

# **Regional Depository Libraries**

**FDLP Coordinator Certificate Program**

# Outline

- The Regional / Selective depository system history and structure
- How a library becomes a regional
- Communicating with your regional
- Weeding and the National Collection
- Selective housing agreements

# **All About Regionals**

**The origin of regionals**

**What regionals do**

# Regional Framework

- Established by law in 1962 Public Law 87-579, “*An Act to Revise the Laws Relating to Depository Libraries*”
- Libraries volunteer to be regionals
- Regional status designated by a Senator or the Resident Commissioner of Puerto Rico
- Prior to establishing regional depositories, no depository could weed depository holdings

# Roles and Responsibilities

- Ensure the comprehensiveness and integrity of the tangible FDLP collection in their state or region
  - Usually accomplished by retaining tangible material locally, but increasingly it involves establishing Selective Housing Sites at other libraries (LRPR 56)
- Within region served, provide:
  - Interlibrary loan
  - (Government information) reference services
  - Assistance in the disposal of unwanted government publications

## **Regionals may**

- Serve as liaisons between the selective libraries in the state (or region) and GPO
- Provide consultation (onsite or remote) in the management of depository operations/collections/services
- Coordinate training for FDLs
- Organize state or regional meetings for depository libraries

# Regional structure

Selectives are served by 46 regional depositories in a variety of ways:

- One regional in state
- Two regionals in state – shared/independent
- Multi-state regional
- Shared regional model (can be across state boundaries)
- No regional



## Welcome to the Federal Depository Library Directory (FDLD)

There are over 1,100 designated Federal depository libraries (FDLs) located in 50 states, the District of Columbia, the Federated States of Micronesia and U.S. territories.

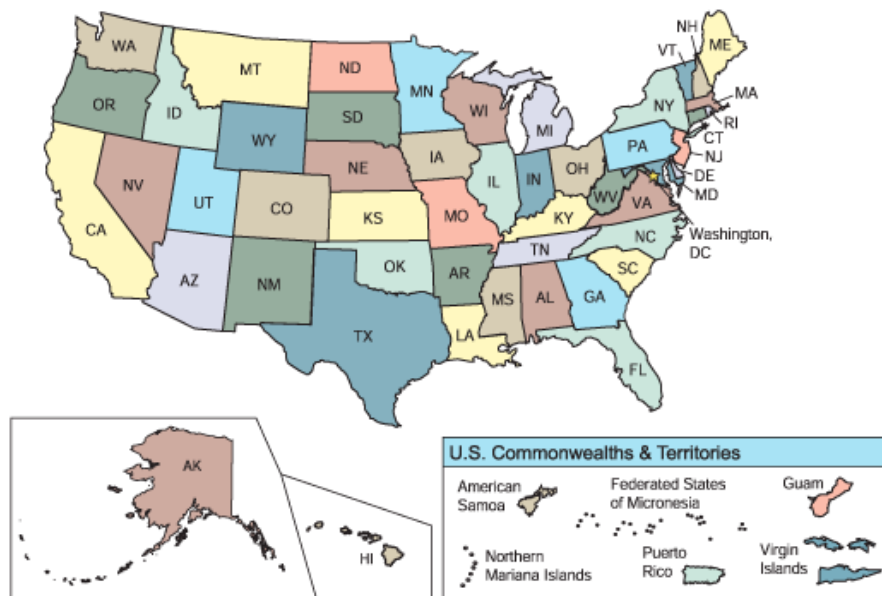
The U.S. Government Publishing Office (GPO) through the Federal Depository Library Program (FDLP) distributes Government information free of cost to these libraries, and the libraries provide free access for all users to this information. In addition, information specialists are available at these libraries to assist researchers with locating Federal information.

### FDLD Basic Search

Search based on any keyword (e.g. state or city, library name, zip code, etc.)

Keyword:

CLICKABLE MAP OF FEDERAL DEPOSITORY LIBRARIES



<https://ask.gpo.gov/s/FDLD>



# FDLP Network

## Regional and Selective Federal Depository Libraries

### Alabama

#### Regional Depositories:

1. Amelia Gayle Gorgas Library - 0012 : Tuscaloosa, AL  
University of Alabama
2. Auburn University at Montgomery Library - 0008B : Montgomery, AL  
Auburn University at Montgomery

