

FLICC/FEDLINK Looks to Year 2011

Work on the FLICC/FEDLINK Business Plan for Fiscal Years 2007 through 2011 is in full gear. Required by law to operate with a detailed five-year plan, FLICC and FEDLINK “welcome this process as a way not only to plan our future, but to identify and implement the innovations the organization needs to meet the evolving requirements of the federal library and information community,” said Roberta I. Shaffer, FLICC’s executive director.

“The business planning process creates a great opportunity for us to make a serious assessment of what we do, how we do it, what we might do differently, and perhaps, most important, how the nation and the information community’s environment is changing,” said Shaffer.

To form the “brain trust” needed for an evidence-based business plan, staff members have been working with consult-

ants, professional facilitators, and Library of Congress professionals from all levels, including a Library of Congress Leadership Development Program Fellow, whose development program featured a four-month assignment to FLICC solely to work on business planning. “These newest team members, combined with the vast knowledge base of our customers, members, governing boards, vendors and staff, have combined to create a rich foundation for planning,” said Shaffer.

FLICC began the business plan process with an environmental scan (see <http://environmentalscan.pbwiki.com/>) that looked at broad social, economic and political trends affecting federal libraries and information access, distribution and use. To identify such a broad base of knowledge, FLICC enlisted assistance from a group of University of Maryland Master of Information Management students.

The next step in the information gathering phase was a series of brainstorming sessions at membership and vendor meetings, working group and board sessions, staff meetings and impromptu focus groups. “We asked everyone to respond to ‘big picture’ questions about their future directions and what they thought ours should be,” said Shaffer.

With a sense of the environment, staff members worked closely with a survey consultant and the leadership development fellow to design and distribute four survey instruments by email, Web posting, listserv, telephone and on papers reaching approximately 800 FLICC and FEDLINK leadership, members, vendors and staff. Throughout February and March, staff, consultants and students analyzed, compiled and then reported on the findings (see <http://fedlinksurvey.pbwiki.com/>).

By the end of April, staff gathered for a full-day retreat to identify and establish timelines for the services and the organizational infrastructure that will best support our future.

For the next several months, managers plan to begin drafting the formal plan with constant input from our various stakeholders with a goal of submitting the final business plan to the membership and Library of Congress management by early July.

“We believe that the next five years will be critical to the future of FLICC/FEDLINK because these years will likely be a turning point for federal libraries. We intend to prepare the organization and to stand as strong advocates for federal libraries in the vastly different world of year 2011 and well beyond,” said Shaffer. ■

**SEE
INSIDE**

**PAGE 2
FEDLINK
Preservation Services**

**PAGE 4
OCLC News**

FEDLINK Offers Access Full Range of Preservation Services

If your library or information center has collections or items in need of repair, reformatting, or stabilization, FEDLINK can help. The FEDLINK Preservation Services Basic Ordering Agreement (BOA) includes the major facets of preservation and is divided into categories – Conservation, Photocopying/Scanning of Books, Microfilming, Duplication of Photographs and Negatives, and Training and Consultation. In FY2005 using the BOA, FEDLINK awarded contracts for a variety of projects:

- Microfilming and conservation of scrapbooks, photos, and other archival materials
- Creation of hard copy facsimiles and digitization of military operations manuals
- Microfilming and digitization of selected historical journal articles
- Duplication of deteriorating microfilm of battle accounts, followed by digitization

For preservation services not specifically mentioned in the BOA, FEDLINK can award individual contracts based on member requirements.

As the BOA's specifications do not encompass deacidification, federal libraries and information centers may, however, contract for deacidification services through FEDLINK. See the section on deacidification on page 5 for more information.

Prevent Loss of Information Content

Preservation services provide options for FEDLINK members who do not have in-house expertise or facilities to address the preservation needs of their collections. The Library of Congress defines preservation as all of the activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of library and archival material for use, either in their original physical form or in other ways. It has broader implications than “conservation” (which is included in preservation activities), and encompasses binding, reformatting (including digitization), rehousing, physical support, cleaning, environmental stabilization and related technical and facility issues that work together to provide for longevity of an institution's collections. (For more information on preservation visit the FLICC Preservation and Binding Working Group's

Web page at <http://www.loc.gov/flicc/wgpreservation.html> and the Library of Congress preservation Web page at <http://www.loc.gov/preserv/>.)

