Guidelines & Uses of Exchange Lists

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Regional Overview

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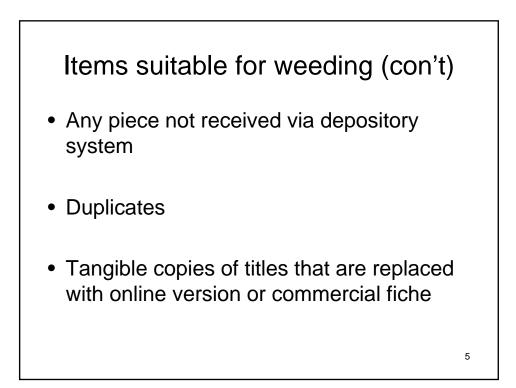


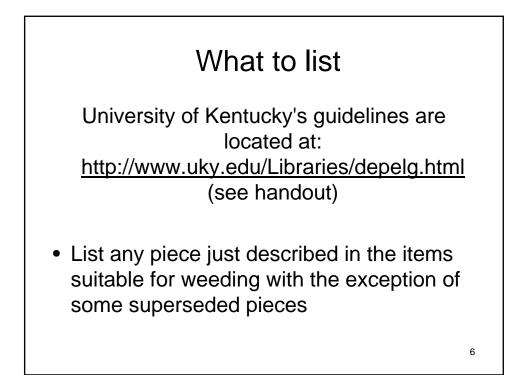
- Build your Regional depository's collection
- Build other Selective depository collections around the state/nation

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 Avoid unnecessary discard of Federal government property

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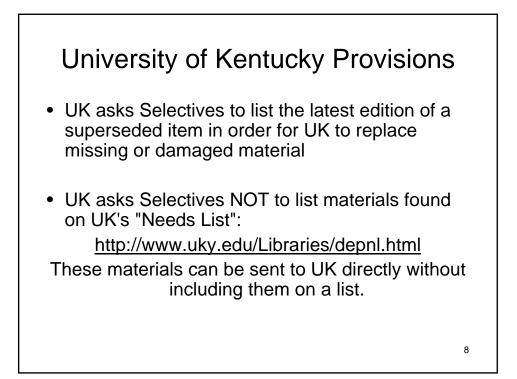
What not to List

• Some superseded materials

Exception: DO list superseded materials that have an "R" in the "Regional" column of GPO's Superseded List.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

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• Damaged Materials





- 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

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

 Regionals need to be sensitive to Selectives' desire to remove materials from their collections in a timely manner

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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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

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

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.

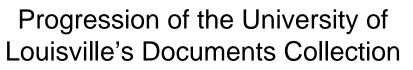
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What could checking exchange lists do for your library?

- 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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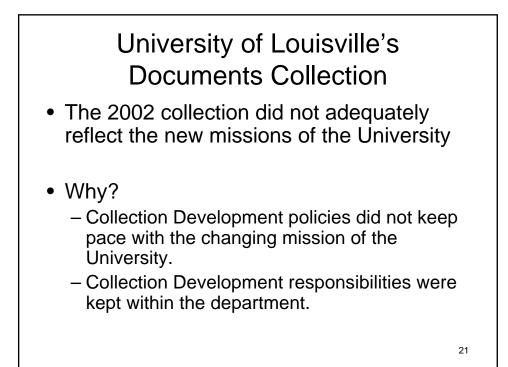


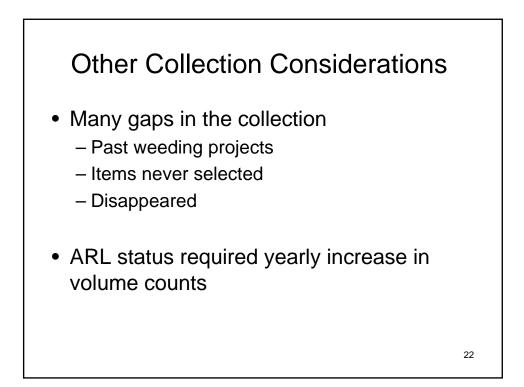
- 1925 The University of Louisville became a depository through the influence of Justice Louis D. Brandeis
 - Total library collection in 1930 was 16,382
 - In 1948, the Documents Collection was 4,000
- Until 1970, focus was on serving the Louisville area
- In 1970, the University joined the statesupported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

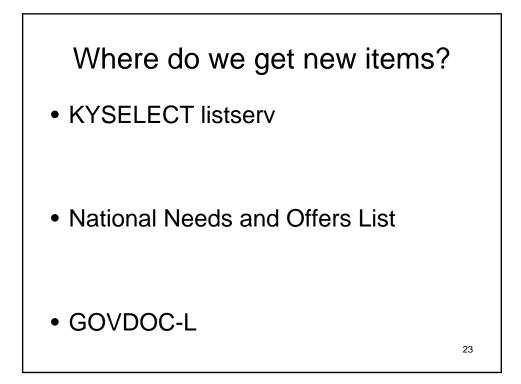
History of the University of Louisville

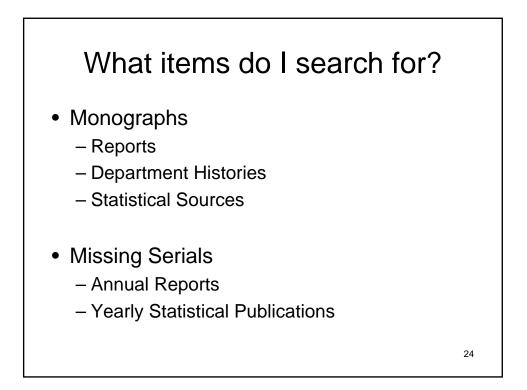
- The University now boasted graduate programs through the doctoral level and an array of professional programs
 - 1970 the library's collection contained 205,679 items
 - The documents collection 120,109
- The library gained ARL status in 2002, further changing the mission of the University

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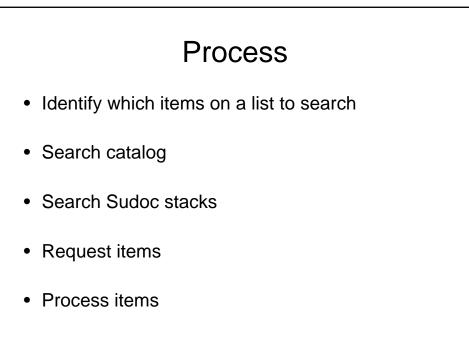




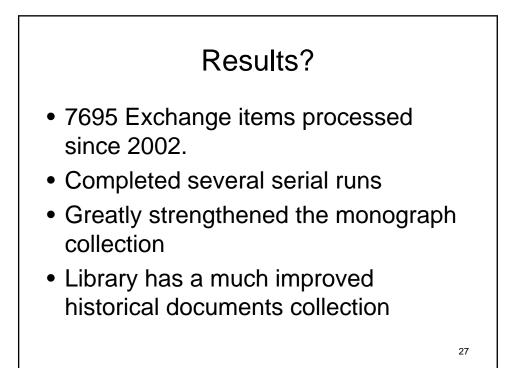


What I don't Select

- Directories
- Bibliographies
- Laws
- Regulations
- Pamphlets
- Dated Materials
- More Selective about
 - Handbooks
 - Newsletters



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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

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.