

Strategic Disposition to Support the National Collection - Transcript

Please stand by for realtime captions. My colleague, Jamie Hayes, who is an outreach librarian could lead this project with me and will be co-presenting with me today. She and her colleagues at FDS Seth provide service to our coordinator's and by extension, to their users in the mission of keeping America informed. I hope you're able to join us yesterday for the webinar our colleagues presented, we, the people's collection, the national collection of U.S. public information. If not, I would encourage you to watch that recording that is posted to the FDLP training repository. For now, I will give a brief overview of the national elections and how it relates to the disposition of tangible materials that leave the FDLP. The national collection of U.S. public information is the geographically dispersed collection of the corpus of federal government public information accessible to the public at no cost. The complete collection of the federal government's publications does not exist in any one location. Building and preserving the geographically distributed national collection of U.S. government public information is a GPO strategic priority. The national collection has a tangible portion and a digital portion. The tangible portion is all of the FDLP materials distributed to depository libraries. The digital portion is content in govinfo, content harvested by GPO, and content hosted on federal agency websites and GPO partners. Turning to SOD-DGD-1-2021, I want to turn to why they felt that this was required to support the national collection. The libraries lead the FDLP and therefore the national collection, GPO it must have an active role in the disposition process in order to acquire publications for digitization and it just into govinfo, identify publications in either presentation and conservation. Promote the transfer publications to depositories where they can best meet users needs in any region of the FDLP. Provide support to all the remaining regional and selective depositories. I have a couple of links that I want to post in the chat and I think that might colleague will do that for me. We will post a link to the depository guidance document itself and also to the public comments for that document. Now that I covered -- I would like to cover the development of this depository guidance document on disposition. It was initially released to the committee and went into effect in June 2020. And Jack L SCM team was formed at the same time and we held a focus group with 11 regional depository coordinators in October 2020. We then revised the depository guidance documents it self based on the draft procedures from our implementation project team , input from those regional depository coordinators, and the comments we received during the public comment period which ran through May and June 2021. The final revised version of SOD-DGD-1-2021 went into effect August 16th, 2021. Jamie has posted the links there. Now that I've covered of the development of the depository guidance document itself I want to give an overview of the workflows and procedures, the implementing team develop to support the disposition guidance. For those lepers that relinquish FDLP status. For those libraries that relinquish the FDLP status. We aim to build the boat into the process of leaving the FDLP and a disposition of tangible and physical FDLP materials. When I refer to a dropped call as I hear in the title, I am referring to a conference call that a librarian scheduled with a library that has an expressed interest to leave the FDLP. It is my understanding that they have conducted these calls for years. We have this in the final steps of leaving the FDLP. Our procedures state that the designated depository that is considering leaving FDLP are brought into the discussion at the outset. As soon as they are aware, they may drop from the FDLP. Often they learned about the potential drop from the regional coordinator. In preparing for the strop call, the outreach librarian as I just noted, will notify the regional. The call includes the exiting library staff, regional coordinators for that region, and outreach librarian and a collection development librarian. The drop was crucial because it is the first opportunity for us all to assess the situation at that library and the libraries FDLP collection. While developing these processes, GPO staff actually scheduled calls with the designated regionals impacted that were considering leaving the program over the past year to discuss this new disposition guidance