Conservation

Conservation includes the description, examination, documentation, and treatment of important artifacts as well as the stabilization, strengthening, restoration, or housing of materials in specialized ways aimed at sustaining survival of the objects as long as possible in their original form. In the FEDLINK BOA, there are two conservation specifications: for books, bound documents, and other material found within these items such as maps, photographs, and illustrations; and for flat and other unbound objects such as manuscripts, architectural drawings, photographs, maps, wallpaper, globes, and other documents.

Conservation treatments may also be performed on works of art on flat paper, vellum and other similar materials. Vendors may also supply protective enclosures to store and protect fragile books and other objects or artifacts. (Sculpture, paintings, and other works of art are excluded.)

FEDLINK Conducts Competition for Preservation Services on Behalf of Members

For preservation projects expected to total greater than \$2,500.00, FEDLINK must first conduct a competition based on individual member requirements. If you wish to obligate funds totaling more than \$2,500.00 for a preservation project, you should place them in the general preservation services account, FEDLINK ID: PZ. FEDLINK staff will then work with you to develop a statement of work and Library of Congress Contracts and Grants staff will issue a Request for Quotation and award the contract to one of the qualified vendors.

Individual Assistance Available

Anne Harrison, FEDLINK liaison to the FLICC Preservation and Binding Working Group, will be happy to discuss ways you may use FEDLINK's services to preserve your library's valuable collections. Please contact her by phone on (202) 707-4834, or by email to anha@loc.gov ■

Preservation Services Vendors

FEDLINK Preservation Services Vendors offer a variety of products and services. The list below indicated vendors by speciality. Follow the links for each vendor to their Web sites. For FEDLINK contact information for vendors, visit the online FEDLINK Services Directory at <http://www.loc.gov/flicc/allsvc.html>.

Conservation Services

Carino Conservation of Books and Paper

<http://www.carinoconservation.com>

Conservation Center for Art and Historic Artifacts

<http://www.ccaha.org>

Etherington Conservation Center

<http://www.donetherington.com>

Gerald R. Ford Conservation Center

<http://www.nebraskahistory.org/fordcenter/>

Intermuseum Conservation Association

<http://www.ica-artconservation.org>

Northeast Document Conservation Center

<http://www.nedcc.org>

Preservation Photocopying/Scanning of Books and Digitization

In this category, vendors produce preservation facsimile copies of books, that is, monographs and volumes from serials, series, or multi-volume monographs (usually via scanning). Vendors may also supply services such as cataloging, labeling, and creating digital files.

Acme Bookbinding Co.

<http://www.acmebook.com>

Etherington Conservation Center

<http://www.donetherington.com>

Heckman Bindery

<http://www.heckmanbindery.com>

Northern Micrographics (NMT Corp.)

<http://www.normicro.com>

OCLC (Preservation Services)

<http://www.oclc.org/preservation/default.htm>

Preservation Microfilming and Digitization

Under this category, vendors reformat library and archival materials onto preservation quality film. Any type of library material may be reformatted this

way—books, volumes from serials, manuscripts, works of art on paper, and other documents such as scrapbooks. Vendors may also supply ancillary services such as cataloging, labeling, and creating digital files.

Northeast Document Conservation Center

<http://www.nedcc.org>

Northern Micrographics (NMT Corp.)

<http://www.normicro.com>

OCLC (Preservation Services)

<http://www.oclc.org/preservation/default.htm>

Preservation Archives

<http://www.loc.gov/flicc/svcdir/pj.html>

Preservation Duplication of Photographs and Negatives

With this service, vendors create preservation quality copies of photographs and photographic negatives on stable material. Vendors may also supply ancillary services such as creating digital files. (Motion picture film and filmstrips are excluded.)

