The Federal Depository Library Program

**Sample Selective or Shared Housing Agreement**

Last updated 2022

Below is a sample of a shared or selective housing agreement that may be used to document shared housing arrangements and information about the publications being housed.

When depository material is at another institution for housing and public access, a formal GPO-approved agreement between the directors MUST be signed if the housing site is not under the administrative purview of the depository offering the material for selective or shared housing. A copy of this signed agreement MUST also be filed with the regional library and with Library Services and Content Management (LSCM) (GPO).

**The agreements should include the following elements:**

1. **Who are the signatories to the agreement? The directors of, for example:**

* Two selectives
* Depository housing material at a non-depository library
* Depository housing maps at another institution with a map collection
* Depository housing legal material at a law library
* Depository library housing materials in offsite storage managed by someone other than library director
* A depository and another unit or branch in the parent institution, for example, a Geography Department at a university housing depository maps

1. **Is FDLP material being physically transferred to a new housing institution?**
2. **Does the agreement cover historic material only, future selection and receipt of material, or both?**

**Instructions**

Elements of this template may be modified according to the agreements of the parties to reflect local practices. If this template doesn’t fit your scenario, you may also develop their own agreement. Contact LSCM for examples.

Download the sample template and delete prefatory information and examples. Make any adjustments to the terms of the agreement, if needed. Fill the agreement out and either:

1. Print it out, get Director signatures, and scan the signed copy, or
2. Save the file as an Adobe PDF file, apply digital signatures to the signature fields, and save the file.

Submit the signed copy to LSCM by logging into [askGPO](https://ask.gpo.gov/s/) and submitting an inquiry.

The Federal Depository Library Program

**Shared or Selective Housing Agreement**

Agreement for Shared or Selective Housing of U.S. Government publications distributed through the Federal Depository Library Program (FDLP).

This agreement is made on (date) by and between:

(Lending) Library, City, State (FDL number) and

(Housing Institution), City, State (FDL number, if applicable).

This agreement is entered into for the purpose of documenting material sent to another location for housing and access.

This agreement is intended to cover: (specify).

Material from the following date range: \_\_\_\_ to \_\_\_\_\_

Material from the following date range \_\_\_\_ as well as future receipts

Future receipts, beginning on \_\_\_\_\_\_ [date or when agreement is signed]

The publications are lent for (specify time) or until the lending library recalls the material. The material remains the property of the U.S. Government Publishing Office under the control of the (Lending) Library.

**In pursuance of this agreement, the (Housing) Institution agrees to**:

* Assign the responsibility for carrying out the provisions of this agreement for the U.S. Government publications.
* Make available for free and unrestricted use all Federal depository publications outlined in this agreement to the general public.
* Maintain a piece level accounting of the Federal depository publications housed under this agreement.
* Ensure publications outlined in this agreement are identified as Federal depository property and date of receipt is recorded.
* Process depository material to ensure timely access to publications and for claims. [If applicable]
* Return to (Lending) Library any Federal depository publication outlined in this agreement, upon request, or when the agreement is dissolved
* Abide by any borrowing agreement made with (Lending) Library.
* Adhere to the retention/weeding procedures of the (Lending) Library.

**The (Lending) Library agrees to:**

* Ensure the Housing Institution is in compliance with Title 44 of the *United States Code*, Chapter 19 and the *Legal Requirements and the Program Regulations of the Federal Depository Library Program* and terms as outlined in this agreement.
* Send the publications listed in the appendix to the (Housing) Institution. [If applicable]
* Keep administrative records indicating the location of publications involved in this agreement.
* Provide selection lists and assist the (Housing) Institution with cooperative development of the depository collection.
* Accept responsibility for disposition of all publications upon termination of this agreement and submit a SHA dissolution message to the regional depository and GPO.

Upon written notification from either party of the intention to terminate this agreement within (specify time limit), the (Lending) Library will assume responsibility for the collection, including all processing and bibliographic information.

All parties agree to review this agreement (define time frame), and update as necessary.

On behalf of the (Lending Library and Housing Institution), we the undersigned agree to the terms recorded in this Selective Housing Agreement and send this agreement and all future updates to the regional library and GPO.

(Lending Library) Library Director: (signature) (date)

(Housing) Institution Director: (signature) (date)

**Appendix:**

Libraries that selectively house material may find it helpful to document in detail what material is covered for proper collection management.

Please list the material that is covered in the Shared or Selective Housing Agreement. Add as many rows as needed by clicking in the right-most cell of the last row and then on the plus sign.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMPLE APPENDIX:** | **Agency/Committee** | **SuDoc stem** | **If GPO adds a new tangible format title to the agency/department/committee, or if there is name change, is it grandfathered into the agreement?** |
| Covers an entire agency’s content | Interior Dept. | I | Yes  No |
| Covers all tangible content produced by a department in an agency | National Archives and Records Administration – Federal Register Office | AE 2. | Yes  No |
| Covers a specific title | Justice Department – Federal Bureau of Investigation | J 1.14/7: | Yes  No |
| Covers a specific congressional committee from Y 4.SCI 2: thru  Y 4.SCI 2/12: | House Committee on Science, Space and Technology | Y 4.SCI 2: | Yes  No |

**This agreement covers the following SuDoc stems, or agency(ies) and congressional committee(s):**

|  |  |  |
| --- | --- | --- |
| **Agency/Committee** | **SuDoc stem** | **If GPO adds a new tangible format title to the agency/department/committee, or if there is name change, is it grandfathered into the agreement?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No |