

# Preservation Steward Collection Inventories

Requirements and Guidance

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# What are Preservation Stewards?



Staff from the University of Hawai'i at Mānoa Hamilton Library and their Preservation Steward collection of United States Reports volumes.

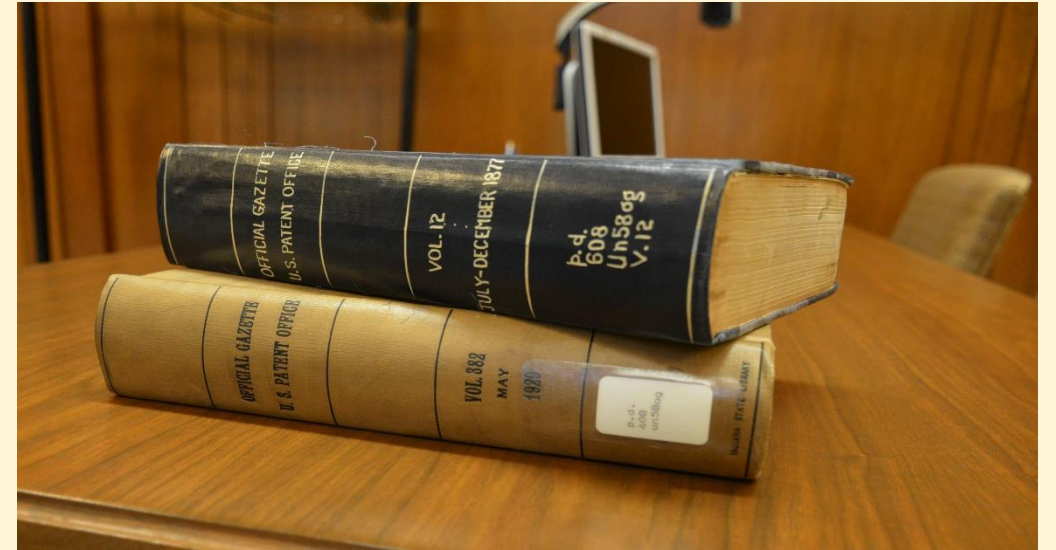
Preservation Stewards make a commitment to GPO, the FDLP, and the [National Collection of U.S. Government Public Information](#) to retain print publications in perpetuity so that the public can rely on those collections as sources of Federal Government information for generations to come. Preservation Stewards are key to maintaining shared print for the National Collection.



# What publications are included in Preservation Steward collections?

The focus of a Preservation Steward collection is determined by partner library staff, with consideration for the Federal Government publications their users require in print, alongside with broader National Collection goals.

Any print format publication in fair or better condition authored by the Federal Government and/or produced with Federal funds is eligible to include in a Preservation Steward collection.



The Indiana State Library is a Preservation Steward for the Official Gazette of the United States Patent Office, among other titles.



# Preservation Steward Commitments



## Who can participate?

Both selective and regional Federal depository libraries can be Preservation Stewards. Non-depositories can also be GPO partners.

## What publications can be included?

Any publication authored by the Federal Government and/or produced with Federal funds, even if that publication was not distributed through the FDLP.

## Retention commitments

Preservation Stewards commit to retain (“historic”) and/or continue to receive in print and retain (“current”) publications for the duration of the partnership agreement.

## Inventory commitment

Each item in a Preservation Steward collection must be entered onto an inventory with an item-level condition statement.

## Cataloging commitment

Ensure all titles included in the collection are cataloged. Include a retention notation in the cataloging record.



# SuDoc table in MOAs and Addendums

<b>Title</b>	<b>SuDoc Classification</b>	<b>Timeframe</b>
Agricultural Statistics	A 1.47:	Current and Historic
Foreign Relations of the United States and predecessor titles	S 1.1:	Current and Historic
Economic Indicators	Y 4.EC 7:EC 7	Current
Congressional Directory	Y 4.P 93/1:1	Current

Since 2021, Preservation Steward agreements have included a SuDoc table, like the one shown here. The Preservation Steward team is updating older agreements with a SuDoc table, with the priority being those partners who have decided to add more collections to their agreements, or who wish to add or change the timeframe on a collection.