Northeast Document Conservation Center (For Contract Lots 1 and 2)

<http://www.nedcc.org>

Chicago Albumen Works

<http://www.albumenworks.com>

Preservation Training and Consultation

Workshops and seminars are available on preservation and conservation topics including technician training. Vendors also offer consultations and assessments on general preservation needs, collections, and/or individual objects.

Carino Conservation of Books and Paper

<http://www.carinoconservation.com>

Chicago Albumen Works

<http://www.albumenworks.com>

Conservation Center for Art and Historic Artifacts

<http://www.ccaha.org>

Etherington Conservation Center

<http://www.donetherington.com>

Gerald R. Ford Conservation Center

<http://www.nebraskahistory.org/fordcenter/>

see page 5, col. 2

OCLC Mandates Subscription Pricing for Cataloging

On July 1, 2006, OCLC will discontinue transaction-based pricing for cataloging and convert all member accounts to subscription pricing. Subscription pricing allows OCLC and FEDLINK members alike to predict more accurately how much they will pay for cataloging for the coming fiscal year. FEDLINK receive these quotes from OCLC in April and distribute them to the member libraries' FEDLINK IAG points of contact by early May. For libraries currently on transaction pricing, the quoted amount represents actual charges incurred from January 1, 2005 through December 31, 2005. All cataloging-related charges are included in the subscription; a list of covered product codes will accompany the quote. You may pay on a monthly, quarterly, or annual basis. Please be aware that the quote covers charges only. Credits will be applied on a monthly basis and will appear as separate line items on your OCLC invoices.

Current Subscribers

If your library is currently on cataloging subscription pricing, you will receive a renewal quote based on your previous year's subscription price plus a price increase, which is expected to be around four percent. If your current subscription period does not run July to June, the quoted amount will be pro-rated and will apply to the period after your current subscription ends through June 30, 2007. Subsequently, your subscription will run July 1 through June 30. Your payment schedule (monthly, quarterly, or annually) will remain the same.

If you have any questions about OCLC cataloging pricing, please contact Clark Brown on 202-707-3924; clbr@loc.gov or Anne Harrison on 202-707-4834; anha@loc.gov.

Passport for Union List Retires

OCLC is migrating Union Listing off the Union List subsystem and at the same time will retire Passport for Union List. As of February 19, 2006, the Connexion browser will support local holdings maintenance. OCLC has made local holdings available in FirstSearch and WorldCat Resource Sharing since January 2003, and both services support union list-type searching.

As part of the migration, OCLC converted the format of its local data records (LDRs) to the MARC 21 Format for Holdings Data. OCLC anticipated a possible gap February 17–18, 2006, between the end of Passport for Union Listing and the beginning of MFHD local holdings maintenance through the Connexion browser, to allow time for conversion of the existing LDRs.

Get complete information and access to tutorials in the Local Holdings Maintenance section at <http://www.oclc.org/localholdings/default.htm>. Or, get ongoing status reports by subscribing to the OCLC Union List Listserv (UL-L) at <http://www.oclc.org/www3/app/listserv/index.pl>.

WorldCat Resource Sharing (ILL) Reminder

Make sure your Interlibrary Loan Policy is up-to-date. The OCLC Interlibrary Loan (ILL) Policies Directory is a Web-based source of lending and copying policies of libraries participating in WorldCat Resource Sharing. The directory allows you to specify contact information and other information to help Interlibrary Loan decision-making processes. Go to <http://www.oclc.org/support/documentation/resourcesharing/libpolicies/getstart/> for more information. ■

Questions:

Call a FEDLINK OCLC Information Specialist at (202) 707-4848 or email us at askocfno@loc.gov

Reminder:

OCLC is on the World Wide Web at <http://www.oclc.org>

Intermuseum Conservation Association

<http://www.ica-artconservation.org>

Northeast Document Conservation Center

<http://www.nedcc.org>

OCLC (Preservation Services)

