



# Weeding Your Depository Collection

4/6/2022

Ashley Dahlen, Outreach Librarian, GPO



# Agenda

- Why weed
- Weeding mechanisms
- Withdrawal procedures
- Newer policies



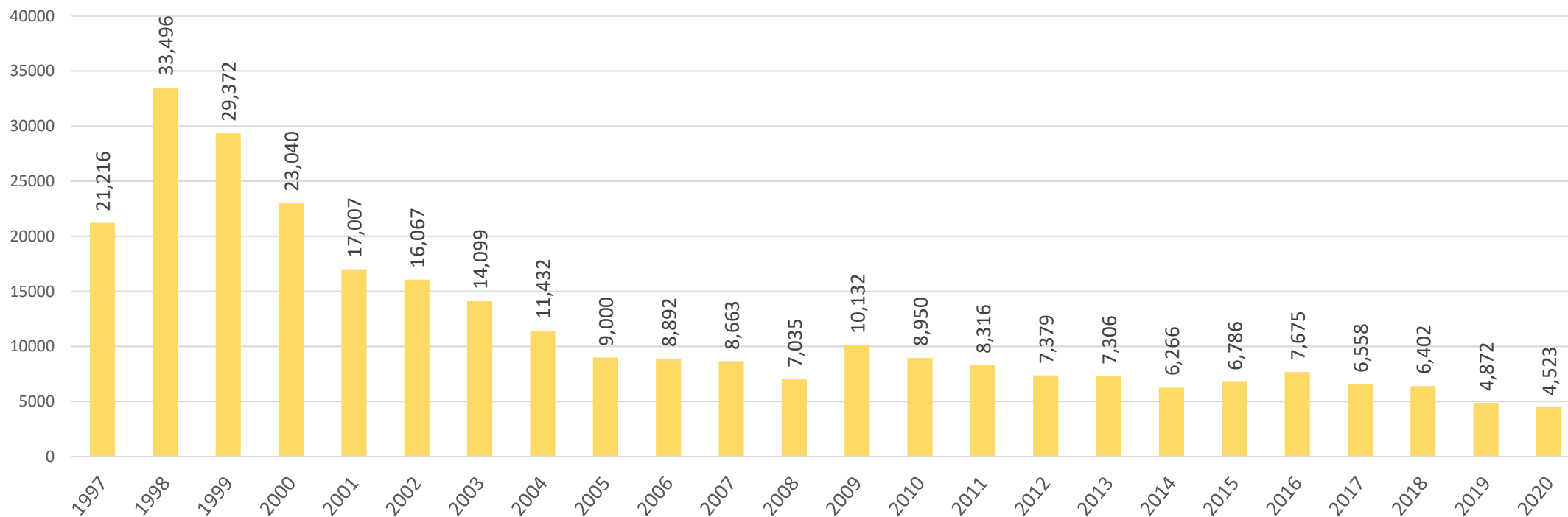
\* Gesundheit



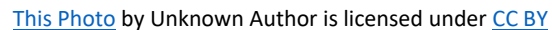
# Why weed?

1) Aging print collections may no longer support the info needs of your users.

**Count of Publications Shipped to FDLs by FY (based on shipping lists)**




2) User preference for digital format.





# Why weed?

## 3) Changing services & space needs

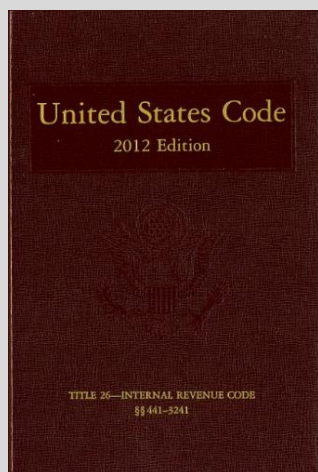
- Learning commons
- Increasing need for group study areas
- New departments on campus taking library space
- Shifting library services to digital service delivery
- Increasing space between seats for health reasons. Darn COVID. 

