New Regional Depository Library Discard Policy

Implementation, Processes, & Best Practices

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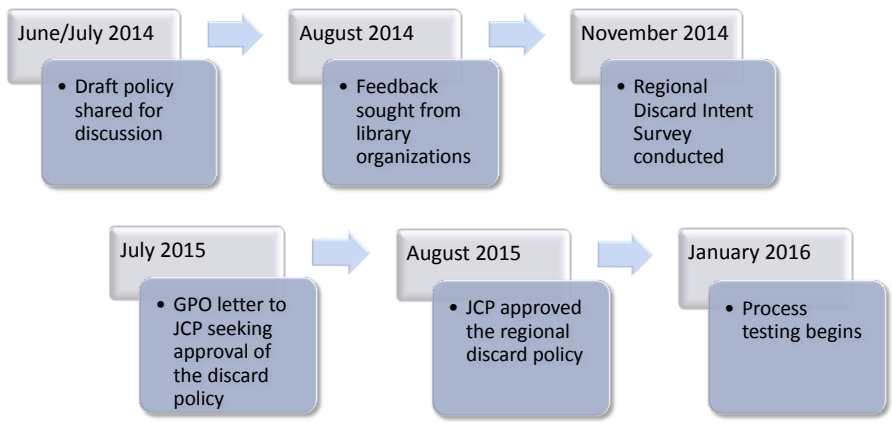
Regional Discard Policy Timeline



Addressing Community Concerns

- ✓ Seek trusted repository certification for FDsys
- ✓ Need for inventory and bibliographic control of the National Collection of U.S. Government Information
- ✓ Maintain geographically distributed tangible copies
- ✓ Define "requisite number of tangible copies" to ensure access and preservation

✓ = working on

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New Regional Discard Policy

"Government Publications Authorized for Discard by Regional Depository Libraries"

Authorized when the publication:

1) Has been retained by the regional in tangible form for a period of seven years from the date of receipt, processing, or shipping list date; and,
2) Is available on GPO's Federal Digital System in a format that meets the standards of the Superintendent of Documents as authentic with the digital signature of the Superintendent of Documents.

AND…

New Regional Discard Policy

3) A minimum of four tangible copies of the publication exist in the FDLP distributed geographically.

"The third stipulation will enable the Program to accomplish its goals while also providing the necessary access to materials."

Gregg Harper, Chairman
Joint Committee on Printing

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Policy Requires Regionals

- To inform GPO of their intent to discard tangible depository materials
- To receive advance approval to discard from the Superintendent of Documents
- To offer the discarded publications to the selectives they serve and then to other depository libraries nationwide

Policy Requires GPO

- To ensure a minimum of 4 geographically distributed tangible copies of publications exist in the FDLP
- To accept requests from regionals to withdraw tangible materials from their collections
- To approve/disapprove of regional requests
- To maintain an inventory of regional depository holdings

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The Four Copies – Access vs. Preservation Copies

Access Copies

- Presumes use
- May circulate
- May share through ILL
- Use means wear, tear, and potential loss

Preservation Copies

- Cannot accept wear, tear, or potential loss
- Presume dark archive
- Source of tangible facsimiles
- Source for new digital copies
- Best copy available
- Copies of last resort

Preservation Copy of Record

The preservation copy of record for **tangible publications** is the complete 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.

The preservation copy of record for **digital content** is the preservation master file stored in a trustworthy repository. Derivatives of the preservation master copy are made available for access. The digital copy of record should be produced to specifications that will allow the creation of a printed facsimile version, should one be needed.

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Basis for GPO Discard Decisions

- Geographic diversity
- Broadband availability
- Natural disaster risk
  - Earthquakes
  - Floods
  - Tornadoes
  - Hurricanes
  - Tsunamis
  - Volcanoes
- Number of available copies
- Condition of copies

