



SOD-DGD-1-2021

*Federal Depository Libraries Relinquishing their
Designation*

Strategic Disposition to Support the
National Collection

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The ***National Collection of U.S. Government Public Information*** is the geographically dispersed collection of the corpus of Federal Government public information, accessible to the public at no cost.

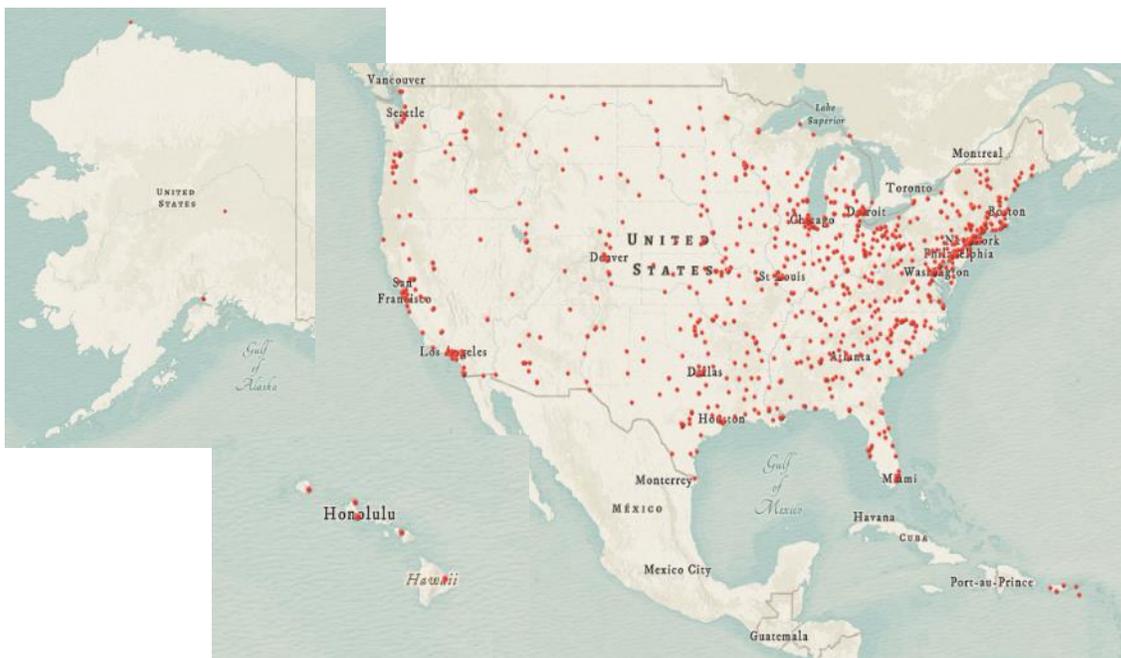
- ✓ A **complete collection** of the Federal Government's publications does not exist in any one location
- ✓ Building and preserving the **geographically distributed** National Collection of U.S. Government Public Information is a GPO strategic priority

<https://www.fdlp.gov/about-the-fdlp/the-national-collection>



The National Collection of U.S. Government Public Information

The **tangible** portion is all the FDLP material distributed to depository libraries.



The **digital** portion is content in **govinfo**, content harvested by GPO, and content hosted on Federal agency websites and by GPO partners.