[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

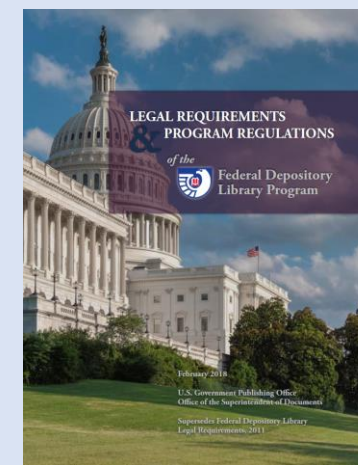
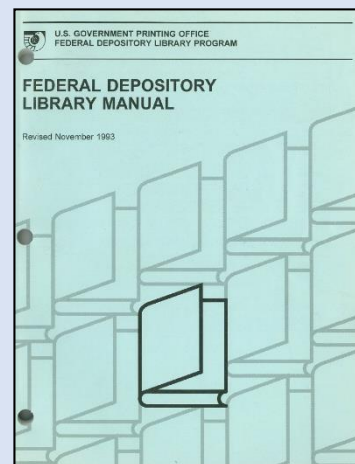
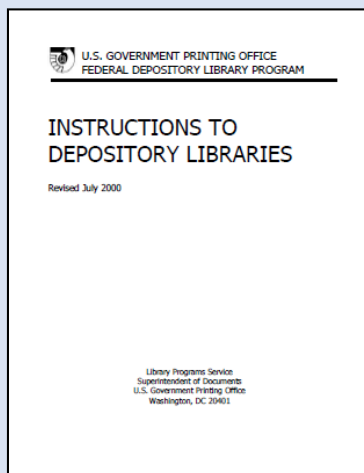


# Deposited FDLP material is Federal Property

Disposal requirement is in law (44 USC §19)



The details of weeding have been outlined in various guidance sources.



Older guidance { **Instructions for Depository Libraries** (ca. mid-20<sup>th</sup> C) – rules & regulations of the FDLP  
**FDL Manual** (1985) – guide for carrying out FDLP operations  
**FDL Handbook** (2007) - combination of rules and guidance (online only)  
**Legal Requirements & Program Regulations (LRPR)** (2011)



## Weeding your Collection / Needs & Offers

3 weeding mechanisms:

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



# Supersession

- Material may be withdrawn at any time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





# Superseded List Example

DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Federal Register Office	AE 2.106/3:	0572-B	Code of Federal Regulations, Title 3, President	Keep annual issues until superseded by quinquennial cumulation	R	A
Federal Register Office	AE 2.106/3:	0572-C	Code of Federal Regulations, Title 3, President	Keep annual issues until superseded by quinquennial cumulation	R	A
Federal Register Office	AE 2.106/3:	0572-C	Code of Federal Regulations	Keep latest edition of each part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3	R	A

<https://www.fdlp.gov/2002-superseded-list-and-supplements>

SuDocs: GP 3.2:SU 7/2002



# Superseded List Example

DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Federal Register Office	AE 2.102:	0574	General Publications (various titles)	Discard if revised		A
Federal Register Office	AE 2.106:	0573-C	Federal Register	Keep current 2 years	R	A
Federal Register Office	AE 2.106:	0573-D	Federal Register	Keep current 2 years	R	A
Federal Register Office	AE 2.106/2:	0573-D	List of CFR Sections Affected	Keep latest monthly issue plus quarterly issues (Mar., June, Sept., & Dec.) marked "Save this issue"	R	A

Recorded tutorial available - The Superseded List (13 minutes)

- <https://www.fdlp.gov/training/superseded-list>



## Supersession vs. Substitution

Supersession – content is updated and replaces older edition

### **HS 8.2:C 49/year**

- Citizen's Almanac (2007)
- Citizen's Almanac (2010)
- Citizen's Almanac (2011)
- Citizen's Almanac (2013)
- Citizen's Almanac (2014)



### **Annual Report:**

A 1.1:2010

A 1.1:2011

Substitution – content is equivalent

### **Y 4.B 85/3:116-10**

- Costs Of Climate Change: Risks To The U.S. Economy And The Federal Budget (print)
- Costs Of Climate Change: Risks To The U.S. Economy And The Federal Budget (digital)
- Costs Of Climate Change: Risks To The U.S. Economy And The Federal Budget (microfiche)



## 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

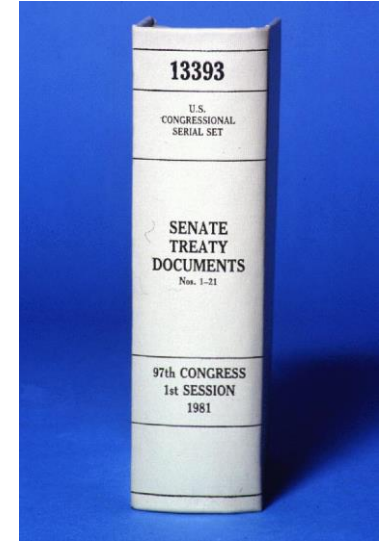
Pro Tip – if you find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.



