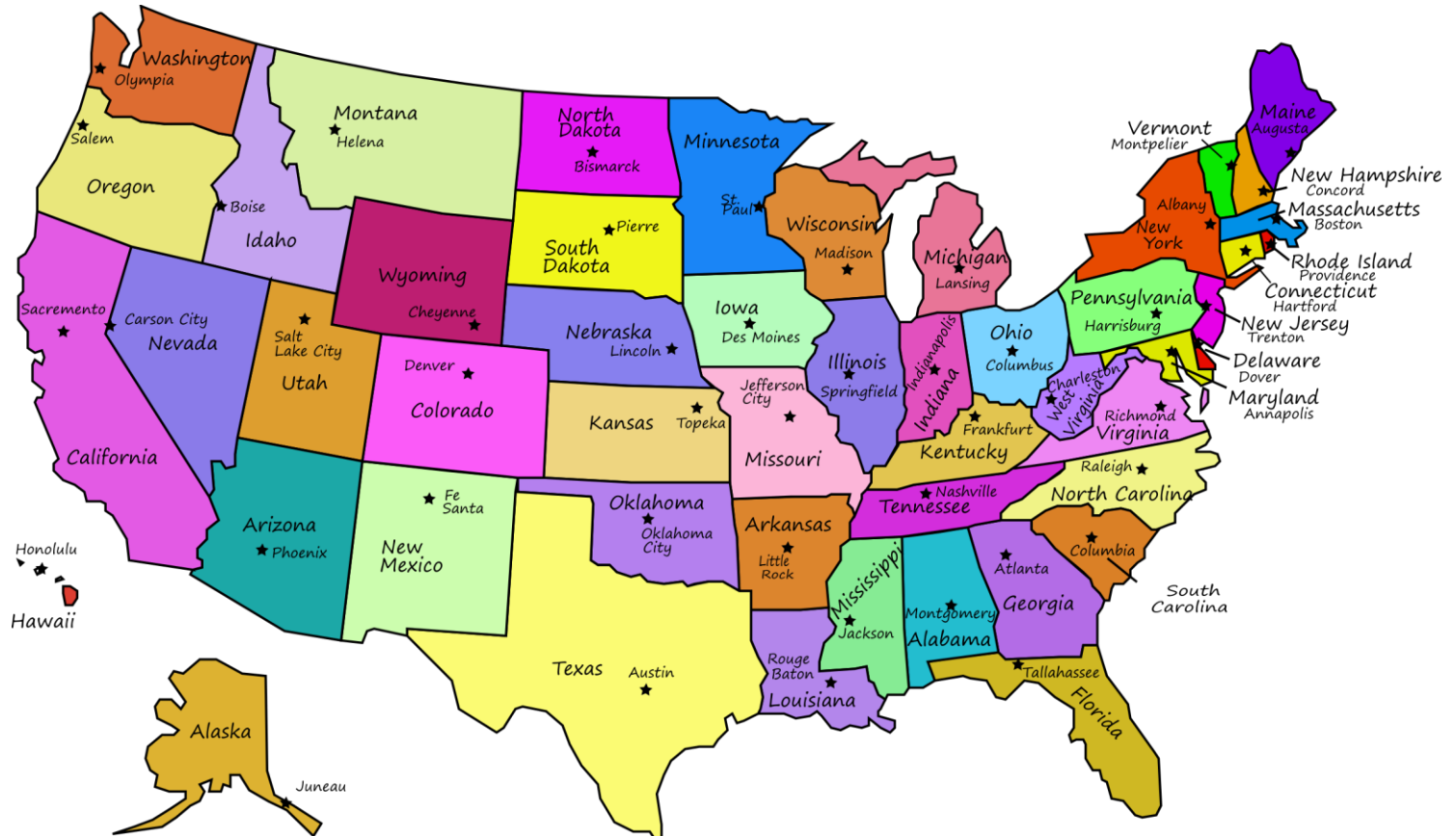




Regional Depository Libraries



FDLP Depository Operation Training Series



Learning Outcomes

Participants will be able to:

- Demonstrate knowledge of the Regional/Selective depository system history and structure
- Describe how a depository becomes a regional
- Identify when to notify regional depository libraries
- Demonstrate knowledge of state collection development plans
- Demonstrate knowledge of how to locate a regional depository



Regional framework

- Established by law in 1962
Public Law 87-579, *“An Act to Revise the Laws Relating to Depository Libraries”*
- Libraries volunteer to be regionals
- Regional status designated by a Senator or the Resident Commissioner of Puerto Rico
- Prior to establishing regional depositories, no depository could weed depository holdings



Roles and responsibilities

- Retain at least one copy of all depository publications in one tangible format
- Within region served, provide:
 - Interlibrary loan
 - (Government information) reference services
 - Assistance in the disposal of unwanted government publications



Regionals may...

