

Needs and Offers (N&O) is what libraries use to ensure proper procedures are being followed for the disposition or withdrawal of depository publications from library collections. The list facilitates "offers", or the offering out of publications that are no longer needed in depository collections. It also provides a place for libraries that are seeking "needs", or needed publications from the FDLP community. Libraries may claim publications that they see being offered out, and alternatively may fulfill another library's "need" if applicable withdrawal rules are followed. Libraries use N&O to develop their depository collections as well as to ensure the appropriateness of the collections for their library user needs.

Individual regions administer their own Needs and Offers procedures, and the appropriate regional library should be consulted if you have questions about them.

After your region's N&O procedures have been followed, libraries have the option of offering out their unneeded publications to a National N&O List. Check with your regional library to determine if your region requires submission to the National N&O list, or if it uses the National N&O List in lieu of a local state or region list. At present, there are two lists where lists may be posted; both are maintained by GPO.

See:

- The original [National N&O List](#) . Lists may be submitted using the [N&O Form](#) .
- The N&O PortalXXX can be found at: <http://www.fdlp.gov/needsoffers/index.html>

There are no requirements as to which N&O List or Portal a library must use.

Eligible Material for the N&O List

Depository libraries may offer their discards, once they are over five years old and *after* they have first offered them to their Regional library, in accordance with their Regional's implementation procedures of the FDLP weeding regulations. Libraries are not required to offer out publications that have been superseded per the

[Superseded List](#)

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N&O Lists are informational only, and GPO assumes no responsibility for the physical exchange of publications. Lists will be posted for no less than 90 days and then removed; it is recommended that libraries maintain a copy of their lists for their record.

Some postings for library needs are from libraries recovering from a natural or man-made disaster. These libraries are actively rebuilding their collections. Disasters are defined as destructive forces of nature or man-made that result in loss of depository materials (flood, tornado, hurricane, earthquake, tsunami, fire, freeze). Because rebuilding a collection may be a long-term process, postings from these libraries will remain on the Needs and Offers List Web site until they are filled or the depository coordinator notifies GPO to remove them.

For more information on withdrawal procedures, see: the [Federal Depository Library Handbook, Chapter 5, Managing Your Depository Collection](#)

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