

West NCSA Steering Committee

Annual activities summary, April 2024-May 2025

Compilation of meeting summaries posted to the West NCSA listserv by Steering Committee Chair, Arlene Weible (slightly edited for clarity)

April-May 2024

The West NCSA Steering Committee met on April 22 and May 20, 2024. On behalf of the members of the committee, I'd like to provide an update on the recent work of the committee and our plans for the upcoming months.

Purpose

Each NCSA has a Steering Committee charged with the following tasks:

- Facilitate discussion and collaboration among the Federal depository libraries
- Increase opportunities for more flexible collection management
- Increase options for collaborative depository library administration and activities, such as training or resource sharing
- Coordinate NCSA-wide planning

More information can be found in the [charter](#) of the committee.

Committee Info

A complete list of committee members is available on the [West NCSA website](#) hosted by GPO. The committee has agreed to hold monthly meetings and has elected the following members to fulfill specific roles:

- Arlene Weible, Chair
- Cass Hartnett, Chair-elect
- Jen Kirk, Secretary

Communication

Committee members want to be open and transparent about the committee's work. Summaries of committee meetings will be posted to the email distribution list and there will be opportunities for all west FDLP coordinators to join discussions of issues and provide input as planning work moves forward.

Collection Planning

Committee members are currently developing a list of issues to tackle as it works on aspects of collection coordination and planning for the West NCSA. GPO has asked that we prioritize developing criteria and procedures for reallocating [limited print distribution titles](#) when a library no longer wishes to receive them.

We welcome suggestions for print distribution reallocation criteria or other issues for the committee to address as it continues its work.

When sending messages to this email distribution list please remember those messages are distributed to all FDLP coordinators across the western region. If you prefer to communicate directly with committee members, feel free to reach out to myself or any committee member.

June 2024

The committee met on June 17, 2024 to discuss questions to consider as we create a process for determining the reallocation of limited print distribution titles within the NCSA. GPO has asked us to have a process outlined by September 2024. Members felt it was important to further analyze the data GPO has provided about [limited print distribution titles](#) to gain a better understanding of the current distribution and interests among libraries in the West, so that will be our task over the summer. Our next meeting is scheduled for August 19.

We welcome suggestions for print distribution reallocation processes or other collection coordination issues for the committee to address as it pursues its work.

August 2024

The committee met on August 19, 2024 to review data about the current distribution of [Limited Print Distribution Titles \(LPD titles\)](#) across the West NCSA. Additionally, survey data gathered from libraries and used by GPO staff to make the original allocations was reviewed. Data about the current distribution of titles was derived from the [Limited Distribution PDT Dashboard \(GPO\)](#). Several observations were highlighted during this review:

- For each title, the West NCSA was allocated between 20%-50% of the total copies available.
- The geographic location of libraries receiving titles is fairly well distributed across the NCSA, although it was noted that only five copies of the 457 total copies allocated to the West are located in Alaska or Hawaii and there may be some underrepresentation of the Southwestern region.
- There is survey data from 2023 that indicates which libraries requested, but did not receive, a LPD title. This data could be used in decisions to reallocate titles, but will likely become inaccurate and less useful over time.

The committee also discussed a preliminary outline of a process to reallocate LPD titles if a designated library wishes to give up current receipts of an allocated title. In addition to process milestones, the committee discussed:

- Roles of designated LPD title libraries, Regional Coordinators, Steering Committee members, and GPO staff
- Data needed for decision-making and strategies for collecting the data needed throughout the process
- Criteria to be used in decision-making, given that minimum title thresholds for the NCSA and other factors may vary depending on the title under consideration

We attempted to focus discussion on decisions related to current receipts, rather than the redistribution of legacy collections, since the role of the NCSA Steering Committee around this aspect of collection coordination is still evolving and less clear. It was difficult to set issues related to preservation and historical collections completely aside, however, and it is likely the location of legacy collections will be part of the criteria used to reallocate titles.

The Committee will continue to refine the reallocation process outline between now and our next meeting, which will be September 16, 2024. We anticipate releasing a final draft to all West NCSA depository coordinators for review and feedback shortly after that date, with a final version sent to GPO by the end of September 2024.

September 2024

The West NCSA Steering Committee met on September 16, 2024.

Membership update: Kelly Smith has had to step down from the committee. As the Depository Library Council representative, GPO will determine who can replace Kelly on the Steering Committee. James Jacobs remains an alternate.

The Steering Committee has finalized a draft of the Limited Print Distribution Reallocation Process. The Steering Committee invites questions and comments on the attached draft.

The Steering Committee must provide a final version to GPO on September 30. A draft version was distributed to Regional Coordinators in the West on September 3.

Please provide feedback on the attached draft by midnight (Pacific) on Thursday September 26. Comments or requests for edits can be made directly with the West NCSA Chair, Arlene Weible arlene.weible@slo.oregon.gov.

West National Collection Service Area (NCSA)
Limited Print Distribution (LPD) Reallocation Process
Draft version sent for review - [September 16, 2024](#)
Final Version, sent to GPO: [September 30, 2024](#)

November 2024

The Committee met on November 18, 2024.

Membership update: Gwen Sinclair has replaced Kelly Smith as the Depository Library Council representative on the committee. Gabriella Ozurovich has resigned and alternate James Jacobs will fill her remaining term. Niamh Wallace has been appointed by GPO to take over the alternate position.

The Steering Committee reviewed and provided feedback on a draft form that libraries will need to complete when they wish to relinquish a [Limited Print Distribution \(LPD\) title](#). In addition to the information provided by the relinquishing library, the Committee suggested other types of GPO data that would be helpful to be compiled as requests are prepared for committee review. GPO anticipates some testing of the form before it is rolled out to the broader FDL community in 2025.

The committee also received a NCSA Collection Management Plan Outline which will help guide future discussions. GPO has asked that all NSCA Steering Committees focus on developing a “last copy” policy, which will help guide how decisions will be made related to the retention of print titles **currently distributed** by GPO within the West NCSA region. (not historical legacy collections). To kick off this process, the committee received a short presentation about the Preservation Stewards program from Abby McDermott and David Walls.

For next steps, the West NCSA Steering Committee chair will create some discussion questions, based on the outline provided by GPO, that will be used to gather initial feedback from committee members and Regional Coordinators in the West. We also anticipate further collaboration with the leadership of the other three NSCA Steering Committees to help with strategies for completing this work.

January 2025

The Committee met on January 13, 2025 and discussed retention plans and thresholds for retention that can inform a Last Copy Policy for the West NCSA. Thanks to committee members and Regional Coordinators in the West who responded to discussion questions related to retention and last copies. The discussion resulted in some agreement that libraries in the West NCSA should ideally continue to receive the number of copies currently allocated to it for [Limited Print Distribution Titles](#). However, those libraries that would be interested in permanently housing copies (beyond the current 5 year requirement) is still uncertain, and would require a more formal agreement with GPO to assure long term retention. The Steering Committee is interested in seeing if the current Preservation Steward approach can be leveraged to identify intent to retain limited print distribution (LPD) Titles.

For next steps, the Steering Committee identified needed data related to current Preservation Stewards in the West and requested an opportunity to have a more in depth discussion with GPO staff managing this program. The Steering Committee will move forward with scheduling that discussion and will share information as it becomes available. Some [analysis](#) has been started and is available on the [Preservation Steward website](#).

February 2025

The Steering Committee met on February 10, 2025 with representatives from the Government Publishing Office (GPO) to discuss current Preservation Stewards in the West and had an in depth discussion with GPO staff managing this program. Committee members learned more details about the metadata collected from preservation steward libraries and processes used to analyze this data. GPO plans to continue working towards making the [Catalog of Government Publications](#) the repository for shared print holdings for the FDLP.

Information about current preservation stewards is available on the [Preservation Steward website](#). The Steering Committee will reflect on information learned and how to incorporate it in the West NCSA Collection Management Plan, including a Last Copy Policy.

March 2025

The Steering Committee discussed several topics at its meeting on March 17, 2025, including:

- A limited print distribution reallocation request for Y 1.1/8: House Reports from the Wyoming State Library. Following the identified process, which was [presented in October 2024](#), a representative from the West NCSA Steering Committee met with the requesting library and nearby Regionals to discuss interest in the title. Following that meeting, the West NCSA representative reached out to Regional libraries in states/areas that did not receive an allocation of this title. The Arizona State Library indicated interest and the Steering Committee voted to recommend that the House Reports be reallocated to that library. We have passed our recommendation on to GPO.
- Update on a discussion held at a NCSA Steering Committee chairs meeting on March 14, 2025 related to the definition of “last copy”. The group agreed that the term “retention commitment copy” is better terminology to describe the intention and GPO staff and NCSA Steering Committees will use that language moving forward. A draft definition of this term was created and will be discussed among the NCSA Steering Committees over the coming month. It was also clarified that NCSA collection plan discussions are only focused on current FDLP receipts (those received from Feb. 2024 forward) and do not apply to legacy FDLP collections. Management of these legacy collections still remains the responsibility of FDLP Regional Libraries.
- Committee members also continued their discussion of thresholds for what we are now calling retention commitment copies for the West NCSA. There are a variety of perspectives to consider and we’ll continue this discussion at our next meeting.

April 2025

The Steering Committee met on April 21, 2025.

With the endorsement of all NCSA Steering Committees, GPO has adopted the following definition of retention commitment copy (formerly known as “last copy”): A retention commitment is a formal signed agreement between the U.S. Government Publishing Office and a library or a Federal agency where the

library or Federal agency guarantees to hold and preserve specified National Collection of U.S. Government Public Information titles for a length of time that is indicated in the agreement.

Committee members reviewed [distribution data](#) for limited and unlimited FDL P print distribution titles (PDT) and current Preservation Steward agreements for these titles in the West in order to establish a minimum threshold of retention commitment copies for the West NCSA. This analysis and discussion led to the committee's decision to adopt a tiered approach:

- 5 copies of 20-copy PDTs
- 10 copies of 50-copy and unlimited PDTs

While current distribution of titles indicates a sufficient number of libraries receiving titles to meet this threshold, it is not clear that these libraries are willing to establish formal agreements to permanently retain copies. After discussing options to gather more information, the committee agreed to initially reach out to the libraries receiving 20-copy PDTs to ascertain interest in housing retention commitment copies. Additional information about historical distribution will be gathered and questions developed to help members of the committee as they conduct this outreach. Initial findings will be reported back to the committee at its May 19 meeting.

May 2025

The Steering Committee met on May 19, 2025. This meeting began as a transition meeting to the 2025-2026 Steering Committee membership. The Committee welcomed Natalie Bond from the University of Montana as the committee's new alternate member and took some time to reflect on the work of the group in the last year. Outgoing committee member and chair Arlene Weible was thanked for her stalwart leadership in the inaugural year, establishing firm practices and helping navigate the new experience of collaborative collection planning across the Western states. Weible will depart the committee on May 31 but will continue her work connecting the committee to Pacific Northwest libraries. Cass Hartnett will begin her term as Chair on June 1. Elections for Vice Chair/Chair-Elect and Secretary will be held at the June meeting.

Following transition discussions, committee members shared their experiences doing outreach to libraries receiving 20-copy Print Distribution Titles (PDT) to ascertain interest in housing retention commitment copies. The committee is in the process of gathering additional information about historical distribution of 50-copy PDT and will continue to contact libraries, as FDL P coordinators' feedback has been valuable as part of this process. Thanks to Daniel Cornwall for his work compiling data for the committee's work in this area!

As mentioned earlier, I will be rotating off the committee on May 31, but I am happy to answer any questions or make sure your question gets routed to committee members. The full roster of committee members is listed on the [West NCSA website](#).

Thank you ... its been a pleasure to serve the FDL P community over the last year!

West NCSA Steering Committee Members, 2024-2025

Daniel Cornwall, Alaska State Library
Cass Hartnett (Chair-elect), University of Washington
James Jacobs, Stanford University
Jen Kirk (Secretary), Utah State University
Karen Pfiffner, Colorado School of Mines
Gwen Sinclair, University of Hawai'i at Mānoa
Niamh Wallace, University of Arizona (Alternate)
Arlene Weible (Chair), Oregon State Library

Respectfully submitted,

Arlene Weible

West NCSA Steering Committee Chair,

2024-2025 June 2, 2025