

Describes the general responsibilities of Federal Depository Library Program (FDLP) members designated as regional Federal depository libraries, the specific responsibilities of a regional depository library and coordinator, the legal requirements of regional libraries and coordinators, and how to locate a regional depository library

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## **12.1 What's New or Important**

Library Services and Content Management (LSCM) developed and released its guidelines for shared regional depositories for public comment in Spring 2007. Since that time, LSCM has received comments and revised the guidelines with the incorporations reflecting GPO's Strategic Vision and the Depository Library Council's vision for a more flexible model for the Federal Depository Library Program (FDLP).

Additionally, the guidelines reflect the existing structure built in statute that prescribes regional and selective depositories; likewise it reflects the different models of sharing resources that have also been practiced over the years, with LSCM approval. Recently, technological innovations and the digital information environment have made it possible to develop different models for sharing resources and responsibilities between regional depositories in different states and the selective depositories they serve. Therefore, the guidelines serve to assist libraries planning to develop single state or inter-state shared regional depositories. Specific guidelines and more information about shared regional depositories are available on the FDLP Desktop. (<http://www.fdlp.gov/regionals/guidelines.html>)

If your library has been designated as a regional depository, you have important responsibilities. The most important ones are covered in this chapter; these responsibilities are to:

- Uphold minimum service requirements established in 44 U.S.C. 19;
- Authorize the discard of depository material by selective depositories;
- Take a leadership role in organizing workshops and meetings related to government information;
  - Create and coordinate a plan for inter-depository cooperation within the purview of the regional;
  - Know collection development requirements and policies of your depository, region, and the FDLP as a whole;
  - Maintain certain types of records for the selective depositories you serve (more detailed information appears later in this chapter);

- Be aware of the policies for the designation of selective depositories and monitor Congressional district vacancies;
  - Watch for signs that a selective might be considering reconsidering depository status and discuss various options to facilitate keeping the selective in the FDLP; and
  - Guide selective depositories through the process of relinquishment including the de-accessioning of depository materials.
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## **12.2 Regional Depository Designation Authorization**

If your library is designated as a regional depository, it **MUST** have already been a Federal depository library and expressed an interest in being designated as a regional. Designation as a regional depository library requires prior approval by the library authority of the state or Commonwealth in which the library is located.

A U.S. Senator or Resident Commissioner **MUST** make the designation.

No more than two regional depositories may be designated for each state or commonwealth. A regional depository is responsible for fulfilling a range of regional-specific responsibilities, including providing support to the selective depository libraries in its region, in accordance with [44 U.S.C. § 1912](#)

. Responsibilities and legal requirements for regional depository libraries are explained below.

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## **12.3 General Responsibilities of a Regional Depository**

In addition to fulfilling the requirements of selective depositories, regional depositories perform specific functions within the FDLP. Some of these functions are legally mandated and some of them are mandated by LSCM. These functions are broadly outlined below:

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## **12.4 Retention**

Regional depository libraries **MUST** receive and retain at least one copy of all government publications made available under the FDLP in print, microfiche, or locally held electronic copy. Regional depositories may discard depository materials that have been authorized for regional discard by the Superintendent of Documents, such as superseded items and those later issued in bound form.

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## **12.5 Collection Development and Integrity**

- The principal responsibility of a regional depository library is to ensure the comprehensiveness and integrity of Federal depository resources in the state or region. The regional can accomplish this in two ways:

- Purposeful collection development aimed at developing a comprehensive government documents collection within the purview of the regional library; and
- Oversee and authorize the discarding of depository material in the state or relevant region to ensure that useful documents are retained or offered to other libraries within the regional depository's area of responsibility.

- Development of a comprehensive government documents collection can be greatly aided by developing a state plan for federal documents. For more information on collaborative efforts see chapter 11 in this Handbook.

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## **12.6 Preservation**

- Your depository library is entrusted with the custody of depository materials and **MUST** ensure they are properly maintained. As a minimum standard for the care and maintenance of depository property, their maintenance should be no less than that given to commercially purchased publications. However, active preservation is strongly encouraged.

