FDLP 101: Collection Management Basics

May 1, 2023

Collection and Discovery Services Subcommittee,

Depository Library Council

Introduction and Program Overview

Speakers

- Moderator: Valerie D. Glenn, Business and Public Affairs Collections Librarian, Virginia Commonwealth University

- Ashley Dahlen, Senior Outreach Librarian, Library Services and Content Management, U.S. Government Publishing Office

- Vicki Tate, Head of Government Documents and Serials, University of South Alabama

- Jennifer Morgan, Government Information Librarian, Indiana University Maurer School of Law

Agenda

- GPO Tools to help refine item selection

- Weeding best practices and tools

- Law Libraries and the FDLP

# Item Selection Profile Tools

GPO Tools for Managing Your FDLP Collection

Ashley Dahlen, Outreach Librarian
U.S. Government Publishing Office

Item selection profile tools

- Your item selection profile can be found:
  - Item Lister
  - Depository Selection Information Management System (DSIMS)

- List of Classes:
  - List of everything that is currently available for selection by depository libraries
  - Has not been printed (or PDF'd) since 2015. Do not use the print copy or PDF.

- List of Classes Data Files
  - FDLP.gov > Collection Tools > List of Classes > List of Classes Data Files
  - Contain the latest information (.csv file format) – updated twice a month
  - Used primarily for local databases
  - Recommend use of the Modified List of Classes
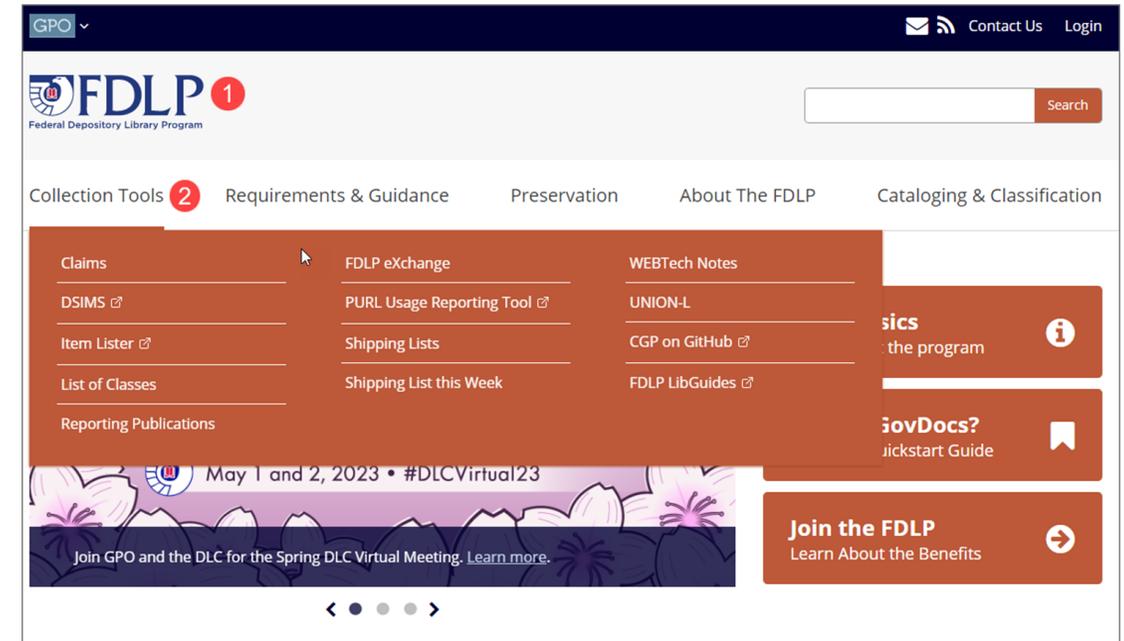
LIST OF CLASSES
OF
UNITED STATES
GOVERNMENT PUBLICATIONS
AVAILABLE FOR SELECTION
BY
DEPOSITORY LIBRARIES

1

LIST OF CLASSES OF UNITED STATES GOVERNMENT PUBLICATIONS AVAILABLE FOR SELECTION BY DEPOSITORY LIBRARIES

REVISED OCTOBER 14, 2015

Note.—Numbers at the end of each entry are depository item numbers. The letter(s) enclosed in parentheses indicate format designation for government information products included in the **List of Classes**. The formats are (P) for paper, (MF) for microfiche, (E) for Electronic Products (miscellaneous/format unknown), (EL) for online format, (CD) for CD-ROM, (DVD) for optical/recordable discs, (FL) for floppy diskettes. When entries have more than one format, such as (P/EL), publications in that Superintendent of Documents classification stem may be distributed in any of the formats listed. For entries that have no format designation, publications may be distributed in any format.

AGRICULTURE DEPARTMENT

A 1.1:	Performance and Accountability Report (Annual) (EL) (0006)
A 1.1/3:	Semiannual Report, Office of Inspector General (Semiannual) (EL) (0006-G)
A 1.1/6:	USDA Office of Inspector General Annual Business Plan (EL) (0006-J)
A 1.1/8-2:	Budget Summary and Annual Performance Plan (Annual) (EL) (0006-J-04)
A 1.1/9:	Annual Report of the Judicial Officer (Annual) (EL) (0006-J-03)
A 1.1/10:	Office of Inspector General Strategic Plan (Triennial) (EL) (0006-J-05)
A 1.2:	General Publications (0010)
A 1.7/2:	News Releases for ... (Annual) (EL) (0010-B)
A 1.11/3:	Handbooks, Manuals, Guides (0011-C)
A 1.11/3-2:	Dietary Guidelines for Americans (Quinquennial) (EL) (0011-C-01)
A 1.11/3-3:	Report of the Dietary Guidelines Advisory Committee on the Dietary Guidelines for Americans (Quinquennial) (EL) (0011-C-02)
A 1.32:	Posters and Maps (P) (0080-H)
A 1.34:	Statistical Bulletins (series) (EL) (0015)
A 1.34/6:	Statistical Highlights of U.S. Agriculture (Annual) (EL) (0015-B-59)
A 1.36:	Technical Bulletins (EL) (0016)
A 1.47:	Agricultural Statistics (P) (0001)
A 1.47:	Agricultural Statistics (EL) (0001-A-01)
A 1.47/2:	Agricultural Statistics (Annual) (CD) (0001-A)
A 1.57:	USDA News (EL) (0015-C)
A 1.58/A:	Agriculture Decisions (Semiannual) (EL) (0002)
A 1.58/3:	Summary of Decisions (EL) (0002-A)
A 1.60/2:	Bibliographies and Lists of Publications (P) (0032-B-02)
A 1.68:	PA (Program Aid) Series (P/EL) (0014-A)
A 1.75:	Agriculture Information Bulletin (AIB series) (EL) (0004-C)
A 1.75/2:	Structure and Finances of U.S. Farms (Annual) (EL) (0004-B)
A 1.75/4:	Index to USDA Agriculture Information Bulletins (EL) (0004-A)
A 1.75/5:	United States Animal Health Report (Annual) (EL) (0004-A-01)
A 1.76:	Agriculture Handbooks (series) (P/EL) (0003)
A 1.77:	Home and Garden Bulletins (P/EL) (0011)
A 1.89:	Telephone Directory (EL) (0080-E-01)
A 1.89/3:	Directories (P) (0080-E)
A 1.93:	Budget Estimates for the United States Department of Agriculture for Fiscal Year ... (Annual) (EL) (0006-H)
A 1.107:	Agricultural Economic Report (series) (EL) (0042-C-02)
A 1.107/3:	U.S. Food Marketing System (Biennial) (EL) (0042-C-01)

