

FEDLINK Federal Library Directory Update Request

The Library's Federal Library and Information Network (FEDLINK) invites you to review and/or update an entry in our Federal Library and Information Center Directory.

Sponsored by FEDLINK with research support from the Federal Research Division, this digital directory provides a comprehensive view of federal agency library efforts including their collections, staff size, leadership, circulation, and reference services. FEDLINK anticipates this directory will raise awareness of all federal libraries and information centers and contribute to the effective use of the resources maintained by our organizations. To view the dynamic map or access a PDF or Excel spreadsheet of the dataset, visit the [FEDLINK Federal Library Directory](#) website.

As it is primarily a digital directory, our hope is to continuously add and refine the library profiles listed and represented on the digital map tool. **To update any information, please complete this form below, save your changes, and email the new PDF file to fliccfno@loc.gov.**

We estimate the survey will take only about 10 minutes of your time. FEDLINK anticipates one survey per library/information center.

If you have any questions, please contact us at fliccfno@loc.gov.

1. Federal library/information center official name (as it will appear in the directory index)

List former name(s) if applicable.

2. Location and contact information

Check this box if your library/information center is virtual only.

(Note: Virtual libraries must provide a headquarters or mailing address to appear in the directory.)

Address

Address 2

City

State/province

Postal code/ZIP

Country

Phone (+ country code)

Fax (optional)

General email

3. Name of federal agency

4. Name of department within your agency

5. Organizational unit name (if applicable)



6. Online presence

Website

Social media

Public
LibGuides

7. Hours of operation

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

8. Special hours of operation (if applicable)

9. Administration

Who is the Senior Administrator/Director of your facility?

Phone (optional)

Email (optional)

Do you have a preferred point of contact/email for other federal libraries to reach you?

10. What is the full-time equivalent size of your library staff?

0-1

11-25

2-3

26-50

4-5

51+

6-10

11. Staff

What percentage are librarians?

 %

What percentage are library technicians?

 %

What percentage are federal employees?

 %

What percentage are contractors?

 %

What percentage are other?
(Please explain series, etc.)

 %

12. What type of library is it? (Check all that apply.)

Academic

Military Base/Post

Archive

Museum

Engineering & Science

Park

General Agency Library

Presidential

Health/Medicine

Prison

Law

Other (Please explain.)

13. What is the collection focus? (Check all that apply.)

Engineering

Medicine

Financial

Regulatory

General Collections

Science

History

Technology

International

Other (Please explain.)

Law

14. What is the size of your collection?

0-1,000

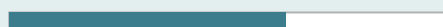
10,001-25,000

1,001-5,000

25,001-50,000

5,001-10,000

50,001+



15. What percentage of your collection is:

Digital?

%

Archival?

%

Hard copy?

%

Other (audio,
video, etc.)?

%

16. Collection information

If your special collection is available to other federal agencies and/or the public, share the link below.

If your library catalog is available to other federal agencies and/or the public, share the link below.

17. What circulation services do you provide? (Check all that apply.)

Book location assistance

Interlibrary loan

Renewals

Recalls

Cards and passes

Other (Please describe.)

Traces

18. Who may use your circulation services? (Check all that apply.)

Staff

Public

Other federal libraries/information centers

Other non-federal libraries/information centers

19. What types of reference services do you provide?

(Check all that apply.)

Virtual reference

Training (e.g., integrated library system, electronic resources, instructional guides)

Bibliographic verification

Research assistance

Directional questions

Research questions

Ready reference questions

Other (Please describe.)

20. Who may use your reference services? (Check all that apply.)

Staff

Public

Other federal libraries/information resource centers

Other non-federal libraries/information resource centers

21. What integrated library system do you use?

22. Are there any libraries/information centers within your agency that are not included in this Directory? If so, please provide a point of contact so we may add it.

23. (OPTIONAL) Budgetary information will not be published in the directory. All fiscal information is confidential.

What was the size of your total budget for the previous fiscal year?

\$0-25,000

\$100,001-1,000,000

\$25,001-50,000

\$1,000,001-3,000,000

\$50,001-100,000

\$3,000,001+

24. What percentage of the budget allocation is for:

Personnel costs %

Non-personnel costs %

Which products and services funding allocations are increasing?
Which are decreasing?

Thank you! Please email this completed form to fliccfno@loc.gov.