



FEDERAL  
DEPOSITORY LIBRARY

**CONFERENCE**

#FDLConference

**2019**

OCTOBER 21-23  
ARLINGTON, VA



# Weeding Print & Digital Resources



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# Weeding projects:

## **Types of weeding projects:**

- Large projects to overhaul a library's tangible footprint
- Regular routine projects to keep a collection relevant (usually a current collection)

## **Increasingly libraries are looking to:**

- Convert their tangible footprint to digital content
- Weed digital resources



## **FDLs develop a FDL collection that best suits their user needs:**

- Profile for resources of interest.
- Pick the formats.
- Make changes to your profile and to your holdings as appropriate.

FDLs are members of a library network designed to make Federal Government information accessible to all.

Rules have been established over the years to ensure that material remains accessible in the network of states and regions, as well as to ensure good use of taxpayer money.





### Tangible



Source:

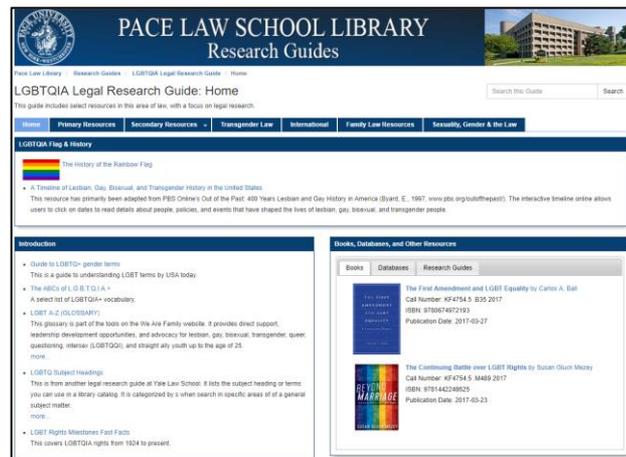
<https://digital.library.unt.edu/ark:/67531/metadc453/manifest/>

### Digital



Example of a PURL as referenced in the standard view of a record in the CGP.

### ILS record



LibGuide Source:

<http://libraryguides.law.pace.edu/c.php?g=842409&p=6020215>



# Goal of weeding:

## Legal/regulatory goal:

- Develop depository collections to meet the needs and format preferences of their primary library users and the general public.
- Properly withdraw Federal material from your collection.
- Ensure that material needed elsewhere in the state or region acquires it.

The landscape has changed: ideally we need to ensure material needed elsewhere in the *Nation* is relocated to where it is needed. We need to start thinking at both a region level and a national level.

- There are fewer and fewer copies of the older tangible material. We need to better manage the fewer copies that remain for future generations. Hence FDLP eXchange, whose goal is to facilitate repositing material needed anywhere in the country.



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# Marrying Needs with Offers



Think of it as



Please note this is a made up URL 😊



# Weeding print resources



If you don't need it –  
Stop the print from coming in the  
first place!





## Needs assessment - What do your users need now and in the future?

- Use [data.census.gov](https://data.census.gov) (AFF) to identify community facts:
  - Population
  - Age
  - Race
  - Veteran status
  - Poverty level
  - Languages spoken
  - Average income
  - Housing units
  - Educational attainment
  - Count and types of businesses
- Know which depositories are located nearby



# Needs assessment

- On a campus? Look at courses offered and subject areas needing coverage.
  - Government information supplements many existing subject areas.
- The List of Classes does not map agencies and SuDoc stems to subjects. At some point in time, you will have to go through your collection shelf by shelf.
  - Ex. Interested in Tribal information? You can isolate some tribal resources in the List of Classes, but most resources actually will come from Congress. Review congressional material piece meal to decide what to keep.
- What is vital to keep for your institution? Ex. State or county information? Match your institutional mission.



# Needs assessment

- Usage data?
  - Circulation reports down to item level?
  - Worth analyzing LibGuides for digital usage to weigh in on whether to retain print equivalent or not?
- Currency needed? (Ex. Health information in public libraries versus an academic library)
- Changing formats? Spot alternate formats: CGP **Advanced Search** > **SuDoc** > **sort by title**.
- Current language needs?



# Rightsize your collection

- Retain what is needed, in whatever format it is needed or available in.
- Rely on the FDLP network for unexpected information needs.
- Have something rare or unique or in high demand? **REDEPOSIT** it in the network.
  - Don't just focus on getting rid of stuff; be conscientious of content needed in the network.
- Revisit the collection regularly.





## Rules were established for regions

- Supersession – ex. If content is updated with a new version, withdraw the old version.
- Substitution – tangible with another tangible
- Substitution – tangible with online version
- Regional substitution
- 5-year rule

Libraries use these rules to identify material eligible for withdrawal from their collections and...



...The regional then has a few options they can use to authorize/not authorize those offers

- Submit a 'Needs and Offers list' or a 'Withdrawal list' or a 'discard list.' The regional dictates what information they need in the list to make a decision.
- In-person review or 'eye-balling' your collection
- Needs list
- Do Not Need List



## Local practices predominate

- Some regions offer particular SuDoc ranges each month.
- Some regions have ‘regional copies’ housed in other libraries which may necessitate longer review periods.
- Some regions have special arrangements regarding postage reimbursement.



Don't forget that local procedures can be changed or updated.



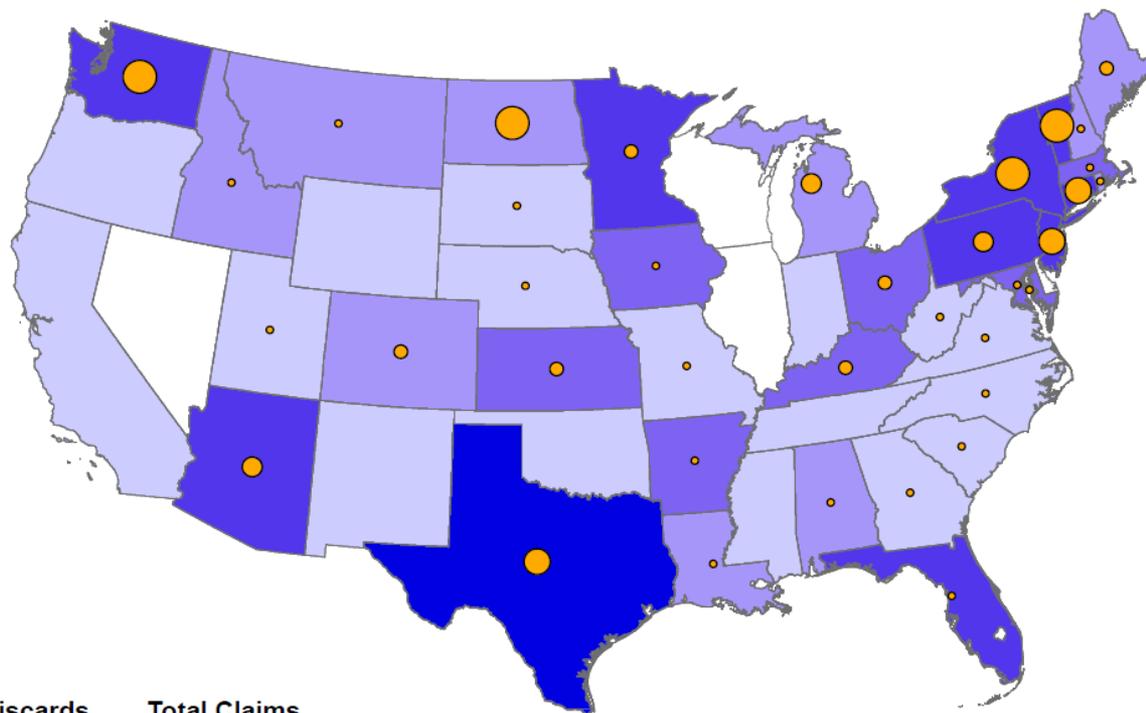
Exceptions. Because there have to be exceptions.

- **No regional:** Selectives not served by a regional may not withdraw material, except that which is superseded.
- **Federal agencies:** do not have to retain material for 5 years and must offer withdrawals to the Library of Congress
- **Highest State Appellate Court libraries:** not bound by these rules

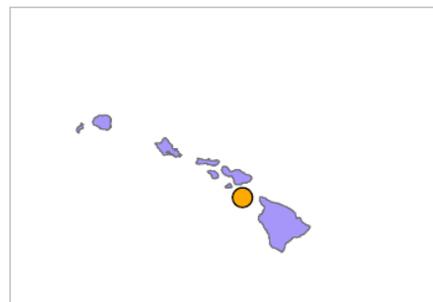


# Goal

- Get everyone on FDLP eXchange and offering nationally.
  - 220 FDLs have offered material between August 2018 and July 2019.
- Stronger security for the fewer remaining copies



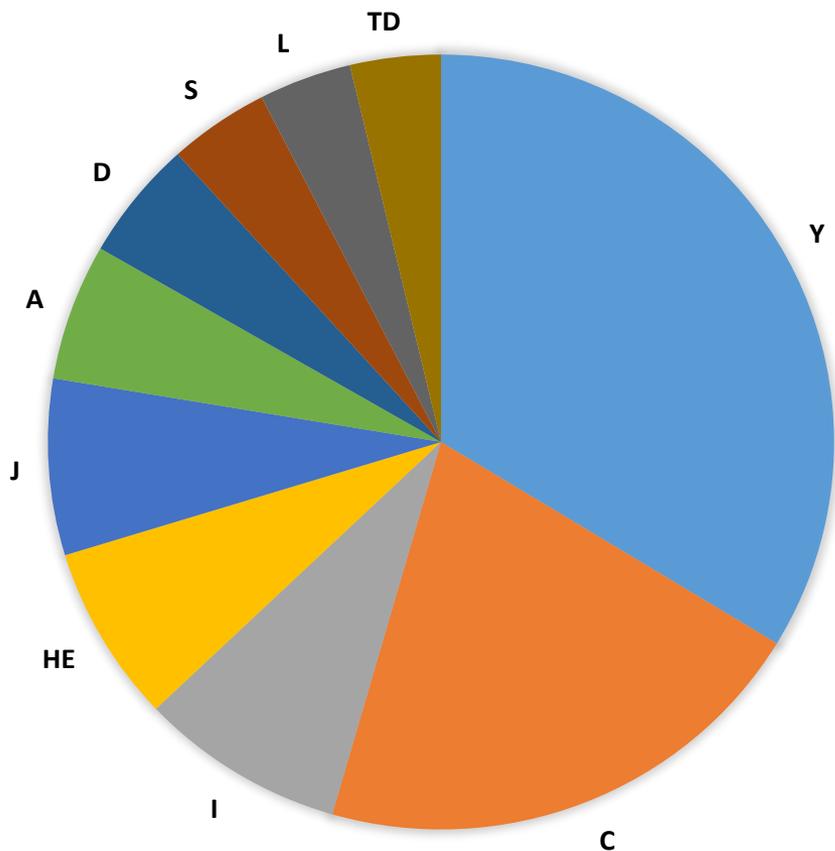
Total Discards	Total Claims
1 - 729	1 - 44
729 - 2,843	44 - 180
2,843 - 7,961	180 - 391
7,961 - 21,194	391 - 686
21,194 - 75,521	686 - 1,188



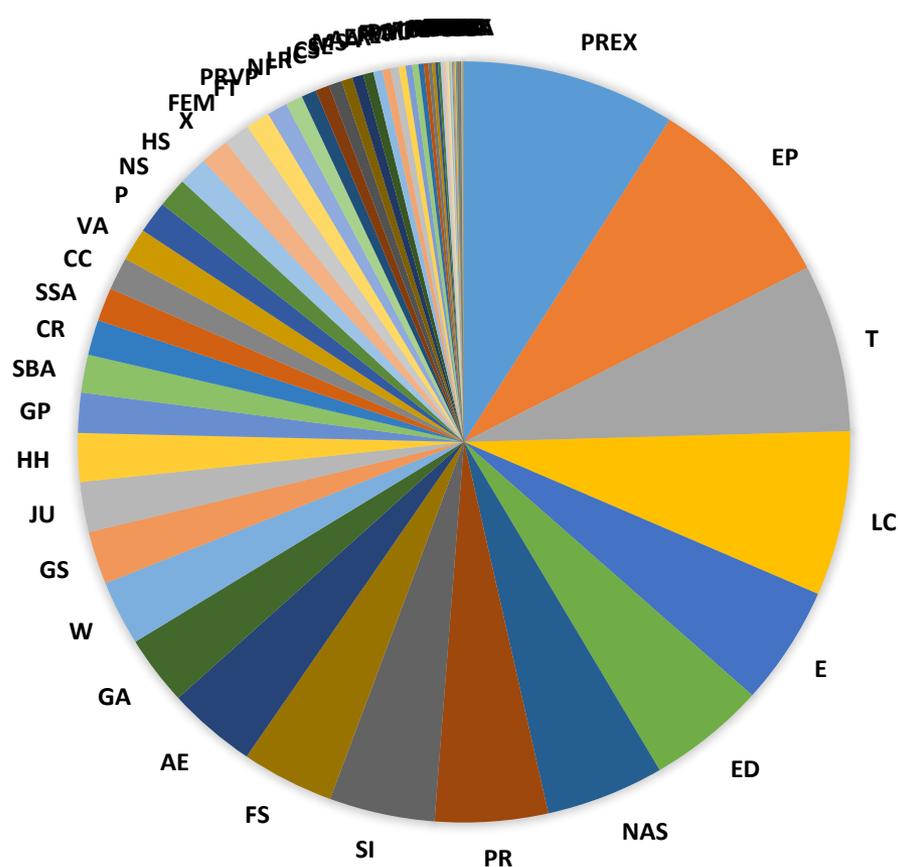


# Between August 1, 2018 and July 31, 2019

### 75% OF OFFERS COME FROM THESE AGENCIES



### 25% OF OFFERS COME FROM THESE AGENCIES

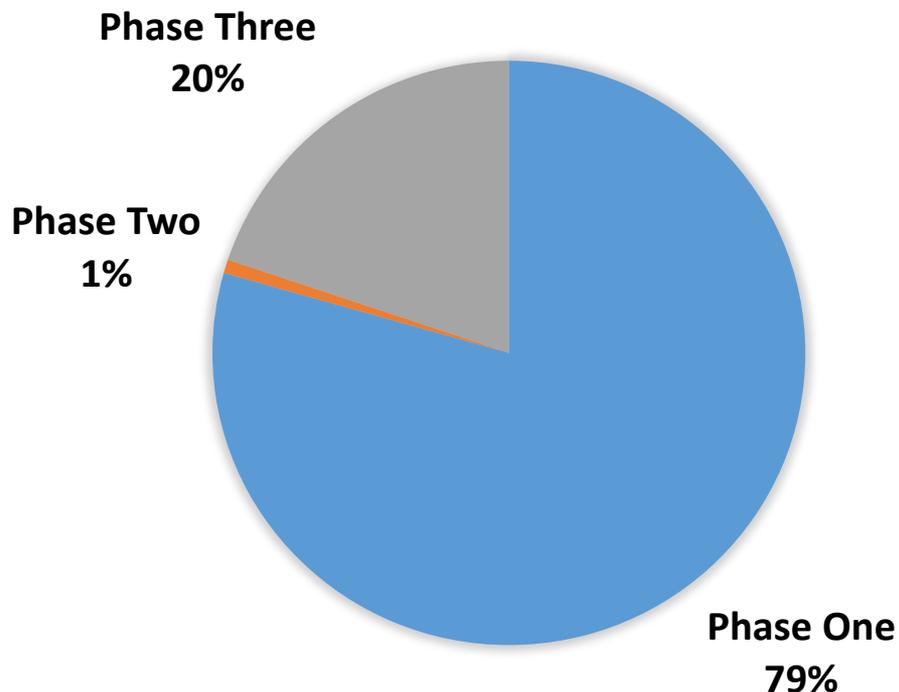




## Offering Nationally (Phase 3)

- 43 states have FDLs that offer material nationally.
- 101 FDLs have offered material nationally – **that accounts for 20% of claims made in FDLP eXchange.**

CLAIMES MADE BY PHASE



**Takeaway:**  
If you don't offer nationally, you miss a HUGE opportunity to redeposit material in the network.

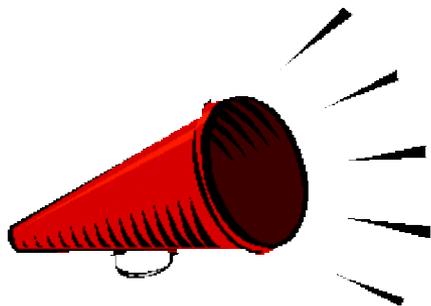


## After offers have been reviewed...

- After regionals, selectives, and anyone nationally has reviewed and made claims for your offers, it is considered approved for withdrawal and you can:
  - Recycle
  - Trash
  - Donate the material to any institution that can make use of the material

\* You cannot make any money on the sale or transfer of Federal property. Sorry.

- Delete material from your catalog (decide if you want to keep PURLs that may be on mixed-format catalog record).



“Your library’s failure to properly maintain your collection over the years is not your regional’s fault.”





# Weeding digital resources

- Reminder – no weeding rules for digital content, no regional approval needed
- Increasingly libraries are noticing digital resources overshadowing other library resources in their catalog search results. Some libraries don't like that – some don't care.
- Some libraries (and patrons) are noticing that their web pages, guides, and resource lists are out of date.



## Weeding your ILS Theory One: Run a catalog report

### Catalog record fields of use when running ILS reports:

- MARC 856 = PURL
- MARC 074 = Item number
- MARC 040 = GPO
- MARC 086 = SuDoc

\* Be careful with date information – a digital format record cataloged 10 years ago may link to current information.

- Recommend limiting the report by agency so you can review ‘nearby’ resources.
  - Ex. Review Ag resources together, not by item numbers (item numbers have changed over the years)
- Run the report and review the results for content no longer needed.



## Weeding your ILS Theory Two:

### Add MARC notes to digital resource record upon import

Preemptively insert a standardized code into the catalog record that can be used to trigger a report later on.

- Code can go into a local 5XX or 9XX MARC field.
- Ex. For a digital resource cataloged today, insert a code, **“REVIEW-2024-QTR.4”**
- In quarter 4 of 2024, run a report for catalog records containing that code and review the resources that are now 5 years old.
- Requires that the codes be formatted and applied consistently and that future ILS updates carry over the codes.
- Permits you to review a smaller set of records on a regular basis.
  - Be cautious and review the content for collection needs, not by the age of the record (some records are old, but still current).
  - Be aware that the content you are reviewing may be superseded by older or newer content not in your report due to the limited timeframe being reviewed.



Reminder - PURLs can be found in various types of records, so be careful when deleting record or holding

Old –

Multiple format  
record

Print  
Microfiche  
Online

Since 2008 –

Separate records for each  
format

Print

Microfiche

Online



# Can GPO update the Superseded List for digital resources?

This doesn't work for a couple of reasons.

- GPO doesn't typically catalog superseding digital publications at the item level.
- Also, if we do catalog multiple digital publications that traditionally superseded in print, the instruction usually read, "discard if revised" meaning if it was reissued with a /REV in the SuDoc number. This doesn't happen often in the digital realm.

## Soil Survey for Prince George's County, Maryland:

- A 26.5:1901 (1901)
- A 47.5:925/30 (1925)
- A 57.38:P 93 (1967)

## All Maryland Soil Surveys:

- **A 57.38/20:** Web Soil Survey  
<http://purl.fdlp.gov/GPO/gpo/36637>

## All State Soil Surveys:

- **A 57.38/53:** Soil Surveys  
<http://purl.access.gpo.gov/GPO/LPS37693>



# Reviewing Digital Content - ILS

Digital content is cataloged differently than tangible material.

- It is a moving target as to where the PURL routes users to (agencies change their websites).
- Agencies keep adding more digital content, so a record that used to link to one resource now routes users to multiple publications (be careful when weeding those digital resource records).



## Example – reviewing ILS content:

- In print: 52 Census Reports (one for each state + nation and territories)
- Each record also has a unique PURL to a digital version
- Census changes their website and clusters all the reports on one web page.
- GPO redirects all 52 PURLs to the same Census Report Warehouse.
- When weeding the print volumes, do you:
  - Keep the 52 records all PURLing to the same location (think “granularity of title and subject”)?
  - Delete the 52 records and add one new catalog record for Census Report Warehouse (think “one catalog record, but lost title and subject level access”)?



## Reviewing Digital Content – Websites & Guides

For websites & guides, when linking to digital resources, you are typically linking to online portals, not individual publications.

If possible, check usage of site to analyze if content is being ‘discovered’ or not.

Ensure the names of tools and agencies are current (FirstGov.gov, Thomas.loc.gov, FDsys, GPO Access, Government Printing Office, etc.)

### TAKE OUR ADVICE:

- Use PURLs on your website or guides instead of direct URLs. GPO knows better than anyone how often content moves around and file structures change on agency websites.



# Reviewing Digital Content – Websites & Guides

Click on the PURL or URL to ensure it is linking to what you have described on your site.

- If your site says:

[2018 Maryland Technical Report](#) 

Make sure the 2018 Maryland Technical Report can be found at that site.

- If that URL or PURL takes you to all editions of the Maryland Technical Report, rephrase your link to read:

[Maryland Technical Reports](#) 



# To sum up

## **Tangible weeding:**

- Have weeding rules and regional has some options
- Goal is to get content into the hands of those who can make use of the material
- Please participate in FDLP eXchange to enhance the FDLP publication access network.

## **Transitioning to “digital collection:”**

- Can spot digital equivalents (substitutes) by reviewing SuDoc numbers
- Hard to spot when material is superseded with online update (SuDoc changes, titles change, cataloged differently)

## **Weeding digital:**

- Run ILS report and review resources (recommend limiting report so you can spot superseded content, but not by date because older records may be current)
- Preemptively add notes to catalog records and run routine reports (will limit you to reviewing material based on the suitability of content – you will not see if something is superseded or if another record has more recently captured the content)
- Review websites and usage (click on PURLs/links and ensure text on your site is still accurate)



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# Questions?

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