1

List of Classes (Comma Separated Value or CSV version)


```
loc-listclass-2023APR01_0 (2).txt

  1  "A 1.47:","Agricultural Statistics","","","P","0001"
  2  "A 1.47:","Agricultural Statistics","","","EL","0001-A-01"
  3  "A 1.58/A:","Agriculture Decisions","","Semiannual","EL","0002"
  4  "A 1.58/3:","Summary of Decisions","","","EL","0002-A"
  5  "A 1.58/4:","OALJ Decisions","","Issued Irregularly","EL","0002-A-01"
  6  "A 1.76:","Agriculture Handbooks (series)","","","P/EL","0003"
  7  "A 1.76/3:","Major Land Resource Area (MLRA)","","Completely Irregular","EL","0003-A"
  8  "A 1.75/4:","Index to USDA Agriculture Information Bulletins","","","EL","0004-A"
  9  "A 1.75/5:","United States Animal Health Report","","Annual","EL","0004-A-01"
 10  "A 1.75/2:","Structure and Finances of U.S. Farms","","Annual","EL","0004-B"
 11  "A 1.75:","Agriculture Information Bulletin (AIB series)","","","EL","0004-C"
 12  "A 1.1:","Performance and Accountability Report","","Annual","EL","0006"
 13  "A 1.1/3:","Semiannual Report, Office of Inspector General","","Semiannual","EL","0006-G"
 14  "A 1.93:","Budget Estimates for the United States Department of Agriculture for Fiscal Year ...","","Annual","EL","0006-H"
 15  "A 1.1/6:","USDA Office of Inspector General Annual Business Plan","","","EL","0006-J"
 16  "A 1.1/9:","Annual Report of the Judicial Officer","","Annual","EL","0006-J-03"
 17  "A 1.1/8-2:","Budget Summary","","Annual","EL","0006-J-04"
 18  "A 1.1/10:","Office of Inspector General Strategic Plan","","Triennial","EL","0006-J-05"
 19  "A 1.1/11:","Summary of Performance and Financial Information.","","Annual","EL","0006-J-06"
 20  "A 1.1/12:","Agency Financial Report","","Annual","EL","0006-J-07"
 21  "A 1.1/13:","Annual Performance Report","","Annual","EL","0006-J-08"
 22  "A 1.135:","AITC Notes","","Quarterly","EL","0006-R"
 23  "A 1.135/2:","Ag Notes","","Completely Irregular","EL","0006-R-01"
 24  "A 1.2:","General Publications","","","","0010"
 25  "A 1.144:","Agriculture Outlook, Conference Proceedings","","Annual","EL","0010-A"
 26  "A 1.129/3:","Office of Ethics Newsletter","","Quarterly","EL","0010-A-01"
 27  "A 1.145:","Report to the Congress, CERCLA/SARA Activities","","Completely Irregular","EL","0010-A-02"
```

Importing the CSV into Excel

Column1	Column2	Column3	Column4	Column5	Column6
A 1.47:	Agricultural Statistics			P	0001
A 1.47:	Agricultural Statistics			EL	0001-A-01
A 1.58/A:	Agriculture Decisions		Semiannual	EL	0002
A 1.58/3:	Summary of Decisions			EL	0002-A
A 1.58/4:	OALJ Decisions		Issued Irregularly	EL	0002-A-01
A 1.76:	Agriculture Handbooks (series)			P/EL	0003
A 1.76/3:	Major Land Resource Area (MLRA)		Completely Irregular	EL	0003-A
A 1.75/4:	Index to USDA Agriculture Information Bulletins			EL	0004-A
A 1.75/5:	United States Animal Health Report		Annual	EL	0004-A-01
A 1.75/2:	Structure and Finances of U.S. Farms		Annual	EL	0004-B
A 1.75:	Agriculture Information Bulletin (AIB series)			EL	0004-C
A 1.1:	Performance and Accountability Report		Annual	EL	0006
A 1.1/3:	Semiannual Report, Office of Inspector General		Semiannual	EL	0006-G
A 1.93:	Budget Estimates for the United States Department of Agriculture for Fiscal Year …		Annual	EL	0006-H
A 1.1/6:	USDA Office of Inspector General Annual Business Plan			EL	0006-J
A 1.1/9:	Annual Report of the Judicial Officer		Annual	EL	0006-J-03
A 1.1/8-2:	Budget Summary		Annual	EL	0006-J-04
A 1.1/10:	Office of Inspector General Strategic Plan		Triennial	EL	0006-J-05
A 1.1/11:	Summary of Performance and Financial Information.		Annual	EL	0006-J-06

Modified List of Classes

SuDoc	Sort by SuDoc	Agency	Sub-Agency	Title	Geog?	Freq?	Format(s)	Item Number
A 1.1:	A00010001	AGRICULTURE DEPARTMENT		Performance and Accountability Report		Annual	EL	0006
A 1.1/3:	A000100010003	AGRICULTURE DEPARTMENT		Semiannual Report, Office of Inspector General		Semiannu	EL	0006-G
A 1.1/6:	A000100010006	AGRICULTURE DEPARTMENT		USDA Office of Inspector General Annual Business Plan			EL	0006-J
A 1.1/8-2:	A0001000100080002	AGRICULTURE DEPARTMENT		Budget Summary		Annual	EL	0006-J-04
A 1.1/9:	A000100010009	AGRICULTURE DEPARTMENT		Annual Report of the Judicial Officer		Annual	EL	0006-J-03
A 1.1/10:	A000100010010	AGRICULTURE DEPARTMENT		Office of Inspector General Strategic Plan		Triennial	EL	0006-J-05
A 1.1/11:	A000100010011	AGRICULTURE DEPARTMENT		Summary of Performance and Financial Information.		Annual	EL	0006-J-06
A 1.1/12:	A000100010012	AGRICULTURE DEPARTMENT		Agency Financial Report		Annual	EL	0006-J-07
A 1.1/13:	A000100010013	AGRICULTURE DEPARTMENT		Annual Performance Report		Annual	EL	0006-J-08
A 1.2:	A00010002	AGRICULTURE DEPARTMENT		General Publications			UNK	0010
A 1.7/2:	A000100070002	AGRICULTURE DEPARTMENT		News Releases for ...		Annual	EL	0010-B
A 1.11/3:	A000100110003	AGRICULTURE DEPARTMENT		Handbooks, Manuals, Guides			UNK	0011-C
A 1.11/3-2:	A0001001100030002	AGRICULTURE DEPARTMENT		Dietary Guidelines for Americans		Quinquen	EL	0011-C-01
A 1.11/3-3:	A0001001100030003	AGRICULTURE DEPARTMENT		Report of the Dietary Guidelines Advisory Committee		Quinquen	EL	0011-C-02
A 1.32:	A00010032	AGRICULTURE DEPARTMENT		Posters and Maps			P	0080-H
A 1.34:	A00010034	AGRICULTURE DEPARTMENT		Statistical Bulletins (series)			EL	0015
A 1.34/6:	A000100340006	AGRICULTURE DEPARTMENT		Statistical Highlights of U.S. Agriculture		Annual	EL	0015-B-59
A 1.36:	A00010036	AGRICULTURE DEPARTMENT		Technical Bulletins			EL	0016
A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			P	0001
A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			EL	0001-A-01
A 1.58/3:	A000100580003	AGRICULTURE DEPARTMENT		Summary of Decisions			EL	0002-A
A 1.58/4:	A000100580004	AGRICULTURE DEPARTMENT		OALJ Decisions		Issued Irre	EL	0002-A-01
A 1.58/A:	A00010058A	AGRICULTURE DEPARTMENT		Agriculture Decisions		Semiannu	EL	0002
A 1.68:	A00010068	AGRICULTURE DEPARTMENT		PA (Program Aid) Series			P/EL	0014-A

