

## Weeding Tangible Federal Depository Collections – Transcript of audio

Please stand by for realtime captions. Good afternoon everyone. Welcome to the FDLP Academy webinar, weeding tangible federal depository collections. I will be the host for today's webinar. On tech-support we have Lara Flint. My colleague Ashley will present today's webinar. With that, I hand over the microphone to Ashley, who will take it from here.

---

Once again, I was talking without on muting. Welcome to the weeding your depository collection webinar. I am an outreach library services and contact management at the government publishing office. Before coming to GPO, I actually worked in two federal depository libraries. I have a lot of experience in leading collections. I did work at two regional depositories. I worked at the weeding operation from a slightly different vantage point for most of you. I am assuming most of you are at selective libraries. So two different sides of the operation. The regional and selective. I do have a lot of experience. Identically picked up some pointers on how the process works and how to streamline it as much as possible. What I hope to do today is convey some of the information I picked up over the years. Let's get started. We are going to go over several things in this webinar. I will talk about why libraries are encouraged to weed or right size their collection. I will talk about the various mechanisms you can use to read your depository collections. We're going to talk about the options, the review options actually, that your regional coordinator has when decided to authorize or not authorize withdrawal requests. We're going to talk about exceptions to the weeding rules and what you can do with material. We are also going to go over some of the newer policies that somewhat relate to weeding, but not necessarily have a direct connection, but they do have an impact on collection development. It might actually work with your weeding down the line. Here is a count of publication shipped each year . It is best on lists. You can see the distribution has gone down over the years. The material that remains may very well be older material that has not been weeded in a while because there is less new content coming in. Do users need this older material? If so, keep it. If not, are you directing them to the newer content online? Is it time to weed? Another reason to weed. User preference for the digital format. I struggled to come up with an image to demonstrate how users work with government information. This is actually pretty accurate. How many people search the Internet for information? How many people get information from Twitter or other social media sources? How many people add data sets to a shopping cart and email themselves the list. There are pixels to finding legitimate information amid all these digital platforms. The fact remains, but they are a preferred medium for many people. Libraries should be assisting information seekers and their preferred mediums as much as possible. Another reason to weed is the potential to change your services and space needs. We have all survived the learning Commons influx. We have seen an increased need for group study areas. We have seen new departments on campus that are now occupying library space. We see shifting library surface to digital service delivery. We have seen increasing space between seats for health reasons. Those darn COVID rules. Those were some reasons to weed, but this is a quick reminder that depository material is federal property. You don't just throw it away. There are processes you have to follow to handle the material properly. Please note, the law refers to supersession and five-year requirements, but the definitions are actually found in FDLP regulations 26 and 53. Additional policy information can also be found on FDLP.gov. To that end, there are three mechanisms, basic

mechanisms, you all can use to withdraw material from your collections. They are supersession, substitution, and the five-year rule. We will talk about each of these shortly.

