# MEMORANDUM OF AGREEMENT BETWEEN THE MERRILL CAZIER LIBRARY AT UTAH STATE UNIVERSITY AND THE

# U.S. GOVERNMENT PUBLISHING OFFICE

# **PURPOSE**

This Memorandum of Agreement (MOA) establishes a Preservation Steward partnership between the Merrill Cazier Library at Utah State University (0618) and the U.S. Government Publishing Office (GPO). Further, it outlines their responsibilities to preserve tangible content within scope of the Superintendent of Documents' Public Information Programs. This MOA expresses the GPO's and the FDLP's long- term commitments to providing permanent public access through preservation and to an *America Informed*.

## **SCOPE**

The Merrill Cazier Library at Utah State University agrees to provide preservation stewardship to the tangible publications described in this agreement.

GPO is responsible for maintaining and providing permanent public access to the National Collection of U.S. Government Public Information. The scope of the National Collection is all public information products of the U.S. Government, regardless of format or medium, produced by Federal employees or paid for with Federal funds. The network of Federal depository libraries serves as stewards for all of the materials distributed in tangible format throughout the history of the FDLP and that material constitutes our shared, geographically dispersed National Collection. As GPO does not have a single, centralized tangible collection to preserve, reliance on Preservation Steward agreements with Federal depository libraries, Federal agencies, and other institutions or organizations with Government publications are a necessity to support the National Collection, ensuring permanent public access to these materials.

# TERMS OF AGREEMENT

- A. The Merrill Cazier Library at Utah State University shall:
  - 1. Retain and preserve all the tangible publications or groups of publications listed below. Additional titles or groups of publications may be added to this agreement by addendum.

		SuDoc	
Title	Committee	Classification	Timeframe
Office for Emergency			
Management			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Production			
Management			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Price			
Administration			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Civilian			
Defense publications			
and predecessors	N/A	PR 32.	Historic
National Resources			
Planning Board			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Defense			
Transportation			
publications and			
predecessors	N/A	PR 32.	Historic
Office of War			
Information			
publications and			
predecessors	N/A	PR 32.	Historic
OCC. CD C			
Office of Defense	37/4	DD 00	
Health and Welfare	N/A	PR 32.	Historic

Services publications			
and predecessors			
Office of Inter-			
American Affairs			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Facts and			
Figures publications			
and predecessors	N/A	PR 32.	Historic
Civilian Production			
Administration			
publications and			
predecessors	N/A	PR 32.	Historic
War Manpower			
Commission			
publications and			
predecessors	N/A	PR 32.	Historic
War Shipping			
Administration			
publications and			
predecessors	N/A	PR 32.	Historic
War Relocation			
Authority			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Lend-Lease			
Administration			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Economic			
Stabilization			
publications and			
predecessors	N/A	PR 32.	Historic
Office of War			
Mobilization			
publications and			
predecessors	N/A	PR 32.	Historic

Foreign Economic			1 1
Administration			
publications and			
predecessors	N/A	PR 32.	Historic
Office of Alien	14/11	11(32.	THISTOTIC
Property Custodian			
publications and			
-	NT/A	חח מח	Historic
predecessors National War Labor	N/A	PR 32.	HISTORIC
Board publications	DT / A	DD 00	TT'
and predecessors	N/A	PR 32.	Historic
	Senate Special		
	Committee on		
Hearings, Prints, and	Aging and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.AG 4:	Current
	House Committee		
Hearings, Prints, and	on Agriculture and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.AG 8/1:	Current
	House Committee		
Rules of the	on Agriculture and		
Committee on	predecessors and		Historic and
Agriculture	successors	Y 4.AG 8/1-11:	Current
	House Committee		
Legislative Calendar,	on Agriculture and		
Committee on	predecessors and		Historic and
Agriculture	successors	Y 4.AG 8/1-12:	Current
	Senate Committee		
	on Agriculture,		
	Nutrition, and		
Hearings, Prints, and	Forestry and	Y 4.AG 8/2: and Y	
Miscellaneous	predecessors and	4.N 95 and Y 4.AG	Historic and
Publications	successors	8/3:	Current
	Senate Committee	,	-
	on Agriculture,		
	Nutrition, and		
	Forestry and		
	_ ·		Historic and
Legislative Calendar	_	Y 4.AG 8/3-11	
Legislative Calendar	predecessors and successors	Y 4.AG 8/3-11:	Historic and Current