Modified List of Classes with selection profile information added

	SuDoc	Sort by SuDoc	Agency	Sub-Agency	Title	Geog?	Freq?	Format(s)	Item Number	Select?
1	SuDoc	Sort by SuDoc	Agency	Sub-Agency	Title	Geog?	Freq?	Format(s)	Item Number	Select?
2	A 1.1:	A00010001	AGRICULTURE DEPARTMENT		Performance and Accountability Report		Annual	EL	0006	Yes
3	A 1.1/3:	A000100010003	AGRICULTURE DEPARTMENT		Semiannual Report, Office of Inspector General		Semiannu	EL	0006-G	No
4	A 1.1/6:	A000100010006	AGRICULTURE DEPARTMENT		USDA Office of Inspector General Annual Business Plan			EL	0006-J	No
5	A 1.1/8-2:	A0001000100080002	AGRICULTURE DEPARTMENT		Budget Summary		Annual	EL	0006-J-04	Yes
6	A 1.1/9:	A000100010009	AGRICULTURE DEPARTMENT		Annual Report of the Judicial Officer		Annual	EL	0006-J-03	No
7	A 1.1/10:	A000100010010	AGRICULTURE DEPARTMENT		Office of Inspector General Strategic Plan		Triennial	EL	0006-J-05	Yes
8	A 1.1/11:	A000100010011	AGRICULTURE DEPARTMENT		Summary of Performance and Financial Information.		Annual	EL	0006-J-06	Yes
9	A 1.1/12:	A000100010012	AGRICULTURE DEPARTMENT		Agency Financial Report		Annual	EL	0006-J-07	Yes
10	A 1.1/13:	A000100010013	AGRICULTURE DEPARTMENT		Annual Performance Report		Annual	EL	0006-J-08	Yes
11	A 1.2:	A00010002	AGRICULTURE DEPARTMENT		General Publications			UNK	0010	No
12	A 1.7/2:	A000100070002	AGRICULTURE DEPARTMENT		News Releases for ...		Annual	EL	0010-B	No
13	A 1.11/3:	A000100110003	AGRICULTURE DEPARTMENT		Handbooks, Manuals, Guides			UNK	0011-C	No
14	A 1.11/3-2:	A0001001100030002	AGRICULTURE DEPARTMENT		Dietary Guidelines for Americans		Quinquen	EL	0011-C-01	No
15	A 1.11/3-3:	A0001001100030003	AGRICULTURE DEPARTMENT		Report of the Dietary Guidelines Advisory Committee		Quinquen	EL	0011-C-02	No
16	A 1.32:	A00010032	AGRICULTURE DEPARTMENT		Posters and Maps			P	0080-H	No
17	A 1.34:	A00010034	AGRICULTURE DEPARTMENT		Statistical Bulletins (series)			EL	0015	No
18	A 1.34/6:	A000100340006	AGRICULTURE DEPARTMENT		Statistical Highlights of U.S. Agriculture		Annual	EL	0015-B-59	Yes
19	A 1.36:	A00010036	AGRICULTURE DEPARTMENT		Technical Bulletins			EL	0016	No
20	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			P	0001	No
21	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural Statistics			EL	0001-A-01	Yes
22	A 1.58/3:	A000100580003	AGRICULTURE DEPARTMENT		Summary of Decisions			EL	0002-A	No
23	A 1.58/4:	A000100580004	AGRICULTURE DEPARTMENT		OALJ Decisions		Issued Irre	EL	0002-A-01	No
24	A 1.58/A:	A00010058A	AGRICULTURE DEPARTMENT		Agriculture Decisions		Semiannu	EL	0002	No

Modified List of Classes with shipment information added

	A	B	C	D	E	F	G	H	I	J	K
1	SuDoc	Sort by SuDoc	Agency	Sub-Agency	Title	Geog?	Freq?	Format(s)	Item Number	Select?	Count of times shipped since FY 2020
74	A 13.32/2-4:	A0013003200020004	AGRICULTURE DEP.	Forest Service	Wildfire News and Notes		Quarterly	EL	0082-D-13	No	
75	A 13.32/2-5:	A0013003200020005	AGRICULTURE DEP.	Forest Service	Wildland Fire Statistics (online database)			EL	0082-D-14	No	
76	A 13.32/2-6:	A0013003200020006	AGRICULTURE DEP.	Forest Service	InciWeb - Incident Information System		Continuou	EL	0082-D-15	No	
77	A 13.32/2-7:	A0013003200020007	AGRICULTURE DEP.	Forest Service	Fire Science Digest		Complete	EL	0082-A-08	No	
78	A 13.32/2-9:	A0013003200020009	AGRICULTURE DEP.	Forest Service	National Interagency Fire Center. Fire Information. Sta	Annual		EL	0082-A-10	No	
79	A 13.32/3-2:	A0013003200030002	AGRICULTURE DEP.	Forest Service	Performance Report		Annual	EL	0082-D-12	No	
80	A 13.36:	A00130036	AGRICULTURE DEP.	Forest Service	Regulations, Rules, Instructions			P	0086-B	No	
81	A 13.36/2:	A001300360002	AGRICULTURE DEP.	Forest Service	Handbooks, Manuals, Guides			UNK	0086-C	No	6
82	A 13.36/2-6:	A0013003600020006	AGRICULTURE DEP.	Forest Service	Recreation/Visitors Guides (National Forests and Regions) (RG se		P/EL	0086-C-05	No	14
83	A 13.36/2-8:	A0013003600020008	AGRICULTURE DEP.	Forest Service	Special Places, A Travel & Tourism Planner's Guide to Y	Annual		EL	0086-C-01	No	
84	A 13.36/2-9:	A0013003600020009	AGRICULTURE DEP.	Forest Service	Firewood/Fuelwood/Tree Cutting Guides (incl. maps,		Complete	P	0086-C-02	No	30
85	A 13.36/2-10:	A0013003600020010	AGRICULTURE DEP.	Forest Service	Forest Service Manual Directive Issuances		Complete	EL	0086-C-03	No	
86	A 13.36/2-11:	A0013003600020011	AGRICULTURE DEP.	Forest Service	Forest Service Handbooks Directive Issuances		Complete	EL	0086-C-04	No	
87	A 13.36/2-12:	A0013003600020012	AGRICULTURE DEP.	Forest Service	Southwestern Colorado Public Lands Campground Gui	Annual		EL	0086-C-06	No	
88	A 13.40/1-2:	A0013004000010002	AGRICULTURE DEP.	Forest Service	Annual Letter (International Institute of Tropical Forestry, Puerto		EL	0082-D-04	No	
89	A 13.40/1-3:	A0013004000010003	AGRICULTURE DEP.	Forest Service	Accomplishment Report (International Institute of Tro	Biennial		EL	0082-D-16	No	
90	A 13.42/2:	A001300420002	AGRICULTURE DEP.	Forest Service	Northern Research Station: General Publications			UNK	0079-A	No	
91	A 13.42/6-2:	A0013004200060002	AGRICULTURE DEP.	Forest Service	Northern Research Station: Handbooks, Manuals, Guides		EL	0079-A-01	No	
92	A 13.42/30:	A001300420030	AGRICULTURE DEP.	Forest Service	Proceedings of the ... Northeastern Recreation Resear	Annual		EL	0084-D-01	No	
93	A 13.51:	A00130051	AGRICULTURE DEP.	Forest Service	Tree Planters' Notes		Complete	EL	0086-D	No	
94	A 13.52:	A00130052	AGRICULTURE DEP.	Forest Service	Forest Insect and Disease Leaflets (numbered)			P/EL	0082-A	No	
95	A 13.52/2:	A001300520002	AGRICULTURE DEP.	Forest Service	Major Forest Insect and Disease Conditions in the Unit	Annual		EL	0082-B	No	