## 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.

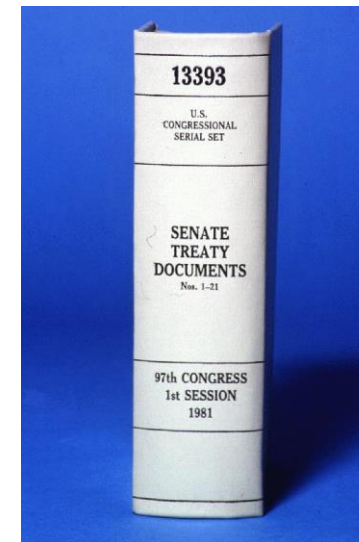




## Substitution - Tangible with a Online Substitution

### **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 eligibility

## Official

Published by the Federal Government, at Government expense, or as required by law

## Complete

Check for all supplements, appendices, images, charts

## Free of charge

Must be available at no cost to the user



## 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.



Boring looking slide alert





## Weeding Cheat Sheet

(You're welcome)

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 region'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.
- Offering “Nationally” is optional (via FDLP eXchange)
- Complicating factors:
  - Timeliness of reviewing lists
  - How the list is created? (OPAC report versus Excel spreadsheet...)
  - FDLP eXchange template?
  - Multiple regionals in your state?
  - Had a disaster in your region?
  - Lack of SuDocs numbers?



# Quick plug for FDLP eXchange...

Streamline offers to:

- Regionals (Phase 1)
- Selectives in your region (Phase 2)
- Nationally (Phase 3)

Get alerts of Matches  
on your posted Needs

Retroactively build  
your collection or help  
others build theirs

The screenshot shows the FDLP eXchange website interface. At the top, there is a header with the FDLP logo and the text "FDLP eXchange". To the right of the header, there is a login status "You are logged in as: [redacted]" and a "LOG OUT" button. Below the header, there is a navigation bar with links: "Dashboard", "Reports", "Input", "My eXchange", "Needs & Offers Repository", and "Advanced Search". The main content area is divided into three columns. The left column has a "View" and "Devel" toggle, and three buttons: "GENERATE A REPORT", "INPUT NEEDS", and "INPUT OFFERS". The middle column is titled "My Needs" and lists three items: "Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations for 1999, Part 8", "Legislative Branch Appropriations for 2002, Part 1", and "Legislative Branch Appropriations for 2001, Part 2". The right column is titled "New Items in the Repository" and shows a count of "80 within the last week". Below this, it lists two items: "1982 Census of Agriculture. Volume 1, Part 14, Geographic Area Series. Indiana, State and County Data. (Vol. 1, Pt. 14 - Indiana)" and "Guide to the 1992 Census of Agriculture and Related Statistics".



## 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



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

You can withdraw the material

- Recycle it
- Toss it
- Give it away to other institutions
- Offer it Nationally via FDLP eXchange\*

**\$** Note - if there is an exchange of funds, the money must go to the Superintendent of Documents



# Newer policies impacting regional collections

## Preservation Stewards

- Retain material for preservation & public access
- Enable regionals to weed material sitting on their shelves
- **Government Publications Authorized for Discard by Regional Depository Libraries** SOD-PPS-2020-1
  - Partnership page: <https://www.fdlp.gov/about/partnerships>
  - List of titles currently authorized for regional discard: [SOD-RDE letters](#)

