



Preservation Stewards and FDLP eXchange:

Using eXchange for Collection Development

April 13, 2021

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Preservation Steward Partnerships with GPO



Preservation Stewards are any selective or regional Federal depository that commits to retain, and preserve, tangible print depository resources for the duration of their agreement with GPO.

- Preservation Stewards must [submit an inventory](#) of the tangible depository resources they intend to retain and preserve – see next slide!
- GPO reflects Preservation Steward item holdings in the [Catalog of U.S. Government Publications](#) (CGP).
- The [Partnerships page](#) on FDLP.gov is your best source for information on the Preservation Steward program – and on all GPO partnerships.



New publications in your Preservation Steward collection?

- ✓ Please submit an updated inventory
- ✓ Use the inventory template.
- ✓ *Updated inventories benefit everyone!*

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The ribbon includes groups for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. Below the ribbon, the formula bar shows 'E2'. The spreadsheet grid has columns A through J and rows 1 through 4. The first row (row 1) contains the following headers: A: OCLC Number, B: Title, C: Full SuDoc No., D: Depository Library No., E: Circulation Status, F: Part Information, G: Vol. Information, H: Condition, I: Local System No., J: Local Barcode No. The 'Circulation Status' cell in row 1 is highlighted with a green border.

	A	B	C	D	E	F	G	H	I	J
1	OCLC Number	Title	Full SuDoc No.	Depository Library No.	Circulation Status	Part Information	Vol. Information	Condition	Local System No.	Local Barcode No.
2										
3										
4										



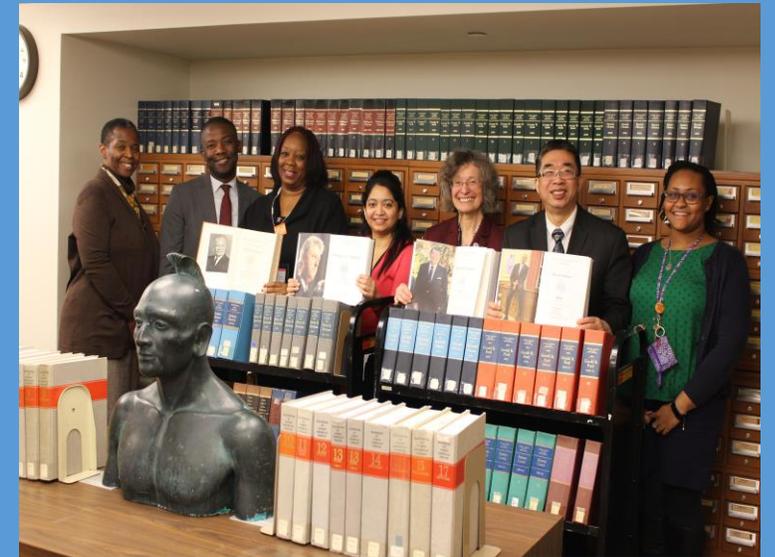
Which depositories are serving as Preservation Stewards?

There are currently 44 Preservation Stewards. Here are just two Federal depository libraries that have signed Preservation Steward agreements with GPO:



North Dakota State University

Queens Borough
Public Library



Photos taken before the COVID-19 pandemic.

You can view a full list by limiting the chart on our [FDLP.gov](https://www.fdlp.gov) [Partnerships page](#) to Preservation Stewards. You can also email Federal Depository Support Services (FDSS) at FDLPoutreach@gpo.gov to request a spreadsheet listing all Preservation Stewards by SuDoc.



Preservation Stewards & 4 Geographically Dispersed Regions



GPO's interactive [Preservation Steward map](#)

Preservation Stewards enable the [Regional Discard Policy](#) – when there are 4 geographically dispersed depositories with signed agreements in force for a title.

For the titles listed below, we currently only need Preservation Stewards in these geographic regions to ensure distributed coverage:

- *Congressional Record* and predecessor publications – **Northeast**
- *U.S. Code* – **Northeast** and **South**



Why should your library consider becoming a Preservation Steward?



- The Preservation Steward program can help your institution demonstrate its **commitment to preservation** – and to providing **guaranteed access** to Federal government information!
- Receive Preservation Steward **promotional materials**, like bookmarks and posters.
- If you already have a preservation commitment with another association, for instance ASERL Centers of Excellence collections, it's likely you can simply sign an agreement with GPO to become a Preservation Steward for that same FDLP material.
- **To become a Preservation Steward**, please start by reaching out to GPO via the [Partnerships page](#) on FDLP.gov



Why should you consider adding to your Preservation Steward collection?

Preservation Stewards are not obligated to add volumes to the titles or SuDoc ranges covered by their Preservation Steward agreement with GPO. *However:*

- Preservation Stewards are expected to preserve and conserve the items covered by their agreement with GPO

- It could be easier/less costly to replace fair or poor volumes with discards from another depository than to repair and conserve damaged volumes.
- Alternatively, you could acquire a second copy of a volume in your Preservation Steward Collection for circulation.

- GPO will cover shipping costs – see the next slide!
- As other Federal depositories discard their print collections, gap filling and collection development for your Preservation Steward collection is a valuable service to the *National Collection of U.S. Government Public Information*.