	House Committee		
Hearings, Prints, and	on Appropriations		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.AP 6/1:	Current
	House Committee		
	on Appropriations		
	and predecessors		Historic and
Committee Rules	and successors	Y 4.AP 6/1-11:	Current
	Senate Committee		
Hearings, Prints, and	on Appropriations		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.AP 6/2:	Current
	House Committee		
	on Armed Services		
	and predecessors		Historic and
Prints (Cuttered)	and successors	Y 4.AR 5/2:	Current
Committee Rules and			
Rules for			
Investigative Hearing			
Conducted by	House Committee		
Subcommittees of the	on Armed Services		
Committee on Armed	and predecessors	Y 4.AR 5/2: 86/2	Historic and
Services	and successors	and Y 4.AR 5/2-15:	Current
	House Committee		
	on Armed Services		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.AR 5/2-17:	Current
Hearings and	House Committee		
Miscellaneous	on Armed Services		
Publications	and predecessors		Historic and
(numbered)	and successors	Y 4.AR 5/2 A:	Current
	Senate Committee		
Hearings, Prints, and	on Armed Services		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.AR 5/3:	Current
	Senate Committee		
	on Armed Services		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.AR 5/3-15:	Current

	Senate Committee on Banking,		
	Housing and Urban		
Hearings, Prints, and	Affairs and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.B 22/3:	Current
	Senate Committee		
	on Banking,		
	Housing and Urban		
	Affairs and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.B 22/3-10:	Current
	Senate Committee		
	on Banking,		
	Housing and Urban		
	Affairs and		
Rules of Procedure	predecessors and		Historic and
and Jurisdiction	successors	Y 4.B 22/3-11:	Current
	Senate Committee		
Hearings, Prints, and	on the Budget and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.B 85/2:	Current
	House Committee		
Hearings, Prints, and	on the Budget and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.B 85/3:	Current
	House Committee		
	on the Budget and		
	predecessors and		Historic and
Rules of Procedure	successors	Y 4.B 85/3-10:	Current
Views and Estimates			
of Committees of the			
House (Together with			
Supplemental and	House Committee		
Minority Views) on	on the Budget and		
the Congressional	predecessors and		Historic and
Budget for Fiscal Year	successors	Y 4.B 85/3-11:	Current

	Congressional-		
	Executive		
	Commission on		
Hearings, Prints, and	China and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.C 44:	Current
	Congressional-		
	Executive		
	Commission on		
	China and		
	predecessors and		Historic and
Annual Report	successors	Y 4.C 44:1/	Current
	Senate Committee		
	on Commerce,		
	Science, and		
Hearings, Prints, and	Transportation and	Y 4.C 73/2 and Y	
Miscellaneous	predecessors and	4.AE 8 and	Historic and
Publications	successors	Y 4.C 73/7:	Current
	House Committee		
	on Energy and		
Hearings, Prints, and	Commerce and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.C 73/8:	Current
	House Committee		
	on Energy and		
	Commerce and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.C 73/8-10:	Current
	House Committee		
	on Energy and		
Rules of the	Commerce and		
Committee on Energy	predecessors and		Historic and
and Commerce	successors	Y 4.C 73/8-11:	Current
	Joint Economic		
Hearings, Prints, and	Committee and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.EC 7:	Current
	Joint Economic		Historic and
Economic Indicators	Committee and	Y 4.EC 7:EC 7	Current

	predecessors and successors		
	House Committee		
	on Education and		
Hearings, Prints, and	Labor and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.ED 8/1:	Current
	House Committee		
	on Education and		
	Labor and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.ED 8/1-10:	Current
	House Committee		
Rules of the	on Education and		
Committee on	Labor and		
Education and the	predecessors and		Historic and
Workforce	successors	Y 4.ED 8/1-13:	Current
	Senate Committee		
	on Energy and		
Hearings, Prints, and	Natural Resources		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.EN 2:	Current
	Senate Committee		
	on Energy and		
	Natural Resources		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.EN 2:15	Current
Rules, Membership,	Senate Committee		
and Jurisdiction of	on Energy and		
the Committee on	Natural Resources		
Energy and Natural	and predecessors		Historic and
Resources	and successors	Y 4.EN 2:16/	Current
	Senate Select		
	Committee on		
Hearings, Prints, and	Ethics and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.ET 3/4:	Current