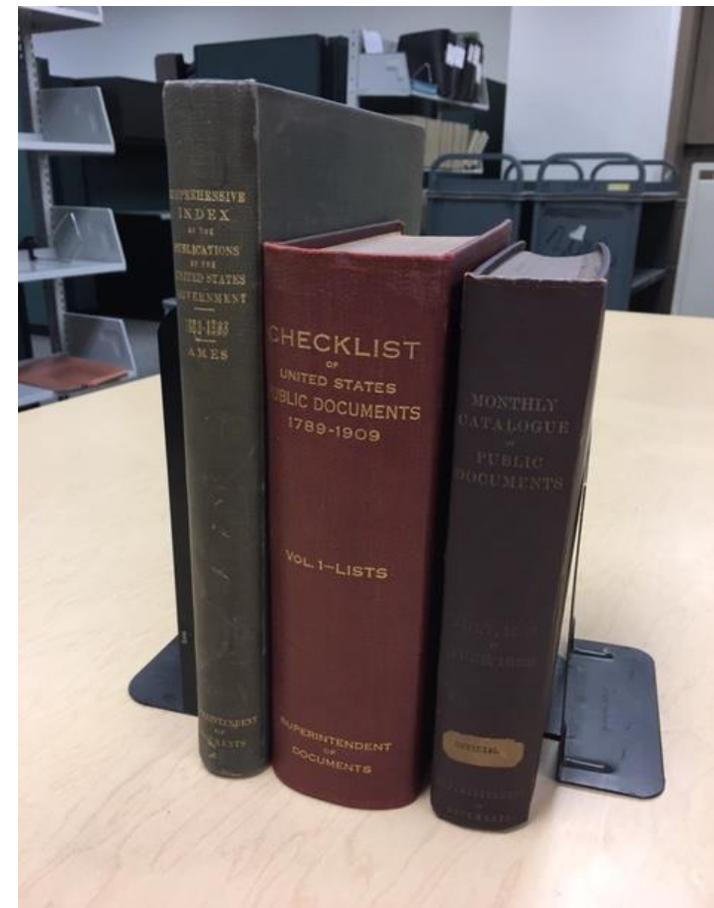




The Need for New Disposition Guidance

When libraries leave the FDLP, and therefore the National Collection, GPO must have an active role in the disposition process in order to:

- ✓ Acquire publications for digitization and ingest into **govinfo**
- ✓ Identify publications in need of preservation and conservation
- ✓ Promote the transfer of publications to depositories where they can best meet users' needs, in any region of the FDLP
- ✓ Provide support to all the remaining regional and selective depository libraries





SOD-DGD-1-2021

- Initially released to the community and went into effect June 15, 2020
- LSCM implementation project team formed at the same time
- Focus group with regional depository coordinators held in Oct. 2020
- Disposition guidance revised based on:
 - ✓ Draft procedures from the implementation project team
 - ✓ Input from regional depository coordinators
 - ✓ Public comment period, May and June 2021
- **Final, revised version of SOD-DGD-1-2021 went into effect Aug. 16, 2021**



Preparation for the Drop Call

- The Outreach Librarian communicating with the library that is considering leaving the FDLP will **alert the designated regional(s) via email** as soon as relinquishing FDLP status discussions begin.
- **The drop call includes:** exiting library staff (coordinator, director), regional coordinator(s), an Outreach Librarian, and a Collection Development Librarian from GPO.
- The **drop call** is crucial, as it is the first opportunity to **assess** both the situation at the library, and the library's tangible FDLP collection.
- While developing these processes, GPO staff actually **scheduled calls with designated regional(s)** to discuss the new disposition guidance and seek out their perspective **before arranging each drop call.**



Early Outreach and Review of Options

Considering Leaving the FDLP?



The Federal Depository Library Program (FDLP) has a long tradition of serving the public with the documents of democracy. Providing free access to official Federal information demonstrates your library's commitment to a core democratic value. The FDLP enhances your library's prestige and credibility with your patrons. Libraries participating in the FDLP are truly valued by GPO for the exceptional service they bring to the public across the United States.

If your library is considering leaving the FDLP, GPO Outreach Librarians would like the opportunity to speak with you about the flexibility afforded to FDLP libraries. We can help you customize participation to fit your library's individual needs. Contact us at FDLPOutreach@gpo.gov.

Things to know before you go:

- Transitioning to an all-digital depository is quick and easy. Outreach Librarians will work with you to remove tangible item numbers from your item selection profile and enhance access to online Federal resources.
- Going all-digital stops all incoming tangible materials. Library staff will no longer need to process physical materials from GPO.
- Through GPO's [Cataloging Record Distribution Program \(CRDP\)](#), you can receive free bibliographic records for digital Government publications.



LSCM's Federal Depository Support Services (FDSS) will continue to encourage depositories that are considering leaving the FDLP to remain by providing customized recommendations to address the challenges the library is facing.

If the library decides to **stay in the FDLP**, the disposition guidance does not go into effect.