<http://www.oclc.org/preservation/default.htm>

Deacidification and Other Preservation Services

If you want to protect your general or special collections from becoming embrittled, you may want to take advantage of FEDLINK's service of competing and awarding open market contracts for deacidification based on your requirements. Paper-based collections in the nation's libraries and archives are being threatened by acid contained in the paper on which they are printed. Paper manufactured from about the 1850's through the 1960's tends to be acidic due to manufacturing methods used during that time period. Even after the adoption of the Z39.48 Permanence of Paper standard was adopted, many publishers in the United States and other countries continue

to use acidic paper in their publications. Libraries have chosen to microfilm, photocopy, and create digital surrogates to take the place of items already too brittle for patrons to use. Items that are not yet too brittle can be treated with deacidification – a chemical process that neutralizes acid in paper and deposits a chemical buffer to prevent further acidification, thereby safeguarding the paper from additional deterioration. Depending on the type of paper, the useful life of the book can be extended three to five times longer than if left untreated.

Several federal libraries have launched deacidification projects, large and small. For example, the Library of Congress has had 250,000 books and 1 million pages of manuscripts treated since their program began in 1995. Last year, the U.S. Naval Observatory Library used year-end funds to have a small special collection treated.

If you are interested in deacidification or other preservation related services, processes, or technologies not specifically mentioned above, contact Anne Harrison at FEDLINK at (202) 707-4834; anha@loc.gov. ■

Stabilize Collections with Deacidification

Paper-based collections in the nation's libraries and archives are being threatened by acid contained in the paper on which they are printed. Paper manufactured from about the 1850's through the 1960's tends to be acidic due to manufacturing methods used during that time period. Even after the adoption of the Z39.48 Permanence of Paper standard was adopted, many publishers in the United States and other countries continue to use acidic paper in their publications.

Libraries have chosen to microfilm, photocopy, and create digital surrogates to take the place of items already too brittle for patrons to use. Items that are not yet too brittle can be treated with deacidification – a chemical process that neutralizes acid in paper and deposits a chemical buffer to prevent further acidification, thereby safeguarding the paper from additional deterioration. Depending on the type of paper, the useful life of the book can be extended three to five times longer than if left untreated.

Several federal libraries have launched deacidification projects, large and small. For example, the Library of Congress has had 250,000 books and one million pages of manuscripts treated since their program began in 1995. Last year, the U.S. Naval Observatory Library used year-end funds to have a small special collection treated. If you are interested in finding out more about deacidification, please contact Anne Harrison on 202-707-4834; anha@loc.gov. ■

FLICC/FEDLINK CALENDAR KEY

¹ **FEDLINK TRAINING CLASS:** REGISTRATION IS MANDATORY. CALL (202) 707-4848.

² **THE FEDLINK TRAINING ROOM** IS LOCATED AT THE LIBRARY OF CONGRESS, ADAMS BLDG., ROOM 216, 2ND ST. AND INDEPENDENCE AVE. SE, WASHINGTON, D.C.

³ **FLICC EDUCATIONAL PROGRAM:** REGISTRATION IS MANDATORY. CALL (202) 707-4813, UNLESS INSTRUCTED OTHERWISE IN THE CALENDAR LISTING.

⁴ **PREREQUISITES FOLLOW:**

- **CONNEXION BROWSER FOR CURRENT OCLC CATALOGERS**—PREREQUISITE: SEARCHING WORLDCAT FOR CATALOGING; COPY CATALOGING ON OCLC; KNOWLEDGE OF CATALOGING AND MARC FORMAT; EXPERIENCE USING INTERNET EXPLORER OR NETSCAPE.

- **CONNEXION CLIENT INTERFACE FOR CURRENT OCLC CATALOGERS**—PREREQUISITE: SEARCHING WORLDCAT FOR CATALOGING; COPY CATALOGING ON OCLC; KNOWLEDGE OF CATALOGING PRINCIPLES AND MARC FORMAT; EXPERIENCE WITH INTERNET EXPLORER OR NETSCAPE.

- **COPY CATALOGING ON OCLC**—PREREQUISITE: SEARCHING WORLDCAT FOR CATALOGING.

