



FEDERAL  
DEPOSITORY LIBRARY

**CONFERENCE**

#FDLConference

**2019**

OCTOBER 21-23  
ARLINGTON, VA



# Preservation Stewards: Managing Collections





# Speakers

- Brent Abercrombie, Federal Documents Coordinator, Indiana State Library
- Dominique Hallett, Government Information & STEM Librarian, Arkansas State University
- Karen Pfiffner, Government Information Coordinator, Colorado School of Mines



# Preservation Steward Recap

- What exactly is a Preservation Steward?
- How many libraries are serving as Preservation Stewards?
- First title eligible for regional discard





# FY 2019 Preservation Stewards

Library	Collection
University of Alabama, Huntsville	NASA SP series
Idaho State University	Handbook of North American Indians and Congressional Record and Predecessors
Jerome Hall Law Library, Indiana University	Code of Federal Regulations, U.S. Reports, Statutes at Large, U.S. Code, Revised Statutes, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, the Congressional Record and predecessors, the Monthly Catalog of U.S. Government Publications
Austin Peay State University	Publications related to the 101st Airborne Division
McNeese State University	Publications from the EPA
Paul M. Hebert Law Center, Louisiana State University	Federal Register
Syracuse University	U.S. Statutes at Large
Georgia Southern University	Congressional Hearings



# Three-Year Assessment

1. Are any amendments or changes needed to your institution's Preservation Steward agreement? Does the Preservation Steward collection continue to have the support of your administration?

2. Do you monitor the use of the Preservation Steward collection? Examples: check-out statistics, ILL statistics, reshelving statistics, and observations by staff? If yes, select the frequency that best describe collection use by library staff and the public.

- Daily
- Weekly
- Monthly
- Once a semester/6 months
- Once a year
- Never

3. Has the Preservation Steward collection been relocated in last 3 years? Please describe the current location(s) of the collection if there was a relocation.

4. Do you have any concerns about adequate shelving space and the collection environment? If yes, please describe your concerns.

5. Do you perform sight reviews of the stacks housing the Preservation Steward collection looking for material in need of repair? If yes, please describe your sight reviews.

6. Since submitting your Preservation Steward inventory have there been any indications or new evidence of the following. An item by item inventory is not necessary to respond to these questions.

- a. Pest infestation (e.g., droppings, insect bodies, shredded paper, stains, or damage to bindings or paper)? If yes, please describe the indications you have seen and any mitigation undertaken by the library.

- b. New missing pages, stolen publications, or vandalism of the Preservation Steward collection. If yes, please describe and indicate if damaged publications were repaired or replaced. If yes, please describe.
- c. Water disaster from a leaking pipe or other water related issue. If yes, please describe. If yes, please describe the incident and any mitigation undertaken by the library
- d. Visible damage to book covers or bindings (e.g. red rot, damaged spines, abraded edges or corners, detached boards, broken hinges, damaged stitching or other attachment structure, deteriorated adhesive, etc.). If yes, please describe the damage and any mitigation undertaken by the library.

7. If the publications circulate or are available for in-library use, does the circulation desk assess the condition of Preservation Steward publications as they are returned?

8. Do you keep records of Preservation Steward publication repairs? If yes, have any Preservation Steward publications been repaired in-house in the past 3 years?

9. Have any new titles been added to the Preservation Steward collection in the last 3 years? If yes, was an updated inventory shared with GPO?

10. Is there anything else you would like to tell us about your experience as a Preservation Steward or your Preservation Steward collection?

#### Optional Random Sampling:

If you have concerns about the condition of your Preservation Steward collection or have seen indications of pest infestation, vandalism, water damage, or other damage, please conduct a condition assessment of a random sampling of publications in the Preservation Steward collection (if required by the MOA). A statistically valid random sample will provide you with a good indication if the condition status of your Preservation Steward collection has changed since the initial inventory. You can then begin to work with GPO to prioritize any preservation needs identified.