Modified List of Classes

Fields:

- SuDoc
- Sort By SuDoc*
- Agency*
- Department/Bureau/Committee*
- Title
- Geography (ex. a state or region)
- Frequency
- Format
- Item number

Formats:

- E or CD or DVD or Diskette (a tangible electronic media)
- EL (digital or online)
- MF (microfiche - going away soon!)
- P (paper)
- UNK* (unknown or unspecified)

* Denotes a field or value only available in the Modified List of Classes

So, you have the List of Classes...now what?

What you can profile for, is not necessarily what is being actively cataloged and, in tangible format, it is not necessarily being shipped out.

Why?

Answer: Because Federal Government resources are not like commercial resources!

Spring 2023
Depository Library Council
Virtual Meeting
May 1 and 2, 2023 • #DLCVirtual23

CELEBRATING
50 Years
DEPOSITORY LIBRARY COUNCIL

GPO uses the List of Classes too

- An agency notifies GPO they are going to print something (SF-1).

- Based on that minimal form information, LSCM will identify the agency, bureau, committee, and publication series per the List of Classes.

- We 'ride' the print order, adding our FDL selectors to the print run.

- When the publication is printed, LSCM takes our copies for distribution to FDLs, and the other copies go to the agency customer and our Sales unit.

Why can't libraries profile for material by subject?

- We order our copies without even seeing the publication.

- We cannot look at the publication after it has been printed, determine the subject(s), and then set the printing press up again for another print run for our libraries.

- We cannot assign subjects to committee or agencies.

  - Agencies and committees produce material under numerous subjects.

  - Agencies and committees have unpredictable work. When a problem arises, the agency/committee responds.

Digital resources are different

- No SF-1 because it is not being printed! LSCM watches for online equivalents, we monitor websites for new content, and we may be contacted.
- As we implement the Task Force on a Digital FDLP recommendations, we will evaluate our tools in light of digital workflows.
- In the meantime, if your library provides access to digital content through catalog records provided by a vendor, through the [Cataloging Record Distribution Program (CRDP)](), etc., you will need to select EL-format item numbers.
- Note there are no cataloging requirements or weeding rules to apply to digital or online content.

In general, for all formats, collection developers will need to identify the resources of interest, find it in the List of Classes, and profile for content via item number.

Review your current and future needs

- Think fresh:
  - Just because you selected it in the past, doesn't mean you need to continue to select it.
  - There is a lot of new, possibly relevant content, that your library might not be getting because we didn't 'map' your library to the new content.
- [Depository Collection and Development](#) (Guidance article)
- Identify subjects, agency content, series, etc. that support user needs.
- Isolate where those themes are found in Government information resources.
  - Look for keywords in List of Classes - available for selection
  - Look for keywords in Catalog of U.S. Government Publications (CGP) – publications created

Update your selection profile

Tip: Be creative with your phrasing. If you have a new cybersecurity program that you need to support, don't look for just Cybersecurity in the subject.

Tangible collection

- Flag items of interest in the List of Classes.
- Identify item numbers to select or deselect.
- Evaluate risk of selecting item number. (How much issued? How much content is relevant?)
- Add/Deselect accordingly.

Digital collection

- Flag items of interest in the List of Classes.
- Evaluate if you need to profile for item numbers.
    - Consortia catalog? Vendor? OCLC WMS?
- Add/Deselect accordingly.

Topic: Hurricanes

List of Classes:

- C 55.12/3:
  NOAA's National
  Hurricane Operations
  Plan
  EL
  0250-E-41

CGP records (keywords):

- I 19.76: USGS, Open File Reports
- Y 4.G 74/9: Senate Comm. on Governmental Affairs, Hearings
- GA 1.13: GAO, Reports to Congress
- HS 1.22: Dept. of Homeland Security, OIG Series
- C 55.13/2: NOAA, Technical Series (5 series)
- Y 1.1/7: House Documents

Update your selection profile

- Compile two lists:
  - Item numbers to select
  - Item numbers to deselect
- Update your selection profile in Depository Selection Information Management System (DSIMS).
  - Quick Start Guide (PDF tutorial with screenshots)
  - DSIMS or : How I Manage My Selection Profile (duration: 63 minutes)
- Contact askGPO to get help with your selection profile.

What is being shipped out in tangible format?

- FDLP.gov > Collection Tools > Shipping Lists > Combined Shipping Lists

- Contains every shipping list back to FY 1997.
- Excel version has color coding for formats.
- Updated on the first business day on or after the 1st and 15th of the month.

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May 1 and 2, 2023 • #DLCVirtual23

CELEBRATING
50 Years
DEPOSITORY LIBRARY COUNCIL

Weeding Resources & Tips

Vicki L. Tate, Depository Library Coordinator

University of South Alabama Libraries

My Background in Weeding:

Been at University of South Alabama (USA) since 1995

Been weeding the government documents collection for over 25 years

1995 – 1,050,509 items in the Gov't Docs collection

2022 –   321,868 items in the collection

Since 2015 USA Library uses ASERL for posting disposal lists

–Our most recent list posted was originally created in 2019

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CELEBRATING
50 Years
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My Background in Weeding

LibGuide: Gov Docs: Needs and Offers

https://libguides.southalabama.edu/needsandoffers

Select tab for "Disposal Lists"

LibGuide: Gov Docs: Training Resources

https://libguides.southalabama.edu/docstraining

Select tab for "Weeding/Discarding"

FDLP Resources for Weeding

Modified List of Classes [Excel] for latest information /
List of Classes [PDF] (last published in 2015)

https://www.fdlp.gov/instruction/list-of-classes

- Helps with organization of materials being withdrawn

- Ties together SuDocs with Item Numbers

- Helps in determining which item numbers need to be deselected from your library's profile

FDLP Resources for Weeding

Item Lister

https://selections.fdlp.gov/OA_HTML/gpolibItemLister.jsp

- Lists current, active item numbers & whether or not they are selected by the library

- If there is an item number that is not listed, then the associated SuDoc is a dead class

- If you withdraw all of a SuDoc class, then deselect the item number

FDLP Resources for Weeding

WEBTech Notes

https://www.fdlp.gov/webtech-notes

- Utilize the category "UM"–Updates to the List of Classes, Misc.