- **WORLDCAT RESOURCE SHARING STAFF VIEW**—PREREQUISITE: SEARCHING WORLDCAT FOR RESOURCE SHARING

ALL MEETING ANNOUNCEMENT ARE ISSUED ELECTRONICALLY.


FOR INFORMATION ON COURSES, VISIT THE FLICC/FEDLINK WEB SITE AT
[HTTP://WWW.LOC.GOV/FLICC](http://www.loc.gov/flicc).


REQUEST ADA ACCOMMODATIONS FIVE BUSINESS DAYS IN ADVANCE AT (202) 707-6362 TTY OR
ADA@LOC.GOV.

Reminder: Cancellations for FLICC Educational Programs must be called into the FLICC office at (202-707-4813) 48 hours prior to the start of an educational program or the full fee will be charged.

MAY

24 FEDLINK SPRING OCLC USERS GROUP³
9:30AM - 12:30PM
MUMFORD ROOM—6TH FLOOR
MADISON BLDG—LIBRARY OF CONGRESS
FREE—REGISTRATION REQUIRED

31 CREATING WIKIS FOR FEDERAL LIBRARIES³ 
9:00AM - 12:00PM
ADAMS BLDG, ROOM 151, LIBRARY OF CONGRESS
\$85 FT ACCT—\$95 ALL OTHERS
REGISTRATION REQUIRED

31 DEVELOPING AND ANALYZING ONLINE SURVEYS³ 
1:00PM - 4:00PM
LA-151
ADAMS BLDG, ROOM 151, LIBRARY OF CONGRESS
\$85 FT ACCT—\$95 ALL OTHERS
REGISTRATION REQUIRED

JUNE

5-6 BOOK BLITZ II³
9:00AM - 4:00 PM
MUMFORD ROOM—6TH FLOOR
MADISON BLDG—LIBRARY OF CONGRESS
\$250 FT ACCT—\$270 ALL OTHERS

JULY

10 SEARCHING WORLDCAT FOR RESOURCE SHARING¹
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125 FT ACCT—\$135 ALL OTHERS
REGISTRATION REQUIRED

11 WORLDCAT RESOURCE SHARING STAFF VIEW¹
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125 FT ACCT—\$135 ALL OTHERS
PREREQUISITE⁴ AND REGISTRATION REQUIRED

12 SEARCHING WORLDCAT FOR CATALOGING¹
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125 FT ACCT—\$135 ALL OTHERS
REGISTRATION REQUIRED

13-14 COPY CATALOGING ON OCLC¹
9:00AM - 4:00PM/9:00AM - 12 NOON
FEDLINK TRAINING ROOM²
\$175 FT ACCT—\$189 ALL OTHERS
REGISTRATION REQUIRED