#### Selective Depositories:

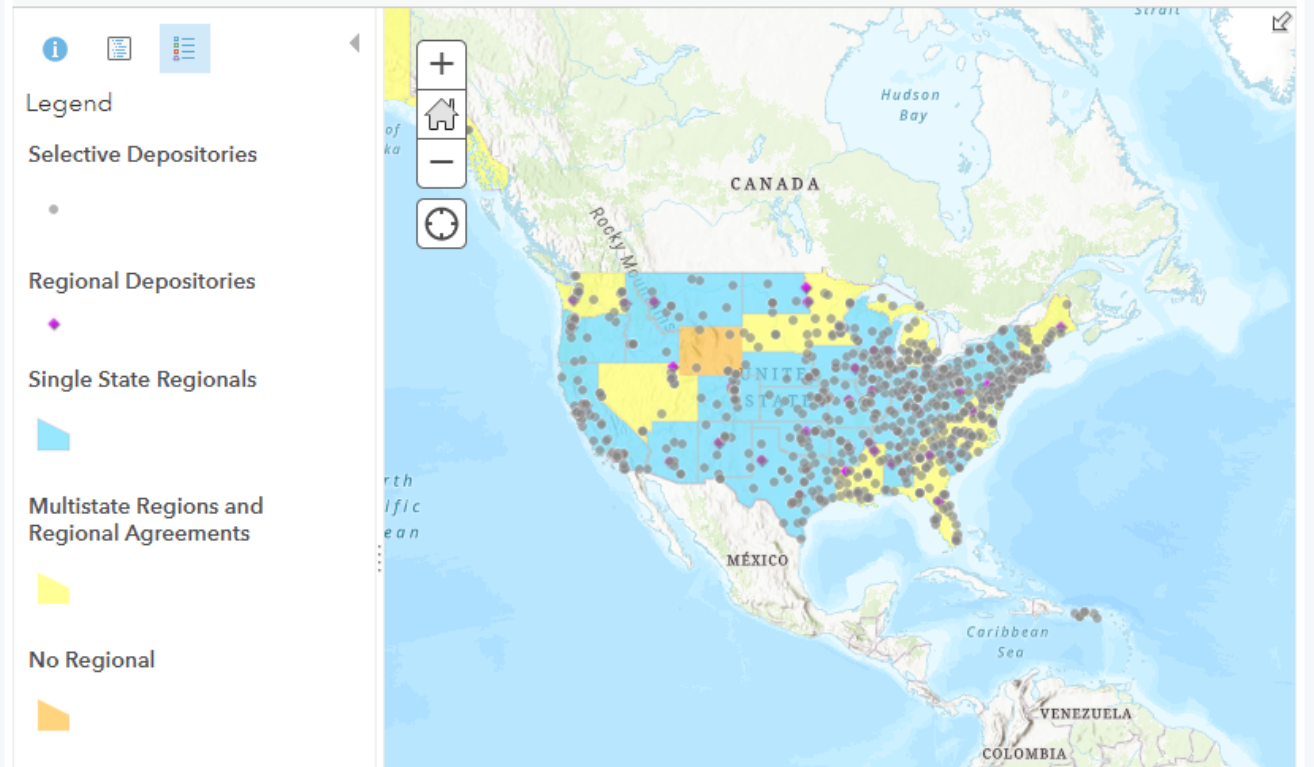
1. Birmingham Public Library - 0015 : Birmingham, AL  
City of Birmingham
2. Bounds Law Library - 0012A : Tuscaloosa, AL  
University of Alabama
3. Burke Memorial Library - 0007 : Mobile, AL  
Spring Hill College
4. Collier Library - 0014 : Florence, AL  
University of North Alabama
5. Fayette Learning Resource Center - 0013A : Fayette, AL  
Bevill State Community College
6. Ford Motor Company Library/Learning Resource Center - 0003 : Tuskegee, AL  
Tuskegee University
7. Gadsden Public Library - 0007A : Gadsden, AL  
City of Gadsden
8. Houston Cole Library - 0010 : Jacksonville, AL  
Jacksonville State University
9. J.F. Drake Memorial Learning Resources Center - 0009 : Normal, AL  
Alabama A&M University
10. James B. Allen Library - 0015A : Birmingham, AL  
Jefferson State Community College
11. Jones School of Law Library - 0008C : Montgomery, AL  
Faulkner University

