



# Federal Depository Library Program

## Rules and Instructions

**2026 Version 1**

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**GPO**

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# I. Background

In February 2023, the Director of the U.S. Government Publishing Office (GPO) charged the Superintendent of Documents with implementing a digital Federal Depository Library Program (FDLP). In February 2024, GPO implemented the limited print distribution framework and formed four [National Collection Service Area \(NCSA\)](#) Steering Committees to facilitate discussion and collaboration among the Federal depository libraries in each NCSA. With the framework focused on overall library needs across the four NCSAs, the paper format selections were whittled down according to certain criteria. For more information about the digital FDLP and the implementation of the limited print distribution framework, see [Implementing a New Print Distribution Framework: A Report for the FDLP Community](#).

This shift in the Program necessitated review and revision of the existing FDLP rules and regulations, which resulted in this new *FDLP Rules and Instructions* document. In addition, the updated rules better reflect changes in library environments generally, particularly since 2020. Regardless, free, permanent public access to Government information remains the driving force of the FDLP.

Title 44, Chapter 19 (§1901-1916) of the United States Code continues to set forth the parameters of the Program. As such, the Superintendent of Documents is charged to uphold the requirements of the FDLP (44 U.S.C. §1909). To do so, the Superintendent of Documents must create policy and guidance documents to set the Program on a path that adheres to the law (44 U.S.C. §1914), while also acknowledging the current landscape of libraries, print collections, and accessibility of online Government information content.

## II. Introduction to *FDLP Rules and Instructions*

The *FDLP Rules and Instructions* is intended to consolidate and clarify library obligations and compile all required rules and further instructions into one document. The *FDLP Rules and Instructions* supersedes the 2018 *Legal Requirements and Program Regulations of the Federal Depository Library Program*. Additional guidance and best practices will be provided to demonstrate aspirational goals and model depository operations outside of required rules and instructions of the Program. Libraries in the FDLP are assessed according to the *FDLP Rules and Instructions* via firsthand investigations as required in 44 U.S.C. §1909.

The *FDLP Rules and Instructions* are organized into three sections: Administrative, Public Access, and Physical Format Collections rules. Each section contains the high-level rules (what your library must do or not do to meet the minimum requirements of the Program), and instructions that provide more details on how to meet or carry out the rules.

Note that the *FDLP Rules and Instructions* are for all depository libraries in the FDLP regardless of depository type and collection status. There is no separate set of rules for digital depository libraries not collecting or holding physical FDLP material. But also note that not all rules will apply to all depositories. It is still useful to be familiar with the entirety of this document so Federal depositories may collaborate most productively with other depositories.

Depository libraries may also be a party in agreements, such as FDLP partnership agreements with GPO or agreements with other depository libraries. These agreements may include additional direction for depository operations and management of FDLP collections above and beyond the *FDLP Rules and Instructions*.

As of 2026, the NCSA Steering Committees are developing collection management plans to guide depository libraries in this new era of collaborative collection development in the FDLP. Depository libraries should consult [FDLP.gov](http://FDLP.gov) web pages about this work in development and reach out to their respective Steering Committees for direction and the most current information as needed or directed to by the *FDLP Rules and Instructions*.

### III. Rules of the FDLP

*Rules are the mandatory, high-level requirements of depository libraries in the FDLP. They are the straightforward statements outlining what a library minimally must do or not do to adhere to the Program.*

#### Administrative Rules

1. The library director agrees to abide fully by the laws, rules and instructions, and Superintendent of Documents public policies and guidance documents governing officially designated Federal depository libraries.
2. All depository libraries are required to report on their condition every two years. (44 U.S.C. §1909)
3. Depository libraries must cooperate with firsthand investigations. (44 U.S.C. §1909)
4. The number of books in a depository library must be 10,000 or more, other than Government publications. (44 U.S.C. §1909)
5. Depository libraries must comply with any recall, withdrawal, or destruction requests from the Director of the Government Publishing Office, the Superintendent of Documents, or their authorized agents.
6. Each regional depository library must have at least one person identified to serve as the regional depository coordinator and point of contact for GPO and the selectives in that state or FDLP region.
7. Regional depositories, within the state or FDLP region they serve, must provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications. (44 U.S.C. §1912)
8. Regional depositories must administer and manage their state or FDLP region's comprehensive depository collection.
9. Regional coordinators must have established weeding procedures to authorize selective depositories in their state or FDLP region to weed physical FDLP material distributed through 2023, prior to the limited print distribution framework. (44 U.S.C. §1912)
10. Federal agency, Federal court, and service academy libraries designated under 44 U.S.C. §1907 do not have to discard depository material through the regional depository library but must offer them to the Library of Congress and the National Archives and Records Administration.
11. Highest state appellate court libraries designated as depository libraries under 44 U.S.C. §1915 are not obligated to retain publications for five years before discarding, nor do they have to discard depository material through the regional depository library. Highest state appellate court depository libraries are not required to provide public access.

