

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



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

**2014**

I. Introduction

II. Role of the Regional

III. Collection Development and Resource Sharing

IV. Access and Services

V. Staffing

VI. Public Relations and Outreach

VII. Implementation and Provisions for Review and Revision

VIII. Appendices

- A. Statement of Agreement
- B. List of Depository Libraries in Ohio by City
- C. List of Depository Libraries by Congressional District
- D. List of Depository Libraries by Type
- E. Map showing Depository Library Locations
- F. Ohio Library Organizations
- G. Guidelines for Discard Lists, Ohio Federal Depository Libraries
- H. Ohio GODORT Constitution
- I. Termination Guidelines for Ohio Selective Depository Libraries
- J. State Plan Committee Members

## I. 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"<sup>1</sup>. 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, 2007, and 2010. 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.

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<sup>1</sup> *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)

## 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 publication:

The [Legal Requirements & Program Regulations of the Federal Depository Library Program](#) provides member libraries with a single, concise resource to consult for the current legal and program obligations of libraries in the Federal Depository Library Program.

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.)
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 PAA reports; and to maintain a file on each of the libraries.
8. To participate actively in the Government Documents Round Table of Ohio (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 fedgovdoc 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 GODORT of Ohio 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 [Legal Requirements & Program Regulations of the Federal Depository Library Program \(http://beta.fdlp.gov/requirements-guidance/legal-requirements\)](http://beta.fdlp.gov/requirements-guidance/legal-requirements), and monitoring their adherence to procedures and practices described in the “Requirements and Guidance” section of fdlp.gov.
  - 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.
  - 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 the [Access to Collections](#) section of the Requirements and Guidance section of the FDLP Web Site.
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 suggestions outlined in the [Collections List](#) provided in the [Depository Collection and Development](#) listing in [Guidance](#) section under Requirements and Guidance on the FDLP Web Site.
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 in accordance with the provisions for [Substituting Online for Tangible Versions of Depository Publications by Selectives](#) as found in the [Instructions](#) Section under Requirements & Guidance on the FDLP Web Site.
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 on [Depository Collection and Development](#), [Access to Collections](#) and [Physical Facilities](#) provided in the [Guidance](#) section under Requirements & Guidance on the FDLP Web Site.
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 [Free Public Access](#) provisions as defined in the [Guidance](#) Section under Requirements & Guidance on the FDLP Web Site

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 tangible 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 [fdsys](#), Thomas, the Census Bureau etc. Extensive access to government web sites may be provided through well-established sites developed by other depository libraries.
4. As suggested in the section on [Depository Collection and Development](#): "Secondary resources support bibliographic access and help users make sense of depository resources. Federal depository libraries must assist patrons looking for U.S. Government information that may appear in Federal depository library resources as part of the fulfillment of free, public access. Use depository resources such as the CGP and online searches; if available, use commercially acquired indexes, databases, and other reference resources as well....library is not required to provide public access to third-party vendor subscription databases.
5. 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.
6. 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.
7. Share bibliographic instruction guides, promotional materials, and other locally developed user aids with the Ohio Depository community or by members of ALA GODORT.
8. Establish open, active channels of communication between depository and non-depository libraries throughout the state.
9. 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.
10. Provide training in the skills of independent use and self-directed research for depository users.

11. 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 the [Staffing section of the Legal Requirements & Program Regulations of the Federal Depository Library Program](#). 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 Email Alerts, the State Library of Ohio's fedgovdocs list 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 the [Promotion section of the Federal Depository Library Program](#) web site

### 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 Marketing Ideas to Help You Promote Your FDLP Library](#): on the FDLP Desktop.
2. . Feature documents in library displays, exhibits, bibliographies, and other promotional efforts.
3. 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.

4. 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.
5. Utilize local commercial media including newspapers, radio, and television to inform the community about the Federal Depository Library Program.
6. Promote the achievements of the depository to local governing boards or administrators.
7. Promote the FDLP with the videos on the [U.S. Government Printing Office YouTube channel](#).