- While preservation of tangible material is a responsibility of the regional Federal depository libraries, even selective depository libraries should consider developing policies and practices that provide for the maintenance and continued accessibility of their depository collections. To assist in this process, your library is strongly encouraged to prepare a written preservation policy. While the specific elements of the policy will vary according to the age, extent of the collection, and the library's collection development policy, it should include, at minimum:

- An articulation of preservation priorities; and
- Methods for a systematic review of preservation needs.

- Complete details on preservation can be found in chapter 8 of this Handbook.

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## **12.7 Housing Collections**

While building and preserving the comprehensive depository collection is the responsibility of regional libraries, the entire collection does not necessarily have to be housed solely at the regional libraries. It may make sense to permanently house certain materials at another library or in a remote storage facility. A distributed regional collection is acceptable provided appropriate selective housing agreements are in place; the regional library's shelflist indicates the location and that the materials are the designated regional copies of record; users can identify the location of depository resources; and the materials accessible for use.

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### 12.8 Interlibrary Loan and Reference Services

By law, in accordance with [44 U.S.C. § 1912](#), designated regional depositories MUST provide interlibrary loan, except for high use publications, and reference service to both depository and non-depository libraries within the region they serve.

Regional libraries should be able to provide microfiche copies, or otherwise have the means to provide the microfiche content, to selectives upon request.

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### 12.9 Collaborative Efforts

- Regional depositories are strongly encouraged to engage in collaborative efforts for a broad range of activities including, but not limited to, collection development, training, housing, public and technical services, and marketing. In particular, development of a comprehensive government documents collection can be greatly aided by developing a state plan for federal documents. State plans can also include elements such as shared reference services, visits, transfer of material, and disposal.

- Helpful hints for developing such a plan can be found in the presentation "[How to Draft a State Plan](#)" from the Proceedings of the 7th Federal Depository Library Conference (April 20-23, 1998). For more detailed information, see further information in this chapter and in chapter 11 of this Handbook.

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### 12.10 Disposal Process

- Regional depository libraries are authorized by [44 U.S.C. § 1912](#), to permit selective depository libraries for which they have responsibility to dispose of government publications that have been **retained for**

### **at least five years**

. The regional should ensure that at least one copy of all government publications made available through the FDLP, either in paper, microfiche, or locally held electronic format, (except those authorized to be discarded by the Superintendent of Documents) is retained by a depository within the state or region. Discarding is a privilege granted by the regional and not a right of the selective. The regional library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time.

- The regional library should issue detailed written discard procedures (instructions) to its selective depositories to keep selective depositories well informed of the regional depository library's prescribed discard procedures. Upon the request of a selective to discard publications, the regional library may ask the selective depository to prepare a list of the publications. This list should include current item number, series title, SuDocs classification number, extent of holdings to be disposed of, and other relevant information needed by the regional librarian.

- Other discard approval options the regional depositories may consider are:

- A personal review by the regional librarian of the publications to be discarded; and/or
- Requiring selective depositories to check discards against the regional or a national "needs" list. A regional may also exempt specific categories or formats from the listing requirement;
- Materials that have been severely damaged through a natural or man-made disaster may no longer be in usable condition and preparing a discard list is of such magnitude that it is impractical to do so.

- The discard instructions should deal only with procedures deemed necessary for the efficient operation of depositories within their jurisdiction and enable the libraries to better serve the needs of the community. Ideally, such instructions are part of a state plan and have been negotiated between the regional and the selective libraries.

- If a discard list is required, the regional coordinator will check the disposal lists for any publications that may be missing from the regional government publications collection. In reviewing the materials to be discarded, the regional coordinator should keep in mind that the intent of the law is not simply to ensure that the regional itself should have a comprehensive collection, but that discarding does not significantly erode the effectiveness of the state's Federal depository library resources. It is acceptable for a regional to refuse a selective library's request to discard materials if the publications offered for discard should be made available in that part of the state, or that the state as a whole should have more than one (regional) copy of that particular publication, or for any other justifiable reason. Regional depositories may find it helpful to retain discard lists from the selective depositories, or any other requests for disposal for a length of time, as they deem appropriate.