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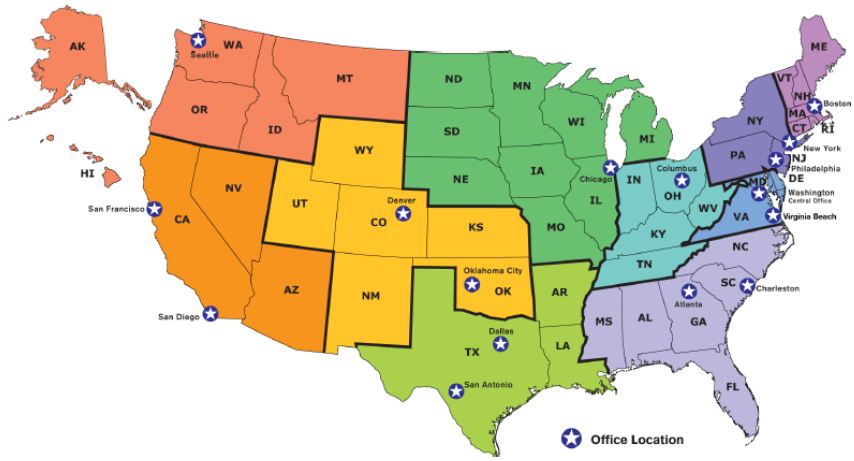
GPO Regional Printing & Procurement Offices



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GPO Regions

	1	2	3	4	5	6	7	8	9	10
AREA COVERED	CT, MA, ME, VT, NH, RI	NY, NJ, PA	DC, DE, MD, VA,	AL, FL, GA, MS, NC, PR, SC, VI	IN, KY, OH, TN, WV	IA, IL, MI, MO, MN, ND, NE, SD, WI	AR, LA, TX	CO, KS, NM, OK, UT, WY	AZ, CA, NV	AK, AS, FSM, GU, HI, ID, MT, OR, WA,
NUMBER OF DEPOSITORIES	78	141	94	149	138	203	95	85	99	79
POPULATION (2014 estimates in thousands)	14,681	41,472	15,897	56,278	31,004	46,650	34,573	17,751	48,373	16,166

Why the GPO Regions?

- There are ten regions
- Response from the Discard Intent Survey of 11/2014
- More regions in the NE and Mid-Atlantic
- Regionals covering multiple states are intact
- GPO working infrastructure that's in place

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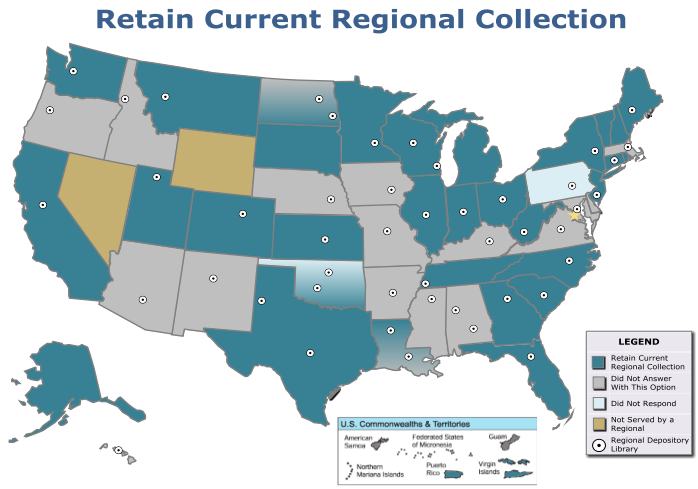
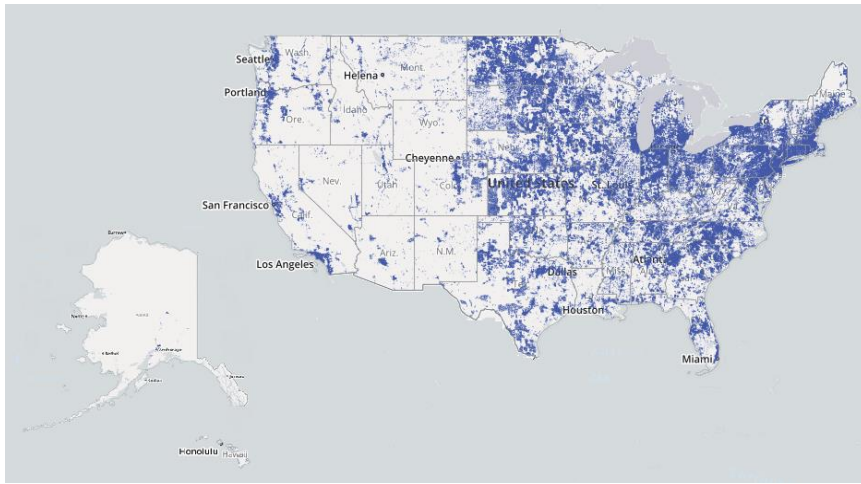
Data from Discard Policy Intent Survey, 11/2014



National Broadband Map

Maximum Advertised Speed Available: wireline download speeds of 3 Mbps or higher



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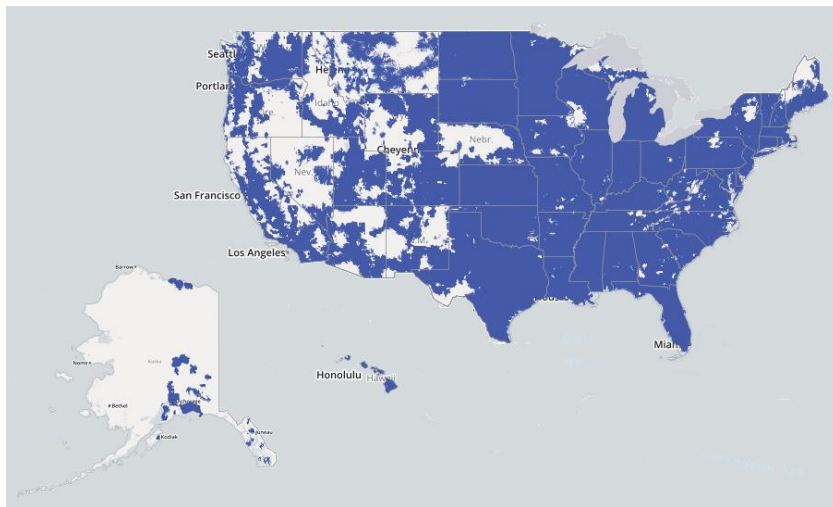
National Broadband Map