## **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

Return to:  
State Library of Ohio  
Library Consultant, Government Information  
274 E. First Ave.  
Columbus, OH 43201

Appendix B

Federal Depository Libraries in Ohio

By City  
February 2014

**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://law.onu.edu/government\\_documents\\_online](http://law.onu.edu/government_documents_online)

**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.akronlibrary.org/>

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/research/government-documents.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/library/library\\_collections/government\\_documents\\_federal\\_depository.aspx](http://www.mountunion.edu/library/library_collections/government_documents_federal_depository.aspx)

#### **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/about/collections/government-documents/>

### **Bluffton**

Depository Number: 0467

Institution: Bluffton College

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://libguides.bluffton.edu/govinfo>

### **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://libguides.bgsu.edu/GovernmentDocuments>

### **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://geaugalibrary.net/newsite/research/selected-resources/government-law-politics>

**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.cincinnati.library.org/main/inforef.html>

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://guides.libraries.uc.edu/govdocs>

**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/collections/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://lawlibrary.case.edu/government-documents/>

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/>

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: <https://www.law.csuohio.edu/lawlibrary>

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://www.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:  
Depository Web Site: <http://www.capital.edu/library/>

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:  
Depository 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/find/collections/government-documents>

Depository Number: 0473B  
Institution: The Ohio State University  
Library Name: Moritz 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:  
Depository 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/LPD/fed\\_state\\_docs](http://www.library.ohio.gov/LPD/fed_state_docs)

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:  
Depository 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:  
Library 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) 775-2925:  
Fax Number: (937) 775-4109:  
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://library.owu.edu/govdocs.html>

**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) 434-5735:  
Public Service Phone Number: (419) 434-4627:  
Fax Number:  
Depository Web Site: <http://www.findlay.edu/offices/academic/shaferlibrary/Government-documents>

**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://kenyon.libguides.com/governmentdocuments>

**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) 587-6389:  
Public Service Phone Number: (740) 587-6682:  
Fax Number: (740) 587-6285:  
Depository Web Site: <http://denison.edu/campus/library/research/government-documents>

**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/index.php/sg-government-documents-indexes-a-catalogs>

**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) 672-1638:  
Public Service Phone Number: (330) 672-3150:  
Fax Number: (330) 672-3964:  
Depository Web Site: <http://libguides.library.kent.edu/Government>

**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) 382-9710  
Public Service Phone Number: (740) 397-0992  
Fax Number: (740) 387-9768  
Depository Web Site: <http://www.marion.lib.oh.us/content/government-documents>

**New Concord**

Depository Number: 0478A  
Institution: Muskingum College  
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) 672-1638  
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) 775-5035  
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) 529-4139  
Public Service Phone Number: (513) 529-2116  
Fax Number: (513) 529-3110  
Depository Web Site: <http://libguides.lib.miamioh.edu/friendly.php?s=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://shawneesu.libguides.com/content.php?pid=162465&hs=w>

**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) 245-7398  
Public Service Phone Number: (740) 245-7344  
Fax Number: (740) 245-7096

**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:

**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 College  
Library Name: Beeghly Library  
Street: 10 Greenfield Street  
City: Tiffin  
State: OH  
Zip: 44883-2420  
Documents Phone Number: (419) 448-2101:  
Public Service Phone Number: (419) 448-2104:  
Fax Number: (419) 448-2578:  
Library Web Site: <http://www.heidelberg.edu/library>

**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:

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://libguides.utoledo.edu/findgovdocs?hs=a>

**Westerville**

Depository Number: 0474  
Institution: Otterbein College  
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://otterbein.libguides.com/government>

**Westlake**

Depository Number: 0469B  
Institution: Porter Public Library  
Street: 24350 Center Ridge Road  
City: Westlake  
State: OH  
Zip: 44145  
Documents Phone Number: (440) 250-5463:  
Public Service Phone Number: (440) 250-5460:  
Fax Number: (440) 250-5577:  
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:  
Library Web Site: <http://www2.wilmington.edu/academics/watson-library.cfm>

**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/academics/libraries/resources/government>



**Worthington**

Depository Number: 0476B  
Institution: Worthington Libraries  
Street: 820 High Street  
City: Worthington  
State: OH  
Zip: 43085-4108  
Documents Phone Number: (614) 807-2651:  
Public Service Phone Number: (614) 807-2626:  
Fax Number: (614) 807-2659:  
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) 744-8636:50036  
Public Service Phone Number: (330) 744-8636:  
Fax Number: (330) 744-3355:  
Depository Web Site: <http://www.libraryvisit.org/wick/home.htm>

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) 941-2483:  
Public Service Phone Number: (330) 941-3686:  
Fax Number: (330) 941-3734:  
Depository Web Site: <http://maag.yzu.edu/FindingDocuments>

## Appendix C

### FEDERAL DEPOSITORY LIBRARIES BY CONGRESSIONAL DISTRICT (1/29/14)

#### **1st Congressional District**

Public Library of Cincinnati and Hamilton County, Cincinnati, OH (0464)  
University of Cincinnati - Langsam Library, Cincinnati, OH (0465)  
University of Cincinnati - Robert S. Marx Law Library, Cincinnati, OH (0461A)

