

**NORTHEAST NATIONAL COLLECTION SERVICE AREA
PRINT DISTRIBUTION REALLOCATION PROCESS**

- (1) 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 Officer¹
- (2) 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. Determine if there are other data that may be of importance, and discuss any extenuating circumstances that may impact this, or any other, FDLP process.
- (3) The depository library submits the “Relinquishing PDT Allocation Form” to GPO.
- (4) GPO ensures the form is included in the library’s official file and then transmits the gathered data to the Steering Committee Chair and the relinquishing library’s regional depository coordinator.
- (5) Steering Committee meets to review and discuss the library's reallocation request, determine an estimated timeline for the process, and begin the process of finding a library(ies) willing to take on the allocation(s).
- (6) Are there libraries within the NCSA that responded to GPO’s PDT questionnaire requesting the title but did not receive an allocation?²
 - a. If there are YES responses, send a targeted email to those libraries to see if they are still interested in receiving the title(s). Response time frame: 30 days.
 - i. If any library responds expressing interest in receiving the PDT title(s) requested, the Steering Committee meets to discuss the appropriateness of the request and the libraries’ suitability to receive the allocation(s), that is, meet specified and ranked criteria.
 - ii. Notify library(ies) to confirm they are still interested in receiving the allocation(s) and they meet the other ranked criteria.
 1. If YES, the library(ies) confirm they are still interested, the Steering Committee will recommend to the Superintendent of Documents.

¹ Designated Federal Officer (DFO) is a GPO employee who attends all the meetings and provides guidance and direction to the Steering Committee. The DFO does not have a vote.

² It is recognized that the data collected on the GPO PDT Questionnaire may quickly become outdated but is acceptable for the very near term.

- iii. Send a list of prioritized recommendations to the Superintendent of Documents with a justification of how they met NE NCSA criteria. Also include a list of libraries not recommended to receive an allocation.
- (7) If NO library requested the title in the GPO PDT questionnaire, send a blanket email to all depository libraries within the NE NCSA to gauge interest. Response time frame: 30 days.
 - i. If any libraries respond YES, they are interested in receiving the PDT title(s) requested, follow from (6)a.i to (6)a.iii.
- (8) If NO libraries express interest, consider if the title(s) is still needed within the NCSA. Keep in mind the NE NSCA's goal of retaining at least four copies of a title within the NCSA.
 - a. The Steering Committee sends an email to all depository coordinators in the Northeast NCSA informing them that no library expressed interest in receiving a reallocation.
 - i. The email will ask for a reply that indicates:
 - 1. They are ok if the title(s) is/are offered to the other NCSAs.
 - 2. They want to keep the title(s) within the NE NCSA.
 - ii. Majority response is accepted.
 - b. If the majority wants to keep the title(s) in the NE NCSA, the Steering Committee will make no more than two attempts to find a library to accept the allocations. If, after two attempts, a library is not willing to accept the allocations the NE NCSA will offer the allocations to the other NCSAs.
 - c. Allocations will be offered to the other NCSAs if the majority are ok with doing so.
- (9) The NE NCSA Designated Federal Officer will inform the Superintendent of Documents that the NE NCSA is relinquishing an allocation(s).
- (10) GPO staff will alert other NCSA Steering Committee Chairs of the opportunity to receive a limited print distribution title allocation and work with them to determine next steps.