- A state plan for collection development should address discards within the region and provide a framework for determining what is acquired by whom during the discard process. The state plan should also address statewide implications of substituting electronic-only versions of depository publications for heretofore tangible versions. As noted above, the regional

depository MUST ensure a tangible version is maintained within the state or region.

- Regional depositories MUST instruct selective depository libraries that disposition of unwanted Federal Government publications should be made in the following prescribed manner:

- Publications should first be offered to other depository libraries in the state or states served by the regional.

- Selective depositories are then encouraged to post the materials to the national [Needs and Offers](#) list maintained by the Government Printing Office (GPO).

- Regional depositories may permit selective depository libraries to offer any remaining publications to a non-depository library or educational institution in the region that would be able to make them available to the public. If no discard list was compiled by the selective depository, a written description of the methods used to offer materials to other institutions should be submitted to the applicable regional depository.

- Selective depositories MUST follow the direction of the regional coordinator when discarding depository materials.

- LSCM allows libraries that have suffered disasters to highlight their needs on the national [Needs and Offers](#) list, adding emphasis to collection re-building in the affected area.

- All regional Federal depository libraries are strongly encouraged to share major disposal lists with LSCM. As Federal depository library publications remain Federal property, LSCM may exert its authority to acquire publications being de-accessioned from depositories after regional depositories have acquired publications needed in the state or region. Regional libraries may share disposal lists with LSCM by submitting them through [askGPO](#) under the category "Federal Depository Libraries" and sub-category "Digitization" and sub-category "Publications to offer GPO." LSCM would like to see lists from libraries relinquishing status.

- After making a reasonable effort to find a recipient, publications may be disposed of in any appropriate manner. However, if such disposition takes the form of a sale, either as second-hand books or waste paper, the proceeds, along with a letter of explanation, MUST be sent to the Superintendent of Documents, since all depository publications remain the property of the United States Government. Libraries may not profit from the sale of discarded government publications.

- If a depository library relinquishes its status, the regional will instruct the library regarding the disposition of its depository collection. This disposition should be made as noted above. However, after the regional depository has authorized final disposal of the depository material to other depositories, LSCM and the regional may authorize the library to retain any remaining portion of its depository collection.

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## **12.11 Administrative Responsibilities of a Regional Depository**

Regional depository libraries also perform administrative responsibilities to include:

### **12.11.A Records Maintenance**

- Regional libraries should maintain a file for each of the selective depositories they serve. Each file should include copies of any self-studies, Self-Study Evaluations, Biennial Surveys, inspection reports, selective housing agreements, and official correspondence, as well as disposal requests and other relevant or historical information that the regional may find useful.

- While LSCM maintains the official records of depository designations and relinquishments, regional depositories are strongly encouraged to keep support documentation, copies of letters, and any correspondence between the new or relinquishing depository.

- Regional depository libraries have administrative responsibilities over depository libraries in the various agencies of the Federal Government or the highest appellate court in the state. For more information on Federal libraries as depositories, see chapter 15 of this Handbook.

### **12.11.B Regional Coordinator Responsibilities**

- If you are a regional coordinator, you play a vital role in shaping the FDLP through your involvement in designations and relinquishments. Before a library formally applies for status as a depository, the coordinator applying for status is urged by the GPO to contact and consult with the regional coordinator. You are then responsible for providing new depositories with any information necessary regarding the requirements of being a Federal depository library, such as volume requirements, public access, bibliographic control, and services in the use of Federal Government publications. You are also strongly encouraged to provide the new depository with information concerning interlibrary loan, reference, and any other services you provide as the regional depository.

- The continuing education of all depository coordinators in the state or region is in the self-interest of the regional library. Regional libraries should take a leadership role in organizing workshops and meetings related to government information. You should be encouraged by your administration to attend group or consortium meetings in their region. You should initiate regular region-wide meetings for all selective depository librarians.