# GPO commitments to Preservation Steward Partners



Staff at the State Library of Ohio stamp a volume of the Congressional Record (bound) with “preservation copy – do not discard.”

- Announce partnership on FDLP.gov on the [Preservation Steward](#) page
- **Make the inventory for the Preservation Steward collection publicly accessible, and include the holdings in the Catalog of U.S. Government Publications (CGP)**
- Provide preservation consultation services
- Assist with replacing poor condition volumes and filling gaps in Preservation Steward collections (optional)
- Provide partnership promotional materials and preservation copy stamps



# Preservation Steward Inventories and the CGP

- Current and Historic Preservation Steward inventories are necessary in order for the FDLP to coordinate the tangible National Collection and make the partnerships that underpin that collection publicly discoverable via the CGP.



- LSCM processes Preservation Steward inventories for CGP ingest after they are received from partner libraries, but following the guidance provided here speeds up that process and greatly supports the National Collection and the FDLP.



# Current Timeframe Collections

- Commit to continue to receive the print format of an FDLP title for as long as the FDLP distributes that title in the print format
- Commit to hold any FDLP print volumes received under a current time frame Preservation Steward agreement for the duration of that agreement
- Return any current inventories provided by GPO with all entries completed to indicate print receipt and commitment to hold in print
- Current Preservation Steward inventories are distributed every March and September and are based on FDLP shipping list metadata





# Historic Timeframe Collections

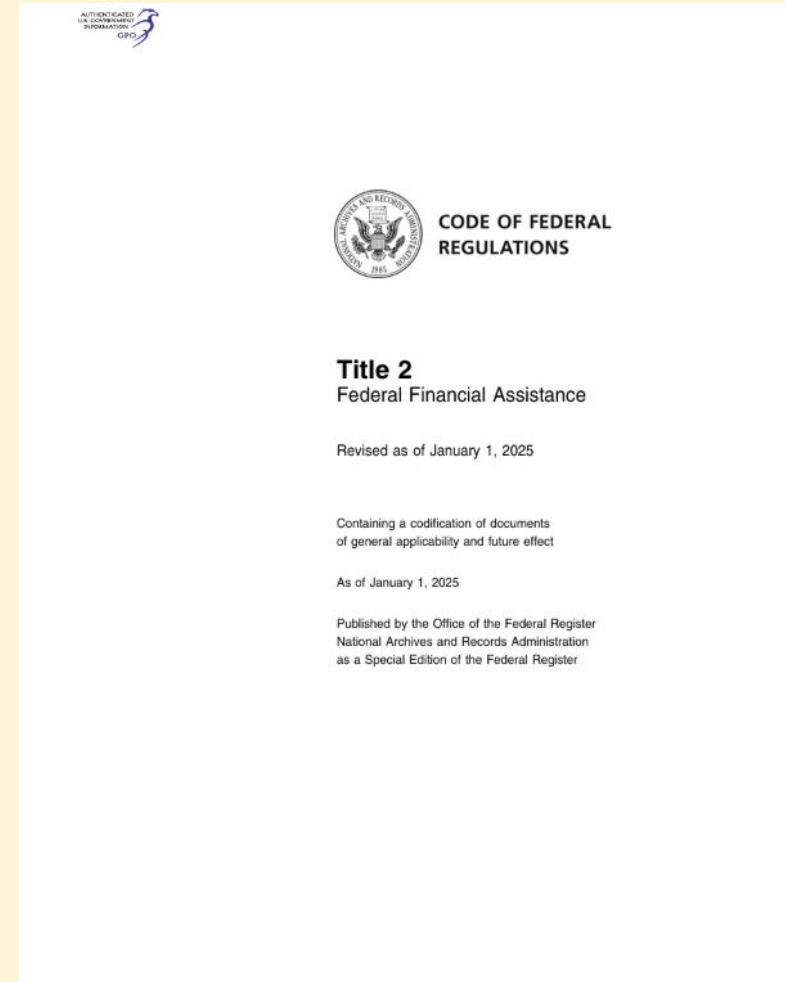
- Commit to hold any publications listed on a Historic Preservation Steward Inventory for the duration of the agreement
- Collections can either be specific to a SuDoc class, or be subject-based
- The collection will only ever include the items listed on a submitted Historic Preservation Steward Inventory
- Gap-filling of collections is appreciated and supported by GPO, but is optional
- The library does not need to hold a “complete” collection to include that collection in a Preservation Steward partnership agreement