- To create a random sample, use a confidence level of 95% and margin of error of plus or minus 2% or 5%. You will also need the total number of items in your Preservation Steward collection, which is available from the inventory provided to GPO.
- Enter all the values, confidence level, margin of error, and total size of the collection into a sample size calculator. There are many such calculators available on the Internet. GPO staff are also available to help you complete the calculation.



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# Promotion Material



OFFICIAL GPO PARTNER

# PRESERVING

★ U.S. GOVERNMENT ★

# PUBLICATIONS

**DO NOT DISCARD**  
PRESERVATION COPY

 SAFEGUARDING ACCESS  
TO GOVERNMENT INFORMATION

 PRESERVING THE  
OFFICIAL PUBLICATIONS  
OF THE U.S. GOVERNMENT

 SUPPORTING FREE AND  
PERMANENT PUBLIC ACCESS  
TO GOVERNMENT PUBLICATIONS

**GPO**  
OFFICIAL PARTNER

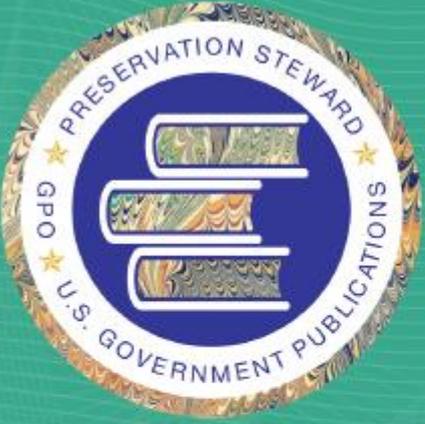
ASK YOUR LIBRARIAN FOR MORE INFORMATION



# Promotion Material



My library is a **Preservation Steward** and **official U.S. Government Publishing Office partner**, protecting and preserving official U.S. Government documents. Ask a library staff member for more information.



**Preservation Stewards** commit to **retain and preserve** specific tangible **U.S. Government Publications** for the length of their agreement.

Both **regional and selective Federal depository libraries** can **serve** as Preservation Stewards.

Learn more, and **contact** GPO:  
<https://www.fdlp.gov/about-the-fdlp/partnerships>  
**PreserveFedInfo@gpo.gov**



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# Talk with the Team

[PreserveFedInfo@gpo.gov](mailto:PreserveFedInfo@gpo.gov)

Suzanne Ebanues: [sebanues@gpo.gov](mailto:sebanues@gpo.gov)

David Walls: [dwalls@gpo.gov](mailto:dwalls@gpo.gov)

# Indiana State Library: Making the Case – Becoming a Preservation Steward

Brent Abercrombie, Regional Depository Coordinator, Indiana State Library



# OBJECTIVES

- ◆ Overview of the Preservation Steward Process
- ◆ Selling being a Preservation Steward
- ◆ Library's Plan
- ◆ Library's Reflection
- ◆ Recommendations



# INDIANA STATE LIBRARY



# ABOUT ISL

- ◆ Regional Depository for Indiana
- ◆ State Agency
- ◆ Community is the Entire State
- ◆ Closed Stacks Library
- ◆ Conservation Lab
- ◆ Signed Light Archive Agreement



# PRESERVATION STEWARD PARTNERSHIP

## Why should we do it?

- ◆ Ensure preservation of government information
- ◆ Raise awareness as a FDLP Depository
- ◆ This Partnership will allow the implementation of other GPO Programs

## Why do I care?

- ◆ Helping the Fed Doc Community
- ◆ Helping the Local Community
- ◆ Raise awareness of your Gov Doc collection
- ◆ Strengthening your library's commitment to maintaining a Gov Doc collection

# STEPS FOR PRESERVATION STEWARD

- ◆ Contact GPO with interest (Suzanne Ebanues, [sebanues@gpo.gov](mailto:sebanues@gpo.gov))
- ◆ Identify Gov Doc titles/serials for preservation
- ◆ Create item level inventory of selected titles/serials
- ◆ GPO sends your library memorandum of agreement form (2 copies)
- ◆ Library signs and mails agreements to GPO
- ◆ GPO returns signed copy for library records
- ◆ Agreement gets reviewed in 3 years