How to Request GPO Cover Shipping Costs:

- Submit an **askGPO** inquiry using the **Partnership category** and include:
 - ✓ Your name and point of contact
 - ✓ Name of discarding library and point of contact
 - ✓ Shipping address
 - ✓ Titles and issue information of material being shipped
 - ✓ Condition of material
 - ✓ Number of boxes
 - ✓ Estimated weight of the boxes





FDLP eXchange

FDLP eXchange

Using the system as a collection development tool



FDLP eXchange: Background

- The FDLP eXchange was launched in June 2018
- Participation in the FDLP eXchange is voluntary, but GPO would ideally like all regions of the FDLP to implement FDLP eXchange as their primary FDLP weeding application.
- Currently 24 of the 46 regional depository libraries use FDLP eXchange for reviewing and approving FDLP discards. Ten of those 24 regional libraries are Preservation Stewards.
- **Every FDLP depository library has an FDLP eXchange account, and every FDL can post needs and offer discards nationally!**
- **The regions using the FDLP eXchange cover 524 depository libraries, or 47% of the 1,115 current FDLs.**



FDLP eXchange by the Numbers

	Offers	Needs
FY2019	355,202	13,062
FY2020*	416,687	3,242
FY2021 <i>to Feb. 2021</i>	98,545	833
Totals	870,434	17,137

**Does not include data for Jan. 2020*



FDLP eXchange Offers - Review Phases

There are potentially three review phases for every offer in FDLPeXchange. *The first two review phase time periods are set by the designated regional depository libraries in each FDLPeXchange region:*

- **Phase 1: Regional Review**, offer moves to Phase 2 if not claimed
- **Phase 2 – Selective Review**, within the region, varies by region
- **Phase 3 – National Review**, time period set by each library – national offers support the *National Collection of U.S. Government Public Information!*



FDLP eXchange: Posting Needs

Any FDLP library can post their needs to the FDLP eXchange:

- You can input one title at a time via a form
- You can create a new need from an existing need or offer, or input a single need via the form
- You can upload many needs at once via a .csv template

There is **no expiration** on needs input into the system.

Needs **match** with offers in FDLP eXchange on the **SuDoc classification** number, so it is important to input it correctly, however, spacing in SuDoc does not matter.



FDLP eXchange: Searching Offers

Any FDLP library using FDLP eXchange can search the offers in their region that are in Phase 2, and all national offers (Phase 3)!

Search across all offers open to you at one time.

Advanced Search has many search filtering options.

Save searches! This is a key feature. You can save one or more searches in Advanced Search, and rerun them again at any time.

Any FDLP eXchange system page that lists publications (search results, for instance) has an export current view feature:

▽ *Click on that and you can download the listing as .csv file!*



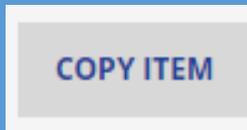


FDLP eXchange: Copy a Need or Offer

What if you see an offer, and want to match on it?

If you see an offer that you want, you can copy it then submit it as a need in your FDLP eXchange account.

Look for the “Copy Item” button!



That way, FDLP eXchange will match your new need with the offer you spotted.



FDLP eXchange: Matches & Notifications

As stated earlier, needs and offers **match on identical SuDoc numbers** in the system.

Each major step in the needs and offers process can be communicated to you by system generated **automatic notifications**.

- ∨ Notifications can be set to in FDLP eXchange only, by email, or both.
- ∨ Notification preferences can be set in the **My User Account** section under the **Library Account** tab.

Libraries whose offer and need match can then communicate with each other about shipment and other issues with the **FDLP eXchange messaging feature** – or however they prefer!



FDLP eXchange: Testimonial

Why did you choose to use FDLP eXchange in your region?

- Standardized process
- Automatic matching for needs lists:
 - Serial Set, Census, Basic Collection/Essential Titles, Miscellaneous
 - Noticed uptick in what we've been able to collect - from outside the region in particular (137 matches on needs)
- Encourages wider offering to depositories nationally for our selectives
 - We don't require them to offer nationally but encourage it
- FDLP eXchange is where GPO and the FDLP overall is headed

Using FDLP eXchange in a Large or Multi-State Region
Alicia Kubas, University of Minnesota
Co-Presenter, FDLP Academy Webinar
January 22, 2020



FDLP eXchange: Training Resources

The **FDLP eXchange Training site** is a **sandbox** where you can test the system and features without impacting the live site!

▽ <https://training-exchange.fdlp.gov/>

From the **FDLP eXchange home page** you can access tips and 17 short, task-oriented videos, webinars, and other training materials!

▽ <https://www.fdlp.gov/fdlp-exchange-page>

▽ Under Training Materials & Templates

For individual or group training, presentations, or other assistance, contact **Joe Paskoski** (jpaskoski@gpo.gov) or request assistance via:

▽ askGPO

▽ fdlpoutreach@gpo.gov



Federal Depository Library Program

Keeping America Informed

Since 1813





Questions?



[askGPO](#)

Select “Federal Depository Library”
and then under Category, select "FDLP eXchange"

Or

FDLPoutreach@gpo.gov