the membership at the Spring meeting, and they shall make copies of their minutes and proceedings available for the Archives. See BYLAW 8.

At the conclusion of their work, ad hoc committee members may recommend that the committee be dissolved. The committee shall be dissolved with the approval of the President.

If an ad hoc committee continues for more than three years, it shall be reviewed for abolishment or for establishment as a standing committee.

SECTION 2. STANDING COMMITTEES.

Standing committees may be organized by the officers and/or the membership to conduct the work and other activities of Ohio GODORT.

Normally, these committees shall stand on a permanent basis. At the conclusion of their work, however, the committee members may recommend that the committee be dissolved. The committee shall be dissolved with the consent of the membership of Ohio GODORT.

Standing committee chairs shall maintain a record of the committee's work to pass on to successive chair persons. Standing committees shall report their activities to the membership at the Spring meeting, and they shall make copies of their minutes and proceedings available for the Archives. See BYLAW 8.

A. MEMBERSHIP COMMITTEE (Formation date: May 1992)

Membership: At least two members of the organization plus the Secretary/Treasurer (ex officio).

Charge: Work to increase membership in Ohio GODORT.

Maintain and revise the membership brochure as needed.

Provide contact with government document librarians in Ohio who are not members of Ohio GODORT.

B. ACCESS TO STATE GOVERNMENT INFORMATION AND PUBLICATIONS (Formation date: April 1991)

Membership: At least two members of the organization plus the Government Information Consultant of the State Library of Ohio who shall serve as a consultant.

Charge: Seek and promote access to state of Ohio government information and publications.

C. NEWSLETTER COMMITTEE (Formation date: Nov. 2004 ??)

Membership: At least three members of the organization, to include one or more editors of Docs Prescriptions.

Charge: Edit Docs Prescriptions, the Ohio GODORT newsletter. If there is more than one editor, each editor will have a separate charge, to be determined by the members of the Committee and the Executive Board. If there is only one editor, the other members of the committee will give active assistance to the Editor.

D. GODORT OF OHIO HOME PAGE COMMITTEE
(Formation date: May 1996)

Membership: At least three members of the organization. One of the members shall be the person (Web Master) responsible for the Ohio GODORT Internet homepage.

Charge: Develop and maintain the Ohio GODORT web pages.

E. NOMINATING COMMITTEE (Formation date: 1984)

Membership: At least two members who shall be appointed by the President at the Fall meeting each year.

Charge: Solicit nominations and present a slate of appropriate nominees for vacant offices to the membership for election at the succeeding Spring meeting.

Forward the candidate list to the Executive Board and the membership at least two weeks prior to the election.

Assist the President with appointments upon request.

See BYLAW 1: SECTION 1H. and BYLAW 4.

F. CLYDE AWARD COMMITTEE (Formation date: May 1988)

Membership: The Executive Board and a past President of the Ohio GODORT.

Charge: Choose an awardee based on the nomination of a suitable candidate from the membership. This award need not be given annually.

See BYLAW 7.

G. STATE PLAN REVISION COMMITTEE (Formation data; June 1990)

Membership: At least three members of the organization plus the Government Information Consultant from the State Library of Ohio who will serve as Chair.

Charge: Develop and revise as needed a State Plan for Ohio Government Information. Provide information on this plan to the members of Ohio GODORT and other interested parties.

BYLAW 7. THE CLYDE AWARD

SECTION 1: The award will affectionately be called the "Clyde" in honor of the first recipient, Clyde Hordusky, Documents Specialist, State Library of Ohio.

SECTION 2: The Clyde Award shall be given by Ohio GODORT to a member of the organization for outstanding achievement(s) or service in the field of government information in Ohio or in the national or international document community.

SECTION 3: The Clyde Award will not necessarily be presented annually. The award will be made only when deemed appropriate by the Clyde Award Committee of Ohio GODORT.

SECTION 4: The permanent award will be an engraved pewter bowl with the name of the recipient added each time the award is given. This bowl will be housed at the State Library of Ohio.

A small engraved bowl will also be given to each recipient to keep.

See BYLAW 6: SECTION 2F.

BYLAW 8. ARCHIVES

SECTION 1. Archival records of Ohio GODORT shall be collected and sent to the State Library of Ohio for permanent storage.