ArcGIS ▾ Regionals 2021

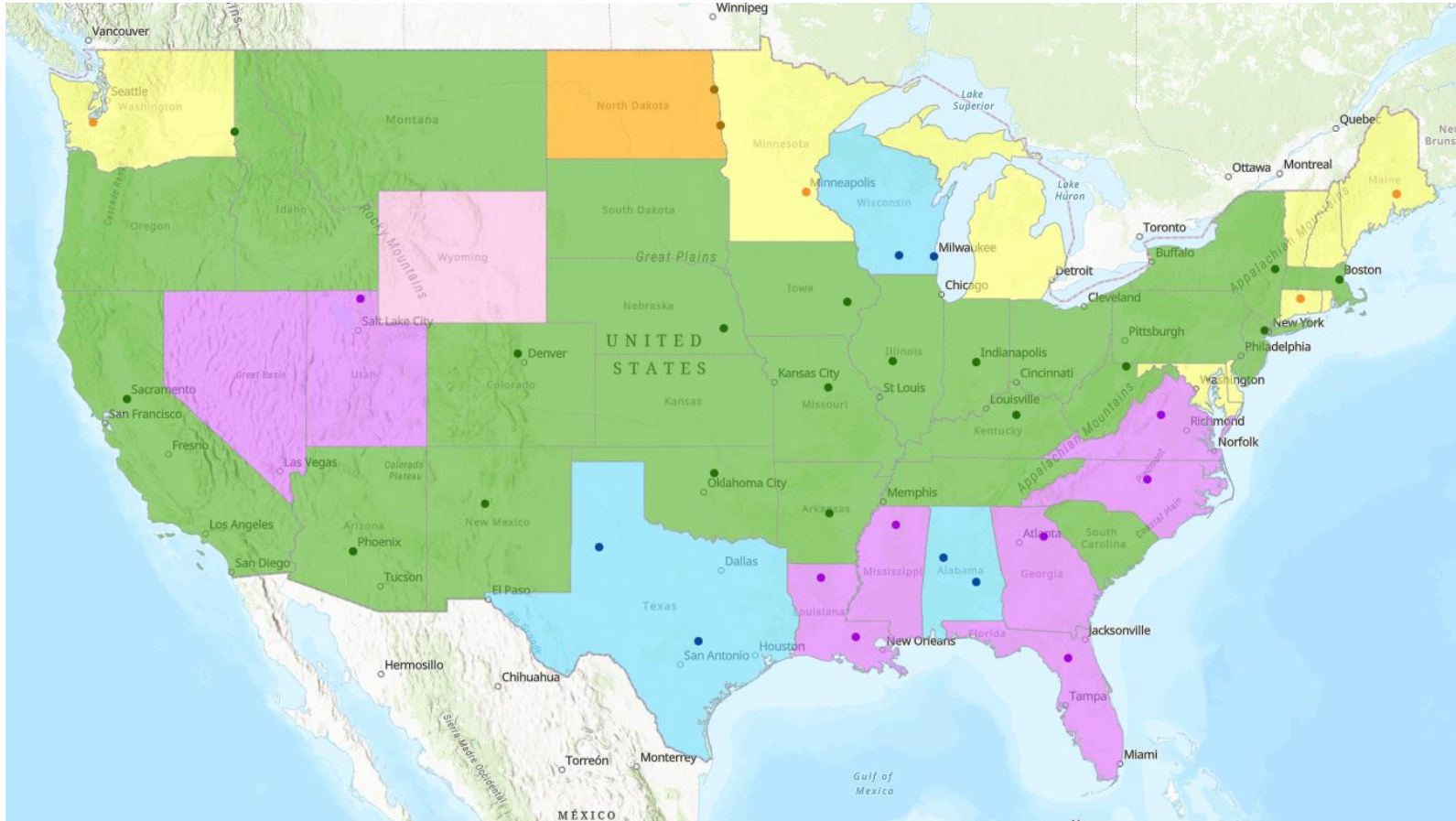
Open in new Map Viewer | Modify Map | Sign In

Details | Basemap

Share | Print | Measure | Find address or place



# Regional depository libraries



# Communication



- Regional depository coordinators should be in contact with the selective depositories in their state or region



- The regional depository should contact GPO with any concerns or issues with depositories in their state or region



- Many regional depository coordinators have regular visits with selectives in their state or region

# Communication

A selective depository should contact the regional when:

- Moving the collection or experiencing disruptions in service
- A disaster damages or impedes access to the collection
- Change in coordinator
- Considering dropping status (leaving the FDLP) (LRPR 62)
  - Also let GPO know (LRPR 3)
- They have weeding and collection development questions

**The National Collection  
and  
Weeding**

# **We have a lot of collections in the FDLP**

- Selective library collection
- Regional collection
- Region's comprehensive collection
- National Collection
  - Four National Collection Service Areas (NCSA): West, Midwest, South, Northeast
  - Used by regionals to collaboratively develop their collections

# Regional collection

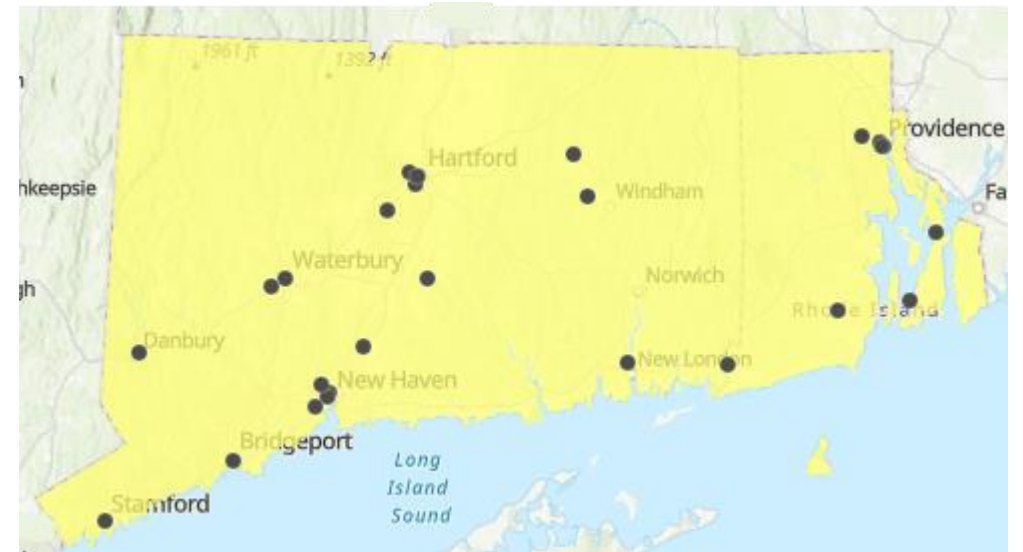
- The collection that was deposited in the regional library.
- Over time, some regionals started housing 'regional copies' under Selective Housing Agreements