## **Public Access Rules**

12. Depository libraries must provide in-person access, via immediate walk-in access, appointment, or other facilitated access model. (44 U.S.C §1911)
13. Depository libraries must provide access to digital/online Federal Government resources. (44 U.S.C. 1911)
14. Depository libraries must have staff who have Government information expertise.
15. Depository libraries must provide Government information reference services.
16. Depository libraries must clearly publicize that they are a Federal depository library and how all users can access related services and collections of any format free of charge. (44 U.S.C §1911)

## **Physical Format Collection Rules**

### **Custody of physical format collections**

17. All depository material accessioned into the physical FDLP collection must be marked or identified as depository property.
18. Physical format FDLP material held by the depository library must be retrievable.
19. If any FDLP material is housed at another institution or facility that is outside the depository library director's authority, a shared housing agreement is needed, and the agreement must be signed by the institutions' directors.

### **Offering or acquiring weeded depository material**

20. Depository publications are Federal property and may only be weeded through established rules and procedures. (44 U.S.C. §1911)
21. Depository libraries cannot materially or financially benefit from the disposal or weeding of depository holdings.
22. Libraries must catalog in their library catalog system any material requested from other depository libraries and accessioned into their physical collection as soon as feasible.
23. Material obtained for digitization purposes must first complete the offering region's existing weeding procedures and may only be requested during national offers.

### **Collection management for FDLP receipts through 2023**

24. Each depository library must maintain a record, including location, of every physical format item or piece received through 2023, prior to the limited print distribution framework.
25. Selective depository libraries not served by a regional depository must retain publications or collectively manage the state or FDLP region's comprehensive collection. (44 U.S.C. §1911)

### **Collection management for FDLP receipts from 2024 onward**

26. Claims for missing or damaged new receipts must be made within the proper timeframe and by the prescribed methods.
27. Depository libraries must catalog all newly distributed physical format FDLP material in their library catalog system.
28. Libraries must follow the reallocation process in their NCSA if they would like to give up selection of a 20- or 50-copy Limited Print Distribution Title.

### **Weeding of FDLP receipts from 2024 onward**

29. For material received from 2024 onward, libraries must offer weeded material nationally in FDLP eXchange.

### **Weeding of FDLP receipts through 2023**

30. Selective depository libraries must follow the direction of their regional depository library when discarding depository material received through 2023, prior to the limited print distribution framework. (44 U.S.C. §1912)

## IV. Instructions

*What follows are the rules of the FDLP in bold text, and the associated instructions.*

### A. Depository Library Administration

Most rules apply to all depositories. However, some rules are only applicable to certain depository types, (for example, regional depositories), and libraries designated under particular sections of Title 44.

#### All depository libraries

- 1. The library director agrees to abide fully by the laws, rules and instructions, and Superintendent of Documents public policies and guidance documents governing officially designated Federal depository libraries.**

Ultimately, the library director is the authority for ensuring the library has the means to fully adhere to the rules and instructions in this document, which are guided by 44 U.S.C. §1901-1916, and the [policies and guidance formally issued by the Superintendent of Documents found on FDLP.gov](#). These policies provide specific instruction on a variety of depository operations, including how to establish shared regional agreements, the process of relinquishing depository designation, and regional discard eligibility and authorization.

- 2. All depository libraries are required to report on their condition every two years. (44 U.S.C. §1909)**

Each depository library must complete the Biennial Survey of Depository Libraries to fulfill this legal obligation.

- 3. Depository libraries must cooperate with firsthand investigations. (44 U.S.C. §1909)**

GPO will make firsthand investigations at depository libraries as needed to ensure depository libraries are fulfilling the Program requirements.

- 4. The number of books in a depository library must be 10,000 or more, other than Government publications. (44 U.S.C. §1909)**

Libraries may count any format of publications accessible via their library system towards this requirement, including consortially-owned resources. A library that provides access to digital publications via the internet meets the minimum threshold required by law.

