



Streamlining the Disposal Process

Making It Easier for Everyone

Depository Library Council Session

Thursday, May 1, 2014



- **Comprehensive collections and the discard process**
 - *Hallie Pritchett, University of Georgia*

- **Issues affecting Regionals and Selectives**
 - *Marie Concannon, University of Missouri*

- **What some Regionals are doing now that others might follow**
 - *Larry Romans, Vanderbilt University*



Comprehensive Collections and the Discard Process



Designated regional depository libraries must ensure the comprehensiveness and integrity of a tangible FDLP collection in their state or region.

Legal Requirements & Program Regulations of the Federal Depository Library Program, 2011



Comprehensiveness

???



Comprehensive (adjective)

- Including many, most, or all things
Merriam-Webster Dictionary
- ...having the attribute of compromising or including much; of large scope or content
Oxford English Dictionary
- Of large scope; covering all or much; inclusive
Dictionary.com



Comprehensive collection:
one that is large in scope and
includes many, most, or all things

This is not in Title 44

What Title 44 actually says...

Depository libraries not served by a regional depository library, or that are regional depository libraries themselves, shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form which may be discarded as authorized by the Superintendent of Documents.

44 U.S.C. § 1911 (2011)

To be designated a regional...

[...the library must agree to], in addition to fulfilling the requirements for depository libraries, retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents)...

44 U.S.C. § 1912 (2011)



In the beginning...

- 1972 - Depository Library Council established
- 1974 - Council's Committee on Standards appointed
 - *Felt it was difficult to conduct inspections without standards and guidelines*
 - *Title 44 provides only minimum standards*
- 1977 – *Guidelines for the Depository Library System* adopted by Council



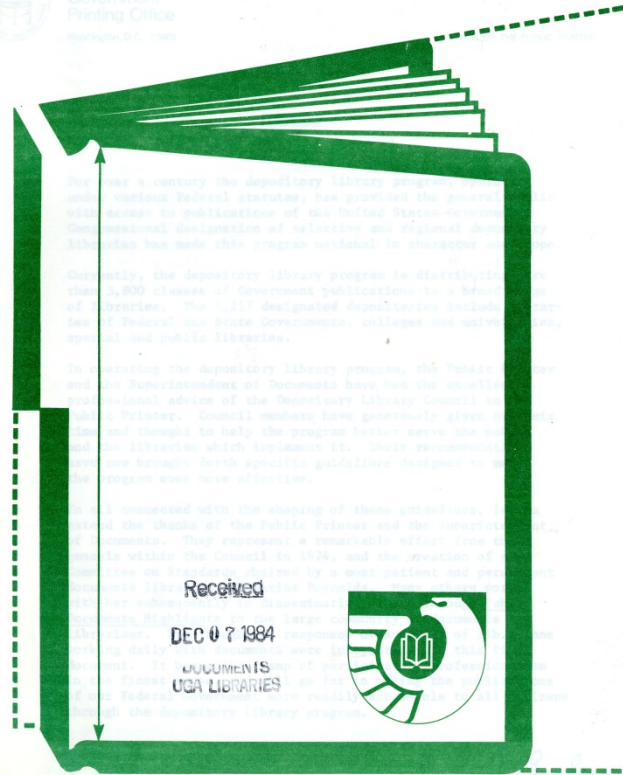
Connecting Communities

Guidelines for the Depository Library System

as adopted by the Depository Library Council to the Public Printer, October 18, 1977



Government
Printing Office
Washington, DC 20540



with ← →

Minimum Standards for the Depository Library System
as adopted October 22, 1976



Responsibilities of regional libraries include:

- attempting to complete their retrospective collections of major serials, annuals, and other research materials by means of gift, exchange or purchase, including microforms
- screening all lists of documents withdrawn from selective depositories to insure their future availability in the region

Guidelines for the Depository Library System as adopted by the Depository Library Council to the Public Printer, October 18, 1977



