

Guidelines & Uses of Exchange Lists

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Regional Overview

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Purpose of Exchange Lists

- Build your Regional depository's collection
- Build other Selective depository collections around the state/nation
- Avoid unnecessary discard of Federal government property

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Items suitable for weeding

- Any SuDoc stem listed in GPO's 2002 Superseded List and its update
 - **Important: watch for statistical compilations, annual reports, and other important serials that are buried in the stems for General Publications, Handbooks/Manuals, etc.-- you may want to keep these!!
- Any piece that is more than 5 years old

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Items suitable for weeding (con't)

- Any piece not received via depository system
- Duplicates
- Tangible copies of titles that are replaced with online version or commercial fiche

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What to list

University of Kentucky's guidelines are located at:

<http://www.uky.edu/Libraries/depelg.html>

(see handout)

- List any piece just described in the items suitable for weeding with the exception of some superseded pieces

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What not to List

- Some superseded materials

Exception: DO list superseded materials that have an "R" in the "Regional" column of GPO's Superseded List. This "R" means Regionals must keep, so the Regional may need help from Selectives to maintain/create a complete collection

- Damaged Materials

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University of Kentucky Provisions

- UK asks Selectives to list the latest edition of a superseded item in order for UK to replace missing or damaged material
- UK asks Selectives NOT to list materials found on UK's "Needs List":

<http://www.uky.edu/Libraries/depnl.html>

These materials can be sent to UK directly without including them on a list.

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Regional/Selective Cooperation

- Be patient with your Regional regarding turn-around time, but keep lines of communication open regarding progress on your list
- Follow list guidelines established in your state to facilitate efficient processing of your list

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Regional/Selective Cooperation

- If the Selective can hold the material a little longer, we encourage posting lists on GPO's N & O website:
<http://www.fdlp.gov/needsoffers/index.html>
- Regionals need to be sensitive to Selectives' desire to remove materials from their collections in a timely manner

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Issues for Regionals

- The Regional must be sure that processes are in place that allow staff to catch overlap between the lists that are in process at the same time (avoids requesting same title from multiple institutions)
- Create process/timeline that matches staff time you have available for this work
- Consider space available in existing stacks before requesting long runs of material or extra copies

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Using Exchange for Collection Development

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Depository Collection Development Policy

- Selectives' policy should be in agreement with the *Federal Depository Library Handbook*.
 - Chapter 5 concerns Depository Collections
 - Collection focus that serves the needs of primary users
 - Stresses the need to maintain collections that serve the local community.
- Includes as a supplement, the 1994 *Collection Development Guidelines for Selective Federal Depository Libraries*

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Collection Development Guidelines for Selective Federal Depository Libraries

Aids in creating a model collection development policy for Federal depository libraries.

1. Introduction
2. Mission Statement
3. Selection Responsibility
4. Subject Areas & Collection Arrangement
5. Formats
6. Selection Tools, Non-Depository Items, Retrospective Sources
7. Resource Sharing
8. Collection Evaluation
9. Weeding and Maintenance
10. Access

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Use of Exchange in *Federal Depository Library Handbook*

- **If a depository collection suffers a disaster the library **MUST** make every reasonable effort to replace or repair the items.**
- **Replacement of Lost, Worn, or Damaged Depository Materials**
- **Disposal**

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Exchange provisions in Collection Development Guidelines for Selective Federal Depository Libraries

- Use should be written in as part of the overall Collection Development Policy.
- Suggests exchange as a resource to procure older and out-of-print documents
- Weeding strategies should also be included in the written policy.

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What could checking exchange lists do for your library?

- Fill in gaps
- Acquire back volumes of serials
- Obtain second copies
- Replace damaged copies
- Gather previously unselected items
- Acquire items that cannot be purchased elsewhere
- Save documents that would otherwise be discarded
- Foster relationships with other libraries that may not previously exist

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Concerns with checking lists

- Staff time needed to check the lists and process the material
- Space required to process and house the documents
- Postage Costs
- Checking the lists and not receiving materials
- Inadvertently requesting unwanted items

Some libraries may conclude that these costs far outweigh the return on their investment.

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Progression of the University of Louisville's Documents Collection

- 1925 - The University of Louisville became a depository through the influence of Justice Louis D. Brandeis
 - Total library collection in 1930 was 16,382
 - In 1948, the Documents Collection was 4,000
- Until 1970, focus was on serving the Louisville area
- In 1970, the University joined the state-supported system

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History of the University of Louisville

- **The University now boasted graduate programs through the doctoral level and an array of professional programs**
 - 1970 the library's collection contained 205,679 items
 - The documents collection 120,109
- **The library gained ARL status in 2002, further changing the mission of the University**

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University of Louisville's Documents Collection

- The 2002 collection did not adequately reflect the new missions of the University
- Why?
 - Collection Development policies did not keep pace with the changing mission of the University.
 - Collection Development responsibilities were kept within the department.

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Other Collection Considerations

- Many gaps in the collection
 - Past weeding projects
 - Items never selected
 - Disappeared
- ARL status required yearly increase in volume counts

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Where do we get new items?

- KYSELECT listserv
- National Needs and Offers List
- GOVDOC-L

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What items do I search for?

- Monographs
 - Reports
 - Department Histories
 - Statistical Sources
- Missing Serials
 - Annual Reports
 - Yearly Statistical Publications

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What I don't Select

- Directories
- Bibliographies
- Laws
- Regulations
- Pamphlets
- Dated Materials

- More Selective about
 - Handbooks
 - Newsletters

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Process

- Identify which items on a list to search
- Search catalog
- Search Sudoc stacks
- Request items
- Process items

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Results?

- 7695 Exchange items processed since 2002.
- Completed several serial runs
- Greatly strengthened the monograph collection
- Library has a much improved historical documents collection

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Sample Historical Documents from Exchange

- *Civil War naval chronology, 1861-1865.*
- *Japanese evacuation from the West coast, 1942 : final report*
- *Engineers of the Southwest Pacific, 1941-1945. Reports of operations [of the] United States Army Forces in the Far East, Southwest Pacific Area*
- *Investigation of Vernon Wayne Howell also known as David Koresh*
- *Shots WASP to HORNET : the first five TEAPOT tests, 18 February - 12 March 1955*

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Collection Improvements from Exchange

- Almost complete set of USGS Kentucky Topographic Quadrangles
- Almost complete set of USGS Kentucky Geologic Quadrangles
- Completed several serial runs
 - *The nautical almanac for the year ...*
 - *Smithsonian contributions to botany*
 - *Annual report / Federal Communications Commission.*