

MEMORANDUM OF AGREEMENT
BETWEEN
THE GEORGE A. SMATHERS LIBRARIES
AT THE UNIVERSITY OF FLORIDA
AND
THE U.S. GOVERNMENT PUBLISHING OFFICE

PURPOSE

This Memorandum of Agreement (the Agreement) is between the George A. Smathers Libraries (the Smathers Libraries) at the University of Florida and the U.S. Government Publishing Office (GPO). It establishes the responsibilities of the Smathers Libraries as a preservation steward of tangible content within scope of the Superintendent of Documents Public Information Programs: Federal Depository Library Program (FDLP); Cataloging & Indexing Program (C&I); and GPO's System of Online Access, currently FDsys. It expresses the U.S. Government Publishing Office's and the Federal Depository Library Program's long-term commitments to permanent public access through preservation and in *Keeping America Informed* and the responsibilities of GPO for supporting the Smathers Libraries in its role as a preservation steward.

BACKGROUND

Responsibility for retention of depository materials by regional depository libraries is found in 44 United States Code §1912, which states:

[regional depository libraries] will, in addition to fulfilling the requirements for depository libraries, retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents) ...

This provision of §1912 has been in place since the Depository Library Act of 1962, Pub. L. 87-579, which established regional depository libraries. However, the Joint Committee on Printing (JCP) in a letter to GPO Director Davita Vance-Cooks, dated August 5, 2015, authorized withdrawal of tangible depository materials under certain circumstances.

With this new authority, the Superintendent of Documents issued a new policy¹ which permits regional depository libraries to withdraw Government publications from their collection if:

¹ Superintendent of Documents Public Policy Statement: Government Publications Authorized for Discard by Regional Depository Libraries (effective May 31, 2016) may be found at: <http://www.fdlp.gov/file-repository/about-the-fdlp/policies/superintendent-of-documents-public-policies/2737-government-publications-authorized-for-discard-by-regional-depository-libraries-1>.

1. Advance approval to discard is received from the Superintendent of Documents.
2. The publication is superseded or later issued in bound form.
3. The publication:
 - a. Has been retained by the regional in tangible form for a period of seven years from the date of receipt, processing, or shipping list date;
 - b. Is available on GPO's Federal Digital System (FDsys)¹ and contains the digital signature of the Superintendent of Documents; and
 - c. Exists in tangible form in at least 4 libraries distributed geographically in accordance with the policy.

PRESERVATION STEWARDS

The Smathers Libraries agree to provide preservation stewardship, as well as provide an inventory listing, for the following government publications:

1. All federal documents retained as part of its Centers of Excellence under the Collaborative Federal Depository Program of the Association of Southeastern Research Libraries (ASERL), including provision of cataloging records and digitized copies suitable for electronic signature by the Superintendent of Documents for items not available in FDsys or its successor platform, which will be detailed in a separate agreement ; and
2. All other federal documents in the Florida Academic Repository (FLARE) for which there is an acceptable digital facsimile in FDsys, based on title lists or ranges of titles provided by GPO.

Preservation stewards play a critical role in GPO achieving its mission of *Keeping America Informed*. As GPO does not have a tangible collection to preserve, reliance on preservation steward agreements with depository libraries, Federal agencies, and other institutions or organizations with Government publications is a necessity. GPO will maintain an inventory of the Smathers Libraries preservation copies of record to ensure compliance with 3.C. above. Preservation stewardship obligates libraries to:

1. Verify the physical existence of item(s) on their list.
2. Ensure each item is cataloged and if it is not, create a record using at least minimum level cataloging.
3. Determine that the item condition is good, the minimal level for preservation copy of record.
4. Store the item(s) in a controlled access environment (FLARE), making the item(s) non-circulating.

¹ At the time of the signing of this agreement, FDsys is GPO's online system of record. Following a period of beta testing, it will be replaced by the next generation system, govinfo. This agreement will be valid with FDsys, govinfo, or any successor online system of record.

