

NCSAs and Limited Print

October 23, 2024

Cynthia Etkin, GPO Angela Bonnell, Midwest NCSA Steering Committee Joshua Finnell, Northeast NCSA Steering Committee Jen Kirk, West NCSA Steering Committee Amy Laub, South NCSA Steering Committee

GPO Working with Steering Committees

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GPO STAFF	ROLE	NCSA
Alicia Kubas, Federal Depository Support Services	Steering Committee Member	Midwest
	Steering Committee Member	Northeast
Ashley Dahlen, Federal Depository Support Services	Steering Committee Member	South
Kathy Bayer, Federal Depository Support Services	Steering Committee Member	West
Kate Pitcher, Chief Federal Depository Support Services	Designated Federal Officer	All
Cynthia Etkin, Superintendent of Documents Office	Designated Federal Officer	All

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Where do I begin?



- Submit Relinquishing Allocation(s) Form
- Title(s)?
- Reason for relinquishing?
- Keep publications already received?
- No? How much needs to be transferred or made available?

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Meeting of the Minds

- Relinquishing depository library coordinator
- Steering Committee chair or member
- Regional depository coordinator of relinquishing library
- NCSA designated federal officer



Information Gathering to Support Steering Committees

- GPO gathers information to support Steering Committee processes
- Data examples: partnerships, current NCSA allocations, biennial survey
- Steering Committees may gather local information

South NCSA Steering Committee

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Committee Members	Institution	Term (years)	Term Ends
Angela Bardeen	University of North Carolina	3	5/31/2027
Doris Johnson Felder	South Carolina State University	1	5/31/2025
Richard Mikulski, Secretary	William & Mary University	2	5/31/2026
Perveen Rustomfram	University of Memphis	2	5/31/2026
Colleen Williams	University of Arkansas School of Law	1	5/31/2025
Anna Xiong, Chair-Elect	Rice University	2	5/31/2026
Amy Laub, Chair	University of Kentucky	DLC	5/31/2025
Dominique Hallett	Arkansas State University, Jonesboro	ALTERNATE	5/31/2025

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South NCSA Limited Print Distribution Title Reallocation Plan

If a library wants to stop receiving a limited print distribution title, the library will offer it to the regional depository library within the state or within an interstate shared regional arrangement. They will let the regional and GPO know if they intend to keep the historic print collection of the title:

--If yes, the library giving up the allocation will retain the historic print titles

--If not, GPO covers the shipment costs (budget permitting), and the historic print collection of the title is sent to the library that agrees to take it.

If regional is not interested, they will offer the allocation to selectives in the state, with preference given to those who expressed an interest in the title via the Fall 2023 GPO survey or subsequent surveys.



selectives are interested, the regional will offer it to regionals in surrounding states with the NCSA, with the goal of keeping the title as close as possible. geographically.

If none of these

If none of these regionals are interested, the regional will offer it to selectives within the NCSA, with preference given to those who expressed an interest in the title via the Fall 2023 GPO survey or subsequent surveys.

If no depositories in the NCSA are interested in taking the allocation, the regional will offer it nationally to other NCSAs

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Northeast NCSA Steering Committee

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Committee Members	Institution	Term (years)	Term Ends
Jake Eschler	Vassar College	2	5/31/2026
Gregory Curtis, Chair-Elect	University of Maine	3	5/31/2027
Nicholas Wolkowicz, Chair	Massachusetts Trial Court	2	5/31/2026
Charlotte Schneider	Rutgers Law School Library	1	5/31/2025
Kris Abery	Connecticut State Library	1	5/31/2025
Andrea Craley	Hartford Community College	2	5/31/2026
Joshua Finnell	Colgate University	DLC	5/31/2025
Liza Duncan	New York State Library	ALTERNATE	5/31/2025



Northeast NCSA Limited Print Distribution Title Reallocation Plan

Are there libraries within the NE NCSA that responded to GPO's PDT questionnaire requesting the title but did not receive an allocation?

YES

- Send a targeted email to those libraries to see if they are still interested in receiving the title(s) with a 30 day response window.
- Steering Committee meets to discuss the appropriateness of responding and their ability to meet specified and ranked criteria.
- Send a list of prioritized recommendations to the Superintendent of Documents with a justification of how they met NE NCSA criteria. Also include a list of libraries not recommended to receive an allocation.
- The Superintendent of Documents will make the final decision and notify all the appropriate parties.



Northeast NCSA Limited Print Distribution Title Reallocation Plan

Are there libraries within the NE NCSA that responded to GPO's PDT questionnaire requesting the title but did not receive an allocation?

NO

- Send an email to all depository libraries in the NE NCSA to see if they are interested in receiving the title(s) with a 30 day response window.
- If libraries' respond, Steering Committee meets to discuss the appropriateness of responding and their ability to meet specified and ranked criteria.
- Send a list of prioritized recommendations to the Superintendent of Documents with a justification of how they met NE NCSA criteria. Also include a list of libraries not recommended to receive an allocation.
- The Superintendent of Documents will make the final decision and notify all the appropriate parties.



What if no depository libraries in the NE NCSA want the title?

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- Steering Committee sends an email to all NE depository coordinates informing them that no library has expressed interest and solicit a vote to attempt to retain the tile or offer to another NCSA (majority response is accepted).
- The Steering Committee will make no more than two attempts (via email) to find a NE NCSA depository library willing to take the title.
- Otherwise, The NE NCSA Designated Federal Officer will inform the Superintendent of Documents that the NE NCSA is relinquishing an allocation(s).
- GPO staff will alert other NCSA Steering Committee Chairs of the opportunity to receive a limited print distribution title allocation and work with them to determine next steps.
- The Superintendent of Documents will make the final decision and notify all the appropriate parties.

