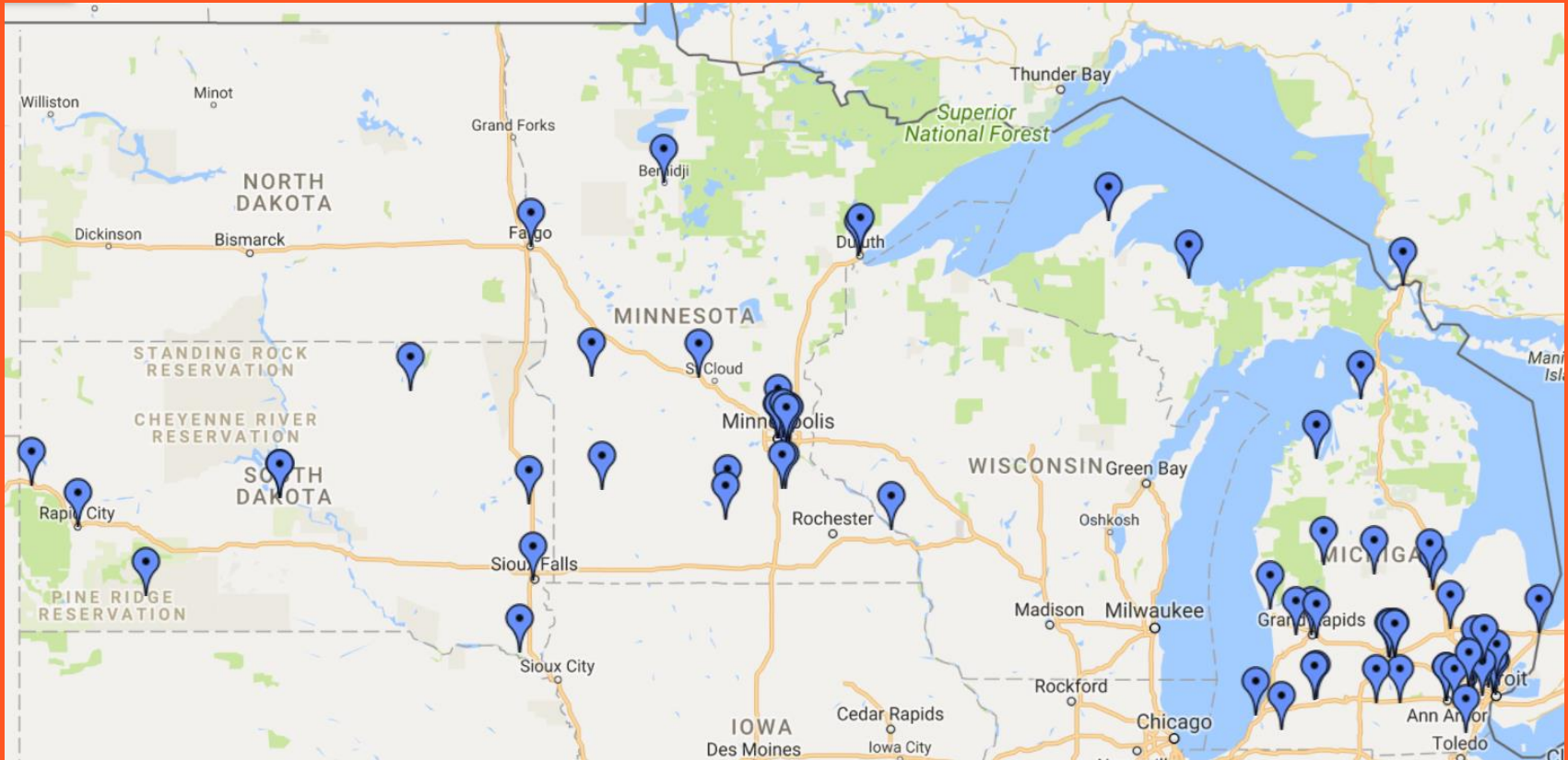


Using EDLP eXchange in a large and/or multistate region

Alicia Kubas, Regional Coordinator for MI, MN, SD
University of Minnesota-Twin Cities



Depository region



University of Minnesota-Twin Cities

Became a depository in 1907 with land grant act

69 selectives across the region today (2nd most in depository community)

Became regional for MN in 1962

- 21 selectives

Became regional for SD in 1988

- 9 selectives

Became regional for MI in 2013

- 39 selectives



Regional Collection

Store a majority of the collection in Wilson Library (Gov Pubs & Maps, West Bank), also materials in Magrath Library (St. Paul campus; selective), and Walter Library (East Bank) based on subject area

Valuable/rare materials in Wilson Annex, non-circulating

SHA with Law Library (West Bank; selective)

95% cataloged

Focus on print over microfiche

Striving for comprehensiveness in collection to serve entire region

Staffing

- **Clarice Ostman** oversees offers from selectives
- **Sara Westdal** oversees needs/offers for outside region
- **1-2 student workers** who help with needs/offers



Why eXchange?