24-28 INSTITUTE FOR FEDERAL LIBRARY TECHNICIANS³

9:00AM - 4:00PM

MUMFORD ROOM—6TH FLOOR

MADISON BLDG—LIBRARY OF CONGRESS

\$385 FT ACCT—\$410 ALL OTHERS

REGISTRATION REQUIRED

26 NAVIGATING FIRSTSEARCH¹

9:00AM - 11:30AM

FEDLINK TRAINING ROOM²

\$65 FT ACCT—\$75 ALL OTHERS

REGISTRATION REQUIRED

26 FIRSTSEARCH ADMINSTRATIVE MODULE¹

1:00PM - 3:00PM

FEDLINK TRAINING ROOM²

\$65 FT ACCT—\$75 ALL OTHERS

REGISTRATION REQUIRED

AUGUST

8 CONNEXION CLIENT FOR CURRENT CATALOGERS¹

9:00AM - 4:00PM

FEDLINK TRAINING ROOM²

\$125 FT ACCT—\$135 ALL OTHERS

PREREQUISITE⁴ AND REGISTRATION REQUIRED

9 CONNEXION CLIENT ADVANCED FEATURES¹

9:00AM - 1:00PM

FEDLINK TRAINING ROOM²

\$125 FT ACCT—\$135 ALL OTHERS

REGISTRATION REQUIRED

10 LOCAL HOLDINGS MAINTENANCE¹

9:00AM - 12:30PM

FEDLINK TRAINING ROOM²

\$65 FT ACCT—\$75 ALL OTHERS

REGISTRATION REQUIRED

16 NAVIGATING FIRSTSEARCH¹

9:00AM - 1:00PM

FEDLINK TRAINING ROOM²

\$65 FT ACCT—\$75 ALL OTHERS

REGISTRATION REQUIRED

23 WEB RESOURCES: SEARCHING SPECIAL TOPICS¹

9:00AM - 4:00PM

FEDLINK TRAINING ROOM²

\$125 FT ACCT—\$135 ALL OTHERS

REGISTRATION REQUIRED

Join the Federal Librarians' Discussion (FEDLIB) Listserv!

Trying to keep up on the latest initiatives, opportunities, and challenges for federal libraries and information centers can be overwhelming! Join FLICC's FEDLIB listserv and you can keep track of:

- federal library management,
- the latest issues and policy concerns,
- FEDLINK program updates and meeting announcements,
- personnel and training opportunities,
- federal job offers and much more!

Post your own messages when you want feedback from your colleagues or have news to share with the federal library community.

It is easy to subscribe with these easy steps:

1. Send an email message to: LISTSERV@LOC.GOV
2. In the Subject of the message enter: **SUBSCRIBE FEDLIB**
3. In the text of message enter: **SUBSCRIBE FEDLIB FIRSTNAME LASTNAME (Please use your real first and last names.)**
4. Send your email!

You will receive a welcome message asking you to confirm your subscription within minutes of subscribing. Be sure to respond to this message within 24 hours to start your FEDLIB subscription!

Editorial Staff

FEDLINK Technical Notes is published by the Federal Library and Information Center Committee. Send suggestions of areas for FLICC attention or for inclusion in FEDLINK Technical Notes to:

FEDLINK Technical Notes

Federal Library and Information Center Committee
Library of Congress

101 Independence Avenue SE, Adams Bldg., Room 217
Washington, DC 20540-4935

FLICC/FEDLINK:

Phone (202) 707-4800 • Fax (202) 707-4825

FEDLINK Fiscal Operations:

Phone (202) 707-4900 • Fax (202) 707-4999

Email: fliccfpe@loc.gov

Web Site: <http://www.loc.gov/flicc>

Executive Director:

Roberta I. Shaffer

Editor-In-Chief:

Robin Hatziyannis

FLICC was established in 1965 (as the Federal Library Committee) by the Library of Congress and the Bureau of the Budget for the purpose of concentrating the intellectual resources of the federal library and related information community. FLICC's mission is to foster excellence in federal library and information services through interagency cooperation and to provide guidance and direction for the Federal Library and Information Network (FEDLINK).

FEDLINK Technical Notes Goes Digital

This issue of FEDLINK's Technical Notes is the first all electronic version. Starting with this edition, all future newsletters and other FLICC/FEDLINK materials will be distributed electronically in Adobe Acrobat format and posted to the FLICC/FEDLINK Web site at <http://www.loc.gov/flicc/> for easy local printing.

As we begin redesigning and completing our transition to electronic materials, we will be reviewing regular features, developing new sections and updating graphics. We want your comments on our ideas and progress. Please send all comments, ideas and suggestions to fliccfpe@loc.gov.

To ensure that you have the latest program and contract updates, information alerts, meeting announcements and federal information community news, subscribe to FEDLINK's FEDLIB listserv for all federal library and FEDLINK newsletters and announcements. To subscribe, simply send an email to fliccfpe@loc.gov and type "Subscribe FEDLIB" in the message. ■

**LIBRARY OF CONGRESS
FEDERAL LIBRARY AND INFORMATION
CENTER COMMITTEE
FEDLINK**

101 Independence Avenue, SE
WASHINGTON, D.C. 20540-4935

Official Business
Penalty for Private Use \$300