Supersession, the first option to use. You will soon understand why this will be the go to or preferred option, if available. The supersession is the easiest option to work with because it can be done at any time, and it does not have to be approved by your regional unless you are in a region that pacifically said they want to see the material. When you are superseding material, one of five criteria might be met. If it is dated, you can withdraw the older version. If it is revise, you may withdraw the original aversion. If it is a reprint, you may withdraw the older addition. If it is cumulative content that replaces original content, you can replace or withdraw the original and non-cumulative content. If you have corrected content, you can discard the original content that has the error. Let's take a look at the superseded list where the rules were originally outlined. Here we have a snippet of the superseded list. To help you quickly identify material that is typically superseded, we can use the 2002 list. This is a quick reference list created by the FDLP community several decades ago. It was created to help staff quickly identify what material was cumulative, what was dated, and so on . It is like a cheat sheet you can take out to identify runs of material you can probably weed from the shelves. For example, there are often questions about how much CFR libraries have to retain. The answer is that it varies. You can see listed that title III contains unique material each year that does not accumulate from year to year. You can see this in the snippet, title III only accumulates when the claim? Deal addition is issued. That has not been issued by the national archives in quite a while. So title III of the CF air has to be kept for at least five years. In other words, doesn't typically superseded because the cumulation hasn't been issued and so long. Further down on the list, you see the other figure federal regulation titles. You can tell that each part in the CFR supersedes when the next edition comes out. One more thing to note in this example is that regionals have a column. If you see the letter are in the column that I highlighted in green, that means regionals had, at one point in time, agreed to retain the material even after the material was superseded. But if you read the prefatory information in the superseded list, you will note it was a voluntary agreement not bound by law or FDLP rules to retain the material. The superseded list also includes what I call special rules. For example, selectives only have to keep the latest two years of the Federal Register, not five years. They only have to keep the latest monthly issue of the listed CFR sections, along with the quarterly March, June, December and September issues. Figuring out if it accumulates can be tricky, so the FDLP immunity created a cheat sheet to refer to. The 2002 superseded list had supplemental information added to it in an appendix dated through 2009. That is only available online. Those titles listed don't take into account new titles that were created since 2009, but this is still a very handy cheat sheet because you can still take it out into your stacks, and you can still find large pockets of older material where these rules apply. Also, don't forget, you can apply the five rules for titles created after 2009. It does not have to be listed here. The superseded list was created as a cheat sheet. The five rules of supersession apply across the board to any title. This is a common question we get. What is the difference between supersession and substitution? Supersession is where older content is revised with a newer version or edition. Substitution is the exact same content, but in a different format. This is a protest. Don't confuse substitution with supersession because a common mistake is to try to substitute material that has been updated online. You use substitution with the online content is equal to the content you have in your hand. You supersede material with the online format if the online content is updated for what you have in your hand. The distinction is important because, in

most cases, libraries don't have to offer up superseded material. You do have to notify your regional that you are trying to substitute something. That is an important distinction. Let's talk about substitution now. This is the second way you have for weeding. Substitution involves the substitution of material and one format without of another format. Your regional must approve the substitution, and there are two types of substitution. There is tangible with a tangible publication, and there's tangible with an online publication. I will pause and give you another protest. If you do a lot of substitution, I recommend you review your selection profile to see if you need to change the formats. Changed it takes a lot of work. If you want to have current issues of something on hand for your patrons in a paper for, but you don't want the older issues, by all means, continue to select the paper format for users and substitute as needed. If your users are not actively using the paper for, you might want to consider going all digital with that title and saving yourself the process and weeding time. Let's talk about how to substitute two tangible formats. When swapping a tangible publication with another, you typically do this to swap from a print format to a microfiche format such as commercial microfiche, because that will free up space. Keep in mind, if regionals do this themselves, they must keep the interest of their state or region in mind. For example, if you are in a library, and your loan services don't enter commercial microfiche, as a regional, you might want to say, we can't substitute this. For selective depositories, please note that regionals must approve a swap. For any substitution, you must have the appropriate reading equipment for the material. If you're going to have microfiche as your soul copy because you're substituted out the paper, please make sure you have a microfiche reader. If you have a DVD or CD you're substituting for paper or something, make sure you are able to read those. Notes that from the time you substitute depository material, the substituted material gets treated as depository from then on. For example, if you substitute paper hearings with commercial microfiche, you have to retain the commercial product for at least five years. Let me pause once again to give you another tape the some libraries have learned the hard way. If you substitute with commercial microfiche, keep the print indices on hand. I say that because, if you lose access to the commercial database that you are relying on for the indexing, you want to keep those print indices even if you are using a database to get access to your microfiche. Let's talk about the second type of substitution now, where you substitute a tangible format with an online publication. Only selectives can do this. Selectives have to have held material for at least one year. Again, the regional must approve the swap. Most importantly, the online equivalent must meet the following criteria. It must be official, complete, and free of charge to the user. So how do you know of the online version of the publication is official? If it's content is published by the federal government at government expense or required by law. One trick is to know that GPO only catalogs official government publications. If you take a quick check of the catalog of yours government publications, it will help you determine if it qualifies. And inclusion of a cataloging record does not automatically mean the qualifies for substitution. The publication linked must meet all of the requirements for substitution. As a rule of thumb, you can state that an official site is one that is on a.gov domain, however, there are am.com domains that are official, such as arming recruiting.com. If you see what appears to be legitimate information online, but it is on.com,.org, or.net. You can check. Websites that are linked to in the do qualify. Heading of the online version of a publication is complete? There is no definitive way to determine if an online version is complete without actually comparing it to the tangible publication. Things to look for if you're trying to do a comparison, don't limit it to this, but things that are often found are supplements,