- The regional coordinator should also be familiar with each depository's operation and be able to assess the needs of the selective libraries they serve. This can be achieved through periodic visits, regular communication, consulting historical files, and by asking selective depositories to provide a narrative self-review of operations and offering feedback.

## 12.12 Legal Requirements for Regional Libraries and Coordinators

### General Responsibilities

- The responsibilities of Federal regional depository libraries are defined in [44 U.S.C. § 1912](#) :
  - Fulfill all legal requirements of selective depositories;
  - Provide interlibrary loan and reference service to depositories and residents within the region;
  - Assist selectives with the disposal of unwanted Government publications; and
  - Retain permanently at least one copy of all Government publications in printed or microfacsimile, unless they are superseded or the discards are authorized by the Superintendent of Documents.
- These standards were enacted in 1962. They have since been augmented by LSCM requirements, by best practices adopted by mutual agreement among regional depository coordinators, by responses to the changing expectations of selective depositories and their users, and by mechanisms to cope with the evolution of U.S. government information dissemination from tangible formats to electronic distribution via [GPO Access](#) .
- Regional libraries and coordinators today have two overarching functions from which any discussion of minimum service standards and performance proceeds:
- A regional ensures the integrity of its region's depository resources. These resources include not only obvious ones, such as tangible collections of Federal publications, but they also include more subtle—but still vitally important—resources, such as (1) the awareness, by residents of the region, of the importance of government information, (2) the quality of government information reference service in the region, and (3) the expertise of selective depository coordinators.
  - A regional serves as a leader, not only within its region, but nationally as well. Regional depository coordinators keep abreast of changes in both government information dissemination and in the expectations and information-seeking behavior of depository users, as documented in professional literature and other sources. Regional coordinators should also know and be able to interpret all FDLP rules and instructions to the selective depositories. They communicate this information, as well as suggestions for best practices to cope with these changes, to selective depository coordinators in their regions. They stay in close contact with their selective depositories to learn the successes, challenges, and setbacks experienced by those who work directly with the public. They then use this knowledge gathered from the field to work cooperatively with other Regional depositories and with LSCM to influence the direction of government information dissemination, with the goal of ensuring that the Federal information needs of the public continue to be satisfied in an era of rapid technological change.

Because these two over-arching principles have become increasingly more essential since regional depositories were first authorized in 1962, there are numerous performance standards for regional depositories that have become mandatory (i.e., essential professional practices), even if they are not legally-required.

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### **12.13 Mandatory or Essentially Professional Requirements for Regional Depositories and Regional Coordinators**

Regional depository libraries **MUST** have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries. Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.

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### **12.14 Collection Development**

- If you are in a regional depository, you **MUST** yourself have a collection development plan that is comprehensive, current, and regionally-focused. Selecting nearly every item in the [List of Classes](#)

, is only the beginning. You **MUST** tailor your tangible and virtual collection development not only to the needs of your own primary users, but also to the needs of every selective depository and every resident of your respective state(s) or region(s).

When necessary, you should retain the same document content in multiple formats if, by so doing, you can satisfy specialized needs within your region(s). You should obtain multiple copies of frequently used Federal publications, either through (1) purchase, (2) claims from the discard lists of their selective depositories, or (3) the

[Needs and Offers list](#)

. You should monitor the tangible collection for missing or damaged publications and attempt to replace them. If you maintain repositories of digital Federal publications, you should make reasonable effort to ensure the integrity and authenticity of repository digital content. You should purchase specialized commercial databases, indexes, and other publications to augment Federal holdings.

In short, you **MUST** view collection development and maintenance from a holistic statewide or regional perspective.

- In addition to your own collection development plans, regional depositories should help coordinate collection development planning throughout their regions. Some ways to accomplish

this are:

- Coordinate the development and periodic review of state or regional plans (for more information, see chapter 11 of this Handbook).
- Encourage selective depositories to develop and periodically review their own individual collection development plans, including the selection of electronic-only items that best suit both their primary clientele and the general public.
  - Explore cooperative sharing of collection-development activities among regional consortia or nearby depositories.
  - Encourage selective depositories, when appropriate, to negotiate selective housing agreements with non-depositories who could benefit from such agreements; this is particularly important in Congressional districts where there are no current depository vacancies and in areas where a non-depository library does not have the resources to fulfill depository requirements but could benefit from depository materials not currently selected by the host depository.
  - Develop comprehensive document disposal procedures and make sure all selective depositories know about and follow these procedures; a regional should develop these procedures so that all selective depositories in the region(s) can make the best and most efficient use of discarded publications not claimed by the regional depository.