Ideally, the library will still choose to offer nationally when they regularly weed their FDLP material.

Only a **decision to leave the FDLP** moves the library forward in this workflow.



Official Drop Letter from FDL to SuDoc

- If not previously received, the Outreach Librarian requests an official **drop letter addressed to the Superintendent of Documents**, once the library has committed to leave the FDLP.
- If the library was **congressionally designated**, the Outreach Librarian will also provide the library with a letter template to so they can alert their designated Member of Congress.





Collection Review Procedure Options

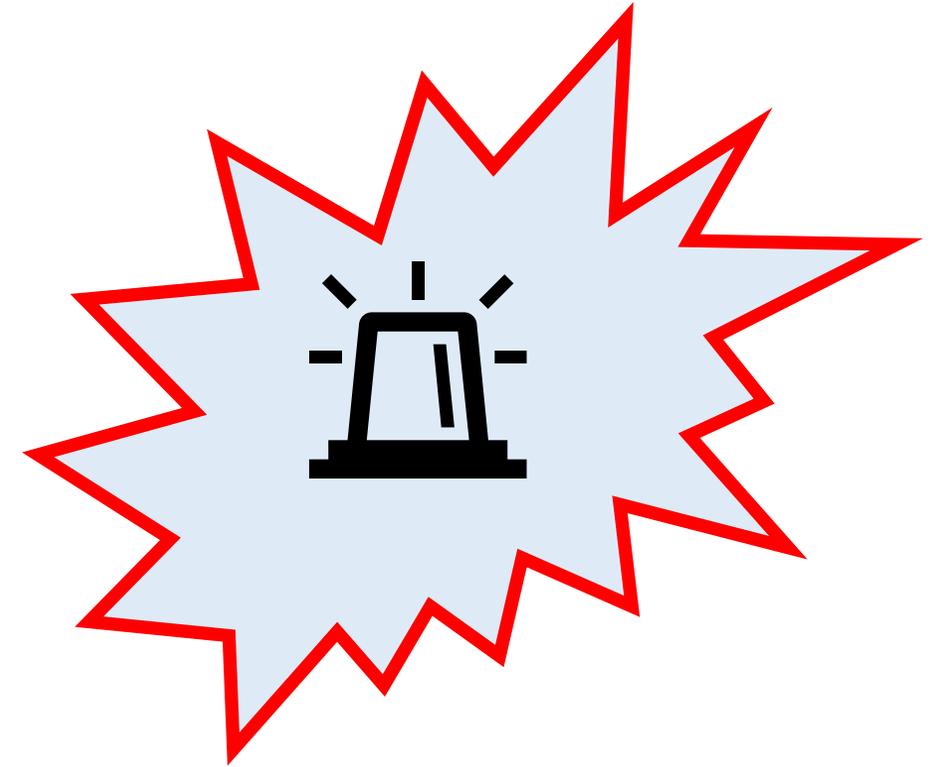
After the Drop Call, GPO staff confer with the designated regional coordinator(s) and recommend 1 of 4 collection review procedure options for that specific tangible FDLP collection:

1. **Baseline Procedures:** requires national offers via FDLP eXchange
2. **Expedited Procedures:** emergency scenario, does not require offers via FDLP eXchange
3. **Contingency Procedures:** emergency scenario, mediated offers of at-risk FDLP material via FDLP eXchange
4. **Onsite Collection Review:** low-rate of cataloging, may be combined with (or precede) another option



Is this an “Emergency Drop?”

- **Timelines and constraints** at the library that has committed to leave the FDLP are the factors that primarily influence selection of the collection review procedure option.
- If the library can reasonably list and offer their FDLP material, then they should offer it in FDLP eXchange nationally, **regardless of publication or designation date.**
- All depositories have different FDLP collection development plans to meet their users’ needs.