#### **2nd Congressional District**

Shawnee State University - Clark Memorial Library, Portsmouth, OH (0462B)

#### **3rd Congressional District**

Capital University, Columbus, OH (0474A)  
Columbus Metropolitan Library, Columbus, OH (0475)  
The Ohio State University Libraries, Thompson Library, Columbus, OH (0461)  
Ohio State University, Moritz Law Library, Columbus, OH (0473B)  
State Library of Ohio, Columbus, OH (0460)  
Supreme Court of Ohio, Columbus, OH (0460B)

#### **4th Congressional District**

Bluffton University, Bluffton, OH (0467)  
Heidelberg University, Tiffin, OH (0485)  
Marion Public Library, Marion, OH (0470A)  
Oberlin College, Oberlin, OH (0477)

#### **5th Congressional District**

Bowling Green State University, Bowling Green, OH (0476)  
Ohio Northern University, Ada, OH (0485B)  
University of Findlay, Findlay, OH (0483A)

#### **6th Congressional District**

Marietta College, Marietta, OH (0478)  
Muskingum University, New Concord, OH (0478A)  
Public Library of Steubenville and Jefferson County, Steubenville, OH (0481)  
University of Rio Grande, Rio Grande, OH (0473A)

#### **7th Congressional District**

Ashland University, Ashland, OH (0486)  
Kent State University, Tuscarawas Campus Library, Tuscarawas, OH (0465B)  
Kenyon College, Gambier, OH (0462)

#### **8th Congressional District**

Clark County Public Library, Springfield, OH (0470)  
Miami University, Oxford, OH (0466A)

### **9th Congressional District**

Toledo-Lucas County Public Library, Toledo, OH (0472)  
University of Toledo, William S. Carlson Library, Toledo, OH (0472A)  
University of Toledo, College of Law Library, Toledo, OH (0486A)

### **10th Congressional District**

Dayton Metro Library, Dayton, OH (0466)  
University of Dayton, Dayton, OH (0467A)  
Wright State University, Dayton, OH (0462A)

### **11th Congressional District**

Akron-Summit County Public Library, Akron, OH (0477B)  
Case Western Reserve University, Kelvin Smith Library, Cleveland, OH (0485A)  
Case Western Reserve University, School of Law Library, Cleveland, OH (0475A)  
Cleveland Public Library, Cleveland, OH (0463)  
Cleveland Public Library, Public Administration Library, Cleveland, OH (0471B)  
Cleveland State University, Cleveland-Marshall College of Law Library, Cleveland, OH (0463A)  
Cleveland State University, Michael Schwartz Library, Cleveland, OH (0471)  
University of Akron, Bierce Library, Akron, OH (0477C)  
University of Akron, School of Law, Akron, OH (0463B)

### **12th Congressional District**

Denison University, Granville, OH (0480)  
Ohio Wesleyan University, Delaware, OH (0480A)  
Otterbein University, Westerville, OH (0474)  
Worthington Libraries, Columbus, OH (0476B)

### **13th Congressional District**

Kent State University, Kent, OH (0483)  
Public Library of Youngstown and Mahoning County, Youngstown, OH (0482)  
Youngstown State University, Youngstown, OH (0482A)  
University of Mount Union, Alliance, OH (0479)

### **14th Congressional District**

Geauga County Library System, Chardon, OH (0465A)  
Hiram College, Hiram, OH (0477A)

### **15th Congressional District**

Ohio University, Athens, OH (0473)  
Wilmington College, Wilmington, OH (0484)

### **16th Congressional District**

The College of Wooster, Wooster, OH (0479A)  
Porter Public Library, Westlake, OH (0469B)

## Appendix D

### FEDERAL DEPOSITORY LIBRARIES BY TYPE (2/3/2014)

#### **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  
Marietta College, Marietta, OH  
Miami University, Oxford, OH  
Muskingum University, New Concord, OH  
Oberlin College, Oberlin, 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**