table contents, appendices, and images or charts. Sometimes those things go missing with the online version. Keep your eye out for those things. What constitutes free of charge? All users must be able to access the content at no cost. If the library substitutes with a subscription database, free access needs to be provided on-site. Now let's talk about the infamous five year rule. This is a common way selectives can withdraw material five years after the date received. Only selectives can do this. Regionals must approve. We're going to talk about the various ways a regional can approve the withdrawal of material shortly, but in the meantime, I will give you all a cheat sheet that will help you conceptualize the various ways you can weed material from your collection, and whether the regional approval is needed or not. Hopefully you're not confuse, but here it is. This is everything we talked about in a chart layout. The three main mechanism to weed material on on the first column. Across the top are the years, beginning from when you receive the material. Green means the weeding mechanism can be used, red means the material may not be withdrawn at that point. You can see you can use the superseded list or supersession rule at any time to weed your collection. For substitution with online material, you have to hold onto the tangible format for the first year after receiving it. I am assuming somebody may ask if the slide deck is available in the archive. Yes it is. You will notice that I have said that regionals have to approve of most of the withdrawals. But I haven't said, though, is how they actually go about doing that. There are certain parameters or rules that regions have to follow, but beyond that, they have flexibility. Each region is different. Keep in mind that regionals have to make decisions about which withdrawal request to authorize and which to not. Each regional is supposed to have a general sense of what is rare in their state, were extra copies are needed, who has catalogued old materials, and who intends to retain their older material. They learned that through experience. That takes time. You will note I said regionals have to decide what withdrawal request to deny and what that means. Regionals can reject a withdrawal request if they know they need the material at that selective library, or they themselves cannot house the material. In practice, it doesn't happen often, but it can. You can see here there are four options that regionals have to review withdrawal requests. They are outlined in FDLP regulations 60, 61, and 62. They can require elaborate to submit a withdrawal or discard list. They can do it in person review, otherwise known as eyeballing the collection. They can provide a needs list of material the regional dose is needed in the region, which selectives must then search their perspective withdrawals against. And they can provide a do not need list, A-lister material already confirmed to not be needed within the regional collection. Let's go over the options in more detail. The needs and offers or withdrawal or discard list, whatever you call it, it is a list of what is being offered by the selectives. It typically contains the title, the publication, it may actually include the item number, but not always. The lists may be share through email or through a database. I will interrupt here to give you another tip. It pays to contact your regional before you start reading because they can exempt certain categories from listing requirements. Many other states do not require the listing of microfiche. Things like that. It pays to contact her regionals. Keep in mind, regionals have first dibs on material being offered and selectives have second dibs. After going out to the regional and the selectives in your state or region, you have the option of sending it to others. For example, [ Indiscernible ]. There are problems or challenges with needs and offers lists. It takes time for you all to create them, and also take the regional time to review the list. It is not the most popular option. How was the list created? Are you doing a report? You hand typing the list into spreadsheets and documents? Is the list formatted for FDLP exchange? Are there multiple