The Connecticut/Rhode Island regional houses a collection that began when they were designated as a regional in 1962

# The region's comprehensive collection

- Content predating the regional's designation exists in a state or region.
- The regional is responsible for ensuring the comprehensiveness of that (and more recent) material.
  - They can acquire it from libraries weeding their collection
  - They can rehouse it in another library if the holding library no longer wants it
  - They can require the library to retain it



The Connecticut/Rhode Island region comprehensive collection resides collectively in the libraries across the region.



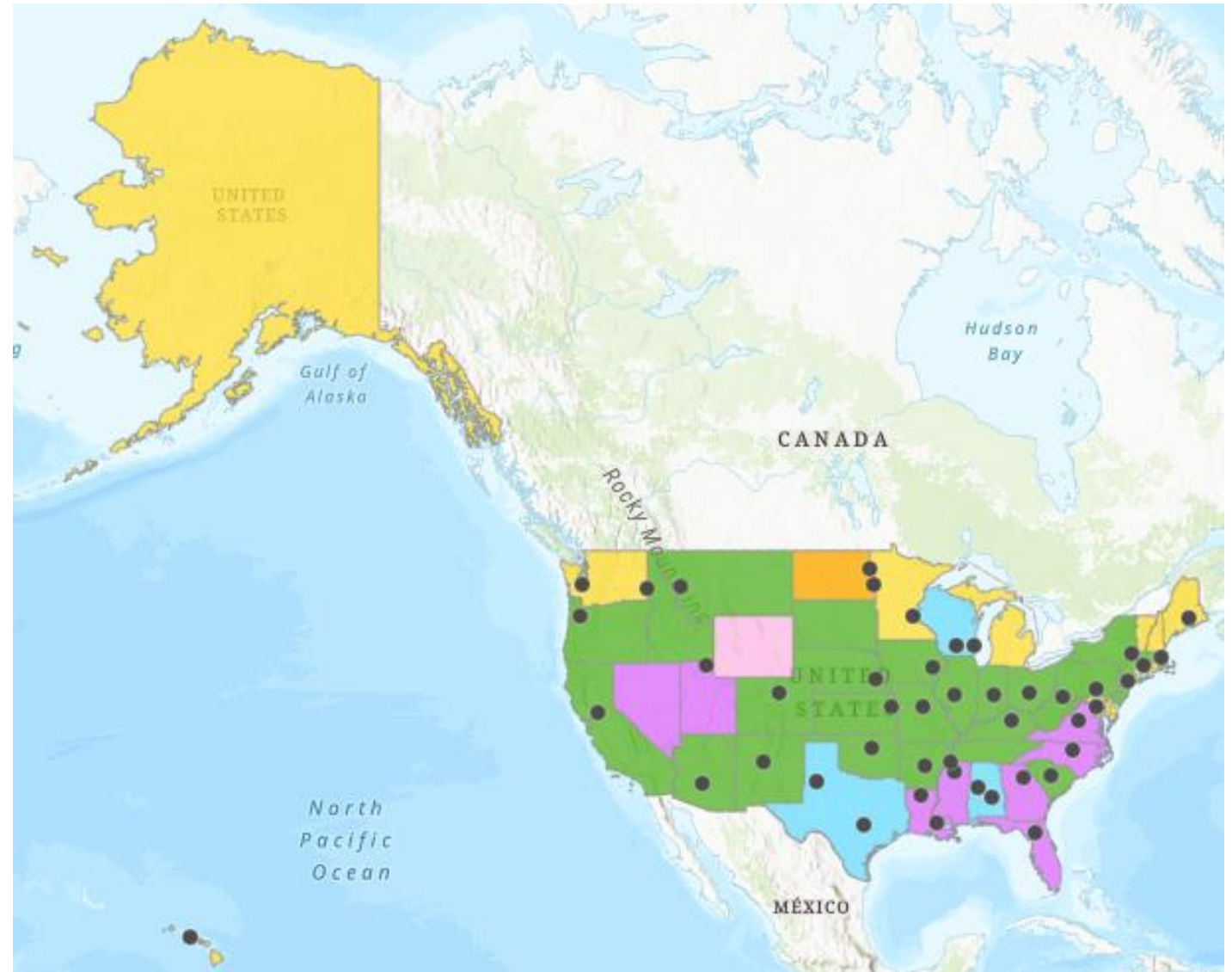
# The Region's comprehensive collection

How do regionals maintain the comprehensive collection?