# INDIANA STATE LIBRARY'S AGREEMENT

- ◆ Participation in Indiana Light Archive Agreement
- ◆ ISL is a State Agency
- ◆ Started with One Series before Adding More Titles
- ◆ Initial Agreement – Official Gazette of the U.S. Patent Office
  - ◆ Multiple Tangible Formats
  - ◆ Digitized
  - ◆ Printed Material is Good Condition



# INVENTORY SPREADSHEET

	A	B	C	D	E	F	G	H	I	J	K
1	Call Number	Volume	Title	Dates	OLC Number	Format	Condition	Location	Access	Notes	
2	AE 2.114:1984/BK. 1	I	Public Papers of the Presidents. Ronald Reagan	1984	1198154	p	Good	SuDoc Vault	Non-Circulating		
3	AE 2.114:1984/BK. 2	II	Public Papers of the Presidents. Ronald Reagan	1984	1198154	p	Good	SuDoc Vault	Non-Circulating		
4	AE 2.114:1985/BK. 1	I	Public Papers of the Presidents. Ronald Reagan	1985	1198154	p	Good	SuDoc Vault	Non-Circulating		
5	AE 2.114:1985/BK. 2	II	Public Papers of the Presidents. Ronald Reagan	1985	1198154	p	Good	SuDoc Vault	Non-Circulating		
6	AE 2.114:1986/BK. 1	I	Public Papers of the Presidents. Ronald Reagan	1986	1198154	p	Good	SuDoc Vault	Non-Circulating		
7	AE 2.114:1986/BK. 2	II	Public Papers of the Presidents. Ronald Reagan	1986	1198154	p	Good	SuDoc Vault	Non-Circulating		
8	AE 2.114:1987/BK. 1	I	Public Papers of the Presidents. Ronald Reagan	1987	1198154	p	Good	SuDoc Vault	Non-Circulating		
9	AE 2.114:1987/BK. 2	II	Public Papers of the Presidents. Ronald Reagan	1987	1198154	p	Good	SuDoc Vault	Non-Circulating		
10	AE 2.114:1988/BK. 1	I	Public Papers of the Presidents. Ronald Reagan	1988	1198154	p	Good	SuDoc Vault	Non-Circulating		
11	AE 2.114:1988/BK. 2	II	Public Papers of the Presidents. Ronald Reagan	1988-89	1198154	p	Good	SuDoc Vault	Non-Circulating		
12	AE 2.114:1989/BK. 1	I	Public Papers of the Presidents. George Bush.	1989	1198154	p	Good	SuDoc Vault	Non-Circulating		
13	AE 2.114:1989/BK. 2	II	Public Papers of the Presidents. George Bush.	1989	1198154	p	Good	SuDoc Vault	Non-Circulating		
14	AE 2.114:1990/BK. 1	I	Public Papers of the Presidents. George Bush.	1990	1198154	p	Good	SuDoc Vault	Non-Circulating		
15	AE 2.114:1990/BK. 2	II	Public Papers of the Presidents. George Bush.	1990	1198154	p	Good	SuDoc Vault	Non-Circulating		
			Public Papers of the Presidents. George Bush.			p	Good	SuDoc Vault	Non-Circulating		

# MEMORANDUM OF AGREEMENT – SAMPLE

MEMORANDUM OF AGREEMENT  
BETWEEN  
[ INSERT INSTITUTION/LIBRARY ]  
AND THE  
U.S. GOVERNMENT PUBLISHING OFFICE

## **PURPOSE**

This memorandum outlines [Library name] responsibilities as a preservation steward of tangible content within scope of the Superintendent of Documents Public Information Programs: Federal Depository Library Program (FDLP); Cataloging & Indexing Program (C&I); and GPO's System of Online Access . It expresses the U.S. Government Publishing Office's (GPO) and the Federal Depository Library Program's long-term commitments to permanent public access through preservation and in *Keeping America Informed*.