Midwest NCSA Steering Committee

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Committee Members	Institution	Term (years)	Term Ends
Brent Abercrombie	Indiana State Library	2	5/31/2026
Marie Concannon, Chair	University of Missouri	1	5/31/2025
Sheri Huppert	Minnesota State Law Library	2	5/31/2026
Payge Rustad, Chair-Elect	La Crosse Public Library	3	5/31/2027
Sanga Sung	University of Illinois	1	5/31/2025
Ellen Wrede	University of Iowa	3	5/31/2027
Angela Bonnell	Illinois State University	DLC	5/31/2025
Anne Zald, Secretary	Northwestern University	ALTERNATE	5/31/2025

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Midwest NCSA Limited Print Distribution Title **Reallocation Plan**

If a library wants to stop receiving a limited print distribution title, the library will contact GPO. GPO will notify the Midwest NCSA Steering Committee (NCSA-SC). The NCSA-SC will note if the library wants to remove back issues of the limited PDT title received since 02/2024.

NCSA-SC will search for another library in the Midwest by announcing availability of the title through the Midwest NCSA distribution list. Interested libraries may indicate their interest by answering the following six questions [abbreviated here for space constrains]:

1. Can your library meet the minimum requirements; 2. Would your library value the item based on local need; 3. How would you maximize access for non-affiliates; 4. Would you be willing to receive this title if no other library steps forward; 5. Would your library accept the 02/2024 to present backfiles as well; 6. Do you have the support of your administration?

If more than one library expresses an interest in the title, the Midwest NCSA-SC will invite input from the applicant's regional coordinator. The regional will make a recommendation following decision criteria that:

Favors libraries with compliant public access; favors consortial sharing; avoids duplication at the same campus; balances geographic distribution; takes into account Midwest values from the GPO survey; gives priority to Preservation Stewards.

If only one library expresses interest, the Midwest NCSA-SC will assess that library's capacity to accept the commitment based on the previous decision criteria. If not, the committee will issue second and third calls to the Midwest with deadlines of two weeks each.

If no libraries express interest, or if no library can meet the guidelines, then the limited PDT will be offered out to other NCSAs using protocols to be determined by GPO.

The final decision for reallocation rests with GPO.

West NCSA Steering Committee

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Committee Members	Institution	Term (years)	Term Ends
Daniel Cornwall	Alaska State Library	2	5/31/2026
Cass Hartnett	University of Washington	3	5/31/2027
Jen Kirk	Utah State University	2	5/31/2026
Gabriella Ozurovich	Los Angeles County Law Library	1	5/31/2025
Karen Pfiffner	Colorado School of Mines	2	5/31/2026
Arlene Weible	State Library of Oregon	1	5/31/2025
Gwen Sinclair	University of Hawai'i at Mānoa	DLC*	5/31/2026
James Jacobs	Stanford University	ALTERNATE	5/31/2025

Current Term Officers

- Chair: Arlene Weible
- Chair Elect: Cass Hartnett
- Secretary: Jen Kirk

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West NCSA Limited Print Distribution Title Reallocation Plan

Step 1:

Gather Data

- Library receives a fact sheet describing process
- Library seeks assistance from their Regional FDL coordinator (RC) or GPO staff to gather data
- Library submits reallocation request that may include a recommended library to receive the materials
- GPO receives the request and reviews data for completeness
- GPO transmits gathered data and any other recommendations to Steering Committee (SC) chair and RC

Step 2a:

Review Data and Communicate

- Chair and RC review request and make an initial recommendation based on if a request identifies a potential receiving library
- Chair [or designee] transmits review results and initial recommendation to SC
- If no receiving library recommended, the SC selects a communication strategy to identify potential receiving libraries
- Contact potential libraries based on knowledge or pre-identified interest
- Open message to West NCSA listserv
- After one month, SC decides whether to extend search or recommend title be offered to another NCSA
- If more than one potential library is identified, the SC will use the criteria outlined in Step 2b

Step 2b:

SC Review Criteria

- Favor libraries with strong and compliant public access.
- Favor libraries with strong support for sharing materials.
- Avoid duplication of titles on the same campus or in the same city.
- Balance geographic distribution using visual aids provided by PDT maps.
- Consider interests as identified in GPO's Dec 2023 survey or subsequent surveys
- [If relevant] Existing Preservation Stewards have priority.
- [If relevant] Libraries receiving the bound Congressional Serial Set will not receive the individual House and Senate Documents or House and Senate Reports.
- [If relevant] Each of the following titles will be allocated as a set:
- CFR and the Finding Aids and Index.
- Budget of the United States, Analytical Perspectives, and Major Savings and Reforms.
- Congressional Record Proceedings and Debate and Daily Digest (bound).

Step 3:

Recommendation to GPO

- The SC votes on a recommendation to GPO based on information gathered. The recommendation should include, when applicable:
- The library that should take over current receipts of the title
- A summary of the decision-making process
- Any recommendations to GPO about moving backfile materials, including if any financial support from GPO is needed
- Willingness to reallocate the LPD title to a different NCSA
- The SC Chair [or designee] will communicate the recommendation to GPO, Regional Coordinators, and impacted West libraries
- Final decision for allocation is made by GPO