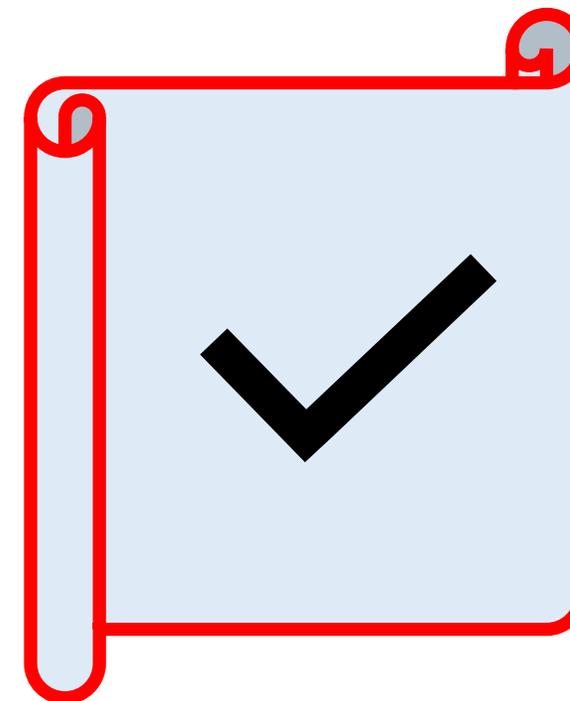




Expedited vs. Contingency Emergency Scenarios

In an emergency scenario, with a tight timeline to remove FDLP material from the library, then the choice is between the **expedited** collection review option or the **contingency plan** collection review option:

- GPO staff and the designated regionals for the library will determine if the **expedited path**, which **does not require national offers**, is appropriate.
- When the library has an **early FDLP designation date**, with **at-risk print material** that is not catalogued, then GPO staff and the regional may opt for the **contingency plan** for collection review, or an **onsite collection review** before initiating a contingency plan.





The Drop Briefing – Internal to GPO

- The **Drop Briefing** is completed by the Outreach Librarian with input from the Collection Development Librarian.
- It specifies the recommended collection review procedure option for the drop.
- The drop briefing must be approved by the Chief of FDSS and the LSCM Managing Director before the **Collection Disposition Plan** is drafted.

Selected Options for **Library Name (0001)**:

Option X (XXXXXX) is recommended by the Outreach Librarian **[NAME]** and the Collection Development Librarian **[NAME]**

Option X (XXXXXX) is recommended by the designated regional depository coordinator **[NAME]** at **[regional depository library name and FDL#]**.

Final Determination

Yes, approve GPO staff recommendation as indicated above

or

No, process the drop as:

- Option 1: Standard Collection Review Procedure (Baseline)
- Option 2: Expedited Collection Review Procedure (Expedited)
- Option 3: At-Risk FDLP Collection Review Procedure (Contingency Plan)
- Option 4: Onsite Collection Review Procedure

Chief, Federal Depository Support Services _____ Date _____

Managing Director, Library Services and Content Management _____ Date _____



The Collection Disposition Plan – External

- The **Collection Disposition Plan** is specific to each drop and respects and builds on regular discard review procedures in the region.
- The **Collection Disposition Plan** is drafted collaboratively with the designated regional coordinator(s), with input from the relinquishing depository library director
- The **Collection Disposition Plan** must be approved by:
 - Relinquishing Library Director
 - Regional Coordinator(s)
 - All LSCM Managers
 - Superintendent of Documents

1.3 Collection Overview and History

TABLE 2: XXXXXX FDLP COLLECTION SUMMARY	
Amount cataloged:	
Cataloging method:	
Classification used:	
Collection location(s):	
Depository statistics Available:	
Size of Collection:	
Selection Percentage:	
Nearest depositories:	

Significance of depository designation date in relation to the region and the National Collection; significance of the collection to the region, including any material that documents local history or Federal government offices/activity in the area; history of collection management, including approximate dates and extent of any past or ongoing weeding projects; and a general collection assessment from GPO staff working the drop.

2. Collection Review Decisions

2.1 Disposition Plan and National Offers for Tangible FDLP Material

TABLE 3: EXCEPTIONS TO FDLP EXCHANGE OFFERS FOR THIEL COLLEGE LANGENHEIM MEMORIAL LIBRARY (0510A)	
Format	All just examples
Date period	
Other	

Spell out clearly, including an Exceptions table, what must be listed and offered, and what can be discarded without review. Also address if national offers are required in this situation, and if there will be any exception to the requirement to use FDLP eXchange.