regionals in your state that have to be taken into consideration? Have you had a disaster in your state or region where they are recovering lost material? Do you have numbers on the documents you are offering. Not having those numbers on your offering documents makes it really hard for the regional to verify whether or not they actually have the content. All that said, a needs and offers list is the surest way regional can confidently grant permission to withdraw material. Remember, your regional is responsible for maintaining the regional collection within your state or region. They want to make sure nothing slips through the cracks and gets weeded went in copy is somewhere. When they have a needs and offers list, they can see individual items being offered, and they can actually look at their stacks and confirm whether or not definitively they actually have it already in the regional collection. Let me put in a quick plug for FDLP exchange. FDLP exchange is a tool for regions to adopt if they so choose. What it does is it is like match.gov for documents. The offering library will post an offering list in here. In phase 1, regional depositories, their depository is going to have an opportunity to search that list. The regional is either going to pass on the item because it is in their collection, or it will expire in phase 1, whatever your time period set up is. And then passes on to phase 2, were the selectives in your state or region have an opportunity to review the material as well. They can put in a request to get the material. That is phase 2. If you want, you can also go on to Phase 3, where your offering nationally. That is where anyone in the country has a chance to get that material if they so choose. You can get alerts on your matches those other approval options that regionals have, the first one was through a withdrawal list or whatever you call it. Another option is the in person review or the eyeballing. That entails the regional coordinator doing a site visit to your library and looking at your collection with their eyeballs. Giving you advice on what to do with the material. They may exempt some material from going through the discard listing and may require everything to be listed. It could be a mix of the above. The downside to that is that it requires the regional to be very familiar with not only their own collection, but with the needs of the state or region. If what they're offering, they will send it to the library that needs the material. This option only works when the regionals and selectives know exactly what they need and they found the time to document it and maintain it as well. The last option is to have people look at a do not need list. Regionals can basically compile all the withdrawal lists that have been searched in the near past. They can put them into a big list and tell their selectives they do not need to offer anything on that compiled list. The logic or reasoning behind that is that the regional and selectives have already searched their collections that material because it has been offered up. They already confirmed they don't need it. That anything that remains on that list you are looking at doesn't need to be searched for again. This option only works if the regional knows how many copies they need of everything and where they need them. If multiple copies of material are needed around the state or if there are new areas of collection development being explored by libraries, the regional have to update or maintain that do not need list in order to prevent the offered material from being discarded. In practice, most regionals do a mix of all of those options we just talked about in order to meet the immediate needs and special circumstances in the region. Noticed that GPO does not dictate the timeframe for withdrawal review . It is actually up to you guys in your region to agree on the reasonable amount of time for everyone to review the lists. With the exception of those who have dibs on the material listed, GPO does not dictate the steps to be followed when withdrawing material. GPO does not control what information needs to be included on the withdrawal list. GPO does not limit what format lists have to be delivered in. In short, local practices predominate. Some