- 5. Depository libraries must comply with any recall, withdrawal, or destruction requests from the Director of the Government Publishing Office, the Superintendent of Documents, or their authorized agents.**

Recall, withdrawal, and destruction requests may only be issued by the Director of the Government Publishing Office, the Superintendent of Documents, or their authorized agents (see Superintendent of Documents Public Policy Statement [8-2024 Withdrawal of Federal information products from the National Collection of U.S. Government Public Information and GPO's online U.S. Government Bookstore](#)).

All depository libraries must submit any action forms or surveys requested to comply with recalls, whether they hold the specific items in their collection or not.

## Regional depository libraries

- 6. Each regional depository library must have at least one person identified to serve as the regional depository coordinator and point of contact for GPO and the selectives in that state or FDLP region.**

The system of record for contact information is the [FDL Directory](#). The regional depository library should keep their entry in the FDL Directory up-to-date or contact GPO for assistance.

- 7. Regional depositories, within the state or FDLP region they serve, must provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications. (44 U.S.C. §1912)**

Regional depositories must provide guidance regarding procedures to properly weed FDLP material and services available to selective depositories in their state or FDLP region. Changes to services, weeding procedures, and other relevant FDLP information must be communicated to selective depositories in a timely manner.

- 8. Regional depositories must administer and manage their state or FDLP region's comprehensive depository collection.**

The comprehensive depository collection is comprised of publications deposited anywhere in the state or FDLP region, prior to February 2024, after which the limited print distribution framework was implemented. Regional depositories are therefore not required to select, claim, or otherwise maintain publications distributed after February 2024 under the limited print distribution framework (see Superintendent of Documents Public Policy Statement [7-2025 Print Distribution and Access to Government Publications in a Digital Federal Depository Library Program](#)). The regional depository must monitor offers for their state or FDLP region's comprehensive collection needs.

Management of the comprehensive collection may be aided through various means, including but not limited to shared regional agreements and shared housing agreements with selective depositories.

## **Weeding a Regional Depository Collection (publications distributed prior to February 2024)**

Regional depositories may weed or discard certain publications under the following conditions:

- Publications superseded by later editions (in any format), those issued later in bound form, and duplicates, may be weeded or discarded at any time. Regionals may substitute physical for physical format equivalents (for example, paper and microfiche). Regionals may also be authorized by GPO to substitute with a digital format equivalent via the Regional Discard Policy [2022-2 Government Publications Authorized for Discard by Regional Depository Libraries](#)). This material may be offered to other depository libraries, but it is not required.
- Regionals may enter into shared regional agreements with other regional depository libraries to collaboratively de-duplicate shared FDLP material while still retaining the administrative role of regionals in their respective states or FDLP regions (see Superintendent of Documents Depository Guidance Document [2018-1 Guidelines for Establishing Shared Regional Depository Libraries](#)).
- The Superintendent of Documents may authorize regional depositories to discard physical format FDLP material if certain criteria are met according to the Superintendent of Documents Public Policy Statement [2022-2 Government Publications Authorized for Discard by Regional Depository Libraries](#).
- If damaged material that is unsafe and unsuitable for remediation is held by a regional depository, the library must consult with GPO to obtain discard authorization. Regional depositories are not required to replace unsalvageable, damaged material, but GPO may require the regional to document collection disposition, such as the costs involved if material was to be replaced, the ability and resources of the library to mitigate damage, and what FDLP material was damaged and unsuitable for remediation.

### **9. Regional coordinators must have established weeding procedures to authorize selective depositories in their state or FDLP region to weed physical FDLP material distributed through 2023, prior to the limited print distribution framework. (44 U.S.C. §1912)**

When material is eligible for discard (see [Table 2: Weeding Eligibility Based on Receipt Date](#)), regional depositories may use the following options to approve or disapprove weeding requests:

- a. Require selectives to submit offers that the library wants to discard in a list to the regional depository, into the FDLP eXchange, or other regional-approved system.

