



FDLP Internet Use Policy Guidelines Stephen B. Luce Library Procedures

These guidelines are effective January 15, 1999.

All depository libraries must offer the general public free access to online Federal Government information provided through the Federal Depository Library Program (FDLP). This follows the same principle of free access that governs the use of traditional depository materials, as provided in Section 1911 of Title 44, United States Code.

Depository libraries should have a written access policy that addresses these issues regarding obtaining FDLP information on the Internet:

- All depository libraries are expected to provide access to the products in the FDLP Electronic Collection.
- Information products in the FDLP Electronic Collection must be available to any library user free of fees or other restrictions such as age or residency status. Free and unrestricted searching may be provided at one or more workstations. The number of available workstations is dependent upon the size of the depository operation and must be sufficient to serve the depository's patrons efficiently and effectively. Time limits and the use of sign-up sheets are acceptable.
- Since the use of filtering software may restrict access to official FDLP information, for example in the health or biological sciences fields, depository libraries must allow users the option to use workstations without filtering software or to turn off the filter while searching FDLP information.
- Security measures must be consistent with FDLP guidelines and requirements.
 - Patrons cannot be required to present identification.
 - Log-in or sign-up sheets may be used (as with circulation records, confidentiality of these records must be assured and consistent with applicable privacy statutes).
 - Special passwords may be used.
 - E-mail capability of the Web browser(s) may be blocked.
- Patrons' use of depository workstations is subject to the library's overall acceptable use policy.
- Users may be charged the "usual and customary" fees for printing and diskettes.

- Use or access may be mediated or unmediated.

Further guidance, particularly concerning service support issues, is found in “Depository Library Public Service Guidelines for Government Information in Electronic Formats,” Administrative Notes, v. 19, no.11 (9/15/98), pp. 5-6, and in the 1998 “Recommended Specifications for Public Access Work Stations in Federal Depository Libraries,” in Administrative Notes, v. 19, no.8 (6/15/98), pp. 3-8 <http://www.access.gpo.gov/su_docs/dpos/adnotes.html>.