	House Committee		
Hearings, Prints, and	on Ethics and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.ET 3/5:	Current
	House Committee	·	
	on Ethics and		
	predecessors and		Historic and
Rules	successors	Y 4.ET 3/5-10:	Current
	House Office of	·	
	Congressional		
Hearings, Prints, and	Ethics and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.ET 3/6:	Current
	Senate Committee		
Hearings, Prints, and	on Finance and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.F 49:	Current
	Senate Committee		
	on Finance and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.F 49:15/	Current
	House Committee		
	on Financial		
Hearings, Prints, and	Services and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.F 49/20:	Current
	House Committee		
	on Financial		
	Services and		
Journal and History	predecessors and		Historic and
of Legislation	successors	Y 4.F 49/20-2:	Current
	House Committee		
	on Financial		
Rules for the	Services and		
Committee on	predecessors and		Historic and
Financial Services	successors	Y 4.F 49/20-3:	Current
	House Committee		
Hearings, Prints, and	on Foreign Affairs		
Miscellaneous	and predecessors	Y 4.IN 8/16 and	Historic and
Publications	and successors	Y 4.F 76/1:	Current

	House Committee		
Country Reports on	on Foreign Affairs		
Human Rights	and predecessors		Historic and
Practices for	and successors	Y 4.F 76/1-15:	Current
	House Committee		
	on Foreign Affairs		
	and predecessors		Historic and
Rules of Procedure	and successors	Y 4.F 76/1-18:	Current
	Senate Committee		
	on Foreign		
Hearings, Prints, and	Relations and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.F 76/2:	Current
	Senate Committee		
	on Foreign		
Legislation on	Relations and	Y 4.F 786/2:L 52	
Foreign Relations	predecessors and	and	Historic and
Through	successors	Y 4.F 76/2-10:	Current
	Senate Committee		
	on Foreign		
Country Reports on	Relations and		
Human Rights	predecessors and		Historic and
Practices for	successors	Y 4.F 76/2-12:	Current
	Senate Committee		
	on Foreign		
	Relations and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.F 76/2-13:	Current
	Senate Committee		
Rules of the	on Foreign		
Committee on	Relations and		
Foreign Relations,	predecessors and		Historic and
United States Senate	successors	Y 4.F 76/2-14:	Current
Business Meetings of	Senate Committee		
the Committee on	on Foreign		
Foreign Relations,	Relations and		
United States Senate	predecessors and		Historic and
	successors	Y 4.F 76/2-15:	Current

	Senate Committee		
	on Foreign		
Membership and	Relations and		
Jurisdiction of	predecessors and		Historic and
Subcommittees	successors	Y 4.F 76/2-16:	Current
Subcommittees	Senate Committee	14.1 70/2 10.	Current
	on Homeland		
	Security and Governmental		
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Hearings, Prints, and	Affairs and		TT: -t: 1
Miscellaneous	predecessors and	W A G <b>T</b> A / O	Historic and
Publications	successors	Y 4.G 74/9:	Current
	Senate Committee		
	on Homeland		
	Security and		
Organization of	Governmental		
Federal Executive	Affairs and	Y 4.G 74/9:EX 3	
Departments and	predecessors and	and	Historic and
Agencies	successors	Y 4.G 74/9-10:	Current
	Senate Committee		
	on Homeland		
	Security and		
	Governmental		
	Affairs and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.G 74/9-12:	Current
	Senate Committee		
	on Homeland		
Rules of Procedure of	Security and		
the Committee on	Governmental		
Homeland Security	Affairs and		
and Governmental	predecessors and		Historic and
Affairs	successors	Y 4.G 74/9-13:	Current
	Senate Committee	,	
	on Homeland		
	Security and		
Rules of Procedure	Governmental		
(Permanent	Affairs and		
Subcommittee on	predecessors and		Historic and
Investigations)	successors	Y 4.G 74/9-14:	Current
mvesuganons,	BUCCCBBUIB	1 7.0 / 7/ / 14.	Current