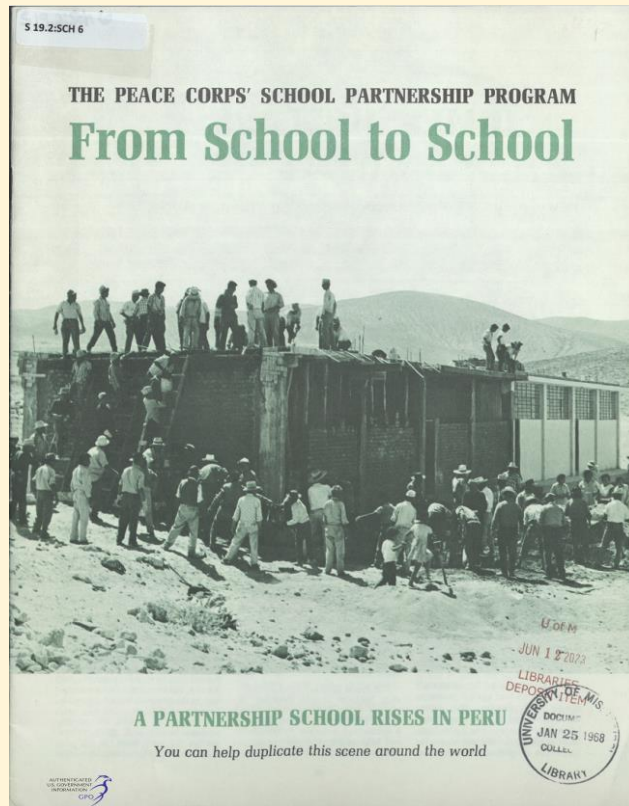
# Completing Current Timeframe Inventories

- Provided by GPO
- Ask for confirmation the item is held in print
- Return to GPO by email
- These collections include the [Print Distribution Titles \(PDT\)](#) classes

The Code of Federal Regulations (AE 2.106/3:) is included in the PDT 50-copy quantity group, and in current or current and historic Preservation Steward collections.



# Completing Historic Timeframe Inventories



The University of Memphis McWhorter Library has a historic Preservation Steward collection of Peace Corps publications.

- Title-level record in ILS required for all items included in a Preservation Steward collection
- Inventory metadata pulled from partner library's ILS *or*
  - For serials, item-level inventory entries created from shelf-reading
- Should follow [Historic Preservation Steward Inventory Template](#) and include **all fields** that are not *optional*
- Historic inventories should have entries for all items included in historic timeframe collections, or for the historic portion of “current and historic” timeframe collections



# Tips and Tricks for Historic Inventories

- Inventory metadata guidance to support ingest into the CGP can be found in the annotated [Historic Preservation Steward Inventory Template](#) on the first tab
- Simple MS Excel fill and formula functions
  1. Fill down in a number series
  2. Concatenate
  3. Split metadata in a cell



# Assessing Item Condition



FDLP Academy webinar: A Guide to Assessing Condition for Preservation Steward Partners.

<https://www.fdlp.gov/training/using-new-condition-assessment-guide-preservation-steward-inventories>

Fine / Good / Fair / Poor

*Best condition → Worst condition*





# Acceptable vs. Unacceptable Condition

## Examples of Fair Condition

- Damage to the cover or case of the book, but the pages are fully attached
- Unsupported, soft cover, center stapled publications shelved in the open stacks



VS

## Examples of Poor Condition

- Item has mold
- The item is brittle with detached pages
- The adhesive binding has failed, and pages are falling out
- Brittle pamphlets unsupported in a Princeton file in the open stacks



# Questions & Comments

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Questions for GPO staff? Contact us using [askGPO](#) using the **partnerships** category. Thank you!