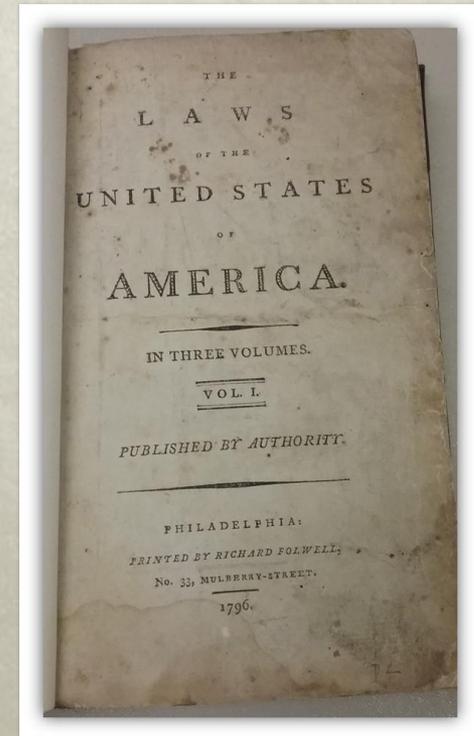
# LIBRARY'S PLAN

- ◆ Identify Serial with a Complete Run in Good Condition
- ◆ Inventory Over-sized Public Documents
- ◆ Inventory Statutes at Large/Acts of Congress
- ◆ Go Through Offer Lists



# PRESERVATION TITLES

- ◆ Official Gazette of the U.S. Patent Office
- ◆ Public Papers of the U.S. Presidents
- ◆ Acts of Congress/Statutes at Large
- ◆ Miscellaneous over-sized titles
- ◆ More to come...



# INTERN WORK



# LIBRARY'S REFLECTION

- ◆ Strengthen Library's Commitment to Government Documents Collection
- ◆ Process was easy to start and continue
- ◆ Good Intern Project
- ◆ Helps Other Regionals



# RECOMMENDATIONS

- ◆ Encourage approaching your administration about becoming a Preservation Steward
- ◆ Easy Process to Complete and Adaptable to your Library
- ◆ If you or your library is interested in becoming a Preservation Steward Partner, utilizing an intern for the item level inventory is a good idea
- ◆ Start Small and Grow



THANK YOU!