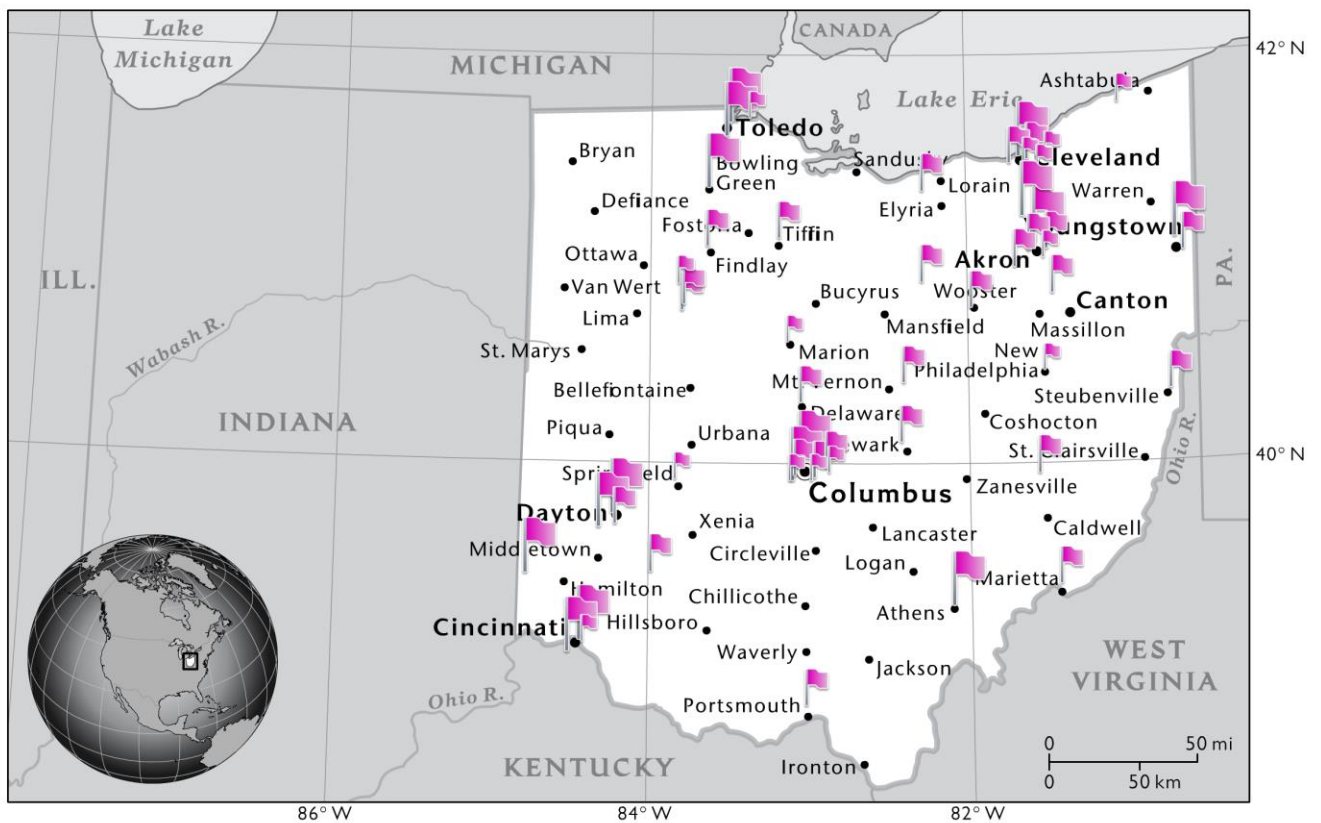
School of Law Library, Case Western Reserve University, Cleveland, OH  
Supreme Court of Ohio, Columbus, OH  
Cleveland-Marshall College of Law Library, Cleveland, OH  
J.P. Taggart Law Library, Ohio Northern University, Ada, OH  
Mortiz Law Library, Ohio State University, Columbus, OH  
School of Law 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.

Map showing Depository Library Locations



NATIONAL GEOGRAPHIC

education

Ohio

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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://ohiogodort.org/>

### **INFOHIO**

35 E. Chestnut  
8th Floor  
Columbus, OH 43215  
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  
OELMA@assnoffices.com

<http://www.oelma.org/>

OhioLINK (Ohio Library & Information Network)

35 E. Chestnut St., 8th Floor

Columbus, OH 43215

[info@ohiolink.edu](mailto: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)

1105 Schrock Road

Suite 440

Columbus, OH 43229-1174

[olc@olc.org](mailto:olc@olc.org)

<http://www.olc.org>

OPAL (Ohio Private Academic Libraries)

OHIONET Office

1500 W. Lane Ave.

Columbus, OH 43221

Direct Phone: 614-486-2966

Toll Free Phone: 1-800-686-8975

<http://www.ohionet.org/opal-consortium>

OPLIN (Ohio Public Library Information Network)

2323 W. 5th Avenue

Suite 130

Columbus, OH 43204

(614) 728-5252

[support@oplin.org](mailto: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.neotoday.org>

NORWELD (Northwest Regional Library System)

181 ½ South Main Street  
Bowling Green, Ohio 43402  
419-352-2903  
800-848-0144

<http://www.norweld.org>

SERLS (Southwest Regional Library System)

252 W. 13th Street  
Wellston, OH 45692  
740-384-2103

<http://www.serls.org>

SWON (Southwest Ohio and Neighboring Libraries)

10815 Indeco Drive  
Suite 200  
Cincinnati, OH 45241-2926  
513.751.4422  
info@swonlibraries.org

<http://www.swonlibraries.org>

Appendix G.