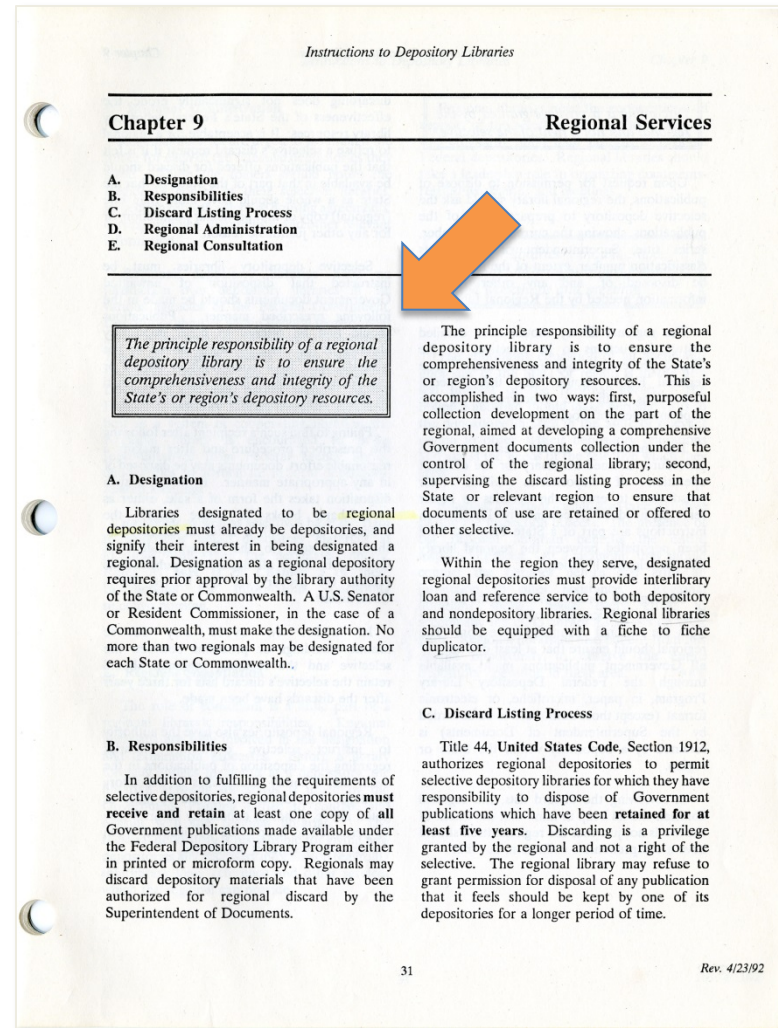
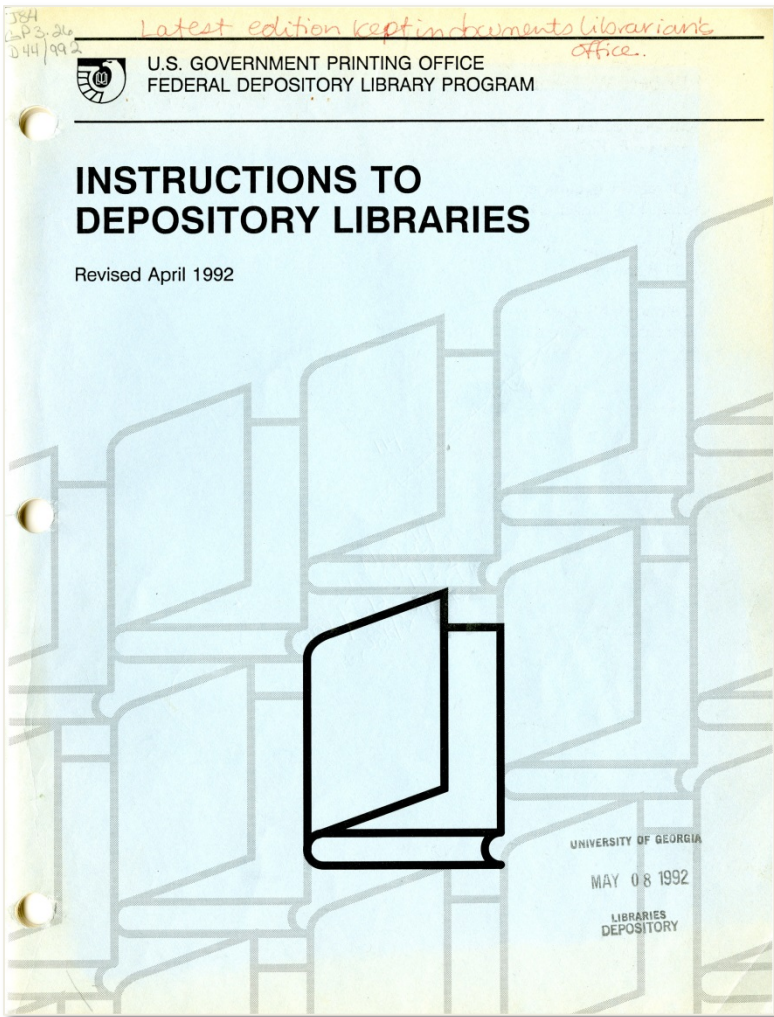
The next revision...