# Preservation Stewards: Managing Collections

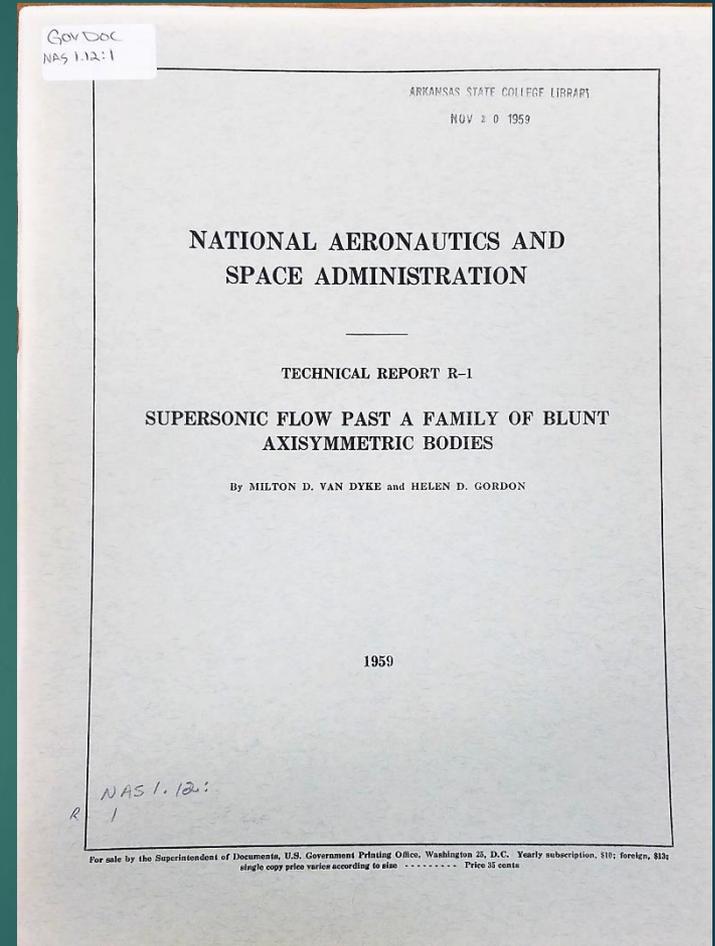


DEAN B. ELIS LIBRARY, ARKANSAS STATE UNIVERSITY'S STORY

# Preservation Stewardship:

Why we decided to participate in the program

Why we chose what we did - hurray for retrospective cataloging



Missing 4-6 volumes

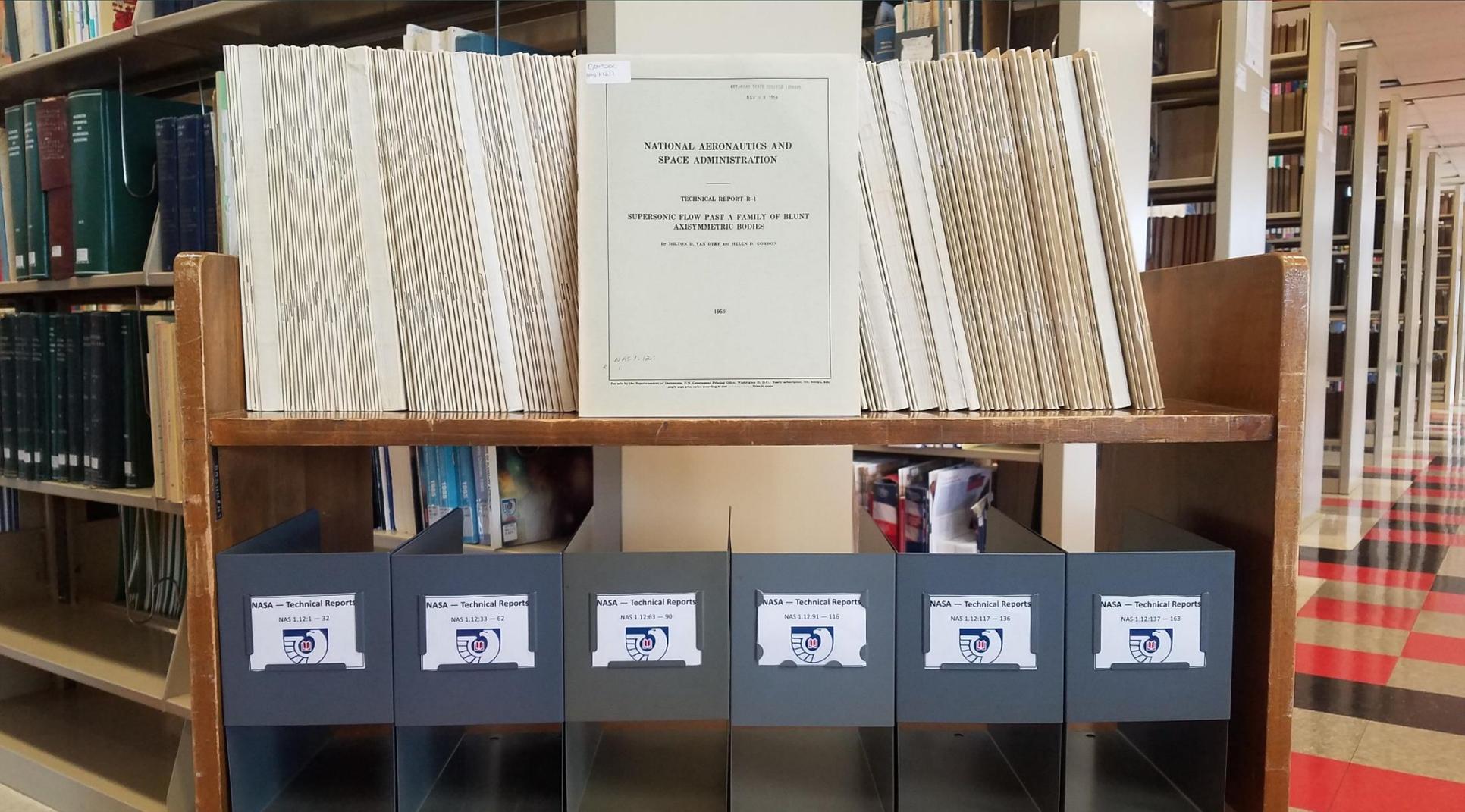
A huge thank you to the community who filled in those few missing ones



Remember – what you choose to preserve doesn't have to be a huge set of something.

