

*Superintendent of Documents approved the Midwest NCSA reallocation process with the addition of a consistent beginning for all the NCSA Steering Committees 11 October 2024.*

## **LIMITED PRINT DISTRIBUTION REALLOCATION PROCESS — ORDER OF OPERATIONS**

To begin the process, a [Midwest NCSA](#) library will notify the Government Publishing Office (GPO) of its wish to stop receiving a limited [print distribution title](#) (PDT). When the Government Publishing Office is informed that a depository library wants to relinquish its print allocation(s), GPO convenes a meeting with:

- a. Relinquishing library
- b. Northeast NCSA Steering Committee member
- c. Regional Depository Coordinator of the relinquishing library
- d. NCSA Designated Federal Officer

The meeting is an opportunity to explain the reallocation process and inform the relinquishing library of the information they will need to submit a “Relinquishing PDT Allocation Form” and let them know the data elements they will need. It will be determined if there are other data that may be of importance, and discuss any extenuating circumstances that may impact this, or any other, FDL process. Following the meeting the depository library submits the “Relinquishing PDT Allocation Form” to GPO.

GPO will then notify the Midwest NCSA Steering Committee (NCSA-SC) and the library’s regional coordinator. The Midwest NCSA-SC will note whether library also wants to remove back issues of the limited PDT received since February 2024.

The Midwest NCSA-SC will search for another library to take up the commitment. The goal will be to keep the limited PDT in the Midwest, since this would align with GPO’s original allocation.

The Midwest NCSA-SC will announce availability of the title through the Midwest NCSA distribution list. Interested libraries may indicate their interest by answering the following six questions:

1. Can your library meet the [minimum requirements](#) for FDLs receiving PDT titles?
2. Would your library value this item on its own merits due to anticipated local need for the printed item?
3. If your library can commit to receiving this title, how would you maximize physical access for non-affiliates and distant users? (no more than two pages, please)
4. Would your library be willing to receive this title if no other library steps forward?
5. Would your library accept the February 2024-present backfiles as well?
6. Do you have the support of your administration for this request?

If more than one library should express interest in a title, the Midwest NCSA-SC will invite input from the applicants’ regional coordinators. It will make a recommendation in consideration of these decision criteria from GPO:

- Favor libraries with strong and compliant public access.
- Favor libraries with strong support for sharing materials.
- Avoid duplication of titles at libraries on the same campus.

- Balance geographic distribution using visual aids provided by [PDT maps](#), while weighing any advantages there might be in keeping it near the original library.
- Take into account Midwestern FDLP library values as revealed by [GPO's survey results](#).
- *[If relevant]* Existing [Preservation Stewards](#) have priority.
- *[If relevant]* Libraries receiving the bound Congressional Serial Set will not receive the individual House and Senate Documents or House and Senate Reports.
- *[If relevant]* Each of the following titles will be sent to allocated libraries as a set:
  - *Code of Federal Regulations and the Finding Aids and Index.*
  - *Budget of the United States, Analytical Perspectives, and Major Savings and Reforms.*
  - *Congressional Record Proceedings and Debate and Daily Digest (bound).*

If only one library expresses interest, the Midwest NCSA-SC will assess that library's capacity to accept the commitment based on the criteria above. If not, the committee will issue second and third calls to the Midwest with deadlines of two weeks each.

If no libraries express interest, or if no library can meet the guidelines, then the limited PDT will be offered out to other NCSAs.

The Steering Committee will submit a recommendation for a library to receive the reallocation(s) to the Superintendent of Documents through the Steering Committee's Designated Federal Officer. The final decision for reallocation rests with GPO.

## **SAMPLE LETTER**

To: FDLP libraries of the Midwest National Collection Service Area (NCSA).

Greetings,

Within GPO's [Limited Print Distribution Framework](#), a [print distribution title](#) (PDT) has become available in our [Midwest NCSA](#) and we are seeking another library to take up the commitment. The title is \_\_\_\_\_, SuDoc# \_\_\_\_\_.

*[If relevant]* In addition, the library dropping this commitment also wishes to relinquish their PDT backfile dating to February 2024, a collection measuring \_\_\_\_\_ linear feet.

Please let us know if your library wants to receive future shipments of this title, and/or the backfile. Direct your letter of interest to the Midwest NCSA Steering Committee (NCSA-SC) in care of Marie Concannon, Chair, at [concannonm@missouri.edu](mailto:concannonm@missouri.edu), and provide brief answers to these questions:

1. Can your library meet the [minimum requirements](#) for FDLs receiving PDT titles?
2. Would your library value this item on its own merits due to anticipated local need for the printed format?
3. If your library can commit to receiving this title, how would you maximize physical access for non-affiliates and distant users? (no more than two pages, please)

4. Would your library be willing to receive this title if no other library steps forward?
5. Would your library accept the February 2024-present backfiles as well?
6. Do you have the support of your administration for this request?

The Midwest NCSA-SC will select a library based on the following considerations:

- Favor libraries with strong and compliant public access.
- Favor libraries with strong support for sharing materials.
- Avoid duplication of titles at libraries on the same campus.
- Balance geographic distribution using visual aids provided by PDT maps.
- Take into account Midwestern FDLP library values as revealed by [GPO's survey results](#).
- *[If relevant]* Existing Preservation Stewards have priority.
- *[If relevant]* Libraries receiving the bound Congressional Serial Set will not receive the individual House and Senate Documents or House and Senate Reports.
- *[If relevant]* Each of the following titles will be sent to allocated libraries as a set:
  - *Code of Federal Regulations* and the *Finding Aids and Index*.
  - *Budget of the United States, Analytical Perspectives, and Major Savings and Reforms*.
  - *Congressional Record Proceedings and Debate* and *Daily Digest* (bound).

The deadline for nominations is 3 weeks/21-days [exact date: \_\_\_\_\_] from the date of this notice.  
[2<sup>nd</sup>/3<sup>rd</sup> calls each have two-week deadlines.]