- Serve as liaisons between the selective libraries in the state (or region) and GPO
- Provide consultation (onsite or remote) in the management of depository operations/collections/services
- Coordinate training for FDLs
- Organize state or regional meetings for depository libraries



Regional structure

Selectives are served by 46 regional depositories in a variety of ways:

- One regional in state
- Two regionals in state – shared/independent
- Multi-state regional
- No regional



Locate a Regional Depository

Welcome to the Federal Depository Library Directory (FDLD)

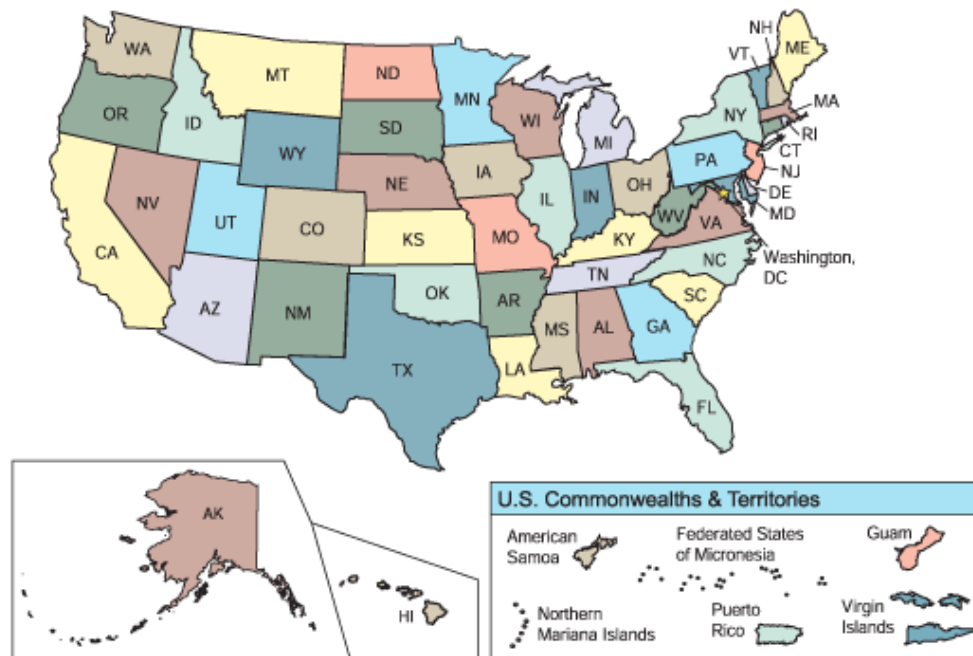
A service of the Catalog of U.S. Government Publications

Locate a Federal Depository Library (FDL). There are three methods for retrieving Federal Depository Library information:

- Clickable Map: clicking on the applicable state, commonwealth or territory on the map below
- Basic FDLD Search: search by keyword in the Keyword search box below the map
- Advance FDLD Search: search by specific types of data, such as Depository number, ZIP or area code, etc. in a single or multiple field search below the Basic search



CLICKABLE MAP OF FEDERAL DEPOSITORY LIBRARIES



[Find all Regional Libraries](#)
[Multi-state Regionals](#)

<http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp>



Who is my regional?

- For most states, there is one regional per state. Some states have more than one regional, and some regionals serve more than one state.
- Two states (Nevada and Wyoming) do not have regionals. Libraries in these states should contact GPO for assistance.



Communication

- Regional depository coordinators should be in contact with the selective depositories in their state or region
- The regional depository should contact GPO with any concerns or issues with depositories in their state or region
- Many regional depository coordinators have regular visits with selectives in their state or region



When to contact your regional

A selective depository should contact the regional when:

- Moving the collection or experiencing disruptions in service
- A disaster damages or impedes access to the collection
- Change in coordinator
- Considering dropping status
- They have weeding and collection development questions



Weeding your Collection / Needs & Offers

3 weeding mechanisms:

1) Supersession

2) Substitution

3) 5-Year rule



Supersession

- Superseded material may be withdrawn at any time
- Does not need to be offered to the regional library (unless they request it)
- Must meet the following criteria:
 - Dated material - discard when expired
 - Revised by a later edition/issue
 - A reprint and the depository received the original edition
 - Replaced by a cumulative edition
 - Replaced by a corrected copy
- [2002 Superseded List](#)



Superseded List Tutorial

Recording on what the Superseded List is and how to use it:

- Link to the recording only:
<https://www.fdlp.gov/academy-media/20161221-wc-superseded-list.mp4> [MP4, 13 minutes]
- Link to the [recording and the slide deck](#)



Substitution Mechanisms

- Material in one format may be substituted with the same content in another format.
- The regional must approve of the swap.
- The regional library should issue detailed instructions to its selectives on the prescribed substitution procedures.
- Three types of substitution:
 - Tangible
 - Online
 - Regional online substitution

Tip – if you are at a selective library and find that you do a lot of substitution, investigate whether or not you should deselect any item numbers to prevent the future receipt of those titles and formats.