state schedule the range to be offered each month. For example, January the region may be allowed to offer letter A through C and so on. Some states have special procedures to follow if the regional materials are housed in other libraries. If you know you have a regional whose housing portions of the regional collection are in another library, you may have to split your needs and offers list up when going to the other library cause the other libraries housing the particular area of material. Some states offer certain publications to certain institutions based on the publication year because of unusual regional housing situations. They know that the materials predating this point in time need to go here and material close to this time needs to go elsewhere. Some states make use of the documents disposition database or other similar tools. That is the Association Southeast research libraries. They developed and implemented a database to help facilitate office amongst themselves. In general, the main concerns are whatever process your state follows, and needs to adhere to established withdrawal mechanisms. That the regional oversees the development of the comprehensive collection, and that the regional gets first dibs. Exceptions, because there are always exceptions. If you have no regional, I am sorry, there is no withdrawing of publications unless it is superseded. At the moment, the only state that does not have a regional is Wyoming. Also, federal agencies, you do not have to retain the material for five years, nor do federal agencies have to offer applications to their regional. Instead, they offer material to the Library of Congress. Finally, libraries at the appellate courts don't have to offer material to anyone. I can tell you through experience that most agencies and most court libraries do, in fact, offer to their regional anyway. So what is the end result of all this? You have offered your material to your regional and the selectives of your state or region. Everyone has claimed the material they need from your list, and you have sent that off to them. The remaining material on your list has been authorized or discarded at that point. At that point you can officially remove the material approved from withdrawal. You should update your catalog or your shelf list or card catalog, whatever you have, reflect you no longer have the material. GPO recommends you stamp the material to help you with the dumpster divers. At this point you can recycle it and toss it, and you can give it away to other libraries or institutions who can make use of the material. You can also offer it nationally, but note, that if you haven't already posted it in FDL exchange, in order to become available to the entire country, you have to first post and let it run its course through the exchange. Keep in mind. You cannot make money on the sale of federal property. If there is an exchange of funds, you have to send the proceeds to the Superintendent of documents. This is where we switch gears a little bit. We need to start talking about some of the new policies that have recently been enacted. One of those policies we're going to talk about directly relates to reading, but the others do not. Since they impact the regional collection, they ultimately may impact how you all, whether in a selective library or not, it may impact how you read your own collection. Preservation steward agreements. Libraries can sign agreements to retain material and provide preservation services and public access to select content. Some of the preservation steward agreements have content eligible for the regional discard policy. That policy statement says that if content is documented in the preservation steward agreement, or with a digital preservation steward repository of federal agency partner website, and if the regional has held the material for at least five years, the policy says the regional depositories may be authorized by the superintendent of documents to withdraw the material from the shelves. You can see the policy information on the left side. Another type of policy to print select agreements. In short, print selectors sign an agreement to select the print format for a title

for the foreseeable future and to provide public access to the content being received. This agreement is only used when a title supersedes. The library is agreed to select the material, and to keep it, at least until it is superseded. Once it has been superseded, there able to go ahead and withdrawal. If this agreement is signed, and the content is on.gov info or an official preservation partner site, the superintendent of documents can authorize regionals to deselect the title in a tangible format. Basically, stopping the title from ever arriving. This is not a form of we didn't because the regional is never getting the material to begin with. So they are not going to read it later on, but it is a form of regional collection management that may impact you. The reason I am mentioning these newer agreements, along with their associated policies, is because it is impacting how regionals manage their regions collections. If you are a selective depository, your regional maybe reading material if they have been authorized to do so. They may be deselect the material, preventing future receipt of it, and that may impact your decisions as to whether or not you want to weed that material or not. You may not care. You have to decide what material you want to have located. I mentioned the superintendent of documents can authorize regionals to deselect content into weed material off their shells. What I didn't mention was the authorization is limited to particular national collection service areas. We have the Western service area, the Midwestern area, the southern area, and the Northeast area. For example, if a library in the Western service area find a preservation steward agreement, the regionals in the Western service area may be authorized to weed that material if they so choose. The regionals and the three other service areas still have to retain the material per the normal FDLP rules. The goal is to keep tangible materials in each service area, but to give regional depositories a little bit of relief from pressures they are facing. The pressures may increase because we're phasing out the distribution of the microfiche for, which means they have to take the paper format now. Regionals are in this position now where they can actually weed specific material or deselect material if they have been authorized to do so within their national collection service area. If you are a selective, it may not affect you. You may not care that your regional no longer selects the daily congressional record in paper format. But it might impact you, and you might decide you don't want to weed your own copy because you know your regional is no longer getting it themselves. So just be aware your operating at a higher service area level now. Other things that might be impacting regional collections lately is an increasing trend for libraries to share the housing of a regional collection. We have what is called selective housing agreements. What we're seeing now is that some regionals are flat out outerspace. So they are either finding a library who will house the material, or a portion of the regional collection, and they are getting a selective housing agreement from regional companies to be signed with that library. The alternative is to also find a library that already has the material on their shelves, and if the library already has the material, they are getting them to sign the selective housing agreement or regional copies, basically designating the copies that the selective library has as the regional copies. Either way, and allows the regional to free up shelf space, but the copy the content itself is still considered the regional copy bound by this agreement. Not a form of weeding, but the duplicate copies between the two libraries, when you have a selective housing agreement, so you have your regional copy and a selective copy, but the selective copy is now considered a regional copy, the regional is able to weed the material at that point in time. This maybe getting confusing to you. Hopefully, this image will help. What are the rules that apply to selective depositories when leading a collection? They can apply the supersession rules, the substitution rules, or the five-year rule. They can look at the regions need to list