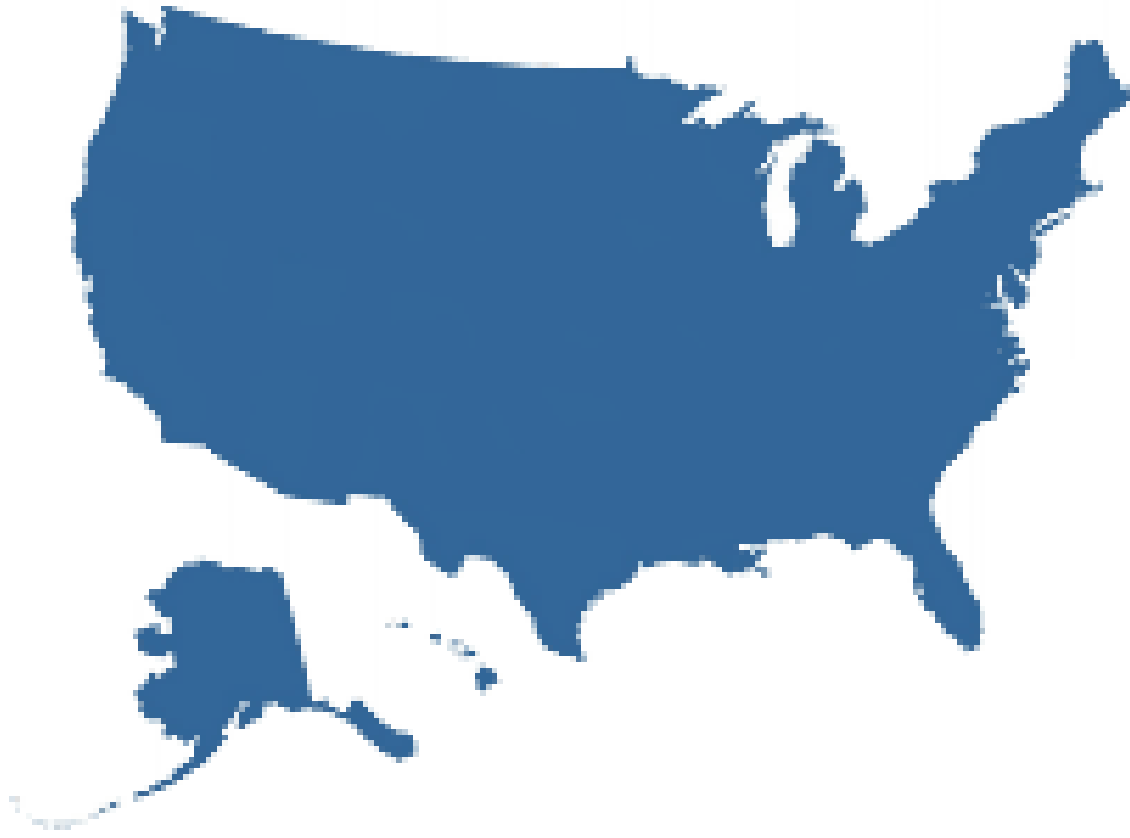
- Manage their own collection (onsite, in storage, at branches, or at selective housing sites)
- Familiarity with their selectives' collections
- Oversight of weeding
- [Regional Depository Libraries](#) guidance article
- Region Reports (from the Biennial Survey)

## The focus used to be on the 46 regional collections...

...each managing their  
region's comprehensive  
collection



# As libraries weed, there are fewer copies of older material in existence...



The FDLP focuses on the comprehensiveness of the various collections that reside, distributed, in all our depository libraries.

The goal is to ensure unique material remains accessible.

# The National Collection

What is the *National Collection of U.S. Government Public Information*?