- The regional specifies whether to use FDLP eXchange or other system or listing method. The file format and required metadata elements for offers should be specified. The regional depository staff must check the list for any publications that are missing from their collection. As part of managing the comprehensive collection, material missing from the regional collection must be claimed or confirmed to be elsewhere in the state or FDLP region.
  - Publications must first be reviewed by the regional depository(ies) and any depositories holding parts of the regional collection, and then offered to other depository libraries in the state or FDLP region.
- b. Conduct an in-person review of the publications to be discarded.
- The regional library may conduct an in-person review of the publications to be discarded. Authorizing weeding through ‘eyeballing’ the material can be beneficial if the regional library is confident that the material being withdrawn is located elsewhere in the state or FDLP region.
- c. Require selective libraries to check discards against a “needs” list.
- A list of material that is known to be needed for the state or FDLP region may be compiled. Offering libraries can quickly identify libraries seeking to fill gaps in their collection. Any needs list must be maintained to keep it accurate and current.
- d. Exempt from offering any material found on a “do NOT need list,” such as a verified catalog report, or compiled offers lists that have already been reviewed.
- A list of material eligible for weeding that the regional knows is not needed in the regional collection may be compiled. The list may be derived from a catalog report with a high degree of confidence in the holdings and condition of material, or from a compilation of offers lists that have already been searched and found to not be needed in the regional collection. Material found on the list is exempt from offers. This type of list must be maintained to keep it accurate and current.
  - Alternatively, regionals may exempt from offering all, or portions of, the FDLP collection found in the regional’s catalog, provided it is cataloged with a high degree of confidence. Searching the regional’s catalog is not as convenient for the offering library as reviewing a list but does have the advantage of maintaining currency.
  - Even if material is exempt from offering to the regional depository, regionals may still require selective depositories to offer this material to the other selectives in their state or FDLP region, nationally to all depositories, or to Preservation Stewards.
- e. Exempt from offering certain formats or publication dates, for example, microfiche.
- Per the [1995 Memorandum On Eliminating Microfiche From Future Discard Lists](#), the regional coordinator may grant exemptions of specific categories or formats from disposal list requirements (for example, exemption of format,

material condition, or by publication date). Exemptions are permitted when it is confirmed the regional depository collection is already complete in areas exempted from discard listing.

- Regionals may exempt substituted material from offers.
- Superseded material does not need to be offered to others, unless a depository in the state or FDLP region collects superseded material.
- Even if material is exempt from offering to the regional depository, regionals may still require selective depositories to offer this material to other selectives in their state or FDLP region, nationally to all depositories, or to Preservation Stewards.

f. Exempt from offering damaged material.

- If a selective depository library wants to dispose of damaged depository material that they cannot remediate, the library should notify the regional, providing the affected titles or classification ranges as available. Libraries are not required to retain material that is unsafe for health reasons. See [rule 30e](#) for additional instruction on discarding damaged material distributed through 2023.

Typically, the discards process entails offering first to the regional, and then to selectives in the state or FDLP region. In some regions, no selectives are reviewing discard lists. In such cases, regionals may allow their selectives to bypass offering discards to others in their state or FDLP region. This practice should be periodically reviewed to ensure collection development plans have not changed among selectives.

Regional depositories may authorize the transfer of depository material between selective depositories within their state or FDLP region without requiring that material to be offered. The material does not need to be eligible for discard to transfer. No shared housing agreement is needed as the receiving selective library assumes all custody and responsibility for managing the material moving forward. If a library housing transferred publications chooses to weed them, they become eligible for weeding after one year for substitution, or after five years from the date of distribution to the original library of receipt.

Regional depository libraries do not have jurisdiction over weeding operations at Federal agency or highest state appellate court depository libraries, but regional coordinators are still encouraged to develop relationships and provide services to these libraries as appropriate.

## Specific library types

- 10. Federal agency, Federal court, and service academy libraries designated under 44 U.S.C. §1907 do not have to discard depository material through the regional depository library but must offer them to the Library of Congress and the National Archives and Records Administration.**

Federal agency, Federal court, and service academy depository libraries must still follow FDLP public access and services requirements.

If Library of Congress contact information is needed in order to learn about their process, contact GPO.

The National Archives and Records Administration (NARA) is using [Office of Management and Budget Memorandum \(OMB\) M-23-07](#) (December 2022) to direct accession of records. NARA may not be accepting any transfer of FDLP publications, but Federal agency, court, and service academy libraries designated under 44 U.S.C. §1907 should review this Memorandum and confirm with their agency records officer if they are waived from the transfer of FDLP material.