## Print Selectors

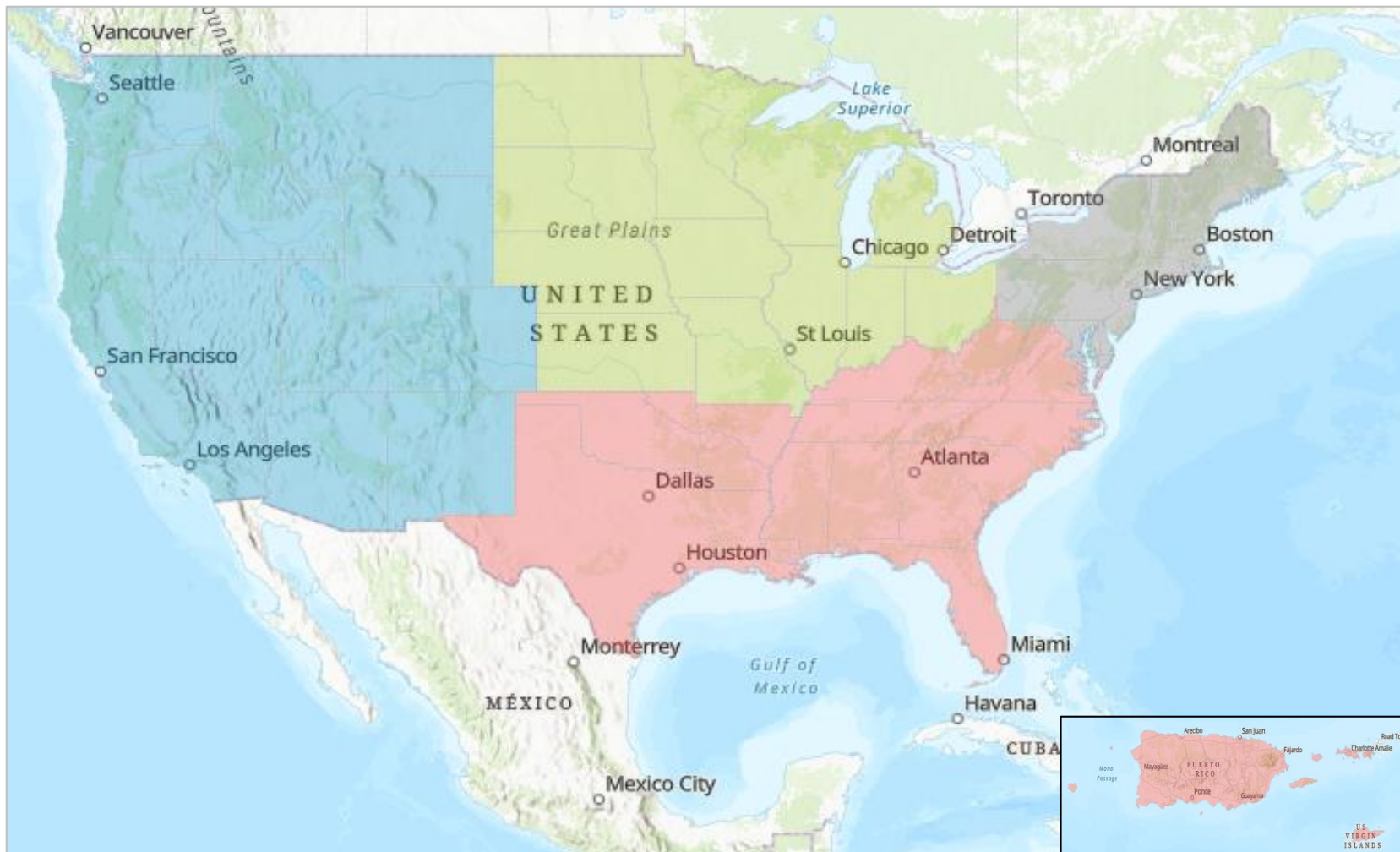
- Select print format for public access
- Enable regionals to deselect titles in tangible formats – stopping the titles from ever arriving (*not* a form of weeding)
- **Regional Depository Libraries Online Selections** SOD-PPS-2021-1
  - Project page: <https://www.fdlp.gov/project-list/regional-online-selections-policy>
  - List of titles currently authorized for regionals to deselect tangible formats: [SOD-ROSA letters](#)





# The Four Geographically Dispersed Regions

\* applies to SOD-PPS-2020-1 & SOD-PPS-2021-1





## Also impacting regional collections...

- Increasing trend for libraries to share the housing of the ‘regional’ collection
- Selective Housing Agreements (SHAs) used to document where ‘regional copies’ are to reside on behalf of the regional
  - SHA page: <https://www.fdlp.gov/guidance/selective-housing-agreements-sha>
- Not a form of weeding, but duplicate copies between two libraries locked in a SHA may be discarded.



## Selectives

Supersession

Substitution (all types)

5-year rule

Review Region's Needs List

Review Region's Do NOT Need List

## Regionals

Supersession

Substitution (tangible for tangible)

Substitution (with digital )  
via Preservation Stewards, SOD-PPS-2020-1, & SOD-RDE letters



Not quite weeding, but does impact collections:

Regional Online Selections  
via Print Selectors, SOD-PPS-2021-1, & SOD-ROSA letters  
Does not retroactively apply to past receipts

SHAs



# My! What a tangled web we have woven!?

Yes.

That tangled web of weeding rules is the [National Collection](#)'s safety net.

It ensures that the remaining copies of tangible material remain accessible around the country.







## Communication is key



- Some libraries will continue to develop their collections in isolation.
- Some libraries will work with other libraries to share a collection that can be accessed “just in time.”



- At a larger level, some regions may work collaboratively to strategically house and weed collections.



# Questions?

askGPO <https://ask.gpo.gov/s/>

[FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov)