

# Recording Our Commitment! Describing FDLP Print Distribution Title Retention Commitments with SPA

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## Overview

In 2023, GPO announced the FDLP Print Distribution Titles (PDT) List, which included new retention requirements. In 2024, ASU Library was selected to receive three 50-copy titles and opted to receive the Unlimited titles.

As an active partner in shared print programs, Arizona State University (ASU) Library has adopted the *Shared Print Actions: Terminology for MARC 21 Field 583 (SPA)* to locally record selected shared print commitments. To ensure consistency with the adoption of SPA, ASU Library created internal guidelines for recording the new FDLP PDT retention commitments.

## Shared Print Actions

The *Shared Print Actions: Terminology* resource was created in an effort to meet the needs of the shared print community. The resource will be reviewed every two years and updated as needed by the Shared Print Metadata Guidelines Working Group.

Formally accepted by the Library of Congress in July 2024, SPA provides standardized terminology for typical actions taken as part of participation in a shared print program, which allows institutions to record these activities locally. SPA is an important step toward greater metadata interoperability for institutions committing to retain materials on behalf of a shared print program. It also provides an extensible vocabulary and structure that can be used to record retention commitments for other purposes.

## Terminology

Based on the guidelines provided in SPA, ASU Library adopted the following terminology for recording the new FDLP PDT retention commitments in Field 583 in the online catalog, Ex Libris Alma.

Field/code	Definition	Notes
583	Action note	
1 #	Not private; Undefined	
\$\$3	Materials specified	Use publication year or volume
\$\$a	Type of specific action	
\$\$c	Time/date of action	
\$\$d	Action interval	Use date of receipt from GPO*
\$\$f	Authorization	Authorized by Federal Depository Library Program Print Distribution Titles (FDLP PDT)
\$\$u	Supplemental Information	Since the FDLP manages the webpage, we cannot guarantee that this link will remain unchanged.

\*Per GPO, the date of receipt can be defined as the date the box was received, the shipping list date or the date the item was shelved.



## Astronomical phenomena for the year ... / issued by the Nautical Almanac Office, United States Naval Observatory.

### Example

Our current Field 583 action note template for these holding records is as follows:

```
583 1 # $$3 2024- or v. $$a committed to retain
$$c 20240123 $$d five years from receipt date
$$f FDLP PDT $$u
https://www.fdlp.gov/about-the-fdlp/new-limited-p
rint-distribution-framework
```

### Processing Workflow

The special retention Field 583 action note was added to the holding records for FDLP PDT publications in Ex Libris Alma.

Upon receipt of publications, additional fields are selected in the item records in Ex Libris Alma to ensure that items are not withdrawn before retention requirements are met. The item record fields are:

- Committed to retain: Yes
- Retention reason: Government Document
- Retention Note: FDLP PDT commitment, retain for 5 years from receipt date

Retention Information

Committed to Retain  No  Yes

Retention Reason

Retention Note

### Next Steps

Once the required retention period for FDLP PDT publications has been met, ASU Library staff will determine if these materials will be retained or discarded.

- If materials are retained in the collection, no further action is required.
- If materials are deaccessioned, the items must be offered locally and nationally on FDLP eXchange.