and review the do not need to list. What are the rules that apply to regionals when weeding a collection? They can work with supersession rules, they can substitute tangible for tangible material. That is no problem. They can substitute with digital material, but only when they have been specifically authorized to do so by the superintendent of documents. Again, that is an outgrowth of preservation steward agreements and the regional discard policy. There are additional rules and procedures that impact how a region maintains the regional collection. That involves the regional online selections policy. If somebody signs a print selector agreement in a particular national collection service area, at the regionals may be authorized to deselect that material from their future receipt, which means it is no longer there in the regional library. That may impact your decision whether or not to withdraw something from your own collection. Again, of the selective housing agreements, if something is being housed at an alternate location, it may invariably impact how you go about your offers list. You may have to split up your list to go to multiple libraries for offering up. What a tangled web. That tangled web of all these rules and what we call the national collection safety net, this national collection is government publications that have been deposited all across the country. You guys are holding it in your library collections, and you're making it accessible to the public at no cost. But you need to right size your collections. Your library collections need to evolve as needs evolve. You should not be holding onto content that your users no longer need. Overtime, we're seeing fewer and fewer tangible copies remaining available for the public to get access to. That is okay, though. Provided we adequately manage the remaining copies. That is what all those supersession and substitution and the new policies and stuffs, that is but that designed to help protect. Making sure we don't let anything slip through the cracks so we have continued public access. Communication is going to be key moving forward. Some libraries will continue to develop their corrections in isolation. That is absolutely fine. Some libraries will start working more collaboratively with others to share a collection that can be accessed just in time. It is amazing what could be retrieved through rapid IOL. At a larger level, some regions may start to work collaboratively to strategically house and we'd collections much more collaboratively than we have seen. I have not been watching the chat box. I have contact information if you have questions. In the meantime, do I have any questions?

---

Yes, we do have some questions. If you have a question, send it to all participants. First question, the online substitution has to be online in the local library catalog or online on CDP on a select depository?

---

We don't require that you catalog digital resources, but it is strongly encouraged. So if you're going to substitute something or supersede with the online publication, please catalog it. that is strongly recommended. The CGP rule was more a rule of thumb. If you're trying to figure out if something is official, GPO would only catalog in official source. That was the trick. It was an easy way to figure out who is official or not.

---

The next question, how about access to ProQuest congressional to the public? And how about depository maps?

---

If you're going to substitute with a commercial database, that's fine. You just have to provide the public access on-site. We're not requiring you provide remote access or anything like that. But basically, you are removing federal property, public property

essentially, from your collection, in favor of a commercial database. So the public needs to have access to it.

---

She also says, free access is only available at the library.

---

That's fine. Because if you have the paper on hand, you have to go to the library to use the paper as well.

---

-- I am not sure I understand the question about the maps.

---

We will come back to that question. Is it the regional that decides to use or require FDLP exchange?

---

Yes and no. The regional can call the shots, but I strongly recommend the region does it in conjunction with a group decision among selectives. Of the regional can really only work with the tools, it is best just to work within that tools.

---

How do I read depository maps?

---

Same rules, as always. It meets the five-year rule. If you want to put it up on and offers list, I can't. I strongly commend you contact your regional, because they are older maps. Listing maps is a little bit daunting. There could be a lot of maps to list. But it depends on your cataloging, if you have any at all. It depends on the series you have, things like that. There may be significant interest in keeping the older maps. Older maps often -- especially if they were at one point folded, there are preservation issues. There may be interest in acquiring secondary copies of maps simply because the copies that your regional has may be in poor condition.