Substitution

Tangible with a Tangible Substitution (Tangible depository holdings replaced by tangible products):

- Regional depositories should keep the interests of the state or region they serve in mind.
- Regionals must approve of any substitution.
- Substituted material must have proper reading equipment available, be properly referenced, and easily accessible to all users.
- Any material retained in lieu of the depository copy will then be treated as depository materials for the period of time that the library would have retained the original publications and they will be subject to the same requirements that govern the care, treatment, and public access requirements during that time period.



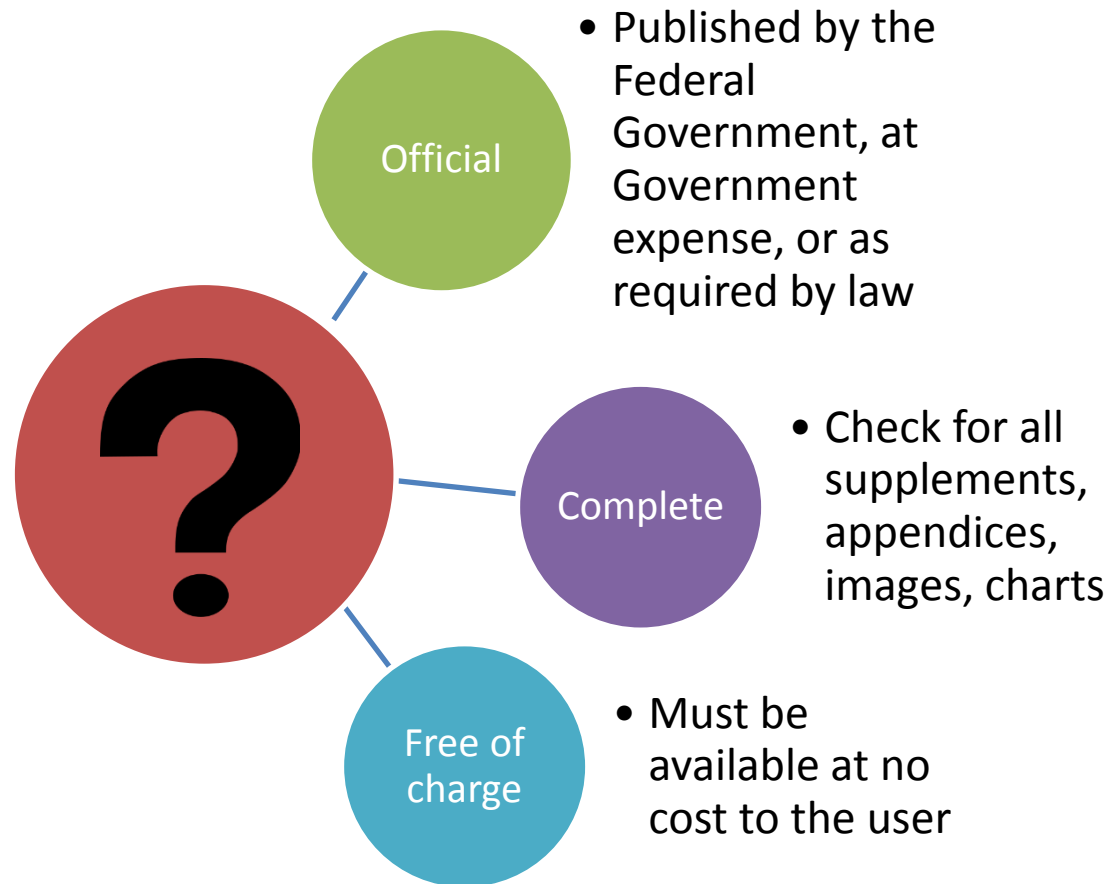
Substitution

Tangible with an Online Substitution (Tangible depository holdings replaced by an online equivalent):

- Regional depositories are generally not eligible for this option, although GPO is beginning to implement a regional discard policy for a limited number of titles.
- The publication must have been held for at least one year.
- The regional depository must approve of the swap.
- The online version must be:
 - Official
 - Complete
 - Free of charge to the user



Determining eligibility





Regional Discard Policy

- Permits regional depositories to substitute regional copies of material, provided they meet certain criteria
 - Material has been held for at least 7 years
 - Material is authenticated in **govinfo**
 - At least 4 copies are held in geographically dispersed areas under Memorandum of Agreement
- Regionals must have permission from GPO to weed.