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### 12.15 Collection Access

- Even though a depository can legally meet the access requirement of Title 44 by providing no-fee, equal access to a physical depository collection, the spirit of the law will not be met, in the era of electronic dissemination, if depositories simply open the doors of a physical building. Depositories may have to take a more active role in helping users navigate online resources. Regional depository libraries, in particular, should be instrumental in encouraging selective depositories to expand their definition of “access” by assisting and encouraging online users to use electronic resources.
  - Regional depositories should also strongly encourage selective depositories to obtain cataloging for every title selected, especially for those titles that are distributed solely online. Cataloging vendors can deliver cataloging records containing PURLs to selective depositories based on their item selection, enabling all users of their catalogs to discover and download government information from any computer with Internet access.
  - Regional depositories should strongly encourage selective depositories to display prominently, on their libraries’ home pages, a link to Federal Government information Web pages, and also to develop meaningful Web content tailored to the needs of their users. They should also encourage selective depositories to display the FDLP logo on their Web page so users know the library is an official depository for Federal Government information resources.
- Regional depositories should strongly encourage selective depositories to actively

promote their depository programs to their communities. This can be done through community training sessions, online newsletters, selective targeting of interest groups (e.g., business owners who might need help finding census or trade data; students whose reports might benefit from the kind of primary source material often found in government information sources, or senior citizens who may need access to information concerning benefits, housing, health, taxation, etc.).

- In short, as a regional depository, you should communicate to selective depositories that true *equal access* in the electronic age can be achieved only through outreach, enhanced bibliographic description, and the creative use of new technologies. Changes in government publishing and information dissemination methods, as well as changes in user needs and expectations require a nimble response on the part of coordinators in both regional and selective depositories to make sure that not only the letter, but also the spirit, of Title 44 is met.

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### 12.16 Depository Designation

- As a regional depository, you are an essential participant in selective depository designation. You should monitor Congressional district vacancies, especially after decennial redistricting. If a Congressional district is under-represented in terms of depositories, you should consider identifying viable candidates for designation and should explain to those libraries the advantages of depository designation. This is especially important today, since many library directors may be unaware that it is now possible to have an increasingly electronic depository, thus altering traditional depository requirements for operations.

- If a library expresses interest in becoming a depository, you should work with that library to explain the benefits and the responsibilities of being a depository. You should also assist that library in applying for depository status. For a complete description of the regional depository's role in the designation process, as well as sample letters and forms that can be used as models during the designation process, consult the [Designation Handbook for Federal Depository Libraries](#).

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### 12.17 Depository Termination or Relinquishment

- Elsewhere in this chapter is an explanation of the role of a regional when a selective depository officially relinquishes or voluntarily terminates depository status. As the regional depository, however, you can play a vital role in termination or relinquishment by counseling libraries that are considering relinquishment so they make an informed final decision for themselves, the region(s), and the FDLP.

- As a regional coordinator, you should attempt to communicate regularly with selective depositories. By so doing, you can often find out, early on, when a selective depository is having difficulties and determine if these difficulties are only temporary or of a long-term nature. Even if

the depository coordinator does not directly communicate difficulties to you, there are signs that a selective may be at risk. Some of these signs you can look for are:

- When a longtime depository coordinator in a small- or medium-sized depository retires or resigns; often, smaller depositories have only one professional coordinator and cross-training has not occurred; when that coordinator leaves, staffing problems may arise which lead administrators to reassess depository status.
  - When a new library director, unfamiliar with Federal depository libraries takes over a small- or medium-sized depository, the library's depository status may be questioned.
  - When a depository that has regularly sent disposal lists to its regional depository suddenly stops, this may indicate a change in operations or another disruption.
  - When a depository that has regularly participated in regional conferences or electronic discussion list communications suddenly fails to attend or falls silent, this may indicate a problem.
  - When a depository has a low percentage of item selections, they may not understand, or be taking full advantage of the publications available to them to satisfy the needs of their users.
  