Maximum Advertised Speed Available: wireless download speeds of 3 Mbps or higher



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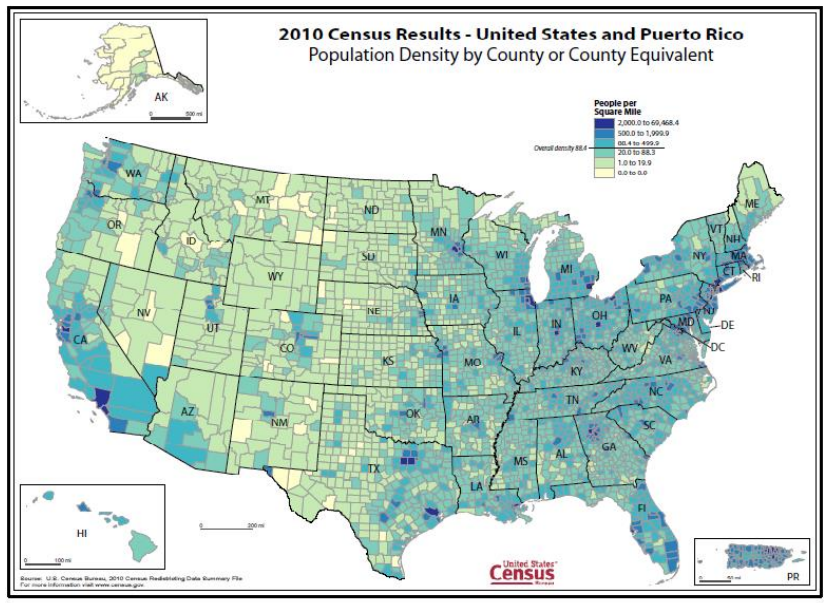
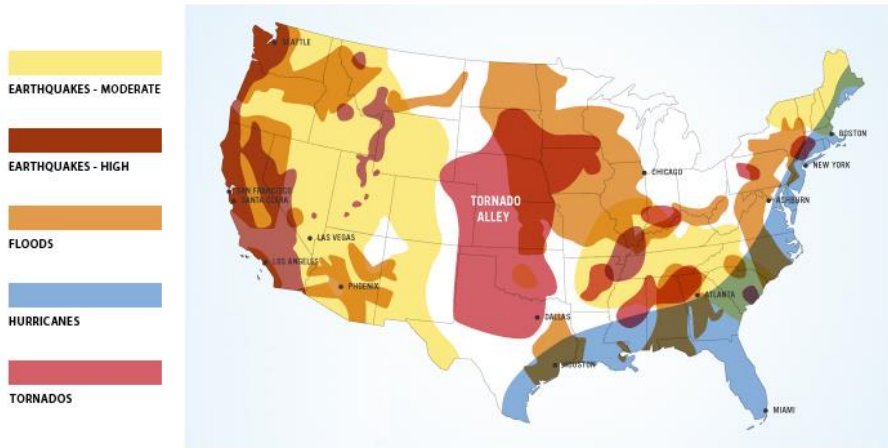
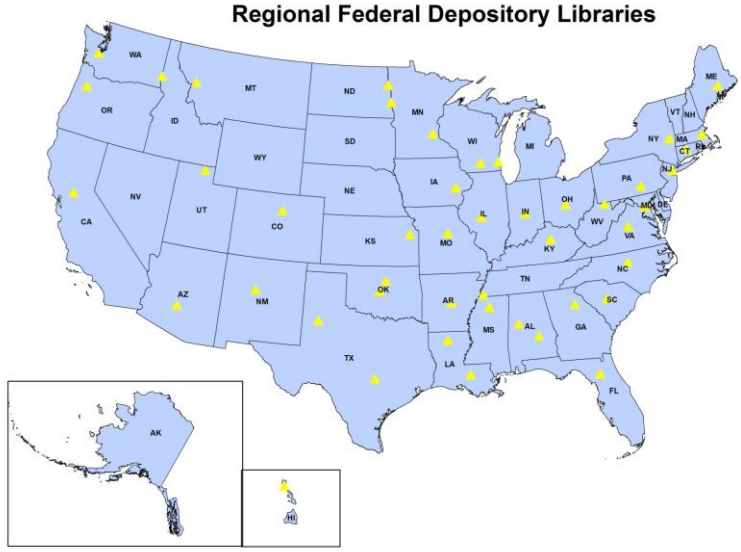


Natural Disaster Risk



Regional Federal Depository Libraries



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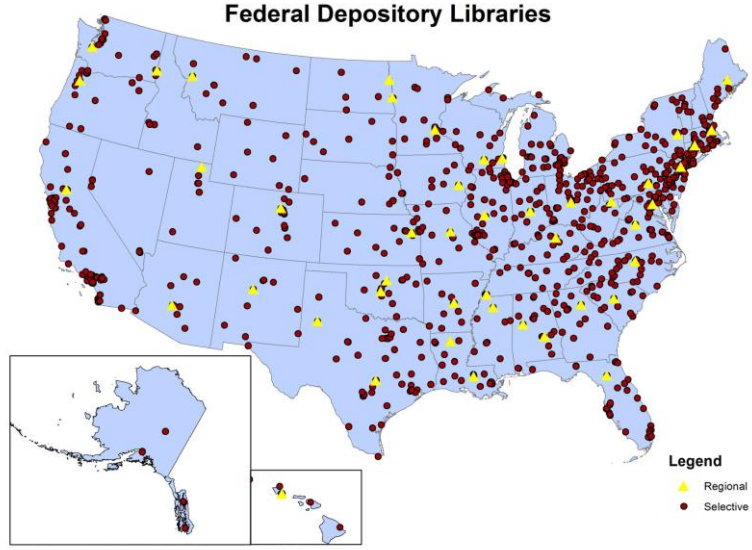
Federal Depository Libraries