	House Committee		
	on Homeland		
Hearings, Prints, and	Security and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.H 75:	Current
	House Committee		
	on Homeland		
Rules of Procedure	Security and		
for the Committee on	predecessors and		Historic and
Homeland Security	successors	Y 4.H 75/10:	Current
	House Committee		
	on Homeland		
	Security and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.H 75/11:	Current
	House Committee		
	on House		
Hearings, Prints, and	Administration and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.H 81/3:	Current
	House Committee		
	on House		
Rules of the	Administration and		
Committee on House	predecessors and	Y 4.H 81/3-2 and	Historic and
Administration	successors	Y 4.H 81/3-10:	Current
	House Committee		
	on House		
	Administration and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.H 81/3-11:	Current
	Senate		
	Impeachment Trial		
Report of the Senate	Committee and		
Impeachment Trial	predecessors and		Historic and
Committee	successors	Y 4.IM 7/2:	Current
	Senate Committee		
Hearings, Prints, and	on Indian Affairs		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.IN 2/11:	Current

	Senate Committee		
	on Indian Affairs		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.IN 2/11-15:	Current
	House Permanent		
	Select Committee		
Hearings, Prints, and	on Intelligence and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.IN 8/18:	Current
	House Permanent	·	
Rules of Procedure	Select Committee		
for the Permanent	on Intelligence and	Y 4.IN 8/18:P 94	
Select Committee on	predecessors and	and	Historic and
Intelligence	successors	Y 4.IN 8/18-10:	Current
	Senate Select		
	Committee on		
Hearings, Prints, and	Intelligence and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.IN 8/19:	Current
	Senate Select		
	Committee on		
	Intelligence and		
	predecessors and		Historic and
Legislative Calendar	successors	Y 4.IN 8/19-10:	Current
Rules of Procedure	Senate Select		
for the Select	Committee on		
Committee on	Intelligence and		
Intelligence, United	predecessors and		Historic and
States Senate	successors	Y 4.IN 8/19-11:	Current
	House Committee		
	on the Judiciary		
Hearings, Prints, and	and successors and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.J 89/1:	Current
	House Committee		
	on the Judiciary		
Federal Rules of	and successors and		
Appellate Procedure	predecessors and		Historic and
with Forms	successors	Y 4.J 89/1-10:	Current

	House Committee		
	on the Judiciary		
	and successors and		
Federal Rules of Civil	predecessors and		Historic and
Procedure	successors	Y 4.J 89/1-11:	Current
	House Committee	·	
	on the Judiciary		
	and successors and		
Federal Rules of	predecessors and		Historic and
Criminal Procedure	successors	Y 4.J 89/1-12:	Current
	House Committee		
	on the Judiciary		
	and successors and		
Federal Rules of	predecessors and		Historic and
Evidence	successors	Y 4.J 89/1-13:	Current
	House Committee		
	on the Judiciary		
	and successors and	Y 4.J 89/1:R 86/2	
	predecessors and	and	Historic and
Rules of Procedure	successors	Y 4.J 89/1-15:	Current
	House Committee		
	on the Judiciary		
Federal Rules of	and successors and		
Bankruptcy	predecessors and		Historic and
Procedure	successors	Y 4.J 89/1-17:	Current
	Senate Committee		
Hearings, Prints, and	on the Judiciary		
Miscellaneous	and predecessors		Historic and
Publications	and successors Y 4.J 89/2:		Current
	Senate Committee		
	on the Judiciary		
Rules of Procedure,	and successors and		
Committee on the	predecessors and		Historic and
Judiciary	successors	Y 4.J 89/2-10:	Current
	Senate Committee		
	on the Judiciary		
Legislative and	and predecessors		Historic and
Executive Calendar	and successors	Y 4.J 89/2-11:	Current