---

I do love to know if anyone is marking records in their catalog for the needs list. If so, how might you be doing that? I thought about trying to do something similar so we can run an on-demand report. I don't know if you know of anybody doing something similar to this.

---

A catalog? If you put something in your catalog, it would imply you have the resource. Why would you put a catalog record for something you don't have that you need? I think I am confused on that question.

---

Maybe David can provide some clarification. We will go onto the next one. How can we get onto FDLP exchange?

---

Everyone has an account. However, if you'd are a newer coordinator and did not inherit the login information, contact GPO, and we will get you set up with the account information.

---

Can you confirm that the still only applies to the first copy of a title? Can duplicate still be withdrawn?

---

If you have two copies of material, yes. You are only obligated to keep one copy. One thing would be, where is your secondary copy coming from? If you are on a bylaw distribution

mailing list, you might want to contact us to get off that list so you only retain one copy to begin with. Otherwise, you will continue to receive duplicates. If you're talking about a random duplicate, it doesn't matter. You are not obligated to retain duplicated copies. Obviously, an accident took place somewhere along the line.

---

David has clarified his question about making records or a needs list in the catalog. He says for lost items, is anyone marking it knowing it needs to go on your needs list?

---

I've never heard of anyone doing that. If you lost an item, I've heard of people suppressing their record. You can always run a report on your suppressed record, but you will probably need some sort of note to clean people in as to why the record was suppressed. But I have not heard of any sort of a systematic project.

---

Can you address the selectives requirements regarding the titles that all FDLP libraries are required to keep?

---

There is no such list. My guess is that there is confusion about -- I am confused here.

---

Maybe the basic collection. Depository libraries have to make the content available to their patrons. Most choose to do so through the electronic format. You don't actually have to have the print copy or paper copy. In fact, a good chunk is not available in print format at all anymore. So you are not obligated to select and receive any content. We have depository libraries that actually have no item numbers on the selection profile because there is no mandatory item number. They review electronically periodically and will copy catalog what they want or make the content available as they need to. So you're not obligated to select or retain anything. That is unless you are regional depository.

---

I am curious about the five-year rule. It seems to imply that people mostly need relatively new and current government information. But in my library, most of the questions I have been finding her for older publications. Is my situation unusual?

---

No. It just means your library has a different user group. That is perfectly fine. But you are right that the majority of the libraries probably need some more recent and current collections. What I find is a lot of library say they need a current collection, but when you go down to it, they still retain older census volumes, things like that. So it is usually a mixed bag. They usually have older material on hand, particularly if it resides in the special collections or something like that. But you do what you need. If you need to retain older material because you know the users are doing it, you keep it. but yes, you are right, across the board, most libraries feel like they need current collections.

---

Another question, if are regional is very busy or without an official librarian, maybe contact you with questions?

---

You can always reach out to GPO. We may not know the answer, though. If there is something you are asking about -- like if I don't know your disposal procedures, I can't advise you who to offer things up to first or second or whatever. I am not in tune with what your local procedure is. But if you're trying to figure out if this supersedes are not, I used to

work in depository libraries, so I have a working knowledge of some of that stuff. But we might be able to field your question. It can't hurt to ask. If we know the answer, we will help you out, and if we don't, we will try to contact your regional and get information out of them.

---

What is the rule of thumb on documents updated annually? Can we we'd last year, or do we need to keep them until they are five years old?

---

That is a trick question because, let's talk about things like annual reports. The GPO annual report, we issue the annual report coming you have the 2020, 2021, 2022. You would think when the 2023 comes in, it would supersede the 2022, but it does not. If a 2020 edition is the 2020 addition, the 2021 edition covers the 2021 year. They cover different periods of time. So they do not supersede. When you're talking about things like the Code of Federal Regulations, you are looking at title I of the Code of Federal Regulations. You have a 2021 edition. And then a 2022 edition comes in, the 2022 edition does supersede the earlier addition because it has updated the content. So yes, you only have to keep an updated content. You don't have to retain the older addition. You have to be clear on whether or not the annual publication is intending to encapsulate the activities or something going on that particular year, or is it intending to update the content, like a long-standing publication, but updating the content year after year.