  - When a local tax levy fails or other budget problems become apparent.
  
  - By keeping a watchful eye for these signs, you can often intervene and explain the FDLP and its benefits. A good resource you might use during intervention is available on the FDLP Desktop page [The Value of a Federal Depository Library](#) .
  - Even the most proactive regional coordinator will be confronted either by a surprise request for termination, or by a depository administration that pursues termination, despite retention efforts. Make sure that the depository library has complete information so an informed decision can be made. Regional depositories should strongly consider developing a written set of procedures that must be followed when a library relinquishes status. These could be incorporated in the state plan or in an amendment to the state plan. Regional librarians should involve [LSCM's Office of Library Planning and Development](#) whenever a selective seems serious about relinquishing depository status. You are obligated to explain the benefits for remaining a depository and to explain the process of relinquishment.
  
  - In rare instances, libraries that are designated as regional depositories may decide that it is no longer feasible for them to fulfill that responsibility, or perhaps to participate in the FDLP at all. In such cases, it is critical that discussions begin early among all stakeholders, including the administration of the regional's parent institution, the regional coordinator, the State Librarian, the Superintendent of Documents and the staff of LSCM's Office of Planning and Development, Library Services. The selective depository libraries in the region, the clientele of the regional depository, and the congressional delegation should also be informed and consulted, as the decision to relinquish regional status will have substantial impact on those constituencies.
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## **12.18 Coordination of Training, Outreach, Promotion, and Communication**

- The future direction of the FDLP will emphasize *facilitation of access* rather than *collections*

Inherent in this change will be an expanded need for professional training and promotion of the value of depositories as facilitators of access to official government information.

- As a regional coordinator, you should encourage selective coordinators in your region(s) to pursue continuing educational opportunities, to attend depository conferences, and to develop marketing/promotion skills. You should position yourself as consultative resource for selective depositories by:

- Attending local meetings of selective depository staff;
- Organizing state- or region-wide conferences;
- Facilitating state and regional training opportunities;
- Investigating ways of using technology to facilitate greater communication among selective depositories (e.g., regional electronic lists, RSS feeds, teleconferencing);
- Communicating ways selective depositories can promote their services to their primary user groups and to the general public;
- Communicating ways depository coordinators can promote depository value to the libraries that employ them (e.g., integrating some or all of the tangible Federal collection into the regular collection; holding training sessions for non-government information librarians; tracking the number of times users link-out from the library's OPAC to online government information, etc.); and
- Regularly sharing information obtained at conferences and meetings with those selective depositories unable to attend; these summaries can be posted on the regional depository's Web site, ensuring that all interested selective depositories can learn the details of important developments.

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## **12.19 Procedural Consultation**

- As mentioned, regional depository libraries should maintain both paper and electronic files about each selective they serve. These files ensure that the regional depository has a complete documentary history about selective depositories in the region(s). At a minimum, these files should contain depository designation documents, copies of self-studies and self-study evaluations, inspection reports, discard lists, and copies of important communications.

- As a regional coordinator, you should be prepared to answer questions and to troubleshoot difficulties that selective depositories may experience with biennial surveys and other performance measurements.

- You should also attempt to make site visits to depositories that are experiencing

procedural or technical difficulties. Administrators of regional depositories should make every effort to provide reasonable levels of support to enable these activities.

- Regional coordinators are strongly encouraged to be members of Regional-L, a closed electronic discussion list especially for regional coordinators that allows regional coordinators to consult one another on issues, events, and other matters pertinent to regional depositories. Instructions for subscribing to this list as well as other valuable information about being a regional depository, including contact information for other regional coordinators can be found at [Regional Federal Depository Libraries: A Composite Manual of Best Practices](#) .