- Identifies discontinued publications, cancelled classes, and discontinued item numbers

- Identifies title changes and format changes

FDLP Resources for Weeding

Superseded List (2012)

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

—This list is more about suggestive guidance for determining what to remove rather than a complete, inclusive listing for what may be removed within the 5-year retention period

Supersession materials may be withdrawn at any time:

- Discard if revised or corrected
- Dated materials–discard when expired
- Keep latest edition
- Keep current year
- Superseded by cumulative editions

Tips for Weeding

The starting point for weeding is having **a Collection Development Policy** for your government documents collection.

- Develop the scope for the government documents collection
- Address the currency-needs vs research-needs
- Know what to keep and what to discard
- Work with your Regional Library for guidance and instruction

Tips for Weeding

Quick-weeding suggestions:

- Large/multi-volume sets available on the web

- Out of date materials/ephemerals/duplicates/reprints/etc.

- Supersession materials

- Substitution: withdrawing tangibles with official online versions

- Out-dated formats: Microfiche, CD-ROMs, VHS

Weeding Strategies

Making the unmanageable manageable:

- Don't focus on the collection in its entirety

- Do small weeds throughout the year

- Set up protocols to follow when you add materials

Weeding Strategies

Weed by agency

Weed by agency, with agency by SuDoc class, and then across all formats (P, MF, E, EL)

Weeding Strategies

Trace the history of an agency through all versions of SuDocs to get all holdings:

For example: U.S. Coast Guard

      Currently HS 7 [2003-present]

          Previously TD 5 [1966-2003]

              Previously T 47 [1947-1966]

                    Previously N 24 [1941-1946]

Good resource to consult: *Guide to U.S. Government Publications* ["Andriot"] published by Gale

Weeding Strategies

Don't forget to "weed" online [EL] publications when they fall out-of-scope OR are out-of-date.

Just as you weed tangibles that are no longer needed for the collection, you should also weed web-only publications.

- EL publications are the easiest type to weed–just remove them from your catalog
- There is no 5-year retention rule for online publications

Weeding Strategies

Weeding is more than just removing tangibles from your collection. It is also removing (deselecting) item numbers from your selection profile.

–If you receive monthly tape loads of bib records through Cataloging Record Distribution Program (CRDP) or directly from MARCIVE, or some other bibliographic distribution service, it is essential to have a current Item Selection Profile List on record.

–This ensures that you don't continue to receive bib records for materials you do not have or do not want.

Suggested Resources

Weeding Tangible Federal Depository Collections

https://www.fdlp.gov/training/weeding-tangible-federal-depository-collections

By Ashley Dahlen, GPO

Webinar presented on April 6, 2022

Weeding Selective Depository Collections

https://www.fdlp.gov/sites/default/files/DLC2015/20151020-dlc-weeding-digital-age-slides.pdf

By Laura Sare, Texas A&M

PowerPoint presentation: 2015 Fall DLC Meeting

A Law Library Perspective

Federal Depository Collection Management

Jennifer Morgan, Government Information Librarian

Indiana University Maurer School of Law

Background

Since 2001, Government Information Librarian and Depository Coordinator, Jerome Hall Law Library, Indiana University Maurer School of Law.

Instructor, LIS courses in *Government Information* (Indiana University and University of Washington) and *Advanced Legal Research: Federal Legislative and Regulatory Research* (Indiana University).
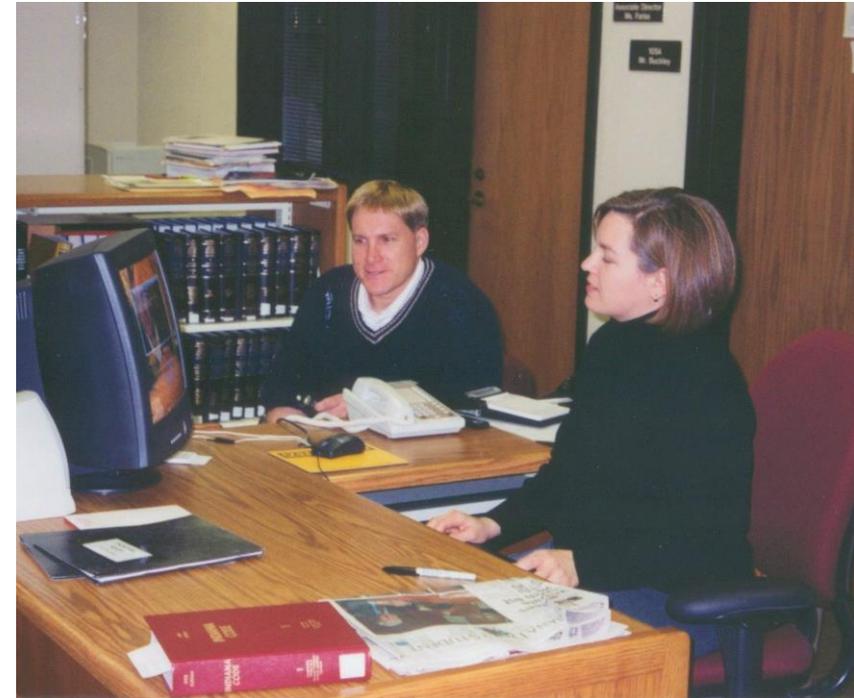
Law Libraries and the FDLP