Ours covers less than the top shelf of a book cart!

The important thing is that we preserve these items for the future.



Open to all  
Library 1.12:1

ARMSTRONG STRONG COLLIER LIBRARY  
REV. 1. 3. 1963

NATIONAL AERONAUTICS AND  
SPACE ADMINISTRATION

TECHNICAL REPORT B-1  
SUPERSONIC FLOW PAST A FAMILY OF BLUNT  
AXISYMMETRIC BODIES

By MILTON D. VAN DYKE and HELEN D. GIBSON

1959

NAS 1.12:1

For sale by the Superintendent of Printing, U.S. Government Printing Office, Washington, D.C. Some information on this report may be obtained from the National Technical Information Service, Springfield, Virginia, 22161.

NASA - Technical Reports  
NAS 1.12:1 - 32

NASA - Technical Reports  
NAS 1.12:33 - 62

NASA - Technical Reports  
NAS 1.12:63 - 90

NASA - Technical Reports  
NAS 1.12:91 - 116

NASA - Technical Reports  
NAS 1.12:117 - 136

NASA - Technical Reports  
NAS 1.12:137 - 163



Our state organization, Arkansas Libraries, reached out and asked us to write a column for our state journal about the process. My associate Bill Sabin and I worked together on this and the link is at the bottom of this slide.

Basically, it details much of what you have heard today. The one thing that wasn't mentioned is that the FDLP contacted us after we had stamped all of the books with our "Do Not Discard" stamp to tell us they were sending us a special stamp to stamp the books with.

<https://www.arlib.org/resources/journal/Fall2018/ArLAFallWinter2018.pdf>



## Things we learned:

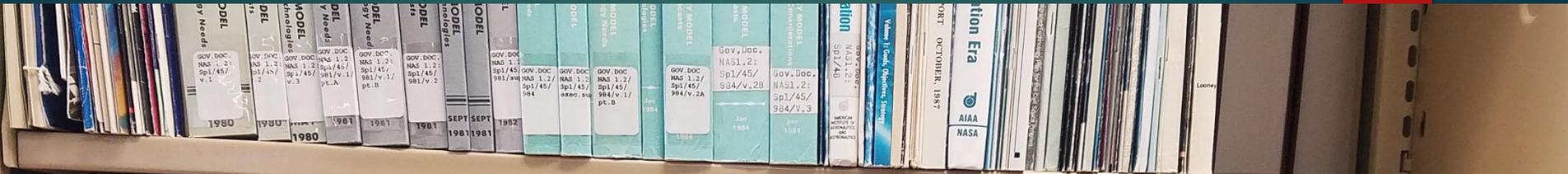
When you think you are done processing everything, don't put them on the shelf yet!

Getting the agreement through the Legal Department might not be as scary as you think

The whole process is much easier than you think!

Let people know where the documents you are preserving live.







Thank you!

If you have any comments or questions,  
feel free to contact me

Dominique Hallett

[dhallett@astate.edu](mailto:dhallett@astate.edu)

Arkansas State University- Jonesboro

Dean B. Ellis Library

(870)351-2807



**COLORADO**SCHOOL**OF****MINES**



Established 1873

"Golden, first known as Golden City, was established in 1859 and served as a supply center for miners and settlers in the area. In 1866, Bishop George M. Randall arrived in the territory and, seeing a need for higher education facilities in the area, began planning for a university which would include a school of mines. In 1870, he opened the Jarvis Hall Collegiate School in a building just south of the town of Golden. In 1873, Mines opened under the auspices of the Episcopal Church and in 1874 the School of Mines became a territorial institution and has been a state institution since 1876 when Colorado attained statehood. Only one other public institution, Colorado State University, is older."