	Senate Committee		
	on Health,		
	Education, Labor		
Hearings, Prints, and	and Pensions and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.L 11/4:	Current
	Senate Committee		
Rules of Procedure of	on Health,		
the Senate	Education, Labor		
Committee on Health,	and Pensions and		
Education, Labor, and	predecessors and		Historic and
Pensions	successors	Y 4.L 11/4-10:	Current
	Joint Committee on		
Hearings, Prints, and	the Library and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.L 61/2:	Current
	House Committee		
	on Oversight and		
Hearings, Prints, and	Reform and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.OV 2:	Current
	House Committee		
	on Oversight and		
Rules of the	Reform and		
Committee on	predecessors and		Historic and
Oversight and Reform	successors	Y 4.OV 2-6:	Current
	Joint Select		
	Committee on		
	Solvency of		
	Multiemployer		
Hearings, Prints, and	Pension Plans and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.P 38/4:	Current
	Joint Committee on		
Hearings, Prints, and	Printing and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.P 93/1:	Current
_	Congressional Joint Committee on		Historic and
Directory	Printing and	Y 4.P 93/1:1	Current

	predecessors and successors		
	Joint Committee on Printing and		
Congressional	predecessors and		Historic and
Pictorial Directory	successors	Y 4.P 93/1:1 P/	Current
	Joint Committee on		
Government Printing	Printing and		
and Binding	predecessors and		Historic and
Regulations	successors	Y 4.P 93/1:6	Current
	Senate Committee		
	on Environment		
Hearings, Prints, and	and Public Works		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.P 96/10:	Current
	Senate Committee		
	on Environment		
	and Public Works		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.P 96/10-2:	Current
Rules of the	Senate Committee		
Committee on	on Environment		
Environment and	and Public Works		
Public Works, United	and predecessors		Historic and
States Senate	and successors Y 4.P 96/10-3:		Current
	House Committee		
	on Natural		
Hearings, Prints, and	Resources and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.R 31/3:	Current
Report to the			
Committee on the			
Budget Views &	House Committee		
Estimates of the	on Natural		
Committee on	Resources and		
Natural Resources	predecessors and		Historic and
(House)	successors Y 4.R 31/3-11:		Current
	House Committee		Historic and
Legislative Calendar	on Natural	Y 4.R 31/3-12:	Current

	Resources and		
	predecessors and		
	successors		
	House Committee		
	on Natural		
Rules for the	Resources and		
Committee on	predecessors and		Historic and
Natural Resources	successors	Y 4.R 31/3-13:	Current
	House Committee		
Hearings, Prints, and	on Rules and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.R 86/1:	Current
	House Committee		
	on Rules and	Y 4.R 86/1:R 86/5	
	predecessors and	and	Historic and
Rules	successors	Y 4.R 86/1-10:	Current
	House Committee		
	on Rules and		
Journal and History	predecessors and		Historic and
of Legislation	successors	Y 4.R 86/1-11:	Current
Rules Adopted by the	House Committee		
Committees of the	on Rules and		
House of	predecessors and		Historic and
Representatives	successors	Y 4.R 86/1-12:	Current
	Senate Committee		
	on Rules and		
Hearings, Prints, and	Administration and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.R 86/2:	Current
	House Committee		
	on Science, Space		
Hearings, Prints, and	and Technology		
Miscellaneous	and predecessors		Historic and
Publications	and successors Y 4.SCI 2: Cur		Current
	House Committee		
	on Science, Space		
	and Technology		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.SCI 2/11:	Current

	House Committee		
Rules Governing	on Science, Space		
Procedure of the	and Technology		
Committee on	and predecessors	Y 4.SCI 2:P 86 and	Historic and
Science	and successors	Y 4.SCI 2/12:	Current
	Commission on		
	Security and		
	Cooperation in		
Hearings, Prints, and	Europe and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.SE 2:	Current
1 ublications	House Committee	1 4.01 2.	Current
Hearings, Prints, and	on Small Business		
Miscellaneous	and predecessors		Historic and
	_	VACM 1.	
Publications	and successors	Y 4.SM 1:	Current
D 1 C.1	House Committee		
Rules of the	on Small Business		77'
Committee on Small	and predecessors	77.4.67.6.4.4.0.4	Historic and
Business	and successors	Y 4.SM 1:10/	Current
	House Committee		
	on Small Business		
Legislative Calendar	and predecessors		Historic and
(House)	and successors	Y 4.SM 1:11/	Current
	Senate Committee		
	on Small Business		
	and		
Hearings, Prints, and	Entrepreneurship		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.SM 1/2:	Current
	Joint Committee on		
Hearings, Prints and	Taxation and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.T 19/4:	Current
	Joint Committee on		
Estimates of Federal	Taxation and	Y 4.T 19/4:F 31	
Tax Expenditures for	predecessors and	and	Historic and
Fiscal Year	successors	Y 4.T 19/4-10:	Current
		·	
General Explanation	Joint Committee on		Historic and
of Tax Legislation	Taxation and	Y 4.T 19/4-11:	Current