- 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 particularly (137 matches on needs)
- Encourages wider offering to depositories nationally for our selectives
 - We don't require them to offer nationally but encourage it
- This is where GPO and FDLP overall is headed

UMN Regional Discard page

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Regional

Introduction

Selective federal depository libraries which are served by a Regional Library may withdraw depository materials from their collections after the materials have been held for five years, and after receiving permission from their Regional.

Except for the *Exceptions to the 5 Year Rule* listed below, all publications must be retained for five years from the date of receipt. For withdrawal purposes, it is essential that the date of receipt be marked on each publication and/or the shelf list.

There is no requirement that selectives must withdraw any publications, and all depositories are encouraged to consider the needs of their users when developing withdrawal policies. Each depository should have a collection development policy which identifies both selection and withdrawal policies in the context of the community's needs.

Withdrawal lists are checked by the Regional Library, in order to maintain a complete collection of federal publications which is then available to libraries in the region. Most publications in the Regional collections, with the exception of some reference materials and fragile publications, are available for Interlibrary Loan and/or photocopy. The Regional, in cooperation with MINITEX, will attempt to supply any publication needed by selectives within the region, including microfiche.

These guidelines are based on the [Legal Requirements & Program Regulations of the Federal Depository Library Program](#).

Exceptions to the 5 Year Rule

Contact Us

[Gov Info Reference](#)

Liaisons:

[Marlys McGuire](#)

[Alicia Kubas](#)

<https://www.lib.umn.edu/govpubs/disposal>

Discard process

Selectives can immediately discard:

- Superseded items
- Non-depository material
- Microfiche (after holding 5 years)
- Complete sets we have indicated on our Needs Lists
- 1:24,000 series Topo maps (including Forest Service versions)
outside MN, SD, and MI (after holding 5 years)
- Items found in UMN catalog where UM TC has a copy (courtesy to offer paper if we only have fiche)

Other considerations

- Ask that selectives email us about large runs of fiche or non-depository material as a courtesy
- Ask that selectives offer to Preservation Stewards and GPO
- No item or title limit
- Any SuDoc can be offered anytime
- 8 week maximum turnaround time
- Generally do not use eXchange for maps

**offering outside region isn't currently required

Serials

For both manual input & spreadsheet

UNBOUND VOLUMES:

Enter each volume individually i.e. do not enter all as a range

Ex: HE 20.3852:AL 9/2/1992

HE 20.3852:AL 9/2/1994

BOUND VOLUMES:

If multiple issues are bound together, list as one item with multiple pieces

In Multiple Pieces Note, indicate that they're bound together

Ex: A 92.24: 1978-1980

Regional Processing of Offers

- Export lists to Excel for upload to Google Drive so that we can keep track of what's been offered
- Export lists based on library
- In any given month we get anywhere from less than 10 items to a few thousand
- Go in to eXchange multiple times per week and download lists at beginning of each month or when appropriate
- Ask that selectives let us know when they're going to be offering a large amount of material at once

Issues & Lessons Learned

Messaging often does not work properly

- Can't see older messages past the first page
- Notifications can be glitchy
- Often resort to email or phone call

Shipping addresses or reimbursement information not easily accessible

- Started spreadsheet tracking this information for future use

Selectives can't bypass the regional for material we don't need them to list for us but they want to list nationally

- Put "Regional Bypass" in the notes field

Can't edit or delete entries once submitted

No batch functionality for marking as discarded

All of the 69 selectives are listed in the drop-down when reviewing offers so it's hard to tell who has offers for review

We rely heavily on the weeding page on the website, training, and consultation with selectives when they're first using eXchange.

We started compiling documentation on our end to capture our decisions and ensure we're not forgetting any steps in the process.

GPO has been responsive with questions and issues.

The promised functionality and enhancements for eXchange will make a big difference in efficiency.

Troubleshoot as issues arise.

Questions?

Contact me: akubas@umn.edu