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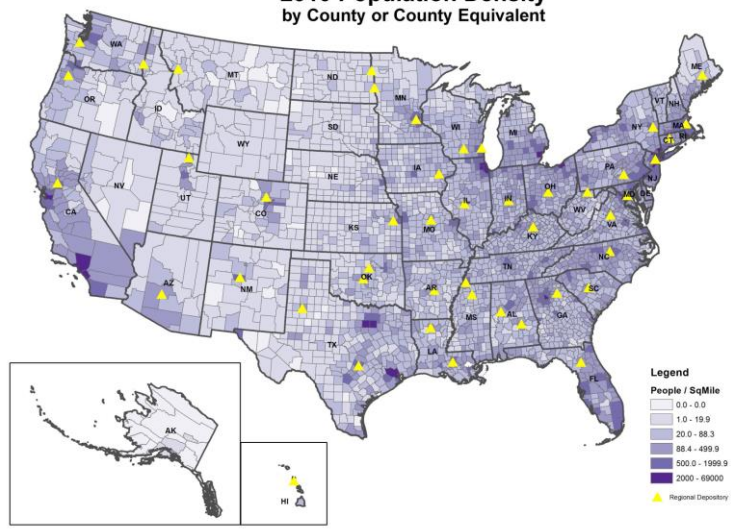
2010 Population Density
by County or County Equivalent



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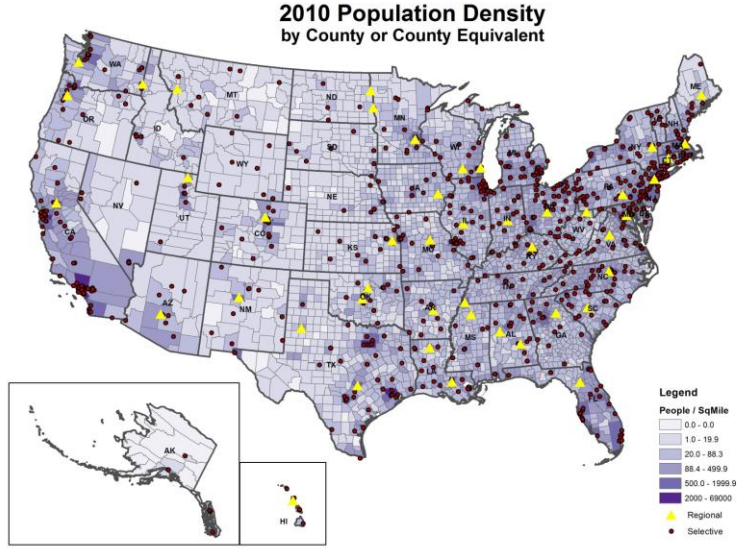

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GPO Regional Printing & Procurement Offices

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Implementation Testing

- Test processes and procedures with 6 regional depositories (state, public and academic)
  - Submitting of requests
  - GPO reviewing requests and responding
  - Inventory of holdings
  - Disposition of titles approved for discarded
- GPO staff will be available at test libraries
- FDLP.gov Web page
  - Form to submit
  - GPO will provide a list of titles eligible for withdrawal
  - Digital signature of library director or designee

Test Regional Libraries

- Arizona State Library, Archives & Public Records
- Boston Public Library
- Oklahoma Department of Libraries
- Oregon State Library
- University of Florida
- University of Virginia

Test Titles/Series

- Congressional Record (daily)
- GAO Reports and Comptroller General Decisions
- Hearings from committees to be named
  - Complete holdings on FDsys
  - Low percentage of holdings on FDsys
- Title(s) determined by test libraries

The Processes

- Validate the Discard Intent Survey submitted in 11/2014
  - Inform GPO of validation or changes
- Submit request to discard to GPO
- Receive GPO response within 30 days. Do not take action until you hear from GPO
- Offer titles to selectives you serve once discard permission is granted. Allow 2 weeks for responses
- Post list to GPO's Needs & Offers list for at least 2 weeks http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html

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Best Practices

- Regionals – review discard intent with selectives
  - If selectives are ok with this, this streamlines the process once permission from GPO is received as selectives will already have had an opportunity to speak up.
- Work with selectives to devise a state-wide collection development plan that includes discard strategies
- Provide GPO a copy (digital or paper) of or a link to your collection development plan
- Share your plan with other regionals

We Need Your Help

- Feedback
- Information GPO Needs :
  - Validity, today, of the Discard Intent Survey submissions from 11/2014
  - Format of your bibliographic data
  - Best way for you to transfer records/share holdings
  - How your piece level records are maintained

Comments? Questions?

Or think of something later …

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