The principal responsibility of a Regional Federal Depository Library is to ensure the comprehensiveness and integrity of the State's or region's depository resources. This accomplished in two ways: first, purposeful collection development on the part of the Regional aimed at developing a comprehensive Government documents collection under the control of the Regional library; second, supervising the discard process in the State or relevant region to ensure that documents of use are retained or offered to other selectives.

*Instructions To Depository Libraries. Revised 1988
(also in the 1992, 2000 & 2008 revisions)*



Connecting Communities





How do Regionals ensure the comprehensiveness and integrity of a tangible FDLP collection in their state or region?

Via the discard process
(at least in part)



Discarding documents - 1977

Upon request for permission for disposal of publications, the regional library should ask the depository to prepare a list of publications, showing the current item number, series title, Superintendent of Documents number, and approximate extent of holdings to be disposed of.

Instructions to Depository Libraries, 1977



1995 Memorandum

This procedure is onerous for depositories. Compiling the lists of materials is labor intensive. It is difficult to find space for storing documents to be discarded for months until the lengthy procedure is completed.

*United States Government Memorandum, 4/7/95
Reprinted in Administrative Notes, v.25:12-13, 2004*



1995 Memorandum: recommended solutions

1. Grant regionals greater flexibility, more latitude and discretion
2. Allow for site visits and “eyeballing”
3. Allow regionals to issue needs lists





1995 Memorandum: recommended solutions



4. Eliminate listing of microfiche
5. Allow regionals to designate what must be listed and what should never be listed
6. Create a list of automatic discards



2009 Substitution Guidelines

A selective depository is permitted to replace tangible versions with online equivalents of depository materials provided the library has held the publication for at least one year, your regional depository has approved the disposal of the tangibles, and the online version is:

- Official;
- Complete; and
- Free of charge to the user.

No library is required to substitute online versions for paper, microfiche, CD-ROM, etc.

Substituting Online for Tangible Versions of Depository Publications by Selectives, 2009



Discarding documents - 2014

- Require selective libraries to compile lists of publications they wish to withdraw from their collection (specific categories or formats may be exempted from the listing requirement),
- Conduct an in-person review of the publications to be discarded,
- Require selective libraries to check discards against the regional's or a union "needs" list.

Legal Requirements & Program Regulations of the Federal Depository Library Program, 2011



Not a perfect system...

- Still onerous
- Still labor intensive
- Still have space issues

Does it have to be perfect?



The bottom line:

ALL depository libraries play a role in ensuring the comprehensiveness and integrity of tangible FDLP collections in their state or region.



Discussion



Issues Affecting Regionals and Selectives



Issues Affecting Regionals and Selectives



Space





Issues Affecting Regionals and Selectives

Staff to assist





Issues Affecting Regionals and Selectives

- The time it takes Selectives to create lists
- The time it takes Regionals to check lists against their own holdings
- Differences in the way libraries describe items



Connecting Communities

Missouri State Library Request for Disposal Federal Documents Exchange List No. 0334B-09-05

Publications offered: EPA, FEMA, EP, ER, FHL, FR, FS, FT, FTZ, GA, GP, GS, other miscellaneous
Format: Paper
Submitted: Nov. 16, 2009
Deadline:

Libraries that belong to the MOBIUS consortium – courier service will be used for shipping.
Libraries that do not belong to the MOBIUS consortium – must have a FedEx or UPS account number for shipping.

To request documents by e-mail or FAX: List SuDocs number and title and e-mail to: Annie.Moats@sos.mo.gov FAX to: 573-526-1142	To request documents by U.S. mail: Circle SuDocs number and return list to: Federal Documents Missouri State Library P.O. Box 387 Jefferson City, MO 65102-0387
---	--

Blue = make it
Red = checked stuff.
Green = shelf list cards.