- 11. Highest state appellate court libraries designated as depository libraries under 44 U.S.C. §1915 are not obligated to retain publications for five years before discarding, nor do they have to discard depository material through the regional depository library. Highest state appellate court depository libraries are not required to provide public access. (44 U.S.C. §1911)**

In the spirit of the FDLP, highest state appellate court libraries are encouraged to work with the regional in their state or FDLP region regarding the discards of their FDLP material. Likewise, they are encouraged to provide public access to FDLP content.

## **B. Public Access and Services**

*Public access is an essential tenet of the FDLP and required by Title 44 of the U.S. Code. Public access to Government information can take many forms and will not look the same at each library.*

*The spirit of the FDLP implies that the library is a place where patrons can get assistance in the discovery and use of Government information resources. The need for Government information reference assistance is not altered by format, and the need for technical assistance with digital content only increases the necessity of in-person assistance.*

*All depository libraries are encouraged to provide immediate walk-in access when feasible so that the public can readily use reference services and obtain access to digital content and any physical FDLP collections the library holds. Ideally, libraries offer both mediated and unmediated access so patrons can choose what is best for their needs. At the same time, GPO realizes that immediate walk-in access may not be attainable for libraries with staffing, building, or security challenges. For libraries with walk-in access limitations, prompt digital access and publicized support for scheduled in-person appointments is acceptable customer service for both library affiliates and non-affiliates.*

### **In-person public access**

- 12. Depository libraries must provide in-person access, via immediate walk-in access, appointment, or other facilitated access model. (44 U.S.C §1911)**

See [Table 1: Access Challenges and Workarounds](#) in the Appendix for acceptable approaches to address common public access issues faced at depository libraries. Any access workarounds should be publicized to all users.

## General public access and services

### **13. Depository libraries must provide access to digital/online Federal Government resources.**

How libraries provide access and what content they curate and specialize in is determined by library staff. Libraries should base collection management decisions on patron needs and provide ready reference to key resources as they see fit. There is no requirement to promote or provide access to a specific collection of Federal Government publications.

Libraries may choose to provide some or all of the following to enhance access, but are not required to:

- Maintain an item selection profile for digital content.
- Obtain catalog records for digital material.
- Maintain digital format collections in a catalog.
- Download or keep local copies of digital format resources.

### **14. Depository libraries must have staff who have Government information expertise. (44 U.S.C. 1911)**

Libraries should be able to provide or facilitate access to Government information in all formats within the FDLP network in a multi-faceted reference environment:

- The depository coordinator or depository library staff members should be familiar with FDLP content and various reference tools to help users find Federal Government information in all formats.
- The depository coordinator or depository library staff members should spend time on professional development or continuing education related to Government information topics. For example, library staff may attend free [FDLP Academy](#) webinars coordinated by GPO, become familiar with [FDLP Resource Guides](#), learn more about depository tools at [FDLP.gov](#), or seek out courses or programming through professional associations.

### **15. Depository libraries must provide Government information reference services.**

Any patron, including but not limited to affiliates, minors, those with disabilities, and the general public, should be able to obtain access to and reference assistance for Government information.

Patrons should be able to obtain basic level assistance from library staff:

- All public service staff should know their library is in the FDLP.
- All public service staff should be able to assist with a known item search for a Government publication that includes title, SuDocs, or other classification number, etc. Staff should be able to identify when an inquiry includes a Government information scope and assist or refer accordingly.
- If needed, patrons should be able to obtain a referral to a staff member with Government information knowledge or expertise.

**16. Depository libraries must clearly publicize that they are a Federal depository library and how all users can access related services and collections of any format free of charge. (44 U.S.C §1911)**

Users need to know that a depository library is a place they can access Federal Government information and related services, such as reference assistance and interlibrary loan. Information must be shared on library building entrances (or as close as possible) and on the library's website, as applicable. Depository libraries are not required to provide legal assistance or support filling out Government forms.