and seek out their perspective ahead of the drop call. I would like to besides that at all points in these discussion, GPO staff are encouraging depositories to stay in the FDLP. Those are described in outreach materials like this FDLP fact sheet which covers at a high level the process of leaving the FDLP. This is sent out to any library considering relinquishing FDLP status. If the library decides to stay in the FDLP during these discussions, the disposition guidance does not go into effect. Ideally that library will still change to offer nationally but only if a decision to leave the FDLP it moves the library forward in this disposition workflow. We are actually currently drafting another document similar to the one on the screen here for regional depository coordinators and we will send that document out before dropped calls, to any regional coordinators that could use more information on the disposition process as required by this new guidance document. Moving on to the drop call to the official drop letter from the library, no that is committed to leave the FDLP. If that letter was not previously received, at this point in the process, after the drop call, the outreach librarian will request that official letter addressed to the superintendent of documents. If that library's is congressionally library, the outreach librarian will provide the library with a letter template so they can alert the designated member of Congress. How to now turn to our collection review procedures which are captured in four different standard operating procedures or SOP. The review options selected in each drop situation is determined after reviewing all GPO files on the library and the region, notes from that dropped call but I was just discussing and any opinions and recommendations expressed by the designated regional depository coordinators. After the drop call, GPO can recommend one of four collection review procedure options for that specific library. Number one are our baseline procedures. The key characteristic is that as stated in the disposition guidance document itself, we are going to require national offers of material from that library leaving the program via FDLP eXchange. Those are our baseline procedures. Then we have two standard operating procedures documents that focus on what we call emergency scenarios and I will get to that on the next two slides but the first one are our expedited procedures for an emergency scenario where we determined based on the collection at the library that we will not require national offers via FDLP eXchange. Then we have contingency procedures which are also to be used during what we classify as an emergency scenario and the key components of those procedures are that they involve the mediated offers of at risk materials from that library that due to the situation at the library, they may not be able to offer nationally or perhaps even within their region because of time constraints and other factors that we realize sometimes impact our libraries on the ground. Finally, we have on-site collection review procedures which we would apply in cases where there is a low rate of cataloging at the library that is considering or has committed to leave the program. Those procedures are likely to combined with another one of these four procedures or to precede one of them. As I just stated, two of our collection review procedures apply to what we classify as an emergency drops. What is an emergency drop exactly? It is hard to defined in general terms but it comes down to the timelines and constraints at the library that has decided to relinquish FDLP status. Timelines and constraints at the library, other factors that primarily influence the selection of the collection review procedure. This is because if a library can't reasonably list and offer their FDLP material, then they should offer it in FDLP eXchange nationally, regardless of the publication date or designation date at the library. This is because all depositories have different FDLP collection development plans and needs that they need to put in place to meet their users needs. As I said, there are two emergency scenario collection review pad this for the library. One was expedited and one is contingency. In an emergency scenario with a tight timeline to remove FDLP material, one of the choices between these two options. FDLP staff will determine if the expedited path, which is not require national offers is appropriate in that situation. However, when the library has an early FDLP designation date or at risk print material in their collection, then GPO staff and the regional may opt for the contingency plan for collection review or an on-site collection review for a collection with a low rate of cataloging before initiating a contingency plan. I see a question in the chat. I wanted to address it since it applies to the slide. What I mean when I say mediated offers, and you are right to

call me out on that, because it is quite an obscure term, we have discussed how in a contingency scenario where you have a library that is committed to leave the program and they are holding a lot of what we sometimes call historic and what I like to call at risk material. Material that is not held across the FDLP. If we find ourselves in a situation where the library doesn't have the time to lift that material and offer it either by the system that they designated regional requires for phase 1 5/8 to four regular discard or nationally, then we would consider GPO taking possession of that material or the regional taking possession of that material and then offering out the material in a phased manner with phase one, two, three that we always pursue which places the regional first in claiming materials from that collection. That is what mediated offers refers to. In other words, the library itself because of circumstances is not making the offers, another institution is making the offers of that material that was part of the collection on their behalf. My speakers sounds like it is breaking up. Is anyone having trouble hearing me? Well, I will continue. Please let me know if there is an issue. This brings us to the first tool we developed to implement this new depository guidance document, the drop briefing. Before collection review options I discovered all appear on the drop briefing. The drop briefing is internal to GPO and it is completed by the outreach librarian with input from the collection development librarian who participated on the drop call. Specifies the recommended collection review procedure options for the drop. The drop briefing must be approved by the chief of federal depository support services and the LSCM director before the collection disposition plan as drafted. I will get to the collection disposition plan in a moment. I will add that the trapped briefing, while it is an internal document does include the designated regional depository coordinator's opinion on the best option for that drop scenario. Once that drop briefing is approved, it sets the stage for what I argue is the most important tool to support the disposition process, the collection disposition plan. The Collection Disposition Plan is specific to each drop and builds on the regular discard review procedures in that portion of the FDLP. The Collection Disposition Plan is drafted collaboratively with designated regional coordinator's and with input from the really pushing depository library director or staff. The Collection Disposition Plan must be approved by the following parties. The relinquishing library director, the institution leaving the FDLP. The designated regional coordinators. All of our LSCM managers. The stands for library services and content management. We have drafted one collection disposition plan collaboratively with that designated regional as is described on the slide. Once that collection disposition plan is approved by all parties, then the collection development librarian monitors the disposition of the relinquishing depository's collection following the Collection Disposition Plan. All phases of the disposition process are stated in Collection Disposition Plan. Phase one is reviewed by the designated regional depositories. Phase two are offers to selective in the state or region. Phase three our national offers which includes GPO, preservation steward. GPO is committed to following established discard review procedures in each region of the FDLP offers and phase two offers for relinquished FDLP material. Note that when phase three national offers are not required, so with the expedited path through collection review, that is also captured in the collection disposition plan. An exception to national offers are stated clearly in a table in the plan. Whether it they were related to certain date ranges or formatted the material or whatever they may be. It is all spelled out in the collection disposition plan. We realize that require national offers in this case is, the most cases, the materials is one aspect of this depository guidance document and is a cause for concern in the community. In most circumstances, GPO wants to see national offers of FDLP materials from the lake wishing depositories made via FDLP eXchange but exceptions to that requirement will be written into the Collection Disposition Plan. All depositories are encouraged to input their FDLP needs into FDLP eXchange so that you can take advantage of the materials offered there. GPO inputs current this digitization needs into FDLP eXchange and we review all offers on a regular basis to identify materials for digitization and ingest into govinfo. This aims to support the national collection by offering FDLP tangible material from relinquishing depositories and a fair and equal manner to all remaining depositories throughout the FDLP. Again, and that phase three period. After it is offered to the

designated regional, or if it is in a region that has a phase two period for offers. Speaking of FDLP eXchange. I like to take any opportunity to advocate for offering your FDLP discards nationally. You can offer your federal publications nationally by going into my library under the library count menu in FDLP eXchange. You specify how many days you would like to offer your material nationally for, 45 days is the default. All of your future offers will be available to any other library or GPO to claim from anywhere within the FDLP. There are instructions on how to enable this in your FDLP eXchange account pasted into chat. Please keep in mind that this has been a very high-level overview of the procedures drafted by the supplementation team. There are actually many requirements to move this in the standard operating procedures that I mentioned. I am just highlighting these letters on the slide to point out that under this new disposition guidance, this is the point where the superintendent of documents at the end of the disposition process can authorize the former depository to keep requested FDLP material after has been offered according to the collection disposition plan and in coronation and consultation with the designated regionals for that former depository. Again, after the disposition process is complete, FDSS drafts a letter to the library that is now departing the FDLP from the superintendent of documents which can authorize the former depository to keep material from their FDLP collection if they would like to do so. GPO draft a letter to the member of Congress that is necessary, that we need to alert for congressionally related depositories. All disposition documentation is filed in the library's official style and maintained by GPO. Is there a minimum number of days to offer nationally? The short answer, no. You can offer it for whatever period you would like, that works for you. If we are talking about a library leaving the program, the period would be stated in the plan and that would be determined by the opinion of the designated regional, the situation of the library, a number of factors. I would like to see libraries offer materials for 30 days. As I said, the system default is 45 days. I would encourage at least two weeks as the period that you should offer your material nationally if you actually wanted to reach a decently wide audience. I will add that it is possible that your designated regional has a requirement on the length of time to offer the material nationally. I definitely don't want to say that there is not a requirement as there could be a requirement in your region. We should consult your designated regional depository coordinator. I will now turn the mic over to Jamie Hayes who will go through two examples of libraries leaving the FDLP under this new disposition guidance.

Thanks. We are going to provide some examples of this policy and practice. We haven't had many libraries leaving the program but we do have these two to cover. Our first example is Thiel college which is leaving the college, they are offering to their collection nationally in the FDLP exchange. A little bit of information about teal college, they are an academic library. They are in Greenville, Pennsylvania. They are a Senatorial designation. They have been in the FDLP for 58 years. Their regional is the state library of Pennsylvania. In the previous survey in 2019, they reported to have between 26% and 50% of their collection cataloged. We confirmed this number in our phone call to be closer to the 25% being cataloged. At the time, they were using our catalyzing record disputation program. To receive records for their documents as well as cataloging from the new titles and electronic titles lists. The collection is in SuDoc and LC. It is located in other degraded library collections. The number of documents we were given by the survey, 151,000 tangible items, 85,935 microfiche, 1964 CDs and DVDs and 32 floppies. A pretty sizable collection. Here are some of the key considerations that we took from the phone call, and the phone call was done with the coordinator, also with the regional and staff. So some considerations we took from that phone call, first of all, that the state of Pennsylvania uses FDLP a eXchange for weeding. When a library is leaving the program. If they are already using FDLP eXchange, it makes the process easier. If they're using the exchange, it is just a matter of letting it go through to the national period after it has gone through the regional and the state or region. Also, the designated regional does not require libraries leaving the program to offer microfiche, CD/DVDs, VHS, or floppy diskettes. That was an important key consideration. The collection is not historic. They have not actively collected

documents prior to their 1963 designation. Their collection is back to the 1963's and roughly 25% of their documents are catalogued. Those are very important factors when we were taking this drop into consideration. So, our conclusion, when we were working with this library, GPO does not expect this to be a high priority collection in the context of GPO needs and collection development goals. They did not collect prior to the designation date, most of their collection is going to be 1963 through the current period. Not a very historic collection. That is important to note when a libraries leaving the program. Due to the fact that the state library of Pennsylvania requires the use of FDLP eXchange and has requested that Thiel college lists all print materials, catalog and on catalog, in eXchange for review, GPO can ensure that national offers are enabled for teal college eXchange account. So, these are all important factors for the collection disposition plan. We are currently at the stage of the drop where we are compiling the collection disposition plan. It has been written and reviewed by staff at the regional and the departing library and we have acquired all of the signatures that make the collection disposition plan in place. It is our first time doing this process and we have a plan created and everyone has signed and agreed to the plan. In this document, I have on the screen, you can see some of the topics that are included in the collection disposition plan. The Collection Disposition Plan has a summary of the decision to relinquish FDLP status, why do they make that decision? Discard review procedures in the region. Collection overview and history. Some information we gather during the call about that particular collection. Disposition plan and national offers for tangible FDLP material. Designated regional collection priorities. So the regional is aware of anything and that particular collection that they are interested in, we have a section where we make note of that. GPO development collection priorities. Prior to writing the Collection Disposition Plan, we ask the departing library to give us an export of their system or if they have got any type of shelf lists,. If they can give us a description of the material that they have and their collection, we review that as well is the regional and determine if there is any known collection development priority to the regional or GPO. And then at that point the FDLP materials for the departing library may request to retain. If they know there is material they are interested in, we make note of it in this document. On the right-hand side, you can see a table that was in the collection disposition plan for Thiel college which includes exceptions to FDLP offers. You see maps, we decided that they're going to be offered to a different library, Pennsylvania State University. Which is the official maps depository for the region. We use this document to record all of the discussion and decisions that were made on the process for the library leaving the program. The reason why this is so important is because if a library is leaving the program, sometimes it can take a long time to leave. It depends on a lot of factors such as how large the collection is and if it is catalogued. If it takes a long time for a library to leave the program, there could be staff turnover. In that case, we have this document that we can point to that was agreed upon at the point when the library told GPO that they wanted to leave the program. That is where we currently are with Thiel college. They have gotten a written Collection Disposition Plan and we are in the process of that library proceeding along the disposition of their collection according to that plan. Our next example is Inglewood public library in Inglewood California. For this library, it is a medium public library in the city of Inglewood, California. It is a representative and its designation is 1963. There regional is the California state library. The amount of catalog was 76-100% which was reported in their 2019 survey. At the time, in the Thiel biennial survey, they reported their collection is 200 linear feet with one microfiche. For this library, we conducted an expedited review process. What happened is before contacting GPO, the library discarded their tangible collection without properly discarding through the California state library. As a result, we decided to do an expedited collection review. There was no collection review so there is nothing to offer nationally. There is no collection disposition plan. There is no collection. Also, it is important to note that the library went digital, July 2020. Fairly recently. In this situation, as I said, the plan was not created because there is no tangible depository material. In this particular case we remove them from the program and sent a letter to their designated representative informing him that that they illegally discarded federal property. At this point they are

out of the FDLP and this is another example where libraries leaving the program under the new guidance and being able to work different type of scenarios of libraries when they leave.

I'm going to come back and say -- cover this last lighting closing. I want to thank Jamie for her portion of the presentation covering Thiel college and Inglewood public library examples. I wanted to review now where we are on the work with the teams supporting this guidance. Our final standard operating procedures were submitted to LSCM managers in August, this month. We have launched an outreach and education campaign about this disposition guidance in which you are currently participating. One of the resources is a revised leaving the FDLP guidance article on FDLP.gov. Yesterday, there was the webinar, we the people's collection about the national collection. And then we held this webinar today on strategic disposition to support the national collection. I wanted to thank you for attending. We plan to review this disposition guidance and the workflow we have covered here during the LSCM update at the fall 2021 depository library conference. I will paste a couple of links related to the slide in the chat. At this time, I would like to thank you all again for your time and attention. We have a lot of time left, so I hope that we have a discussion. I would like to open up to questions and discussions now. Jamie and I can click back to various slides so people can see a slide again.

I've been monitoring the chat and so far up until, will we be able to get the slides? Anyone who registered will get a copy emailed to them. We will post the slides on the FDLP training site. Please enter any other questions into the chat.

We have some regional center here in the presentation and some people that have been involved in the process with GPO. If there is anything you would like to say about the process, please fill free to chat that in. Any questions, comments, or concerns you have had during the process. We would love to talk about that as well.

To respond to Michael's crisis questioned, can this process be used for library remaining in the FDLP but converting to a near all-digital collection? It is only a disposition if they are leaving the FDLP. You are talking about weeding and discarding print material, microfiche. What I was saying is we would love to see national offers in FDLP eXchange for any material that is being deleted from FDLP collections. This did not intersect in lease they are leaving the program. We are happy -- we can posted a link on how you can set up your FDLP eXchange account to offer nationally. There is a lot of training resources available for FDLP eXchange. Converting to a digital depository, change in your item section profile to live longer to no longer receive tangible materials. You can offer your complete collection, at your depository, you can do both. You can keep what you have and you can choose not to receive any more print material going forward. I just wanted to clarify that a little bit. We covered the two libraries that have actually committed to drop in the last year. Neither of them had what is commonly considered a historic collection, pre-1950s material, pre-1950 designation. We have not done that yet but we can't go back to the slide but we do have those collection review options. I guess what I was trying to get across, when I was talking about what makes an emergency scenario and how this is the most important determining factor when using what collection review paths they are going to walk down during the disposition process. I say that because that really is what matters most, how much time is there for that library to offer that material, what is the process for reviewing discards in that region? We don't want to assume what libraries in the FDLP are collecting. People could be collecting materials from the 1970s because they are building an EPA collection or they are gathering NOAA publications from that time period. Others may be interested in congressional publications, regardless of what time period they are. The

first thing we have to know about the situation is how much time is there for the library to list the material and the second most important thing is what is the rate of cataloging? How much can they pull out of their system in order to list the material in a system like FDLP eXchange. There are other discard disposition databases around the FDLP that have the same listing process. The age of the collection, of the designation date, that then becomes a question if the answer to is this an emergency is a yes. If it is an historic collection and they have time to list the material and offer it nationally, then it is a baseline process and we want to see the material offered nationally. I will breathe there for a second and scan the questions.

I see another one. Libraries that are considering dropping designations don't typically attend FDLP webinars, are there plans to do more active outreach outside of the online presentation? So, I will feel that question. That is a really good question. One of the things that our working group talked about as part of this new guidance document is the outreach to libraries. Part of that, as you can see, was updating the leaving the FDLP guidance articles. We also did these two webinars. We planned to do an update at conference. We also have this document considering leaving the FDLP that we can send to libraries that are thinking of leaving the program. During the biannual survey, sometimes we will reach out to libraries that indicate that they are thinking of leaving the program. You can definitely have several strategies in libraries that are thinking about leaving the program. It is not just this webinar. We are not relying just on this webinar to provide information to libraries who are potentially thinking of dropping.

Thank you, Jamie. I see a question about the comments, -- I would like to let Jamie respond to that one, about the consequences or the library that discarded the materials without receiving permission to do so. And then turn to the GPO. I did see the comment about staffing. We are aware that staffing is a major constraint out there in the community, that it factors in a lot of circumstances into these decisions to potentially leave the FDLP and it also impacts their ability to list materials and offered nationally at FDLP eXchange. We do our best to work with the staff of the libraries that are leaving. We provide training. We have this collection disposition plan where we stayed things as clearly as we can. I personally intend to work with libraries going through this process, we will be monitoring the disposition plan. So we are aware and that is part of why we have these various paths through disposition to leave the FDLP. Because there are staffing constraints, budget constraints, accreditation at some colleges. There are a lot of different situations that can arise. They are trying to balance all of those constraints on the concern that it is materials that is not offered. We may lose it forever. We don't know how many copies of everything we have distributed across the FDLP.

What happened to the library, what was the consequences of the library that illegally discarded. In this particular situation, the regional was not aware of what was going on. GPO was not aware of what was going on. We all of a sudden received the letter that -- from their director, that they have discarded all of their collection. At the time, it was not something we could prevent. There has been situations in the past that I have been involved with where we learned of a library illegally discarding and in those situations we will go and visit the library. We will have meetings with the directors and staff. We will send letters to the library to cease discarding illegally, publications. In this particular situation, the collection was already gone and the people who had discarded or no longer employed at the library. So, we decided with this particular collection that we would process it as leaving the program and we have brought it to the attention of their congressional senator, I believe, that they have illegally discarded federal property. This is still very much an evolving situation. That is all I can tell you on that particular case.

And many instances, staffing leaving the program is problematic and they just don't have the staff. That is a very good point. We do see that from time to time, that library don't have the staff., Working with our regional to create as much possibility as we can for a library that is leaving the program. If there is staff issues, that we can take that into account in creating the collection disposition plan. Another follow-up, when you hear about a library considering dropping, sometimes they communicate with the library director. That was not part of the strategy.

I thought that she was suggesting that we do more outreach to library directors, libraries in the F DLP. She was concerned about that communication. I would like to welcome you to email me and I would love to hear more of your thoughts and concerns in that area. I would love to have a further conversation with you about that and what you are thinking. We are in the middle of rolling this out. We can consider what you have, and what your thoughts are on that.

Are you requesting to only communicate with the library director when a library is dropping? Or are you saying that they only talk to the regional director when the library is dropping? So typically when we learn of a library, we will copy the coordinator and the director at institution that is leaving. We do have side conversations with the regional periodically so we can see if there's anything going on locally between issues at the director at the library of staff at that library. For this past year, what we have actually been doing is setting up phone calls with the regional before we talk with the library that is departing with the regional just to learn what is going on, what they know about that drop become follow-up more with you.

I wanted to thank you for attending today, Debbie. Just to add a little more, we have a few more minutes. I spent a lot of time since coming to GPO doing my best to learn about all of the regions of the FDLP and to understand how the different regions manage discard review. We are aware at GPO. I would hope you would expect us to do the . Collection and management is very aware. All of these defense systems from California to systems that are specific to states, to complex regional arrangements where multiple originals are reviewing discards. There is a lot to consider. That variable system that has been to serve those regions in a way that works best for them. The fact that that is how the system is factored a great deal into the development of this tool. It situation is so different, each region is different. We really needed a document that is specific to every draft. They are similar to each other but there will still be differences. Even from library to library in the same region of the FDLP, there would be differences in the plan , based on material that they hold, based on the current priorities of that designated regional. So, I just wanted to say that for the record, that we are aware, that these systems function differently all across the FDLP.

Any further questions, concerns, comments? With them in the chat box and send to all participants. Thank you, Ashley. You be need to it. I was going to ask you to send out the webinar survey. If you can please fill out the survey, it helps us with programming. We would really appreciate that. And I'm not seeing any further questions. If you do have any questions, you can contact myself, you can contact Abby. I will put our email in the chat.

Please go ahead, I was not sure if we were supposed to do that. So I just reviewed.

It is fine.

Well, everyone, I appreciate the weight you taking the time to come out and join our presentation. Take you to my colleagues Ashley, Laura, and Abby. I look forward to seeing you at our next FDLP Academy webinar.

Thank you all for joining us.

Thank you very much.

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