Depository Selection Mechanisms: New Model for Selection of Tangible Publications

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This is one of three related documents issued to obtain comments from the Depository Library Community on new models for selection of tangible and electronic titles. The documents are:

> ➢ Depository Selection: History and Current Practice
> http://www.access.gpo.gov/su_docs/fdlp/selection/history.pdf
> ➢ Depository Selection Mechanisms: New Model for Selection of Online Titles
> http://www.access.gpo.gov/su_docs/fdlp/selection/electronic.pdf
> ➢ Depository Selection Mechanisms: New Model for Selection of Tangible Publications

Comments on these documents should be submitted to Superintendent of Documents Judy Russell (jrussell@gpo.gov) not later than Monday, October 31, 2005[1].

SUMMARY

GPO currently manages distribution of tangible publications through the use of the Automated Depository Distribution System (ADDS), commonly known as the "Lighted Bin" system, utilizing information from the Depository Distribution Information System (DDIS), GPO's legacy system to manage item number information. However, GPO plans to migrate all processes off its legacy mainframe systems by the end of 2007. This provides an opportunity for business process re-engineering, and GPO believes that a new system can be developed to support a more flexible model for tangible distribution to FDLP libraries. To accomplish this, GPO needs to look to the future to develop requirements for the new selection and distribution system.

Objectives for creating the new system would be to:

- give libraries greater control over selection and receipt of tangible materials,

- reduce distribution of unwanted tangible titles, thereby reducing printing and postage costs for GPO and saving processing and 5 year retention of unwanted titles at libraries,

- enable GPO to offer depository libraries flexible services, more comparable to book dealer best practices, and

- obtain automated and other feedback to inform GPO's distribution decisions and libraries' selection decisions.

Titles distributed in tangible format will continue to require a mechanism for selection and distribution. Therefore, GPO is proposing a new model for the selection and distribution of titles made available in

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[1] This is a corrected version of this document. The original version had an incorrect deadline for comments.

tangible format. This proposal, if accepted, will be used to develop technical requirements for the new system to support tangible distribution to FDLP libraries.

PROPOSED NEW MODEL

GPO envisions a tiered selection mechanism for the new system to support tangible distribution. This would provide for distribution of tangible titles in four categories, based on libraries' prioritization of items selected. Libraries would continue to select item numbers, but rather than a straight yes/no selection, item numbers would be divided into categories and prioritized. Each individual library would establish its own priorities on the items it selects in three of the four categories. The fourth category would be for the small number of high profile titles that would be distributed to all libraries.

PRIORITY ONE ITEMS (LIKE STANDING ORDERS)

When a title is a "must have" for a particular library's collection, this title would be selected as priority one. As soon as a publication became available, GPO would immediately ship the title to all libraries that have selected the corresponding item as priority one. The libraries receiving these titles as priority one would be expected to retain the publication for five years as in current practice. The new distribution system will have much stronger quality control than the lighted bin system, greatly reducing the number of selected titles not received by libraries. A library that selected an item as priority one and did not receive that item would have a suitable period to claim the publication. Priority one item numbers would be much like selected item numbers in the current model. There would also be a feedback mechanism for a library to report unwanted items received under it priority one selected item numbers and that would enable GPO to review item numbers and adjust them to allow for greater specificity in future shipments. Those titles that are already limited distribution to Regionals and one library in states without a regional, specifically the Serial Set and the Bound Congressional Record, will continue to carry the same restrictions. Likewise, some titles will only be available in tangible form for certain types of libraries. Supreme Court Slip Opinions are currently only available in tangible format to Regionals and law libraries. We expect some titles to be made available only to other types of libraries as the Essential Titles list is updated.