The following is a non-exhaustive list of the type of information that should be shared based on individual depository library operations:

- Identify the library as a Federal depository library that offers Federal Government information access and services. GPO has optional window decals/stickers that meet this requirement for library building entrance(s).
- How to gain in-person access to Government information reference assistance and other related user services (appointments for example)
- Descriptions of the FDLP physical collections, including formats available, description of what is cataloged and uncataloged, any supplemental non-FDLP resources, etc.
- How to access FDLP physical collections (in offsite storage or closed stacks for example) and how long it may take for material to be available for use
- Disruptions to access and services (as a result of, for example, building remodels or disasters) and any temporary alternate access options in the interim
- Alternate access options and accommodations when library facilities are not ADA-compliant or are non-compliant with other local, state, or Federal laws relating to access
- Wi-Fi or other connectivity options, and how to gain access to library computers or equipment, including any restrictions
- Scanning, photocopying, and printing options

- Circulation and interlibrary loan options
- Any fees for printing or other services
- A list of equipment available for reading or accessing non-paper formats

## C. Physical Format Collection

*FDLP content in all formats is part of the [National Collection of U.S. Government Public Information](#). The material distributed in physical format is geographically dispersed among depository libraries which provide custody and service for this depository material (Title 44 U.S.C. §1909). The National Collection is acquired in a variety of ways: selected by item number and received through regular FDLP distribution, acquired from other Federal depositories, and made available through Special Selection Offers and similar one-time offers.*

*The FDLP experienced a major shift in 2024 with the implementation of the limited print distribution framework and a focus on the digital format over the paper in terms of new receipts to depository libraries (see [Superintendent of Documents Public Policy Statement 7-2025 Print Distribution and Access to Government Publications in a Digital Federal Depository Library Program](#)). With fewer paper copies distributed to depository libraries, and the introduction of the NCSA Steering Committees to coordinate the management of this material with GPO, new rules distinct from prior collection rules and regulations are necessary.*

*Additional requirements may apply to official GPO partners, such as Preservation Stewards.*

### Custody of physical format collections

The rules in this section apply to all FDLP material regardless of when they were distributed to depository libraries.

#### **17. All depository material accessioned into the physical FDLP collection must be marked or identified as depository property.**

This rule applies to all FDLP material received through FDLP distribution as well as weeded material requested from other depository libraries through the offers process. Retaining a shelf list that was used to record depository receipts may assist with identification of material received in the past through the FDLP.

The process of marking items as depository property can be accomplished in a variety of ways, including but not limited to a depository stamp or a note in the catalog record.

#### **18. Physical format FDLP material held by the depository library must be retrievable.**

Even if a digital equivalent exists, if the library holds the paper format it must be accessible to the patron upon request. This does not apply to temporary situations where access is impacted by natural disasters, renovations, or security emergencies.

If any FDLP materials are lost due to theft or irreparable damage, notify your regional depository and GPO which titles have been lost.

- 19. If any FDLP material is housed at another institution or facility that is outside the depository library director's authority, a shared housing agreement is needed, and the agreement must be signed by the institutions' directors.**

The agreement should be kept on file at all involved institutions, including designated depository libraries, housing or service sites, regional depository libraries, and GPO. All involved parties must notify GPO if the agreement is no longer active or valid, and all depository publications housed there must be returned to the depository library.

## Offering or acquiring weeded depository material

- 20. Depository publications are Federal property and may only be weeded through established rules and procedures. (44 U.S.C. §1911)**

There are different weeding options depending on when the material was distributed. Material becomes eligible for weeding when it meets explicit criteria.

See [Table 2: Weeding Eligibility Based on Receipt Date](#) in the Appendix for an overview of the weeding eligibility options based on date of receipt.

- 21. Depository libraries cannot materially or financially benefit from the disposal or weeding of depository holdings.**

After following established FDLP weeding procedures, the material not sent to other depositories or GPO may be discarded or given away for free.

- 22. Libraries must catalog in their library catalog system any material requested from other depository libraries and accessioned into their physical collection as soon as feasible.**

It is understood that libraries, especially regional depositories, may take in large amounts of FDLP content from other depository libraries and that it will take time to process, catalog, and incorporate this material into collections.

- 23. Material obtained for digitization purposes must first complete the offering region's existing weeding procedures and may only be requested during national offers.**

As the material has already proceeded through the regular weeding process, after digitization, the material does not need to be accessioned or offered again.

Material obtained from depository libraries that was exempt from offer requirements per their regionals' weeding process may also be obtained for digitization without needing to be offered or accessioned after digitization.

If material is to be digitized and accessioned into the print collection, it may be requested at any time in the region's offers process.

## Collection management for FDLP receipts through 2023

The following information applies to material received before the limited print distribution framework implementation in 2024.

**24. Each depository library must maintain a record, including location, of every physical format item or piece received through 2023, prior to the limited print distribution framework.**

Recordkeeping is required. This may be accomplished through full cataloging, creation of a shelf list in paper or electronic format, or a combination of the two, although full cataloging in the library's system is strongly encouraged for enhanced access and discovery. Libraries may document location information for physical collections via holdings records, collection management plans/guides, shared housing agreements, or other documentation. Recordkeeping is not required for FDLP promotional material.

**25. Selective depository libraries not served by a regional depository must retain publications or collectively manage the state or FDLP region's comprehensive collection (44 U.S.C. §1911).**

Selective depositories in a state or FDLP region without a regional depository may discard publications superseded by later editions (in any format), those issued later in bound form, and duplicates.

Selectives may collectively manage the comprehensive collection. A plan must be submitted to and approved by the Superintendent of Documents. The plan should consider any NCSA Steering Committee Collection Management Plans and include coordination with the NCSA Steering Committees to ensure the collective maintenance of comprehensive, geographically-distributed collections in physical format across the NCSA (see Superintendent of Documents Public Policy Statement [2022-1 Government Publications Authorized for Discard by Regional Depository Libraries](#)).

## Collection management for FDLP receipts from 2024 onward

Under the limited print distribution framework that began in February 2024, paper format titles that continue to be distributed fall into three categories:

- Unlimited Print Distribution Titles (PDT): titles distributed to any depository library that wants a copy and selects it by item number.
- Limited Print Distribution Titles (PDT): titles allocated and distributed to either 20 or 50 depository libraries, depending on the title. GPO manages the selection by item number of these titles for the depository libraries.
- Special Selection Offers (SSOs): select print titles offered in varying quantities to depository libraries and randomly distributed.

See Superintendent of Documents Public Policy Statement [7-2025 Print Distribution and Access to Government Publications in a Digital Federal Depository Library Program](#) for more information about this distribution framework and policy.

**26. Claims for missing or damaged new receipts must be made within the proper timeframe and by the prescribed methods.**

Note that the claims window ends 90 days from the date of the shipping list. The methods for making claims are found on the Claims page on [FDLP.gov](#). Preservation Stewards may be given preference if claims copies of a title are limited.

**27. Depository libraries must catalog all newly distributed physical format FDLP material in their library catalog system.**

This includes material distributed based on FDLP selection profiles as well as SSOs. Individual items must be identifiable via the catalog record.

**28. Libraries must follow the reallocation process in their NCSA if they would like to give up selection of a 20- or 50-copy Limited Print Distribution Title.**

Additionally, NCSA Steering Committees and GPO will provide instruction to any libraries that received Limited Print Distribution Titles and are leaving the FDLP.

## **Weeding of FDLP receipts from 2024 onward**

There is a one-time, five-year pause on the weeding of material distributed between February 2024 and February 2029. This moratorium on supersession and substitution before the five-year rule eligibility was implemented by the Superintendent of Documents as authorized by 44 U.S.C §1911 to allow time to secure Preservation Steward agreements for Print Distribution Titles and for the creation of NCSA Collection Management Plans.

**29. For material received from 2024 onward, libraries must offer weeded material nationally in FDLP eXchange.**

Beginning in February 2029, material that was distributed in February 2024 onward will become eligible for weeding based on the following criteria:

a. Superseded material

- Libraries may supersede material. Offers must be posted in FDLP eXchange and offered nationally.

b. 5-year rule

- Publications may be offered after holding for five years. Offers must be posted in FDLP eXchange and offered nationally.

The following two criteria fall outside the five-year weeding moratorium and may be applied immediately:

c. Duplicates

- If a library receives a duplicate copy of a newly distributed publication, they should contact GPO. GPO will make a case-by-case determination if the material needs to be returned. If the material is returned, GPO will provide a pre-paid shipping label. If GPO does not need the item returned, the library may discard it or offer the material to other libraries, noting that the offer is a duplicate limited print distribution copy.

d. Damaged material

- Significantly damaged material already accessioned into the collection may be discarded without national offers in FDLP eXchange, after library staff consult with GPO.

Substitution is not permitted for material distributed in February 2024 onward under the limited print distribution framework. Libraries are encouraged to deselect paper material that does not have longer term utility at their library and instead provide access to the digital format.

See [Table 2: Weeding Eligibility Based on Receipt Date](#) in the Appendix for an overview of the weeding eligibility options based on date of receipt.

## Weeding of FDLP receipts through 2023

In accordance with rule 20, libraries may weed physical material from their collection when it meets explicit eligibility requirements and has proceeded through the established weeding workflow in the state or FDLP region.

