

**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.

Title	Committee	SuDoc 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
Office of Defense 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 Administration publications and predecessors	N/A	PR 32.	Historic
Office of Alien Property Custodian publications and predecessors	N/A	PR 32.	Historic
National War Labor Board publications and predecessors	N/A	PR 32.	Historic
Hearings, Prints, and Miscellaneous Publications	Senate Special Committee on Aging and predecessors and successors	Y 4.AG 4:	Historic and Current
Hearings, Prints, and Miscellaneous Publications	House Committee on Agriculture and predecessors and successors	Y 4.AG 8/1:	Historic and Current
Rules of the Committee on Agriculture	House Committee on Agriculture and predecessors and successors	Y 4.AG 8/1-11:	Historic and Current
Legislative Calendar, Committee on Agriculture	House Committee on Agriculture and predecessors and successors	Y 4.AG 8/1-12:	Historic and Current
Hearings, Prints, and Miscellaneous Publications	Senate Committee on Agriculture, Nutrition, and Forestry and predecessors and successors	Y 4.AG 8/2: and Y 4.N 95 and Y 4.AG 8/3:	Historic and Current
Legislative Calendar	Senate Committee on Agriculture, Nutrition, and Forestry and predecessors and successors	Y 4.AG 8/3-11:	Historic and Current

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

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

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

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

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

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

Membership and Jurisdiction of Subcommittees	Senate Committee on Foreign Relations and predecessors and successors	Y 4.F 76/2-16:	Historic and Current
Hearings, Prints, and Miscellaneous Publications	Senate Committee on Homeland Security and Governmental Affairs and predecessors and successors	Y 4.G 74/9:	Historic and Current
Organization of Federal Executive Departments and Agencies	Senate Committee on Homeland Security and Governmental Affairs and predecessors and successors	Y 4.G 74/9:EX 3 and Y 4.G 74/9-10:	Historic and Current
Legislative Calendar	Senate Committee on Homeland Security and Governmental Affairs and predecessors and successors	Y 4.G 74/9-12:	Historic and Current
Rules of Procedure of the Committee on Homeland Security and Governmental Affairs	Senate Committee on Homeland Security and Governmental Affairs and predecessors and successors	Y 4.G 74/9-13:	Historic and Current
Rules of Procedure (Permanent Subcommittee on Investigations)	Senate Committee on Homeland Security and Governmental Affairs and predecessors and successors	Y 4.G 74/9-14:	Historic and Current

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

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

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

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

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

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

Rules Governing Procedure of the Committee on Science	House Committee on Science, Space and Technology and predecessors and successors	Y 4.SCI 2:P 86 and Y 4.SCI 2/12:	Historic and Current
Hearings, Prints, and Miscellaneous Publications	Commission on Security and Cooperation in Europe and predecessors and successors	Y 4.SE 2:	Historic and Current
Hearings, Prints, and Miscellaneous Publications	House Committee on Small Business and predecessors and successors	Y 4.SM 1:	Historic and Current
Rules of the Committee on Small Business	House Committee on Small Business and predecessors and successors	Y 4.SM 1:10/	Historic and Current
Legislative Calendar (House)	House Committee on Small Business and predecessors and successors	Y 4.SM 1:11/	Historic and Current
Hearings, Prints, and Miscellaneous Publications	Senate Committee on Small Business and Entrepreneurship and predecessors and successors	Y 4.SM 1/2:	Historic and Current
Hearings, Prints and Miscellaneous Publications	Joint Committee on Taxation and predecessors and successors	Y 4.T 19/4:	Historic and Current
Estimates of Federal Tax Expenditures for Fiscal Year ...	Joint Committee on Taxation and predecessors and successors	Y 4.T 19/4:F 31 and Y 4.T 19/4-10:	Historic and Current
General Explanation of Tax Legislation	Joint Committee on Taxation and	Y 4.T 19/4-11:	Historic and Current

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

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

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

<p>Good condition</p>	<p>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.</p>
<p>Minimum level cataloging</p>	<p>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.</p>
<p>Preservation copy of record (for tangible publications)</p>	<p>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.</p>
<p>Tangible content</p>	<p>Information conveyed on a physical medium.</p>

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
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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.



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