Arthur Lakes Library, Colorado School of Mines

If you're a member of an organization you support it, you participate. The Preservation Steward program was one way open to a library our size.

We were already meeting the requirements for cataloging & preservation in the sections I chose.

Digital sources have off and on been unpredictable.

We'll help provide a print "back up". Should the worst happen we will be part of a group with the resources to help rebuild.

A library renovation is planned and protecting materials crucial to our students' areas of study is a must.

We chose materials already cataloged and preserved.

We re-prioritized our cataloging plan to reflect agency/series materials we wish to include at a later date.

In collaboration with our in-house preservation division we established a formal plan for preservation of materials in our chosen areas and in those we hope to include later.

We tied the stamping/preservation to daily tasks:

Circulation desk does condition review and generates preservation requests for returned materials.

We combined the shelving/preservation review/stamping tasks.

When shelving a book review that shelf plus the one above and below for condition.

Of the assigned 1/2hour shelving dedicate a minimum of 10 minutes to stamping – everybody participates.

Assigned walking the stacks condition review.

Rotating web page slide show

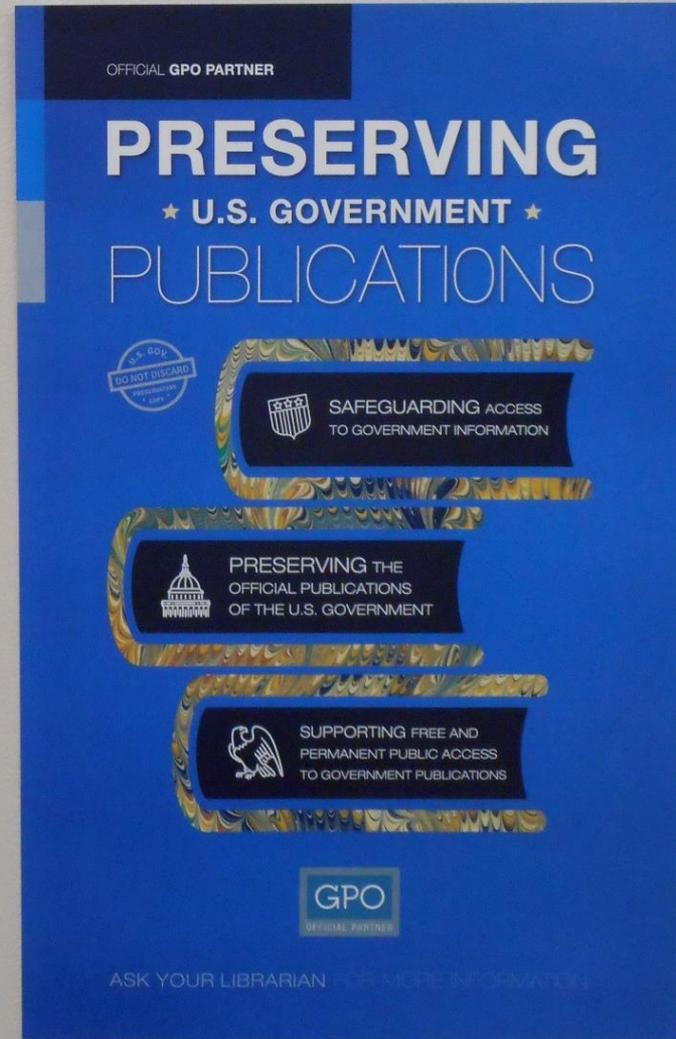
Library newsletter

Student newspaper article under  
consideration

Press release to the campus and the City  
of Golden:

"The Government Publications section at the Arthur Lakes Library at Colorado School of Mines has announced that as of July, 2018 its official enrollment in the Preservation Steward Program. This is a further step in its work with the Federal Depository Library Program to promote and preserve the literature produced by the Government Printing Office. Membership in the Preservation Steward Program is voluntary, but carries the commitment of ensuring that copies of the promised publications are available to the public in good condition."