- Nearly 200 law libraries participate in the FDLP, providing public access to federal government information and federal legal materials.
  - 140 Academic Law Libraries
  - 10 Federal Court Libraries
  - 35 Highest State Court Libraries
  - 7 County Law Libraries
  - 3 Federal Agency Law Libraries
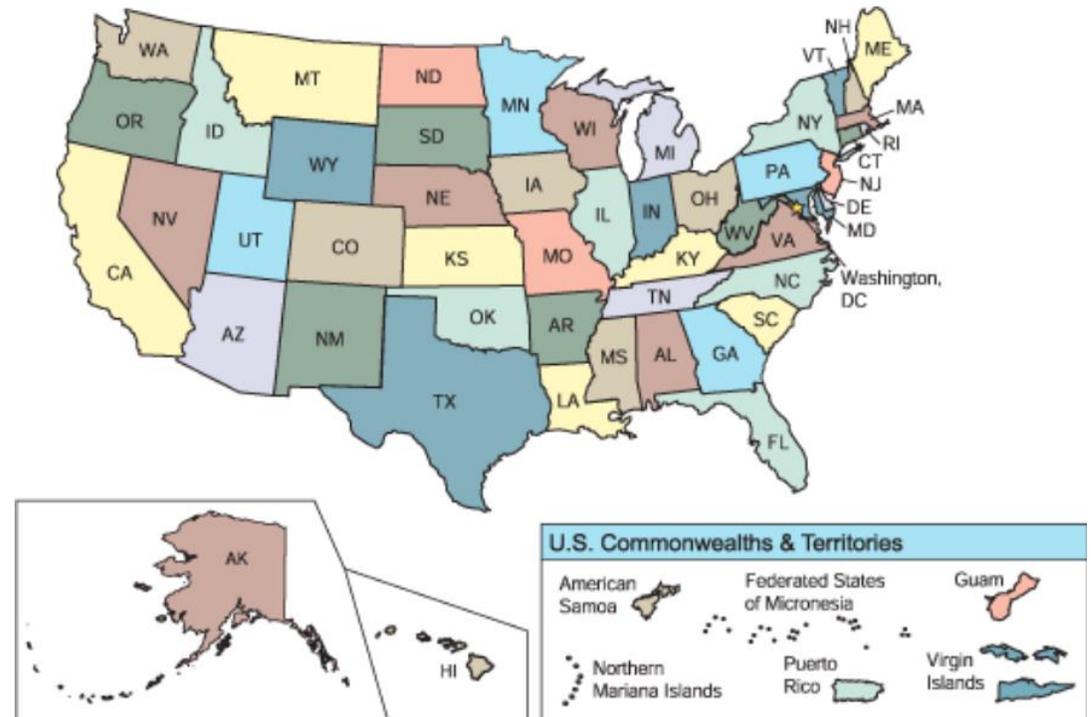
Law Libraries and the FDLP

- Pub. L. No. 95-261, § 1, 92 Stat. 199 (1978) (codified at 44 U.S.C. § 1916).
    - Authorized the Public Printer to designate libraries of accredited law schools as selective depositories.
    - "[L]ibrarians who are specialists in legal research enhance both the use of Government documents and the interpretation of their contents. Law school libraries, with their wealth of supporting materials and personnel, not only make Government documents available to the public, they make them useful to the lay researcher." H.R. Rep. No. 95-650 (1977).

Spring 2023
Depository Library Council
Virtual Meeting
May 1 and 2, 2023 • #DLCVirtual23
50 Years
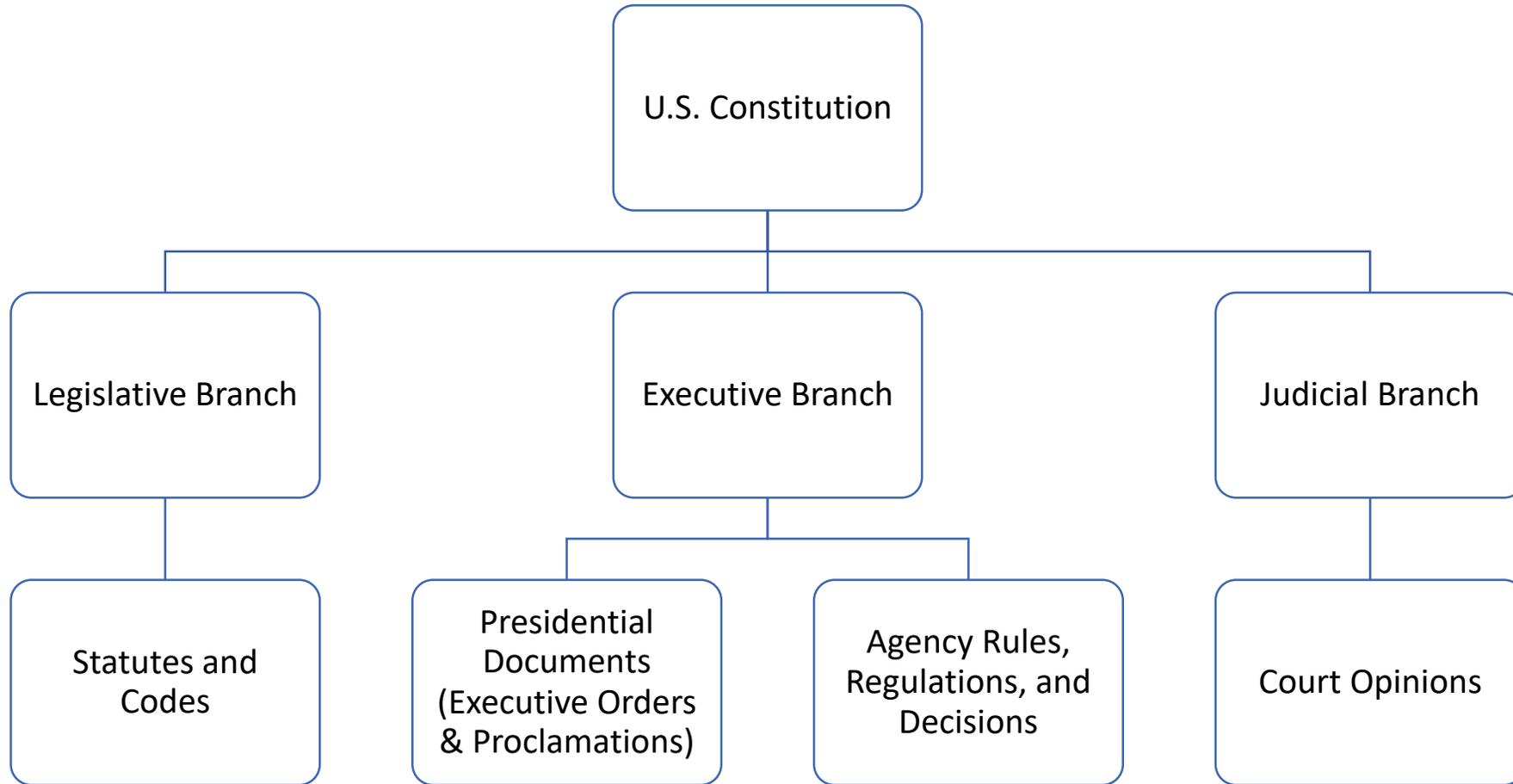CELEBRATING DEPOSITORY LIBRARY COUNCIL

