

**West National Collection Service Area (NCSA)
Limited Print Distribution (LPD) Reallocation Process
Superintendent of Documents Approved, October 11, 2024**

What: A Federal Depository Library (FDL) in the West NCSA wishes to relinquish current receipt of an LPD title

Step One: Gather required data and submit reallocation request

Who is responsible: GPO in cooperation with library initiating reallocation request and the library's FDL Regional coordinator

Process:

- Library receives a fact sheet describing process and information required to submit request to reallocate the receipt of a LPD title (provided by GPO staff or their FDL Regional coordinator)
- Library seeks assistance from their Regional FDL coordinator or GPO staff to gather data, if needed
- Library submits reallocation request via a form that collects required data
- GPO receives the request and reviews data for completeness
- GPO transmits gathered data and any other recommendations to Steering Committee chair and Regional FDL Coordinator

Recommended required data to gather

- Reason for giving up print allocation.
 - Prefer digital access
 - Space issues
 - Lack of use
 - Administrative shift of priorities, including budget or staffing changes
 - Leaving the FDLP
- Desire to retain items received since Feb. 2024?
- Any items received prior to Feb. 2024? Desire to retain previous items?
- Timeline or urgency of the need to make collection changes
- Willing to provide access (circulate, ILL etc.) to items retained?
- Linear feet (or inches of MF) of items (if any) wish to withdraw
- Identity of a FDL in the state (or area) wishing to take over current receipts of title, if any
- Identity of a FDL in the state (or area) willing to take backfile (or already retains backfile), if any

Step Two: Data Review and Communication Strategy

Who is responsible: NCSA Steering Committee, with participation of the state's FDL Regional coordinator as needed

Process:

Steering Committee chair [or other designee] and FDL Regional coordinator review initial incoming request and makes an initial recommendation of path to follow

- If a potential receiving library is identified in the initial request, contact the library to confirm their interest, gather any additional data needed to confirm it meets criteria.
- If a potential receiving library is not identified in the request, review the current distribution of the title in West NCSA and identify any potential gaps or needs that should be further discussed by the Steering Committee. This could include asking other West FDL Regional Coordinators of any known interest in the title in their states.

The Steering Committee Chair [or designee] transmits review results and initial recommendation to the full Steering Committee.

- If an initial review recommends a potential receiving library, the Steering Committee may approve and move forward with recommendation to GPO or decide to seek other potential receiving libraries
- If an initial review does not recommend a receiving library, the Steering Committee will discuss options and select a communication strategy to identify potential receiving libraries, which could include, but is not limited to
 - Contacting potential libraries based on knowledge or pre-identified interest
 - Open message to West NCSA listserv
- The Steering Committee will adapt this [template](#) for use with its communication strategy.
- If a potential library is not identified within approximately one month after initiating search, the Steering Committee Chair will consult with the committee to decide whether to extend the search or recommend the title be offered to another NCSA.
- If more than one potential library is identified, the Steering Committee will use the criteria outlined below to determine which library will be recommended to GPO.

Criteria used to make recommendations:

- Favor libraries with policies that document commitment to public access to print materials. .
- Favor libraries with strong support for sharing materials (ILL and circulation).
- Avoid duplication of titles at libraries on the same campus or in the same city.
- Balance geographic distribution using visual aids provided by [PDT maps](#).
- Take into account West FDLP library interests as identified in [GPO's survey results](#) from Dec 2023 or any subsequent surveys of interest.
- *[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, Index and Daily Digest* (bound).

Step 3: Recommendation to GPO

Who is responsible: NCSA Steering Committee Chair and GPO staff

Process:

- The Steering Committee will review results from Step 2 and vote on a recommendation to GPO based on information gathered. The recommendation should include, when applicable:
 - The library that should take over current receipts of the title
 - A summary of the decision-making process, including how criteria was applied and considered in the process
 - Any recommendations to GPO about moving backfile materials, including if any financial support from GPO is needed
 - Willingness to reallocate the LPD title to a different NCSA, if applicable

- The Steering Committee Chair [or designee] will communicate the recommendation to GPO, Regional Coordinators, and impacted West libraries

- GPO staff will alert other NCSA Steering Committee Chairs of the opportunity to receive an LPD title allocation and work with them to determine next steps.