SECTION 2. The Archives shall consist of important documents relating to the organization, proceedings, and history of Ohio GODORT, minutes of meetings, reports from committees, the newsletter, memorabilia, and other items of interest.

SECTION 3. There shall be an Archives Liaison appointed by the President to coordinate activities between Ohio GODORT and the archival site.

See BYLAW 1. SECTION 1E and 3E and BYLAW 5. SECTION 3.

BYLAW 9. HONORARY MEMBERSHIP

SECTION 1. Honorary membership in Ohio GODORT may be bestowed upon an individual as recognition of outstanding achievement(s) or service in the field of government information in Ohio or the nation.

SECTION 2. Honorary membership in Ohio GODORT shall consist only of a lifetime subscription to the Ohio GODORT newsletter and a waiver of annual dues to the organization.

SECTION 3. Candidates for honorary membership may be proposed at any time to the Executive Board of Ohio GODORT by a member(s) of Ohio GODORT. The Executive Board shall consider each name and bring it to the membership for a vote. Honorary membership shall be conferred by a majority vote of those members present at the meeting and shall take effect immediately.

Revised 9/2005: Mark Gooch, Jennifer McMullen, Carol Singer
Revised 3/2007: Joy Gao, Mark Gooch, Audrey Hall, Jennifer McMullen,
SaraJean Petite, Joe Salem
Revised 9/2010: Carol Singer, SaraJean Petite

Appendix I.

Termination Guidelines for Ohio Selective Depository Libraries

Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on *The Federal Depository Library Handbook*, Chapter 3, Section 6, Designation of Depositories and the Termination of Status.

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. The terminating library must consider the feasibility of becoming an electronic depository. The benefits of becoming an electronic depository include conserving space, may reduce processing time, and uninterrupted receipt of essential documents. No selection percentage is required. Libraries can select only the items that best fit the needs of their community.
 2. 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.
 3. GPO standing order titles that the depository wishes to continue must be arranged for through a commercial library vendor.
 4. 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.

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 202-512-0016.

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 614-466-3584.

Library Consultant
Government Information Services
The State Library of Ohio
274 E. First Ave.
Columbus, OH 43201
- 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

- Because of collection rebuilding by depositories affected by natural disasters and the digitization of the legacy collection by the Government Printing Office, the terminating library can expect to retain little or none of their depository collection.
- The terminating library must list all of its documents in accordance with Appendix G of the state plan, "Guidelines for Disposal, Ohio Federal Depository Libraries" 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 other provisions of Appendix G must be met. .
- The National Needs and Offers list Disaster Recovery section posted at the FDLP website at http://www.gpo.gov/su_docs/fdlp/tools/needs_of/index.html must be checked. Disaster recovery libraries and GPO have selection priority following Ohio libraries.
- Upon completion of the posting periods for Ohio depository libraries at ohiogovdoc@winslo.state.oh.us and the National Needs and Offers list, 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 Library Services & Content Management at the Government Printing Office) that their involvement with the FDLP is ended.
- The terminating library should expect onsite visits from other document librarians in the state as part of the review and claiming of depository items from their collection.

Adapted from Library of Michigan State Plan.
2007
Rev. 2010

Appendix J

State Plan Committee Members – 1983

Julia Baldwin – Youngstown State University
Barbara Bell – College of Wooster
Karen Kottsy – University of Cincinnati
Andrea Martin –
Mary Prophet – Denison University
Clyde Hordusky – State Library of Ohio

State Plan Committee Members – 1999

Margaret Powell – College of Wooster

Barbara Bell – College of Wooster
Karen Kottsy – University of Cincinnati
Mary Prophet – Denison University
Barbara Kussow – State Library of Ohio

State Plan Committee Members – 2000-2002

Barbara Bell – College of Wooster
Mary Prophet – Denison University
Coleen Parmer – Bowling Green State University
John Graham – Public Library of Cincinnati and Hamilton County
Barbara Kussow – State Library of Ohio

State Plan Committee Members – 2007

Coleen Parmer – Bowling Green State University
Mary Prophet – Denison University
Carol Singer – Bowling Green State University
Audrey Hall – State Library of Ohio

State Plan Committee Members – 2010

Coleen Parmer – Bowling Green State University
Mary Prophet – Denison University
Carol Singer – Bowling Green State University
Audrey Hall – State Library of Ohio
Cheryl Paine – University of Mount Union

rev. 10/12/10