## **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 by depositories throughout Ohio. This process is governed by the United States Government Printing Office and described in Legal Requirements & Program Regulations of the Federal Depository Library Program, Regulation 60.

60. Title 44 U.S.C. §1912 authorizes regional depository libraries to manage the withdrawal of material from selective depository libraries in their state or region. Regional libraries also



oversee the process of substitution within the state or region. Regional libraries must create procedures for selective libraries to follow when discarding and substituting depository material. Material may not be disposed of until the regional library has given permission to do so. Discarding depository material is a privilege granted by the regional library and not a right of the selective library. The regional library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time.

### **Guidelines for Selective Depositories**

All federal government publication discard lists will be submitted electronically to the fedgovdocs listserve.

Each federal depository in the state is **required** to subscribe to the fedgovdocs listserve.

#### **To subscribe to the "fedgovdocs" list:**

Fill out the [Subscribing to Fedgovdocs](#) form

You will be sent an email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

#### **To unsubscribe from the "Fedgovdocs" list:**

To unsubscribe from the Fedgovdocs list, enter your email address in the form under [Fedgovdocs Subscribers](#)

#### **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 are located in the Weeding a [Depository Collection article](#)

A selective depository is permitted to replace tangible versions with online equivalents of depository materials provided the library has held the publication for at least one year, your regional depository has approved the disposal of the tangibles, and the online version is:

- Official;
- Complete; and
- Free of charge to the user.

No library is required to substitute online versions for paper, microfiche, CD-ROM, etc.

### **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)

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 [State Library of Ohio Needs List](#) 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 four weeks. Each library should be responsible for noting its own discard date.
- During the four 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 four 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 should be offered to the National Needs & Offers list.

Requests by individuals may be filled after all disposal options 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	Amended/Adopted	Revised/ Adopted	Revised/Adopted
1982	1989	1999	2005
Julia Baldwin	Liese Adams	Evron Collins	Mark Gooch
George Kline	Evron Collins	Margaret S. Powell	Jennifer McMullen
Clara Smith	Karen Kottsy	Carol Singer	Carol Singer
Mel Spence			



# 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 EITHER his or her business OR HOME address as the address of the organization. (Revised 5/17/2013).
  
- 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. [updated 5/11/2007]

#### 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. [updated 5/11/2007]

#### 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. [updated 5/11/2007]

#### 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. 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.

C. 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.

D. 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.

E. 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.

F. STATE PLAN REVISION COMMITTEE (Formation date; 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.

G. DIGITAL COLLECTIONS WORKING GROUP (DCWG) (Formation date: November 2010)

Membership: At least three members of the organization, including at least one representative from an OhioLINK institution. One of the members shall be the person (Site Administrator) responsible for maintaining the collections and coordinating with OhioLINK.

Charge: Participate in digital initiatives as approved by Ohio GODORT. Administer the Ohio GODORT instance of the OhioLINK Digital Resource Commons (DRC), subject to the provisions of the DCWG documentation. [Adopted 6/3/2011]

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.

Framed 8/1999: Evron Collins, Margaret S. Powell, Carol Singer

Revised 9/2005: Mark Gooch, Jennifer McMullen, Carol Singer

Amended:

- 3/2007 to clarify appointment process for liaisons and coordinators
- [fall 2009] to eliminate Access To State Government Information and Publications Committee
- 9/2010 to add Secretary of State Registration requirement, clarify banking transition process, and give Secretary/Treasurer authority for online banking.
- 6/2011 to add Digital Collections Working Group
- 5/17/2012 Clarification of Secretary of State registration address

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 Legal Requirements & Program Regulations of the Federal Depository Library Program, Regulation 62.

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:

Superintendent of Documents  
US Government Printing Office  
732 North Capitol Street NW  
Washington DC 20401  
Fax number -- 202-512-1658

- 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, 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

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 [fedgovdocs@lists.library.ohio.gov](mailto:fedgovdocs@lists.library.ohio.gov) 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  
Revised Jan. 2014

## 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

### State Plan Committee Members - 2014

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