Enacted in the	predecessors and		
Congress	successors		
Description of			
Revenue Provisions			
Contained in the	Joint Committee on		
President's Fiscal	Taxation and		
Year Budget	predecessors and		Historic and
Proposal	successors	Y 4.T 19/4-12:	Current
	Joint Committee on		
List of Expiring	Taxation and		
Federal Tax	predecessors and		Historic and
Provisions	successors	Y 4.T 19/4-13:	Current
	House Committee		
	on Transportation		
Hearings, Prints, and	and Infrastructure		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.T 68/2:	Current
Resolutions Adopted			
by the Committee	House Committee		
Approving Public	on Transportation		
Building	and Infrastructure		
Prospectuses during	and predecessors		Historic and
the Congress	and successors	Y 4.T 68/2-3:	Current
	House Committee		
	on Transportation		
	and Infrastructure		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.T 68/2-11:	Current
	House Committee		
	on Transportation		
	and Infrastructure		
	and predecessors		Historic and
Committee Rules	and successors	Y 4.T 68/2-12:	Current
	House Committee		
Hearings, Prints, and	on Veterans Affairs		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.V 64/3:	Current

Report to the			
Committee on the	House Committee		
Budget from the	on Veterans Affairs		
Committee on	and predecessors		Historic and
Veterans' Affairs	and successors	Y 4.V 64/3-10:	Current
	House Committee		
	on Veterans Affairs		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.V 64/3-11:	Current
	House Committee		
	on Veterans Affairs		
	and predecessors		Historic and
Rules of Procedure	and successors	Y 4.V 64/3-12:	Current
	Senate Committee		
Hearings, Prints, and	on Veterans Affairs		
Miscellaneous	and predecessors		Historic and
Publications	and successors	Y 4.V 64/4:	Current
	Senate Committee		
	on Veterans Affairs		
	and predecessors		Historic and
Legislative Calendar	and successors	Y 4.V 64/4-1:	Current
	House Committee		
	on Ways and		
Hearings, Prints, and	Means and		
Miscellaneous	predecessors and		Historic and
Publications	successors	Y 4.W 36:	Current
	House Committee		
	on Ways and		
	Means and		
	predecessors and		Historic and
Legislative Calendar	ar successors Y 4.W 36:10/		Current
	House Committee		
	on Ways and		
	Means and		
Compilation of the	predecessors and		Historic and
Social Security Laws	successors Y 4.W 36:10-3/ C		Current
Manual of Rules of	House Committee	Y 4.W 36:M 31/2	
the Committee on	on Ways and	and	Historic and
Ways and Means	Means and	Y 4.W 36:10-5/	Current

	predecessors and successors		
	Select and Special		
	Committees (As		
Hearings, Prints, and	Appointed) and		
Miscellaneous	predecessors and		Historic and
Publications (House)	successors	Y 4.2:	Current
	Select and Special		
	Committees (As		
Hearings, Prints, and	Appointed) and		
Miscellaneous	predecessors and Historic		Historic and
Publications (Senate)	successors	Y 4.3:	Current

- 2. Ensure all publications in their Preservation Steward collection are cataloged. If there is not an existing bibliographic record in the Merrill Cazier Library at Utah State University, one will be created using at least minimum level cataloging.
- 3. For historic content, create an item level inventory, using the GPO Preservation Steward template, for all historical publications in the Merrill Cazier Library at Utah State University in Preservation Steward collection. As part of the inventory, conduct a condition assessment of all publications in their Preservation Steward collection prior to submission of the inventory to GPO. The minimal condition level for preservation copy of record is "good". Consult with the GPO Preservation Librarian if any publications have a condition of less than "good". Submit the completed inventory to GPO.
- 4. For current content (i.e. distributed by GPO after the date of this agreement), complete and return to GPO the semiannual receipt for new publications the Merrill Cazier Library at Utah State University received and which, upon receipt, will become part of their Preservation Steward collection.
- 5. The Merrill Cazier Library at Utah State University Preservation Steward collection circulates and is housed in open stacks.
- 6. Ensure preservation copies of record are not withdrawn by making them easily identifiable:

- Stamp the publication "DO NOT WITHDRAW" or something similar.
- Make a retention notation in the cataloging record.
- 7. Include publications in the library's Preservation Steward collection within the scope of library's collection care or collection conservation programs.
- 8. Notify GPO immediately if the condition of any of the titles under its preservation stewardship changes due to loss, deterioration, mold, vandalism, or disaster.
- 9. Notify GPO immediately if there are location changes for any of the titles under its preservation stewardship.
- 10. Complete the Preservation Steward survey every three (3) years.
- 11.Conduct an additional condition assessment of the Preservation Steward collection, with GPO's participation, if changes to the condition of the collection warrant an assessment.

## B. GPO shall:

- 1. Provide a notice on FDLP.gov acknowledging the partnership between GPO and the Merrill Cazier Library at Utah State University to preserve Federal Government information.
- 2. Maintain a copy of the Merrill Cazier Library at Utah State University Preservation Steward inventory and make the inventory publicly available.
- 3. Include the Preservation Steward holdings of the Merrill Cazier Library at Utah State University in the *Catalog of U.S. Government Publications*.
- 4. Provide consultation services for questions related to the preservation of publications in the Merrill Cazier Library at Utah State University Preservation Steward collection.
- 5. Provide Preservation Steward related promotional materials.

# **DEFINITIONS**

Good condition	The publication shows signs of use. The binding may show signs of wear to cover boards, hinges, and spine, but all pages are tightly bound. Binding boards and pages may show signs of having been bumped and bent at the edges (dog eared), but no other damage is present. Maps and foldouts may show wear at the folds, but all information is clearly legible. All supplementary material is present, but has clearly been used and may have been misfolded when returned to the pockets or enclosures.
Minimum level cataloging	At a minimum, the description of a resource, should include all the core elements (RDA Toolkit) that are applicable and readily ascertainable. The description should also include any additional elements that are required in a particular case to differentiate the resource from one or more other resources with similar identifying information.
Preservation copy of record (for tangible publications)	The preservation copy of record for tangible publications is the version set aside to protect its informational content and intrinsic value from decay or destruction. The copy of record may be nondestructively digitized to create a digital surrogate to function as the use copy. Intrinsic value is the worth of an item beyond the information content; it includes a combination of factors including historic value and provenance.
Tangible content	Information conveyed on a physical medium.

## TERMINATION OF AGREEMENT

- 1. Either party may terminate this agreement after providing one hundred and twenty (120) days written notice to the other party.
- 2. Between the date of the notice of termination and the date of termination, the Merrill Cazier Library at Utah State University will continue to provide preservation stewardship in accordance with this agreement.
- 3. The parties understand that once this agreement is terminated, GPO may find another depository library to provide preservation stewardship of the Federal publications under the scope of this agreement, or may itself provide preservation stewardship.

#### PUBLIC RELEASE OF AGREEMENT

The parties agree a signed copy of this agreement may be made public on a GPO website.

## FINANCIAL TERMS AND PAYMENT

No funds are to be exchanged between GPO and the Merrill Cazier Library at Utah State University in connection with the provision of services under this agreement. Each institution will be responsible for any expenses it incurs as a result of this agreement.

## **EFFECTIVE DATE/REVIEW**

This agreement is effective as of the date of signature by all authorized representatives indicated below. The agreement will be reviewed by the parties three (3) years from the effective date to determine if changes or amendments are needed.

## POINTS OF CONTACT

David Walls, Preservation Librarian Library Services and Content Management U.S. Government Publishing Office <a href="mailto:dwalls@gpo.gov">dwalls@gpo.gov</a> 202-512-0644

Jennifer Kirk Merrill Cazier Library <u>jen.kirk@usu.edu</u> 435-797-8033

# **ACCEPTANCE**

This memorandum provides transparent, compliant, and auditable documentation of existing and ongoing preservation activities entrusted to Federal depository libraries maintaining depository collections of record. By signing this memorandum, the library accepts the terms of this agreement.

SBHall 09/8/2022

Date Click or tap to enter a date.

Laurie B. Hall
Superintendent of Documents

U.S. Government Publishing Office

Date 08 September 2022

**Purchasing Agent** 

**Utah State University**