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### 12.20 Finding a Regional Depository Library

- LSCM's directory of regional libraries, the areas they serve, and the library contacts for each may be found by referring to the latest [Regional Depository Librarians](#) listing.
- Changes in regional coordinators should be promptly reported to LSCM by submitting the changes on the [Federal Depository Library Directory](#) web page.

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### 12.21 Tips, Practical Advice, and Lessons Learned

- Be familiar with the legal and mandatory responsibilities of regional depository libraries.
- Create a state plan that will be beneficial to the other depositories in the area of your purview. Coordinate with additional regional depositories if possible.
  - Review existing state plans for good ideas.
  - The regional coordinator should initiate the process of creating or revising the state plan.
  - Use the state plan process to educate the depository library directors and depository library staff members about the FDLP and LSCM by conducting seminars and workshops.
- Place the state plan on a Web site so that it is easily accessible.
- Collaborate when possible with regional depositories in adjoining states to organize systematic and periodic training sessions or workshops for depository coordinators and depository staff members.
  - Consider not requiring selective depositories to list publications in microfiche on their needs and offers lists. A decision about listing microfiche should be made by the regional in each state or region.
    - Include appropriate dates (for example: discard date) in any correspondence with selective depositories concerning their needs and offers lists.
    - Contact LSCM after state or region needs have been satisfied for review of major disposal lists from selective depositories and lists from libraries relinquishing status.
    - Display the Depository Library logo on the library's home Web page.

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## **12.22 Did you realize that you don't have to....?**

- Review all items on discard lists. In fact there are several categories that require no submission:
  - Microfiche; and
  - Items on the [Superseded list](#) . These are "automatic discards. However, you do NEED to provide clear instructions to selective depositories on the categories for submissions that are not required to be included in discard lists should you require one.
  
- Have selective depositories prepare disposal lists:
  - Regionals are permitted to authorize discard of materials by visiting the library and "eyeballing" the items offered rather than requiring lists.
  - Regionals can develop a list of publications that (a) must always be listed and (b) should never be listed on disposal lists.
  
- Review the disposition of any non-depository materials, such as items received before the selective was designated.
  - Approve a request for discard. You can say no.
  - Keep everything: regional depositories may discard materials from the superseded list that have been authorized for regional discard.
  - Require disposal lists from libraries relinquishing depository status. Regional depositories have great latitude in this process, although some uniformity is advised.
  - Process requests for materials outside of the normal Interlibrary Loan (ILL) procedures. Historical government publications departments have worked around traditional ILL to speed delivery of materials. This is not required and with improved resource sharing over the last decade this strategy seems unnecessary and may in fact be detrimental to FDLP collections.
  
- House all your collection in the same facility. You may share your collection out to another library and mark it "regional depository copy of record."

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## **12.23 Important for Library Administrators**

- Regional designation is a special designation by a U. S. Senator or Resident Commission.
  
- Participation in the FDLP is voluntary. However, the FDLP is a statutorily-mandated program with legal requirements for regional depository libraries as well as for selective

depository libraries. Over the years, professional practices have also created some mandatory or professionally essential responsibilities that are expected of regional depositories by LSCM. Regional depository libraries **MUST** have a collection development plan, provide public access and assist other libraries in acquiring or relinquishing status as depository libraries. Additionally, regional depositories are strongly encouraged to provide and to coordinate training, outreach, promotion and communication.

- Ongoing communication between you and your regional depository coordinator is important to the success of the depository operation.
- All government information is not available online. This makes the tangible collections of regional depository libraries all the more important for permanent public access.
- Decisions you make to house a regional depository collection have ramifications for the entire region. Communication with the selective depositories in the region is important.
- The state plan, developed by your regional depository coordinator in coordination with other depositories in the region or state, provides guidance and procedures concerning the FDLP that are specific to the state or region.
- Once a state plan is signed and approved, this becomes an agreement between your library, the GPO, and selective depository libraries in the state or region.
- Selective housing agreements or collection development agreements between or among depositories can be incorporated into the state plan.
- Encourage your regional depository library staff to initiate or participate in inter-regional depository training, outreach promotion, and other programs.