5. Ensure preservation copies of record are not withdrawn by making them easily identifiable:

- Make a retention notation in the cataloging record, in the MARC 583 field, identifying the document for permanent retention as required by law for the holdings of a Regional Federal Depository Library as shown below:

583 1 \$5 flgafar \$a committed to retain \$c [date FLARE holding created] \$d committed to retain permanently \$f FLARE \$f FDLP \$j FSTO

6. Include the item(s) within the scope of library's collection care or collection conservation programs, if applicable.

7. Reporting

- Notify GPO immediately if the condition of any of the titles under its preservation stewardship changes due to loss, deterioration, mold, vandalism, or disaster.
- Notify GPO immediately if there are location changes for any of the titles under its preservation stewardship. Allow GPO personnel access to the collection to conduct a condition assessment on the Smathers Libraries premises.
- Conduct a condition assessment of titles under preservation stewardship whenever a title is recalled for use or transferred to FLARE

DEFINITIONS

Controlled access environment	A "Controlled Access Environment" is one in which library users cannot directly browse and pull material from library shelves. Controlled Access collection items must be requested and checked out to users for either in-building use only or for use in a special collections reading room. Climate control and security for the Controlled Access Environment should be equal to that provided for the library's other special collection materials.
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<p>Good condition</p>	<p>The publication shows signs of use. The binding may show signs of wear to cover boards, hinges, and spine, but all pages are tightly bound. Binding boards and pages may show signs of having been bumped and bent at the edges (dog eared), but no other damage is present. Maps and foldouts may show wear at the folds, but all information is clearly legible. All supplementary material is present, but has clearly been used and may have been misfolded when returned to the pockets or enclosures.</p>
<p>Minimum level cataloging</p>	<p>As a minimum, a resource description for a work, expression, manifestation, or item should include all the core elements (RDA or AACR2 equivalent) that are applicable and readily ascertainable. The description should also include any additional elements that are required in a particular case to differentiate the resource from one or more other resources with similar identifying information.</p>
<p>Preservation copy of record (for tangible publications)</p>	<p>The preservation copy of record for tangible publications is the version set aside to protect its informational content and intrinsic value from decay or destruction. The copy of record may be nondestructively digitized to create a digital surrogate to function as the use copy. Intrinsic value is the worth of an item beyond the information content; it includes a combination of factors including historic value and provenance.</p>
<p>Preservation copy of record (for digital content)</p>	<p>The preservation copy of record for digital content is the preservation master file stored in a trustworthy repository. Derivatives of the preservation master copy are made available for access. The digital copy of record should be produced</p>

	to specifications that will allow the creation of a printed facsimile version, should one be needed.
Tangible content	Information conveyed on a physical medium.

TERMINATION OF AGREEMENT

1. Either party may terminate this agreement after providing one hundred and twenty (120) days written notice to the other party.
2. Between the date of the notice of termination and the date of termination, the Smathers Libraries will continue to provide preservation stewardship in accordance with this agreement.
3. The parties understand that once this agreement is terminated, GPO will find another depository library to provide preservation stewardship of the Federal publications under the scope of this agreement, or will itself provide preservation stewardship. However, the publications will remain in the custody of the regional Federal depository library at the Smathers Libraries.

EFFECTIVE DATE/REVIEW

This agreement is effective as of the date of signature by all authorized representatives indicated below. The agreement will be reviewed by the parties three (3) years from the effective date to determine if changes or amendments are needed.

[Faint signatures and text are visible in this area, but they are illegible.]


POINTS OF CONTACT

David Walls, Preservation Librarian
Library Services and Content Management
U.S. Government Publishing Office
dwalls@gpo.gov
202-512-0644

Jana Ronan, Interim Regional Government Documents Librarian
Chair, Humanities & Social Sciences Library, Library West
George A. Smathers Libraries at the University of Florida
jronan@ufl.edu
352-273-2623

ACCEPTANCE

This memorandum provides transparent, compliant, and auditable documentation of existing and ongoing preservation activities entrusted to Federal depository libraries maintaining depository collections of record. By signing this memorandum the Smathers Libraries and GPO accept the terms of this agreement.



Date 6/22/2017
Laurie B. Hall
Acting Superintendent of Documents
U.S. Government Publishing Office



Date 6/15/2017
Judith C. Russell
Dean of University Libraries
George A. Smathers Libraries at the University of Florida