Different Needs of Law Libraries

- Collect official, authentic versions of primary legal materials

- Preserve the progression of law over time

- Retain superseded codes and historical documents

- Repair older, fragile materials

Official Sources & Publication of the Law

The Bluebook: A Uniform System of Citation

- The Bluebook
    - Citation style guide for legal documents and academic writing in the field of law.
    - Standardized rules for citing legal authorities such as cases, statutes, administrative codes, secondary sources, and court rules.
   - Used in legal academia, law reviews, court documents, and legal practice.
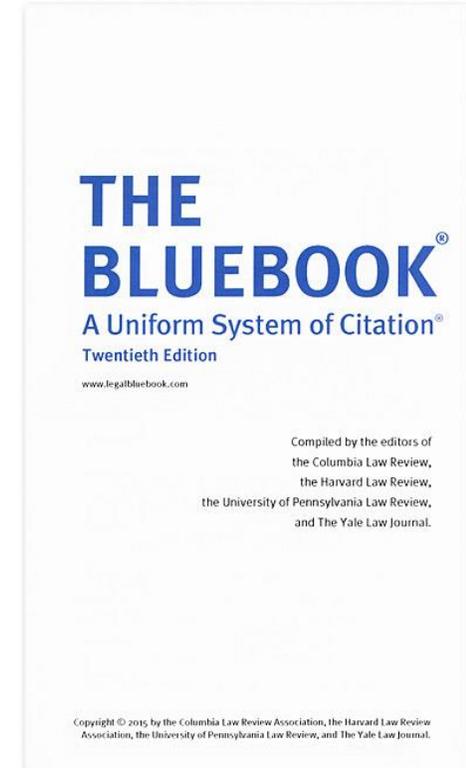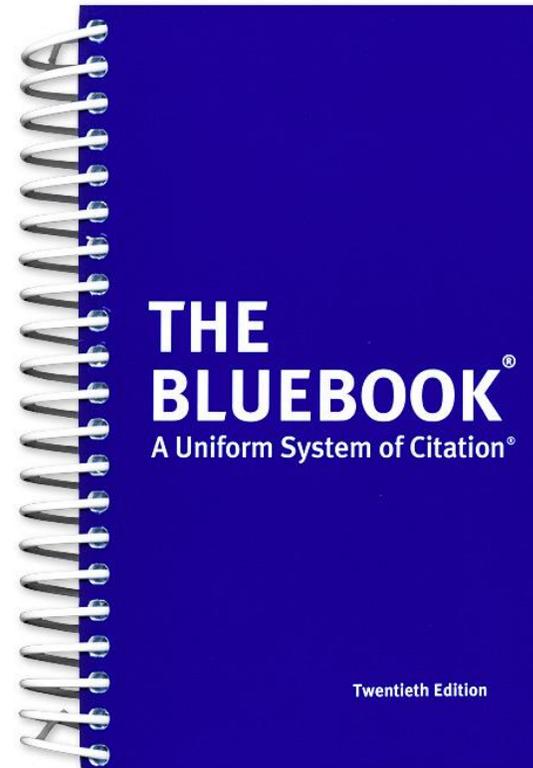
Bluebook: When to Cite Official Documents

- Cases
  - **BB 10.3.1**, "The federal and state jurisdictions table (table T1) indicates which reporters to cite for the decisions of most courts."
  - **T1.1**, "Supreme Court (U.S.): Cite to U.S., if therein."

- Statutes
  - **BB 12.2.1(a)**, "Statutes currently in force. If available, cite statutes currently in force to the current official code or its supplement. "
  - **BB 12.3**, "Cite the *United States Code* (U.S.C.), the official federal code, if available."
  - **T 1.1**, "Statutory compilations: Cite to U.S.C., if therein."

- Administrative Adjudications and Arbitrations
  - **BB 14.3.2(a)**, "Official reporters. Cite the official reporter of the agency if the opinion appears therein."
  - **T1.2**, "For the official reporters of many federal agencies, see table T1.2."

Official Publications

- Supreme Court Opinions
    - The opinions of the Supreme Court of the United States are published officially in the *United States Reports.*
    - 28 U.S.C. §411(a) The decisions of the Supreme Court of the United States shall be printed, bound, and distributed in … the United States Reports as soon as practicable after rendition
    - 28 U.S.C. §411(c) The Director of the Government Publishing Office, or other printer designated by the Supreme Court of the United States, upon request, shall furnish to the Superintendent of Documents the reports required to be distributed under the provisions of this section.
    - "**Caution**: Only the printed bound volumes of the U. S. Reports contain the final, official opinions of the Supreme Court of the United States. In case of discrepancies between a bound volume and the materials included here—or any other version of the same materials, whether print or electronic, official or unofficial—the printed bound volume controls." (U.S. Supreme Court website)
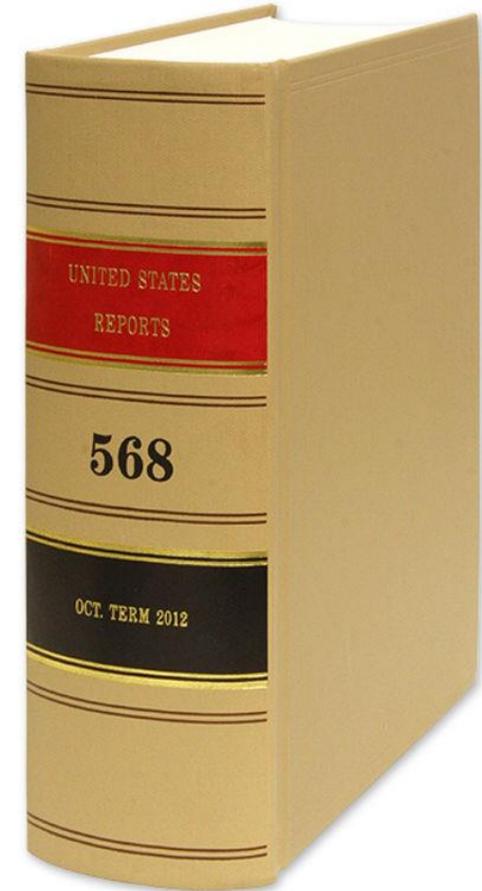
Official Publications

- *United States Code* and Supplements
  - 1 USC §201(b) … Government Publishing Office shall print such numbers as are necessary for depository library distribution and for sale;
  - 1 USC §202 There shall be prepared and published …
    - (a) A supplement for each session of the Congress to the then current edition of the Code of Laws of the United States …
    - (c) New editions of Codes and Supplements … In the case of each code new editions shall not be published oftener than once in each five years. Copies of each such edition shall be distributed in the same manner as provided in the case of supplements to the code of which it is a new edition.

- *United States Statutes at Large*
  - 1 USC §112 The Archivist of the United States shall cause to be compiled, edited, indexed, and published, the United States Statutes at Large … The United States Statutes at Large shall be legal evidence of laws.