5-Year Rule



- Selective libraries have the option of weeding material after having held the material for 5 years.
- The regional must approve of the withdrawal.

Weeding Cheat Sheet

(You're welcome).

Number of Years After Receipt →	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
Superseded List to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the Superseded List at any time in the life cycle of the document.				
Substitution Guidelines to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years, use the Substitution Guidelines			Can be used, but the 5 Year Rule also applies
5 Year Rule- Selectives may request permission to discard from their regional library.	N/A	N/A	N/A	N/A	Yes



Withdrawal Processes

Regionals have 4 mechanisms for authorizing withdrawals:

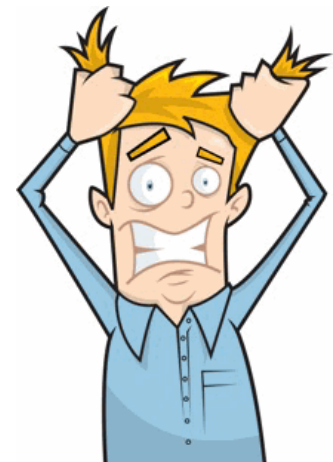
- 1) Require selective libraries to compile lists of publications they wish to withdraw from their collection (specific categories or formats may be exempted from the listing requirement)
- 2) Conduct an in-person review of the publications to be discarded
- 3) Require selective libraries to check discards against the regional's or a union "needs" list
- 4) Use a Do NOT need list

Note – regionals can reject a withdrawal request if they need the material to stay at a selective



Needs & Offers Lists

- List typically contains Title, SuDocs, Date, Range (if applicable), and possibly item number.
- Check with your regional to see if any formats have been exempted in your region.
- Regional has first dibs. Selectives in your state or region have second dibs.
- FDLP eXchange “Offer Nationally” list may be used after that (optional).
- Complicating factors:
 - Timeliness of reviewing lists
 - How the list is created (OPAC report versus Excel spreadsheet...)
 - Multiple regionals in your state?
 - ASERL tool in use?
 - Had a disaster in your region?
 - Lack of SuDocs numbers?





Other Approval Options

In-Person Review (AKA 'eyeballing')

- The regional library may conduct an in-person review of the publications to be discarded. Works well if the regional library is confident that the material being withdrawn is located elsewhere in the state or region.

Union 'Needs' List

- Selectives search a compiled 'needs list' of material that is known to be needed for the state or region.
- Saves libraries from having to list material that is already known to be needed.

Do NOT Need List

- Regional libraries can convert electronic disposal lists that they have already reviewed and compile them into a list of "do NOT need".
- Prevents the regional from searching their collection for the same publication twice.
- Works well in a region where the libraries have identified what their comprehensive collection requires (One copy? Multiple backup copies? Copies in various locations in the state?)




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
- **Regional libraries:** can supersede and substitute (tangible for tangible and regional online substitution)



So you have permission to weed...Now what?

You can withdraw the material and:

- Update catalog/shelflist
- Stamp or mark as **Withdrawn**
- Put it on FDLP eXchange to “Offer Nationally”
- Give it away to other institutions who can make use of the material
- Recycle it 
- Toss it

****Your library cannot make money on the transfer.**



Selective Housing Agreements





Selective Housing Agreement (SHA)

Examples of when a SHA is needed:

- Depository library houses material at a non-depository library
- Depository library houses maps at another institution with a map collection
- Depository library sends legal material to a law library
- Depository library houses materials in offsite storage managed by someone other than library director
- Depository library sends health related materials to a hospital library



More examples

- Regional depository library housing “regional” copies in selective depository[ies]
- Depositories in a region agreeing to house collectively the state or region’s “comprehensive collection”



That is the
“regional
collection”



That is the
“comprehensive
collection”



Selective Housing Agreement (SHA)

A SHA outlines partner responsibilities.

Selective housing sites must:

- Make publications available for public use
- Must display the FDLP emblem

Or

- Must inform the public about how to access material in facilities not publicly accessible



Benefits of being a regional

- Visibility and Prestige
- Access to Regional Only Items
- Select multiple tangible formats
- When weeding, regionals get first pick at offers
- Access to the broad scope of the full FDLDP collection



Quoth Ashley, “There is *never* a dull day at a regional”



Questions?

Outreach and Support

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FDLPOutreach@gpo.gov