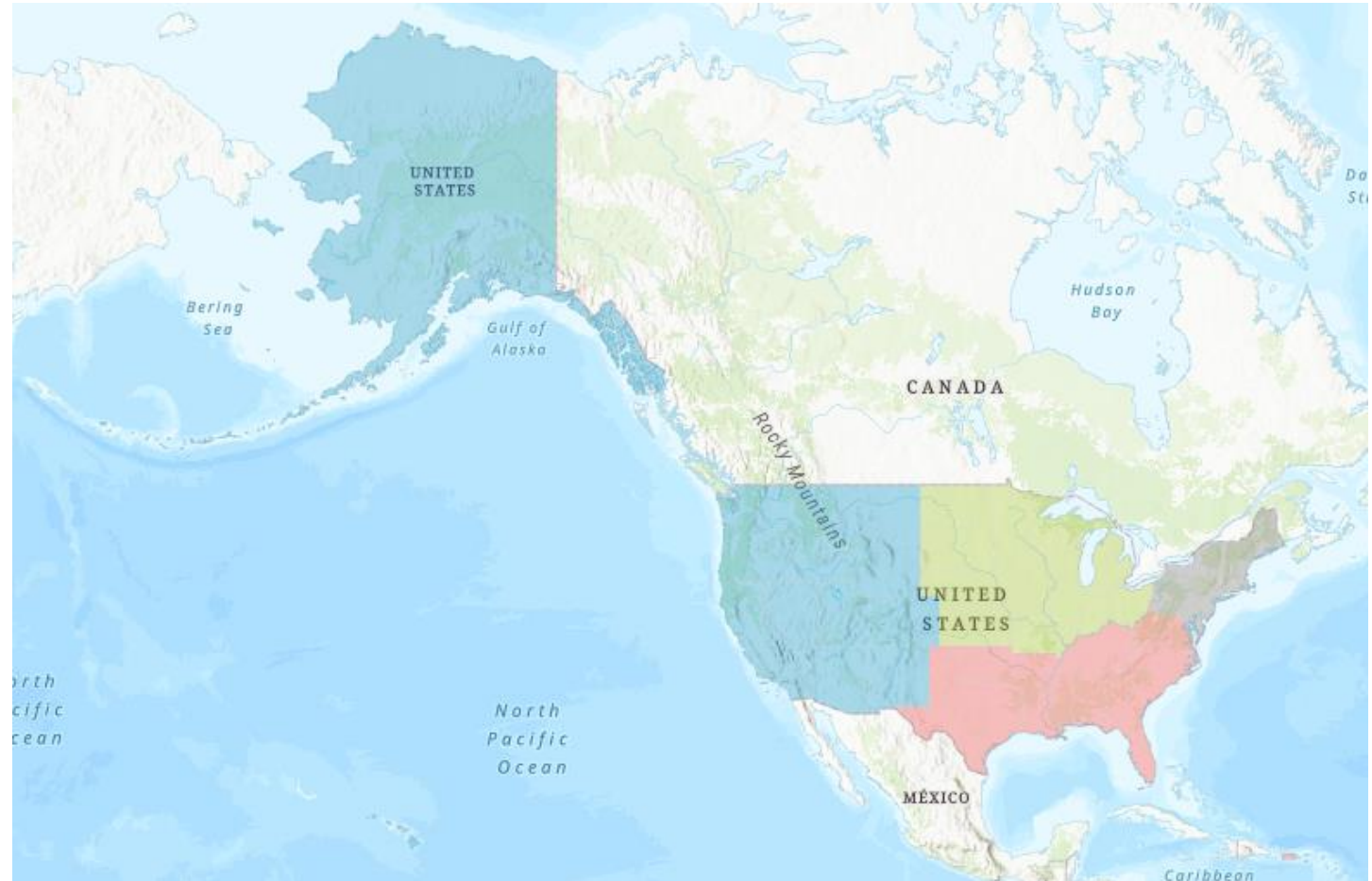
- “a geographically dispersed collection of the corpus of Federal Government public information, accessible to the public at no cost”
- “all public information products of the U.S. Government, regardless of format or medium, produced by Federal employees or paid for with Federal funds”

# Regionals and the National Collection

- What is the role for regionals in relation to the National Collection?
  - Catalog the regional own collection
  - Know what selectives have
  - Encourage selectives to use FDLP eXchange and offer nationally
  - Help with unreported publications
  - Consider a partnership with GPO
  - Maintain awareness of GPO's Needs List (used for digitization)

# National Collection Service Areas

National Collection Service Areas (NCSAs) ensure there are enough tangible copies available, but also allow new flexibility to regional depositories.



# Weeding your collection / Needs & Offers

3 weeding mechanisms:

1) Supersession

2) Substitution

3) 5-Year rule



\*Gesundheit

# Supersession

- Superseded material may be withdrawn at any time
- Does not need to be offered to the regional library (unless they request it)
- Must meet the following criteria:
  - Dated material - discard when expired
  - Revised by a later edition/issue
  - A reprint and the depository received the original edition
  - Replaced by a cumulative edition
  - Replaced by a corrected copy
- [2002 Superseded List](#)

**Tip: Need to weed fast? This is your go-to mechanism.**



# Superseded List Tutorial

A recording on what the [Superseded List](#) is and how to use it (13 minutes)

DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Justice Statistics Bureau	J 29.9/6-2:994-96	0968-H-31	Sourcebook of Criminal Justice Statistics	Keep latest edition		A
Justice Statistics Bureau	J 29.10:	0968-H-12	Privacy & Security of Criminal History Information	Keep latest edition		A
Justice Statistics Bureau	J 29.11/4:	0968-H-13	Telephone Contracts	Keep latest edition		A
Justice Statistics Bureau	J 29.12:	0968-H-14	Uniform Parole Reports (series)	Discard if revised		A
Justice Statistics Bureau	J 29.13:	0968-H-16	Justice Statistics Bureau Special Reports	Discard if revised		A
Justice Statistics Bureau	J 29.14:	0968-H-17	Bibliographies and Lists of Publications	Keep latest edition	R	A
Justice Statistics Bureau	J 29.14/2:	0968-H-26	Bureau of Justice Statistics Publications Catalog	Keep latest edition		A
Justice Statistics Bureau	J 29.15:	0968-H-21	Technical Report (series)	Discard if revised		A
Executive Office for the United States Attorneys	J 31.2:	0718-A-05	General Publications (various titles)	Discard if revised		A
Executive Office for the United States Attorneys	J 31.8:	0717-C-18	Handbooks, Manuals, Guides (various titles)	Discard if revised. For looseleaves, discard pages if revised and keep latest edition		A
Executive Office for the United States Attorneys	J 31.13:	0717-C-21	Directories	Keep latest edition		A

# Substitution Mechanisms

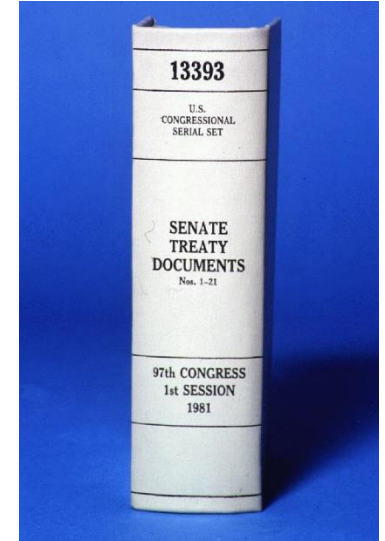
- Material in one format may be substituted with the same content in another format.  
LRPR 53
- The regional must approve of the swap.
- The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- Three types of substitution:
  - Tangible
  - Online
  - Regional online substitution

Tip – if you are at a selective library and find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.

# Substitution - Tangible with a Tangible Substitution

## Tangible depository holdings replaced by tangible products:

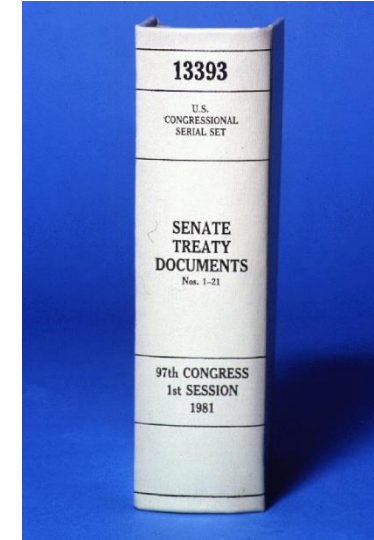
- Regional depositories should keep the interests of the state or region they serve in mind.
- Substituted material must have proper reading equipment available, be properly referenced, and easily accessible to all users.
- Any material retained in lieu of the depository copy will then be treated as depository materials for the period of time that the library would have retained the original publications and they will be subject to the same requirements that govern the care, treatment, and public access requirements during that time period.



# Substitution - Tangible with Online Substitution

## Tangible depository holdings replaced by an online equivalent:

- Regional depositories are not eligible for this option.  
LRPR 57
- The online version must be:
  - Official
  - Complete
  - Free of charge to the user



# Determining eligibility

Official

Published by the Federal Government, at Government expense, or as required by law

Complete

Check for all supplements, appendices, images, charts

Free of charge

Must be available at no cost to the user

# Can we substitute commercial database content for tangible material?

## **Rule of thumb:**

If the scans are of official copies, then it is eligible for substitution.

## **To substitute, libraries:**

- Must hold onto the tangible material for one year
- Must have the regional's permission to substitute
- Must make sure the substituted content is complete
- Should treat the commercial content like depository content – providing free onsite access.

# Regional Discard Policy

- Permits regional depositories to substitute regional copies of material, provided they meet certain criteria
  - Material has been held for at least 5 years
  - Material has an equivalent version accessible in **govinfo** or another accepted digital repository
  - A tangible copy is held in a National Collection Service Area by a Preservation Steward partner (regionals in that service area may be authorized to weed)
- Regionals must have advance permission from GPO to weed.
- Withdrawn materials must be offered within the region and nationally

# 5-Year Rule



Selective libraries have the option of weeding material after having held the material for 5 years.

The regional must approve of the withdrawal.



