

When permanently moving your depository collection to a new location

If the collection move will significantly impact access to or services for the depository collection in the short or long term, a contingency plan is needed.

In addition to the information requested for temporary disruptions in service, a contingency plan for a permanent move may include information about:

- Impact on or changes in staffing (e.g., provision of reference services, location of staffing, and training to be provided)
- Any changes in how the collection will be organized (e.g., call number changes, storage on shelves or bins, etc.)
- Bibliographic control of the material being moved (e.g., cataloged, paper shelflist, or electronic shelflist)
- How depository material will be:
 - Retrieved in a timely manner once the move is complete, if in closed stacks or alternative facility
 - Accessed onsite, if in open stacks or alternate facility
 - Indicate how format-specific equipment is provided for viewing onsite
 - Hours of operation
 - Accessed by all, including the public or non-primary patrons
- Processing of new receipts (indicate where new receipts will be processed and if they will be automatically be sent to offsite storage)
- How the public and library staff will be notified of the location of the material and how to identify and retrieve or access needed material (e.g., updates to Web pages and catalog record locations, reference desk finding aids, etc.)
- Changes in service hours and retrieval time
- The environmental conditions of the new location (e.g., temperature and humidity controls)
- Collection maintenance practices (e.g., weeding, recalls, preservation practices, and allocation of growth space)

Special considerations for regional depository libraries

If the move will impact services for selective depositories, the regional depository library should communicate with their selectives to ensure continuity of operations.

- How will review of selective publication withdrawal lists or 'Needs and Offers' be provided?
- How will reference services for selectives be provided if reference staff are separated from the tangible collection?
- How will interlibrary loan (ILL) for selectives be provided?

Permanent move of your depository collection

Here is a list of things your library may want to consider before permanently moving your depository collection to a new location.

- A [Selective Housing Agreement \(SHA\)](#) will likely be needed if the facility is not under the administration of the library director of the designated depository.
- Piece-level bibliographic control must still be maintained for all material in the depository collection. The location of the piece-level accounting must be in the appropriate location for staff to provide reference and access (retrieval) services. Materials should have complete bibliographic control before being moved to a remote or offsite facility. Commercial databases and the *Catalog of U.S. Government Publications* are additional discovery tools, but are not to be used in lieu of bibliographic control for any depository material.
- Libraries may offer to scan information resources in offsite, remote storage, or other special housing rather than retrieve the publications, when acceptable to researchers.
- If a patron wants to use original depository material kept in the collection, it must be provided for their use.
- It is not permissible for the primary access method to be referrals to other libraries or institutions.
- In consortially managed facilities, consider:
 - Administrative and onsite management of the facility
 - Possible duplication of depository material
 - Planning for future development of your collection or jointly developing your collection in conjunction with participating libraries
- It is important to safeguard depository material from inadvertent loss.
- Libraries should notify selectives and regional depositories in the state or region about the collection move.

After the contingency plan is written, please submit copies of the plan to Federal Depository Support Services and to your regional library or libraries. GPO staff may contact you with further questions or revisions. In addition, please notify FDSS and the regional depository at any time of any changes in the original plan, e.g., if the expected dates or timelines are altered.

GPO LSCM, Federal Depository Support Services Contact Information

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Submit an [askGPO](#) inquiry. Category: Report a Collection Move/Submit a Contingency Plan