



# Weeding a Depository Collection

# Weeding your Collection / Needs & Offers

3 weeding mechanisms:

- 1) Supersession
- 2) Substitution
- 3) 5-Year rule



# Supersession

- Superseded material may be withdrawn at any time
- Does not need to be offered to the regional library (unless they request it)
- Must meet the following criteria:
  - Dated material - discard when expired
  - Revised by a later edition/issue
  - A reprint and the depository received the original edition
  - Replaced by a cumulative edition
  - Replaced by a corrected copy
- 2002 Superseded List



# Substitution Mechanisms

- Material may be substituted with another format.
- The regional must approve of the swap.
- The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- Two types of substitution:
  - Tangible
  - Online

Tip – if you find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.



# Substitution

**Tangible with a Tangible Substitution** (Tangible depository holdings replaced by tangible products):

- Regional depositories should keep the interests of the state or region they serve in mind.
- Regionals must approve of any substitution.
- Substituted material must have proper reading equipment available, be properly referenced, and easily accessible to all users.
- Any material retained in lieu of the depository copy will then be treated as depository materials for the period of time that the library would have retained the original publications and they will be subject to the same requirements that govern the care, treatment, and public access requirements during that time period.



# Substitution

**Tangible with a Online Substitution** (Tangible depository holdings replaced by an online equivalent):

- Regional depositories are not eligible for this option.
- The publication must have been held for at least one year.
- The regional depository must approve of the swap.
- The online version must be:
  - Official
  - Complete
  - Free of charge to the user



# Determining Online Substitution Eligibility

Official  
Complete  
Free of charge



# 5-Year Rule

- Selectives libraries have the option of weeding material after having held the material for 5 years.
- The regional must approve of the withdrawal.



# Weeding Cheat Sheet

Number of Years After Receipt	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
<b>Superseded List</b> to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the Superseded List at any time in the life cycle of the document				
<b>Substitution Guidelines</b> to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years, use the Substitution Guidelines			Can be used, but the 5 Year Rule also applies
<b>5 Year Rule</b> - selectives may request permission to discard from their regional library	N/A	N/A	N/A	N/A	Yes



# Withdrawal Processes

Regionals have 4 mechanisms for authorizing withdrawals:

- 1) Require selective libraries to compile lists of publications they wish to withdraw from their collection (specific categories or formats may be exempted from the listing requirement)
- 2) Conduct an in-person review of the publications to be discarded
- 3) Require selective libraries to check discards against the regional's or a union "needs" list
- 4) Use a Do NOT need list

Note – regionals can reject a withdrawal request if they need the material to stay at a selective



# Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number
- Check with your regional to see if any formats have been exempted in your region.
- Regional has first dibs, selectives in your state or region have second dibs.
- National Needs & Offers list may be used after that (optional)
- Complicating factors:
  - Timeliness of reviewing lists
  - How the list is created (OPAC report versus Excel spreadsheet...)
  - Multiple regionals in your state?
  - ASERL tool in use?
  - Had a disaster in your region?
  - Lack of SuDocs numbers?



# Other Approval Options

## In-Person Review (AKA 'eyeballing')

- The regional library may conduct an in-person review of the publications to be discarded. Works well if the regional library is confident that the material being withdrawn is located elsewhere in the state or region.

## Union 'Needs' List

- Selectives search a compiled 'needs list' of material that is known to be needed for the state or region.
- Saves libraries from having to list material that is already known to be needed.

## Do NOT Need List

- Regional libraries can convert electronic disposal lists that they have already reviewed and compile them into a list of "do NOT need".
- Prevents the regional from searching their collection for the same publication twice.
- Works well in a region where the libraries have identified what their comprehensive collection requires (One copy? Multiple backup copies? Copies in various locations in the state?)



# Exceptions

- **No regional:** selectives not served by a regional may not withdraw material, except that which is superseded
- **Federal agencies:** do not have to retain material for 5 years and must offer withdrawals to the Library of Congress
- **Highest State Appellate Court libraries:** not bound by these rules
- **Regional libraries:** can supersede and substitute (tangible for tangible)



## So you have permission to weed...Now what?

You can withdraw the material

- Recycle it 
- Toss it
- Put it on the National Needs & Offers List
- Give it away to other institutions (you cannot make money on the transfer though)
- Weeding your Depository Collection Webcast:  
<http://login.icohere.com/public/topics.cfm?cseq=1172>



# Keep your eyes out for...

## Regional Discard Policy

- Will permit regional depositories to substitute regional copies of material, provided they meet certain criteria
  - Material has been held for at least 7 years
  - Material is authenticated in FDsys/**govinfo**
  - At least 4 copies are held in geographically disbursed areas under Memorandum's of Agreement
- Regionals must have permission from GPO to weed.

# Also keep an eye out for...

- [FDLP eXchange](#)
  - Weeding tool that your region may opt to implement
  - Streamlines the offering and claiming of materials
  - Enables Needs to match on Offers and alerts libraries of matches
  - Enables libraries to search lists in various ways





# Questions?



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