# Weeding Cheat Sheet

Number of Years After Receipt →	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
<b>Supersession criteria</b> - to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the supersession criteria Superseded List at any time in the life cycle of the document.				
<b>Substitution guidelines</b> – tangible for tangible to swap out a tangible publication with another tangible equivalent, with regional permission	At any time, use the Substitution guidelines				
<b>Substitution guidelines – tangible for online</b> to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years (for online substitution), use the Substitution guidelines			Can be used, but the 5 Year Rule also applies
<b>Regional Discard</b> - regionals can weed material found in govinfo or another accepted digital repository and which is also held by a Preservation Steward, with GPO permission	N/A	N/A	N/A	N/A	Yes
<b>5 Year Rule</b> - Selectives may request permission to discard from their regional library	N/A	N/A	N/A	N/A	Yes

# Regional approval options

Regionals have 4 mechanisms for authorizing withdrawals:

- 1) Require selective libraries to compile lists of publications they want to withdraw from their collection (specific categories or formats may be exempted from the listing requirement)
- 2) Conduct an in-person review of the publications to be discarded
- 3) Require selective libraries to check discards against the regional's or a union "needs" list
- 4) Use a Do NOT need list

Note – regionals can reject a withdrawal request if they need the material to stay at a selective

## Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number
- Check with the regional to see if any formats have been exempted in the region.
- Regional has first dibs, selectives in the state or region have second dibs.
- Offering nationally is optional (via FDLP eXchange)

# FDLP eXchange

Streamline offers to:

- Regionals (Phase 1)
- Selectives in your region (Phase 2)
- Nationally (Phase 3)

Get alerts of Matches on your posted Needs

Retroactively build your collection or help others build theirs

The screenshot shows the FDLP eXchange website interface. At the top right, it indicates the user is logged in as [redacted] with a LOG OUT button. The main header features the FDLP eXchange logo and navigation links for LIBRARY ACCOUNT, HELP SECTION, a notification bell, and a chat bubble. Below this is a dark blue navigation bar with links for Dashboard, Reports, Input, My eXchange, Needs & Offers Repository, and an Advanced Search icon. The main content area is divided into three columns. The left column has 'View' and 'Devel' tabs and three blue buttons: GENERATE A REPORT, INPUT NEEDS, and INPUT OFFERS. The middle column, titled 'My Needs', lists three items: 'Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations for 1999, Part 8', 'Legislative Branch Appropriations for 2002, Part 1', and 'Legislative Branch Appropriations for 2001, Part 2'. The right column, titled 'New Items in the Repository', shows a large '80' with the text 'within the last week' and lists two items: '1982 Census of Agriculture. Volume 1, Part 14, Geographic Area Series. Indiana, State and County Data. (Vol. 1, Pt. 14 - Indiana)' and 'Guide to the 1992 Census of Agriculture and Related Statistics'.

# Exceptions to the general weeding rules

- **No regional:** selectives not served by a regional may not withdraw material, except that which is superseded

LRPR 52


- **Federal agencies:** do not have to retain material for 5 years and must offer withdrawals to the Library of Congress

LRPR 27

- **Highest State Appellate Court libraries:** not bound by these rules
- **Regional libraries:** can supersede and substitute (tangible for tangible and per regional discard policy)

# So you have permission to weed...Now what?

## You can withdraw the material and:

- Update catalog/shelflist
- Stamp or mark as **Withdrawn**
- Put it on FDLP eXchange to “Offer Nationally”
- Give it away to other institutions who can make use of the material
- Recycle it 
- Toss it

\*\* Your library cannot make money on the transfer.

LRPR 51

# Selective Housing Agreement (SHA)

Used when depository library houses materials in a location managed by someone other than library director

Examples of when an SHA is needed:

- Depository library houses material at a non-depository library
  - Depository library houses maps at another institution with a map collection
  - Depository library sends legal material to a law library, or health materials to a hospital library
- Depository library sends material to an offsite location managed by a different administration
- Regional depository library housing regional copies in selective depository(ies)

# Regional Copies

- What is a regional copy?
  - Material that was sent to or is held by the designated regional
  - Material housed on behalf of the regional
- When establishing a Selective Housing Agreement
  - Make sure everyone knows where the regional copy is kept, and mark it as the regional copy
- When weeding
  - If a regional has sent or designated the regional copy elsewhere but kept an access copy at the regional, they can use regular FDLP rules to weed the access copy if they want to.



# Selective Housing Agreement (SHA)

The SHA outlines partner responsibilities.

Selective housing sites must:

- Make publications available for public use
- Must display the FDLP emblem

Or

- Must inform the public about how to access material in facilities not publicly accessible

Selective Housing Agreements Guidance article:

<https://www.fdlp.gov/guidance/selective-housing-agreements-sha>

**Regional or selective entirely maintaining their own collection =** makes their own decisions, follows normal weeding procedures

**Regional or selective who works cooperatively =** makes decisions while considering other collections and factors, uses some of the more advanced weeding mechanisms



**Selective Housing Agreements**

**Partnerships**

**Regional Discard Policy**

**Shared Regionals Policy**

**FDLP eXchange – matches and national offers**

**Questions?**

**[ask.gpo.gov](https://ask.gpo.gov)**