# End cap posters



Rotating "What's Happening" board just inside the main entrance

# What's Happening

**Find Your Adventure**  
Checkout state park passes & backpacks at the library

LIBRARY

COLORADO SCHOOLS OF MINES

**MENTAL HEALTH RESOURCES**

From Arthur Lakes Library and Mines Wellness Center

**ANXIETY AND PANIC ATTACKS: YOUR QUESTIONS ANSWERED**  
Daniel Zellmerberg  
Cheryl Hinesworth  
Michael A. Bradley

**PROFESSIONAL STRESS IN MENTAL HEALTH**  
Bryana A. Carlsford, Holly A. Cunningham  
**THE UNDESIRABLE UNDERSTANDING OF CAUSES, CONSEQUENCES, AND TREATMENT**  
Janine J. Reed

**THE SELF-CONCEPT OF MENTAL HEALTH**  
Bryana Nixson

**LEADING TO BETTER MENTAL AND PHYSICAL HEALTH**  
Leticia Arfken-Woodley, Erica T. Bone  
**LISTEN: PSYCHOLOGY AND MENTAL HEALTH EXPERTS RESPOND TO YOUR QUESTIONS**  
Richard Roth, Erin Santanar

**MENTAL HEALTH AND MENTAL PROBLEMS: AN OVERVIEW OF CONDITIONS, TREATMENTS AND WELL-BEING**  
Lan Sawyer

**NEUROPLASTICITY AND REPRESSION: YOUR QUESTIONS ANSWERED**  
MIND AND MENTAL HEALTH  
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MIND AND MENTAL HEALTH  
MIND AND MENTAL HEALTH  
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MIND AND MENTAL HEALTH

Michael Martin, Jean Macker, et al.  
**THE SCIENCE OF SOLVING PROBLEMS**  
Lynn T. Jacobs, Jeremy S. Hyman  
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COLORADO SCHOOLS OF MINES  
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SAFELISTARCHIVE

PRESERVING THE OFFICIAL RECORD OF THE U.S. GOVERNMENT

SUPPORTING THE USE AND AVAILABILITY OF U.S. GOVERNMENT PUBLICATIONS

GPO

**FIX MEND TINKER CREATE ENGINEER**

Checkout tools and equipment at the Library today!

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**NEW RESOURCES AVAILABLE FROM THE LIBRARY**

**NINETEENTH CENTURY COLLECTIONS**  
Science, Technology and Medicine, 1780-1820  
**ARCHIVES OF SEXUALITY AND GENDER**  
LGBTQ+ History and Culture Since 1940

**WOMEN'S STUDIES ARCHIVE**  
Women's Issues and Interdisciplinary Learning Materials  
Geographic Region

**MARKING OF THE MODERN WORLD**  
Digital Images and Primary Sources Tracking the Development of the Modern World

**AMERICAN MEDICAL REPRODUCIBLES**  
A Thematic History of American Periodicals from the Nineteenth to the Twentieth Century  
**FROM GALE PRIMARY SOURCES**  
Regional, National and Global

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**NEW RESOURCES AVAILABLE FROM THE LIBRARY**

**BIOPHYSICAL**  
Collection of Books that have inspired us to learn

**BIOLOGY**  
The Biology of Life: From the Molecular to the Organismal

**BIOLOGY: GENERAL LIFE TECHNOLOGY**  
How to use General Life Technology

**BIOPHYSICAL**  
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COLORADO SCHOOLS OF MINES

**OMG CHECK IT OUT**

New Gadgets to Go!  
Learn more and reserve online at:  
<https://mines.libcal.com/reserve/gadgets>

COLORADO SCHOOLS OF MINES  
EARTH • ENERGY • ENVIRONMENT

# Yard signs





LIBRARY

ARTHUR LAKES LIBRARY



TECH SUPPORT  
WE CAN HELP

Government Publication LibGuide – Preservation  
Steward tab under development

Social media accounts managed by our Outreach  
Librarian

Student study desks – publications/publicity  
“drops”

Academic Outreach Coordinator’s walkabouts

Window decals coming from FDLDP?

# Bookmarks





**COLORADO**SCHOOL**OF****MINES**



Karen Pfiffner  
kpfiffne@mines.edu



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# Questions?