SuDoc #	Title	Year
No SuDoc # - DDC#: 387 Un 271 1943	Table of distances between ports: 1943 - H. O. No. 117	1948
EP 1.2.Ac 4	Acid Rain Research Summary <i>M.S.S.ing et al 1982</i>	1979
EP 1.2.Ai 7/4	Clean Air. It's up to you, too.	1973
EP 1.2.Ai 7/31	Clean Air: The Breath of Life	1976
EP 1.2.Aq 3	Toward a Cleaner Aquatic Environment	1973
EP 1.2.As 1/2	School Asbestos Program: Questions & Answers	1979
EP 1.2.As 7/2	Assessment of the impact of resource recovery on the environment	1979
EP 1.2.Au 8/7	Tuning Down Auto Air Pollution	1978
EP 1.2.Au 8/8	Information Document on Automobile Emissions Inspection and Maintenance Programs	1978
EP 1.2.Av 5	Aviation Noise: Let's get on with the job	1976
EP 1.2.H 34/6	Health, environmental effects, and control technology of energy use	1976
EP 1.2.R 24/4	How to set up a local program to recycle used oil	1969
EP 1.17.158	State activities in solid waste management, 1974	1975
EP 1.28/6	Environment midwest, together	1974
EP 1.29/2:Ac 4/979	Acidity-alkalinity (pH): water quality standards criteria digest, a compilation	1979
EP 1.29/2:An 8/980	Antidegradation policies: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:B 13	Water quality standards criteria digest: a compilation of federal/state criteria on bacteria	1972
EP 1.29/2:B 13/2	Bacteria: water quality standards criteria digest, a compilation	1979
EP 1.29/2:D 36	Definitions: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:D 63/2/979	Dissolved solids: water quality standards criteria digest, a compilation	1979
EP 1.29/2:El 1	Other elements: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:N 63/2	Nitrogen-ammonia/nitrate/nitrite: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:Or 3	Organics: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:Ox 9/979	Dissolved oxygen: water quality standards criteria digest, a compilation	1979
EP 1.29/2:P 43	Pesticides: water quality standards criteria summaries, a compilation	1980
EP 1.29/2:P 56	Water quality standards criteria digest: a compilation of federal/state	1972

EM 1.102.C 82/2	Indirect costs of residential fires	1980
FEM 1.108:Ed 8	Public fire education planning: a five step process.	1980
FEM 1.108:J 98	Juvenile firesetter handbook: dealing with children ages 7-14	1984
FEM 1.108.P 96/pt 1	Guide for preparing fire pumper apparatus specifications: part I — executive summary	1980
FEM 1.108.P 96/pt 2	Guide for preparing fire pumper apparatus specifications: part I — determining performance requirements	1980
FEM 1.108.P 96/pt 3	Guide for preparing fire pumper apparatus specifications: part III — preparing the bid specification	1980
FEM 1.108.P 96/pt 4	Guide for preparing fire pumper apparatus specifications: part IV — a suggested specification format	1980
FEM 1.108.P 96/pt 5	Guide for preparing fire pumper apparatus specifications: part V — supplemental material	1980
FEM 1.108:R 29	NFIRS National fire incident reporting system handbook	1980
FEM 1.108:Sa 1	Teaching fire safety through exhibits — <i>Dave want</i>	1980
FEM 1.108:Se 4	Federal guidelines for selecting and accommodating inflow design floods for dams	[1986]
FEM 1.108:T 23	Cable television for the fire service	1982
FEM 1.202:Ar 7/3	Report to the president on progress in implementation of the national arson strategy	[1981]
FEM 1.202:H 75	Home fire protection: fire sprinkler systems	1982
FHL 1.11	Savings & home financing source book	1979-1980 (cy's 1978-1979)
FHL 1.30	Asset and liability trends, 1982	1983 on shelf
FM 1.1:	Federal Mediation and Conciliation Service	FY's 1973-1979
FR 1.2/2:B 22x	Bank service charges and fees, their impact on consumers — a study by the Board of Governors of the Federal Reserve System	[1985]
FR 1.8/3:C 86	Consumer handbook to credit protection laws	1981
FR 1.30/2	1973 Historical chart book	[1974]
FS 1.19:	State data and state rankings in health, education and welfare ... health, education and welfare trends	1964 (pt 2), 1965 (pt 1 & 2), 1966-67 (pt 1 & 2)
FS 2.2:T 55	Use of tobacco: practices, attitudes, knowledge, and beliefs — United States — Fall 1964 and Spring 1966	1969
FS 3.49:25	Social welfare expenditures under public programs in the United States 1929-1966	1968
FS 5.220.20088	Profile of ESEA: The Elementary and Secondary Education Act of 1965	1966
FS 5.220.20108-[v]	Title II Elementary and Secondary Education Act [of 1965] annual report: fiscal year	1967 (FY 1966), 1968 (FY 1967)
FS 5.223.23038	State education structure and organization	1964
FS 5.223.23044	State law on compulsory attendance	1966
FS 5.223.23050	Reinforcing the role of states in education	1967
FS 5.223.23050-66	Focus on the future: education in the states	1968
FS 5.223.23050-69	The State of State Departments of Education	1969
FS 5.230.30014	Teaching young children to read	1964
FS 5.234.34036	Educational television: the next ten years	1965
FS 5.237.37000	Education: an answer to poverty — school programs which may be eligible for federal aid	1966
FS 5.250.50054	Students and buildings: an analysis of selected federal programs for higher	1968