PRIORITY TWO ITEMS (LIKE ON-APPROVAL ORDERS)

When an item number includes titles a library may or may not want, this item number would be selected as priority two. When a publication that a library has selected as priority two becomes available, GPO would send that library a notification, along with an electronic file or link to an electronic file. The library would have a specified time period to review the electronic file and decide whether to receive that publication in tangible format. If the library chooses to receive the publication in tangible format, the library would notify GPO as soon as possible within that period, and GPO would ship the title. Additionally, libraries would have a specified period to claim titles that they requested and did not receive. After the period for review and claims, remaining copies would be offered to libraries that did not select the title (priority three). Receipt would be delayed in comparison to priority one titles, but there would be no unwanted items for processing and five-year retention. Libraries would be expected to retain any title requested in tangible format for five years as in the current practice. The new system would provide GPO with automatic feedback based on titles requested or not requested. Over time GPO should be able to use this feedback to make better decisions on the number of copies to ride for FDLP distribution.

PRIORITY THREE ITEMS (OFFERS)

Priority three item numbers would be similar to item numbers not selected in the current model. However, libraries would have the opportunity to request a copy of an unselected (priority three) title if there are copies remaining after distribution to libraries that select the item as priority one or priority two. Libraries would receive a weekly listing of all priority three titles and could review this offer list for titles they wish to request. The new system would maintain a waiting list that libraries would use to request priority three titles. Receipt would be delayed, but libraries would not have unwanted publications for processing and five-year retention. Unclaimed copies would be offered on a "first come, first served" basis to libraries that otherwise would not select the item number. Requests could be filled after the period for review and claims by libraries selecting the title as priority two, or as soon as leftover copies became available. The new system would supply GPO with automatic feedback based on library requests.

PRIORITY FOUR (HIGH PROFILE TITLES)

As always, there would continue to be high profile titles that would be distributed to all libraries. These are generally titles that GPO believes will be of high interest to the public and therefore in demand in depository libraries, and GPO would ship these to all libraries as soon as possible, regardless of selection. An example of a title in this category would be the 9/11 Commission Report. There would be a mechanism for libraries to provide GPO with feedback on their agreement or disagreement on whether a given title belonged in this category. That feedback would help inform future GPO decisions on whether a new title belongs in this category.

ASSUMPTIONS

- Tangible titles include products that are disseminated in print, CD/DVD, diskettes, video, or microfiche.
- Essential Titles and other tangible titles distributed under ID 71 will continue to require a mechanism for selection and distribution.
- The review period for priority two and the claims period for both priority one and priority two will need to be established during implementation, based on available storage space, community needs, and any other applicable factors that may arise.
- The new distribution system will have much stronger quality control procedures than GPO's current processes, greatly reducing the number of claims that need to be submitted. Quality control comparable to book vendors systems should eliminate most cases when a publication is inadvertently left out of a shipment box, so that claims only need to be submitted when a shipment is misdirected.
- GPO will need to limit storage costs so that those costs do not offset savings on printing and postage.
- The nature of tangible publications is different from the nature of online publications and therefore requires a different selection and distribution mechanism.
- A new system can be developed using industry standard book dealer distribution best practices to provide more flexibility for depository selection.
- A new system can be developed to provide GPO with feedback to help inform future decisions, reducing shortages or overstock of publications ordered for the FDLP.
- Revision to the selection and dissemination mechanism for tangible titles can occur while GPO is working to develop a new system for selection of online titles as described in Depository

Selection Mechanisms: New Model for Selection of Online Titles.
(http://www.access.gpo.gov/su_docs/fdlp/selection/tangible.pdf)

QUESTIONS

- Does the depository library community agree with these assumptions? If not, what changes are necessary?
- Are there other categories that should be considered?
- Should the update cycle for tangible titles continue to be annual, or on a more frequent schedule?
- What is the minimum time required to allow libraries to review electronic files and decide whether to request tangible copies?
- What is the minimum time period for libraries to submit claims for priority one titles or for priority two titles that are requested but not received?
- Are there other requirements of a new tangible selection and distribution system that GPO should be considering?