

Regional Discards – Frequently Asked Questions

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- 1) **Do I, as a regional coordinator, need to notify the U.S. Government Publishing Office (GPO) that I am discarding the titles on the Eligible for Discard List?**
Yes, regional depository libraries must submit a request to discard a title to the Superintendent of Documents. Please follow the instructions for submitting a request

to discard, which are on the Regional Discard page. Materials cannot be discarded until you receive authorization from the Superintendent of Documents.

2) Can anyone from a regional depository library submit a request to discard depository materials?

No, the request to discard must be submitted by the regional depository coordinator, as identified in the [Federal Depository Library Directory](#). If the person in the directory is no longer the depository coordinator, please contact us via [askGPO](#) to request GPO update your library's entry with the current coordinator or acting coordinator.

3) Can any tangible format (paper, microfiche, CD, etc.) of a title be discarded in accordance with the Regional Discard policy implementation?

Yes, a request to discard may be submitted for any tangible format of an eligible title. Regional depository libraries may not discard the title until approval from the Superintendent of Documents is received.

4) How many Preservation Stewards have to be identified for a title before the title is eligible to be discarded?

Once a Preservation Steward is identified for a title, the title will be eligible for discard in the Preservation Steward's National Collection Service Area (NCSA).

5) How will GPO and other libraries know where Preservation Steward copies will be located?

Inventories of Preservation Steward holdings are available on the [Partnerships](#) page. GPO is also adding Preservation Steward holdings to the Catalog of U.S. Government Publications (CGP). An example can be seen in the [CGP record](#) for the Public Papers of the Presidents. Click "All Items" to see the summary holdings for the Preservation Stewards as well as item records for each volume being preserved.

6) When can a title be physically discarded by a regional depository library?

Regional depository libraries may physically discard a title only when **all** of the following conditions are met:

- Library has received an approval notice from the Superintendent of Documents that states it may discard the title.

- The regional depository coordinator offered the title to the selectives.
- The regional depository coordinator has offered the title to other depository libraries nationwide via [FDLP eXchange](#).

As part of the approval process, GPO may ask the regional depository library to send their discarded copy to a Preservation Steward if it is in better condition than the one currently being maintained.

NOTE: Regional depository materials must remain accessible to the public until the library receives authorization to discard from the Superintendent of Documents.

- 7) **I just saw an announcement that a title is eligible for discard by regional depository libraries. Do I have to discard these from my depository collection?**
No, there is nothing in the Superintendent of Documents policy that requires regional depository libraries to discard depository materials. The choice to retain or discard materials is the regional depository coordinator's to make.
- 8) **Is there a binding agreement for Preservation Stewards?**
Yes. GPO developed a template for a [Memorandum of Agreement](#) (MOA) that the library will enter into with GPO, which includes the obligations of Preservation Stewards.
- 9) **What happens if a library no longer wishes to remain a Preservation Steward? Will regionals still be able to discard the title?**
If a Preservation Steward determines that it can no longer serve in that capacity, GPO will try to locate another Preservation Steward for that material in the same National Collection Service Area (NCSA). If there is no longer a Preservation Steward in an NCSA, the title will cease to be eligible for discard in that NCSA until another Preservation Steward is secured for the title.
- 10) **Does material on the superseded list need approval from the Superintendent of Documents before a regional library can discard?**
No, the materials listed on the superseded list have already been approved for discard and do not require notification to the Superintendent of Documents. Regionals and other depository libraries may continue to use the [Superseded List](#) as guidance for determining whether titles meet supersession criteria.

11) Does the Regional Discard Policy have any effect on the discard procedures of selectives?

Regionals stipulate the discard process for the selectives they serve. Unless you have heard otherwise from your regional, you can assume the process and procedures for selectives discarding materials have not changed in your region. The regional will inform you if there are any changes.

12) Is there a requirement that regionals tell their selectives they intend to discard materials? Or can the decision be a unilateral one?

Regionals are required to inform the selectives they serve that they will no longer hold titles in tangible format. Regionals should also consider telling selectives who the Preservation Steward(s) in the NCSA are, in case the selective needs to identify a tangible format.

13) How should, and how long must, a regional offer the title to their selectives and other libraries before they can discard?

Regional depository library coordinators set the discard procedures for the area they serve, and they can determine the length of time materials are offered, and through what mechanism. However, in accordance with the discard policy, regionals must also offer their discards to other depository libraries nationwide. GPO is requiring regionals to use [FDLP eXchange](#) for their nationwide offers.

14) If a regional depository library discards a tangible item, are they required to update their catalog with the digital record?

Yes. If a regional depository coordinator discards a tangible item, they should remove the catalog record for that tangible item. A record must be added to their catalog for the digital version of the discarded title. Regionals must continue to provide access to their regional FDLP collection.

15) Where can I find out more information about the regional discard policy and the process to follow?

Please see the Regional Discard page on [FDLP.gov](#) for a link to the policy, requirements for discarding, and instructions for requesting authorization from the

Superintendent of Documents to discard.

16) Where can I ask questions if what I am trying to find out is not included in this FAQ or on the Regional Discard page?

If you have any additional questions about Regional Discard, please submit an inquiry via [askGPO](#) using the category Federal Depository Library > Other depository library question.