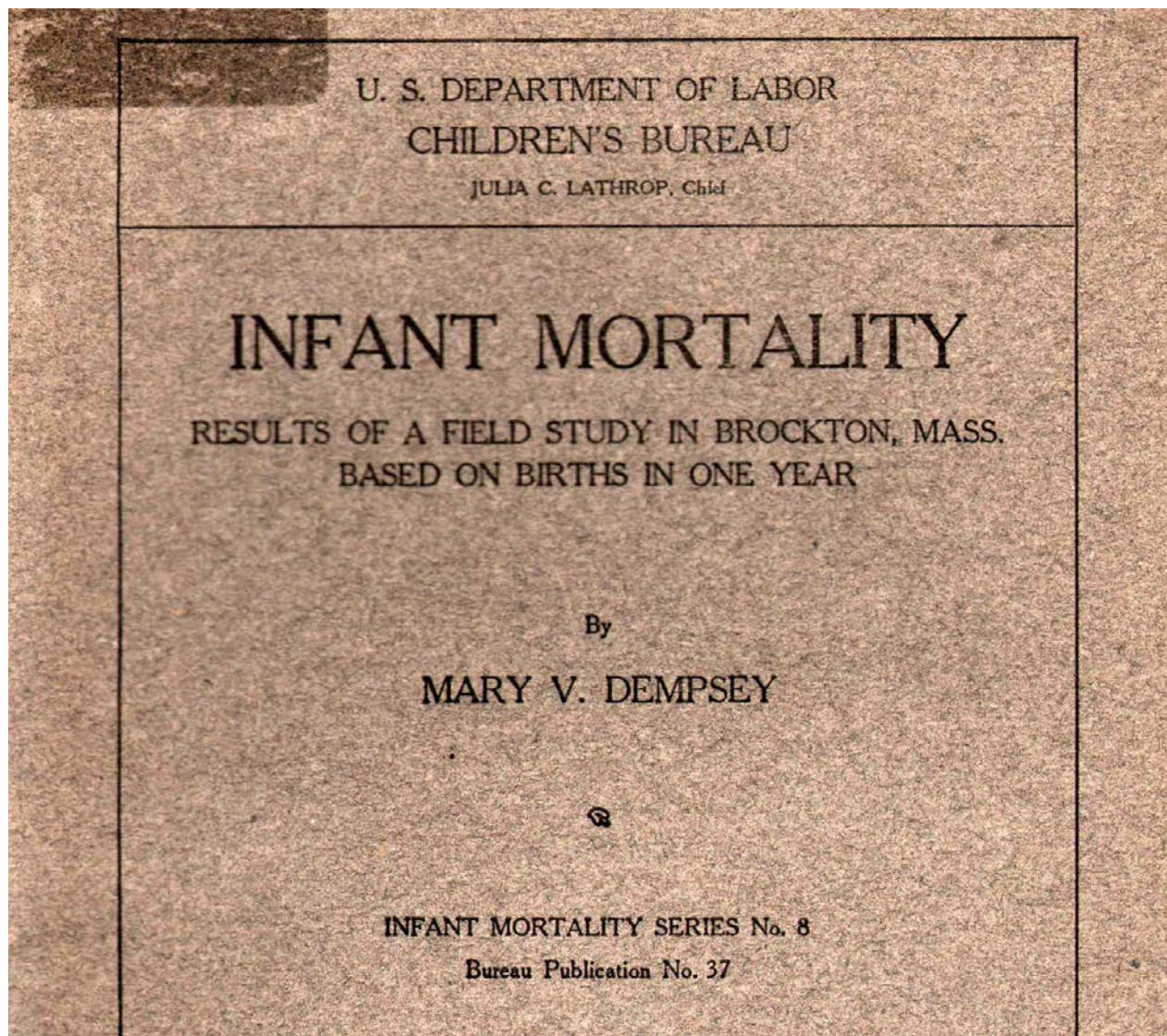


DOCS
I49.32:
960

FISHERY STATISTICS OF THE UNITED STATES 1960



STATISTICAL DIGEST NO. 53
UNITED STATES DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
Bureau of Commercial Fisheries





Connecting Communities



Demonstrating the worth of these activities



Uncertainty
about
disposal rules





What some Regionals are doing now that others might follow



Many Regionals bring order to the disposition process through these methods:

- Selectives offer only specific SuDocs ranges for each month or quarter, then merge lists into one large list (Kansas & Minnesota).
- Selectives can check previous lists of items approved for discard, and don't need to list something that has already been listed by another Selective (Connecticut).



Some Regionals don't require Selectives to list:

- Items issued after the Regional's designation date.
- Items that appear in the Regional's catalog (exceptions may apply).
- Items on the Regional's needs list.
- Microfiche.





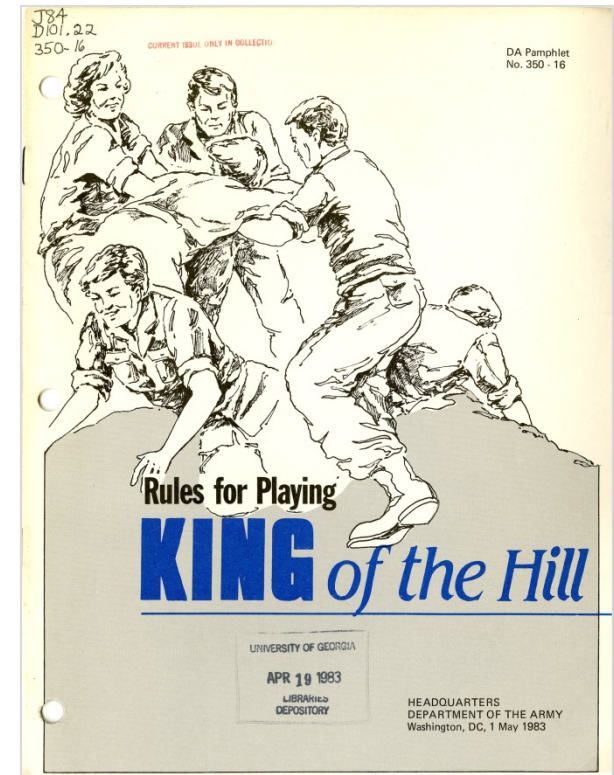
Other ideas:

- One Regional maintains a wiki for posting approved discard lists. For one year, Selectives can discard anything that another Selective has posted to the wiki.
- Certain Selectives that have collections which are likely duplicated in multiple locations around the state might negotiate for blanket approval to discard.



Some Regionals do not require Selectives to list every item separately:

- Selectives can scan the front cover of documents rather than create a list.
- Selectives can list serials by title and date or volume range only.





A gray area in Title 44:

- One Regional approves Selectives' discards without "first offering them to other depository libraries within their area ..." *The Selectives in the region have indicated that they do not want to review disposal lists.*
- Yet, "eyeballing" is okay, and it sometimes involves permission to recycle without offering to other libraries.



First things first:

- Planning a weeding project? Call your Regional depository librarian **FIRST** to describe your goals and time frame. Together you might negotiate a customized plan that will make the process easier for both of you.



Discussion



Contact Us

- Marie Concannon: concannonm@missouri.edu
- Hallie Pritchett: hpritch@uga.edu
- Larry Romans: larry.romans@Vanderbilt.Edu