---

Will the content be free to patrons? Or are there exceptions?

---

Should be free to the public. We would not link to one that would require you to authenticate or to log in or pay any sort of fee or anything like that. The one exception might be, I believe, we catalog the Homeland security Digital Library where depository libraries do have permission. They have special access to go in and make use of that tool. You have to fill out an agreement form with Homeland security, but you do get access to it. there are limitations on where the user has to be when they access that tool. That may be one that we may have created where you have to have official information to make use of it. I think that maybe the one exception. Everything else you should be able to click on and get to the resorts immediately.

---

It appears that some of the offered items sit on the exchange for a long time. Can you comment on whether we need to wait past the time we have set up in our account?

---

Your regional depository goes into FDLP exchange, and they set your regional time period. That is phase 1. And then they set the phase 2 time period. If they need 30 days, a Phase1 last dirty days. Of the selectives need 30 days, of the get another 30 days. That means your material has been in there a total of 60 days. If you have opted to offer nationally, you get to set however many days you want. If you say I will let the rest of the country look at my list for 30 days or whatever you want to do, you have to add that altogether. That is your total amount of time it would sit in FDLP exchange. If you need to renegotiate with your regional the time periods, that is something you have to raise with your regional depository.

---

How to we receive a hard copy of supersede and supplement lists? Will GPO provide that?

---

It is not for sale. That much I can tell you. That is a really good question. Most of the time, you will find it floating around, like in the back office somewhere. You may find the 1996 edition of the superseded list, if it is not shelved out in the GP 3 areas of your stacks. Your regional may have multiple copies. You can put a need into the FDLP exchange, wouldn't that be ironic? We do not have copies that we can mail you. Publications were last printed in 2002. And then they updated it electronically to go through 2009. So we do not have print copies on hand we can send, unfortunately. It is a fairly small publication, but it might be tedious to print out. If you can scrounge around and put it on, I will see if anybody else can we do it through their collection. There is a link to the PDF in the chat if you want to printed out.

---

Is a current list of titles that we can use for titles that we can substitute for the online version? Does that include the basic collection list?

---

That is the golden question. People are wanting a map between things that are sitting on their shelves and what is available online. Unfortunately, we do not have that. Unfortunately, we cannot provide that. There have been various attempts over the years. I have seen references to such a project, but it has been several years at this point. I don't know if anyone ever definitively created a list of titles that are available. Some of the things you can easily figure out our online because you will see the paper format you can profile for Andy electronic format. They will have the same SuDoc number. So it is easy to spot. But sometimes, online content is available, but it has a different SuDoc number, so it is not listed clearly. You can't say this thing on my shelf is now available here. It gets harder when you get down to that level. If you put out, you can see if anyone has fleshed out the project or pursued it further.

---

If we deselect an item, are we able to offer to discard, excuse me, if we do is select an item, can we offer to a discard list all volumes, including those not five years old?

---

You have to retain the material for the normal retention period. The government uses taxpayer money to deposit it in your collection. The taxpayers put in your collection. Please hang onto it for the normal retention period. If the normal retention period, like if you don't want to wait five years, if there is an online equivalent, you can substitute it after holding onto it for at least one year. So that is an option if it is online. Sorry, that is probably not what you wanted to hear.

---

We have two more minutes. If I haven't already asked her question, put in the chat box. Send it to all participants. We will send out the satisfaction survey. Okay, we put the satisfaction survey in the chat box. If you wouldn't mind filling that outcome it helps us with programming here, it helps us know what other types of webinars you guys are interested in seeing. I am not seeing any more questions. With that, we will go ahead and wrap up the session. Take you all so much for attending the webinar. And thank you Ashley. We appreciate it. we will see you at the next FDLP Academy webinar. [Event Concluded]