The statement below must appear at the start of this section (2.1) in every Collection Disposition Plan.

This Collection Disposition Plan is based off the information available at the time of its approval that describes the nature and extent of this relinquished FDLP collection. While a list of identified high-

Library Name (0001)



Monitoring Disposition

- The Collection Development Librarian monitors the disposition of the relinquishing depository's collection, following the **Collection Disposition Plan**.
- **All phases** of the disposition process are stated in the **Collection Disposition Plan**:
 - ❑ **Phase 1**: Designated regional depositor(ies) review
 - ❑ **Phase 2**: Offers to selectives in that state/region
 - ❑ **Phase 3**: National offers, including offers to GPO
- GPO is committed to following established discard review procedures in each region of the FDLP for Phase 1 offers (regional review) and Phase 2 offers (selectives in the region) for relinquished FDLP material.



National Offers via FDLP eXchange

- In most circumstances, GPO wants to see national offers of FDLP material from relinquishing depositories made via [FDLP eXchange](#)
- Exceptions to that requirement will be written into the **Collection Disposition Plan**.
- All depositories are encouraged to input their FDLP collection development needs into FDLP eXchange.
- GPO inputs current digitization needs into FDLP eXchange, and Collection Development & Management reviews all offers in the system on a regular basis to identify material for digitization and ingest into **govinfo**.
- This disposition guidance aims to support the National Collection by offering FDLP tangible material from relinquishing depositories in a fair and equal manner to all remaining depositories throughout the FDLP.



Enabling national offers in FDLP eXchange

You can support the National Collection by offering your Federal Government publications nationally in FDLP eXchange!

- ✓ **Just check the “Offer Nationally?” box in My Library under the Library Account menu**
- ✓ Then you can specify how long to offer material nationally (45 days is the system default)
- ✓ All your future offers will be then be available for any other library, or GPO, to claim – from anywhere in the FDLP!

✓ Offer Nationally?

Time to Offer Nationally *

45 ▼

<https://www.fdlp.gov/using-fdlp-exchange-to-offer-materials-nationally>



Final Steps to Leave the FDLP

After the disposition process is complete, FDSS drafts the following letters:

- **Letter to Director from the Superintendent of Documents**, which may also authorize the former depository to keep requested FDLP material
- **Letter from GPO to Member(s) of Congress**
**for congressionally-designated depositories*

All disposition documentation is filed in the library's official file, and maintained by GPO.





0510A Thiel College, Langenheim Memorial Library, Greenville, PA



Library Number:	0510A
Library type:	selective
Library type:	Academic General
Library size:	Medium (250,000 to 1,000,000 volumes in the library)
Library Name:	Langenheim Memorial Library
Address:	75 College Ave., Greenville, PA 16125
Type of Designation:	Senatorial 3 rd class (Pat Toomey)
Designation:	September 24, 1963 (58 years)
Regional:	State Library of Pennsylvania
Last GPO Visit:	2000 for onsite inspection
Amount Cataloged:	26-50% (confirmed close to 25% on 2/22/21 phone call)
Cataloging Method:	CRDP, copy catalog from the new titles and new electronic titles list
Classification:	SuDoc and LC
Collection Location:	Located in open stacks in a separate area in the library, integrated with other library collections
Size of Collection:	154,613 tangible items, 85,935 microfiche, 964 CD/DVDs, and 32 floppies



0510A Thiel College, Langenheim Memorial Library, Greenville, PA

Collection Review Recommendation: **Baseline Drop**

Key Considerations:

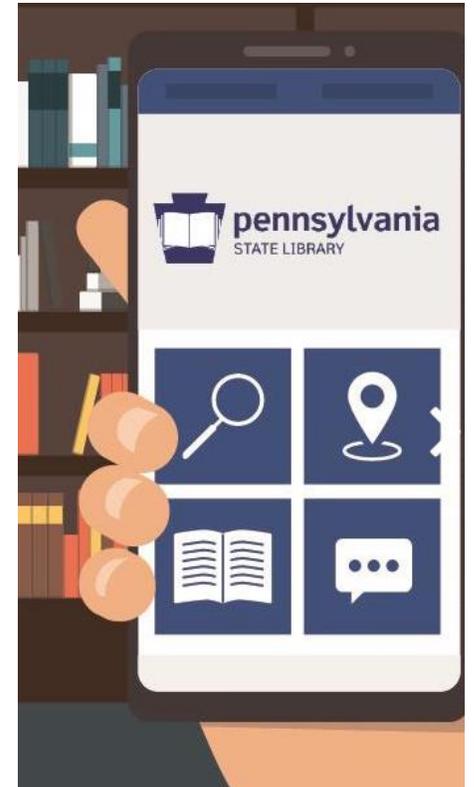
- The state of Pennsylvania uses FDLP eXchange for weeding.
- The designated regional does not require libraries leaving the program to offer microfiche, CD/DVDs, VHS, or floppy diskettes.
- The collection is not historic. They have not actively retrospectively collected documents before their 1963 designation. Roughly 25% of documents are cataloged.



0510A Thiel College, Langenheim Memorial Library, Greenville, PA

GPO Staff Conclusion:

- GPO Collection development does not expect this to be a high-priority collection in the context of GPO needs and collection development goals.
- Due to the fact that the State Library of Pennsylvania requires the use of FDLP eXchange, and has requested that Thiel College list all print materials, cataloged and uncatalogued, in eXchange for regional review, GPO can ensure that national offers are enabled for Thiel College's eXchange account, and any material that does meet GPO needs can be claimed through routine system monitoring.





0510A Thiel College, Langenheimer Memorial Library, Greenville, PA

Thiel College Collection Disposition Plan

- Summary of the Library’s Decision to Relinquish FDLP Status
- Discard Review Procedures in the Region
- Collection Overview and History
- Disposition Plan and National Offers for Tangible FDLP Material
- Designated Regional(s) Collection Priorities
- GPO Collection Development Priorities
- FDLP material the Departing Library May Request to Retain

TABLE 3: EXCEPTIONS TO FDLP EXCHANGE OFFERS FOR THIEL COLLEGE LANGENHEIM MEMORIAL LIBRARY (0510A)	
Maps	First offered to the Paterno Library at Pennsylvania State University (0509), which is the official maps repository for the region
ERIC microfiche	Offer to the State Library of Pennsylvania
All other microfiche	Not required to offer
All other tangible electronics, including CD/DVDs, VHS or floppy diskettes	Not required to offer



0059B Inglewood Public Library Inglewood, CA



Library Number:	0059B
Library type:	Public Library
Library size:	Medium (250,000 - 1,000,000 volumes in the library)
Library Name:	Inglewood Public Library
Institution:	City of Inglewood
Address:	101 West Manchester Boulevard, Inglewood, CA 90301
Type of Designation:	Representative (43rd- Maxine Waters)
Designation:	1963
Regional:	California State Library
Last GPO Visit:	2000 Onsite Inspection
Amount Cataloged:	76-100%
Cataloging Method:	Copy Catalog from OCLC
Collection Location:	Integrated with other library collections Partially circulating
Classification Scheme:	Library of Congress
Size of Collection:	-Paper: 200 Linear Feet (approx. 5 books per linear foot) -Microfiche: One microfiche -DVD, CDS: None
Nearest Depositories:	-0058 University of Southern California, Von Kleinsmid Library -0057 Los Angeles Public Library, Central Library



0059B Inglewood Public Library, Inglewood, CA

Collection Review Recommendation: **Expedited
Drop**

Key Considerations:

- Collection was illegally discarded.
- Library went all digital in July 2020.



Disposition Process Education and Outreach

- Final standard operating procedures was submitted for LSCM managers approval in August 2021.
- We have launched an outreach and education campaign about this disposition guidance, and these revised procedures to leave the FDLP:
 - ✓ Revised *Leaving the FDLP* guidance article
 - ✓ FDLP Academy webinar: *We the People's Collection – The National Collection of U.S. Government Public Information*, Wednesday, August 25, 2021 (2:00 p.m. EDT)
 - ✓ FDLP Academy webinar: *Strategic Disposition to Support the National Collection – thanks for attending!*
 - ✓ LSCM Update at Fall 2021 Depository Library Conference