Official Publications

- *Code of Federal Regulations* and *Federal Register*
    - 44 USC § 1510(b) A codification published under subsection (a) of this section shall be printed and bound in permanent form and shall be designated as the "Code of Federal Regulations."
    - 44 USC § 1510(e) The codified documents of the several agencies published in the supplemental edition of the Federal Register under this section, as amended by documents subsequently filed with the Office and published in the daily issues of the Federal Register shall be prima facie evidence of the text of the documents and of the fact that they are in effect on and after the date of publication.
    - 5 USC § 552(a)(1) Except to the extent that a person has actual and timely notice of the terms thereof, a person may not in any manner be required to resort to, or be adversely affected by, a matter required to be published in the Federal Register and not so published. (Binding substantive rules are unenforceable if not properly published).
    - The final rule at 87 Fed. Reg. 79999, 80002 (Dec. 29, 2022) (codified at 1 CFR pt. 5) removed microfiche as an official format of the *Federal Register* and *Code of Federal Regulations*

CODE OF FEDERAL REGULATIONS

CFR

33

Navigation and Navigable Waters

Part 1 to 124

Revised as of July 1, 2021
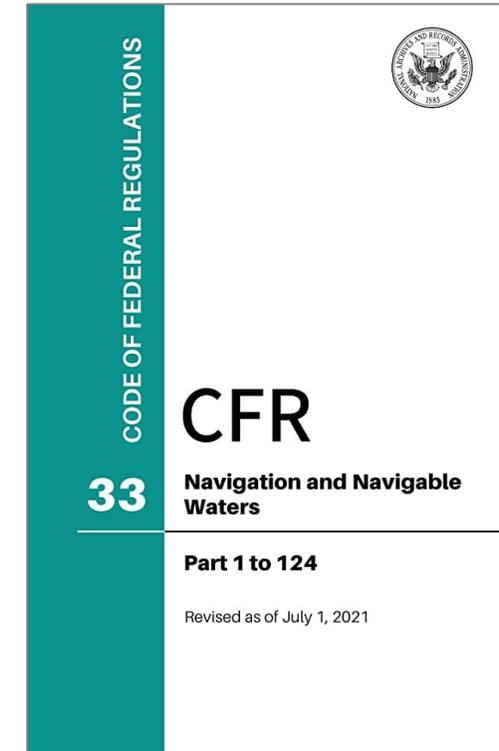
Progression of Law Over Time

- The law changes over time – statutory and administrative codes are amended:
  - Sections are added or repealed
  - Language is changed
  - Sections are re-numbered

- We apply the law applicable at the time of the offense.

. . . what was the law in the past?

Superseded Codes & Historical Documents

- *United States Code*

- *Code of Federal Regulations*

- Official Reporters of Administrative Decisions

- Legislative History Documents
  - Hearings, Committee Reports, Committee Prints, Serial Set, *Congressional Record*

Preservation and Conservation

- Retain staff with book repair skills, because of the age and fragility of older publications

- Outsource repair work

- Conservation phase box construction
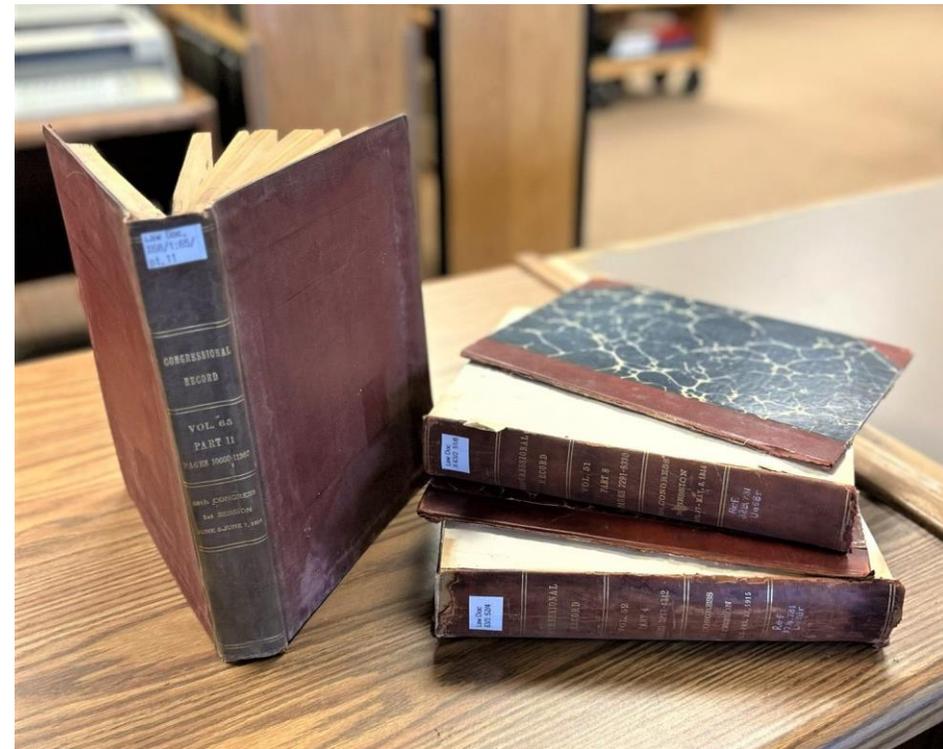
Other Considerations

- State or Regional
  - Discard Policies
  - Needs and Offers

- FDLP eXchange

- National Collection of U.S. Government Public Information
 - Preservation Stewards
  - Print Selectors

Indiana University Law Library, 1906

Upcoming FDLP Academy Webinar!

Comprehensive FDLP Collections and Increasing Flexibility for Regionals

- Wednesday, May 10, 2:00 - 3:00 pm (EDT)

- "Learn about National Collection Service Areas and how they are being used to help secure tangible copies of material across the country, while also providing regional depositories a measure of shelf-space relief."

    - www.fdlp.gov/news/webinar-comprehensive-fdlp-collections-and-increasing-flexibility-regionals
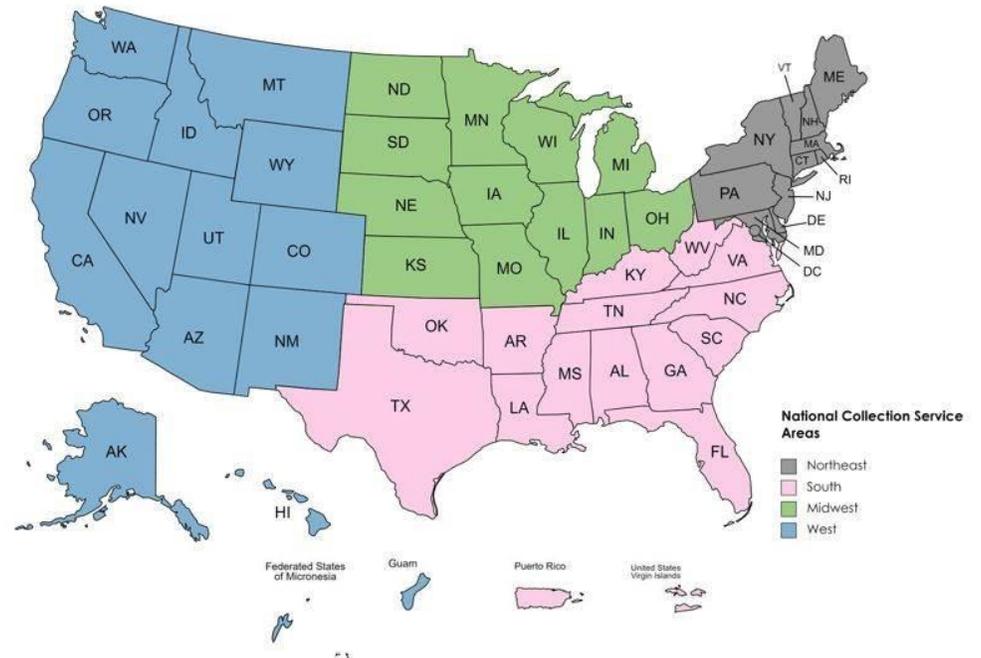
Questions and Discussion

Wrap-Up and Conclusion