### **30. Selective depository libraries must follow the direction of their regional depository library when discarding depository material received through 2023, prior to the limited print distribution framework (44 U.S.C. §1912).**

Discarding is a privilege granted by the regional depository and not a right of the selective depository. For unique material that cannot be taken or held in the regional's collection, all parties must work together to find a home in the state or FDLP region to maintain the comprehensiveness of the state or region's FDLP collection.

Material received through 2023 becomes eligible for weeding when it meets the following criteria:

a. Superseded material

- Regional and selective libraries may supersede material with any format when material is revised, updated, or reissued in bound format. Libraries may use the [2002 Superseded List](#) (last updated online through 2009) as a reference source

for additional examples of specific publications that are superseded or have special considerations. Consult the Introduction of the [1996 Superseded List](#) for an explanation of the notations and terminology.

- Superseded material does not need to be offered, unless required per the state or FDLP region's established weeding procedure.

b. Substitution of material

- With regional permission, selectives may substitute physical receipts with digital or alternate physical formats. Digital format material must be official, complete, and free of charge to library users.
- Substituted material may need to be offered, if required, per the state or FDLP region's established weeding procedure.

c. 5-year rule

- Publications at selective depositories may be offered after holding for five years, based on the date of the shipping list, date of receipt, or the date of processing. Offers must be posted per the state or FDLP region's established procedure. The regional may decline the discard request if the material is needed for the region or NCSA comprehensive collection.

d. Duplicates

- Selective depositories may discard duplicates at any time. Duplicate material may need to be offered, if required, per the state or FDLP region's established weeding procedure.

e. Damaged Material

- Selective depositories should consult with their regional depository coordinator about offering damaged material. Depending on the degree or type of damage, the regional may permit the library to discard the damaged material without offering it to other depositories. Generally, selective depositories are not required to replace damaged material, but if the material is held on behalf of the regional or is of other significance, the regional or GPO may require the depository to document collection disposition, such as the costs involved if material was to be replaced, the inability and lack of resources of the library to mitigate damage, and what FDLP material was damaged and unsuitable for remediation.

See [Table 2: Weeding Eligibility Based on Receipt Date](#) in the Appendix for an overview of the weeding eligibility options based on date of receipt.

## D. Table Appendix

**Table 1: Access Challenges and Workarounds**

Challenge	Workarounds
Temporary security measures and other public health emergencies	<p>Limited public access is permitted in emergencies, provided the emergency continues to persist and the situation is documented in local channels (campus alerts for example).</p> <p>Libraries must advertise access workarounds to the best of their ability.</p>
Building access and security measures (for example, card swipe, ID requirement, security guard, etc.)	<p>If an ID is required, a government-issued form of ID must be acceptable.</p> <p>To ensure knowledgeable staff are onsite when needed, libraries can require appointments.</p> <p>Referrals to other libraries for more timely access are permitted.</p> <p>When needed, libraries are permitted to provide in-person reference services and collection access at another location that is agreed upon with the patron.</p> <p>Libraries must advertise access workarounds to the best of their ability (web pages, signage near door, etc.).</p>
Limited access hours or no in-person access during finals or exams	<p>A referral to a nearby library or setting up an appointment for after the exams or finals period is permitted.</p> <p>Libraries must advertise access workarounds to the best of their ability.</p>
Problematic patrons	<p>Patrons who violate library behavior policies may be banned from the library. Libraries should have a patron behavior policy posted or advertised.</p>

*Table 1: Access Challenges and Workarounds continued.*

Challenge	Workarounds
Age restrictions and Children’s Internet Protection Act (CIPA) restrictions	Federal, state, and local laws protecting minors should be followed. Libraries may provide mediated reference assistance in lieu of self-access.
Restricted access to computer equipment or networks	<p>Libraries may provide mediated reference assistance and access if patrons are unable to directly use computer equipment or networks.</p> <p>Libraries may enforce reasonable time limits on computers, ID requirements, and sign in logs.</p> <p>Libraries may give priority computer access to affiliates.</p>
Insufficient equipment (hardware) or software impacting the ability to view/download/print/manipulate digital content on public computers	<p>Libraries should strive to possess software and equipment necessary to view, download or manipulate digital data (both old and new). It is acknowledged that this is a challenge.</p> <p>If the content or media is unusable at the library, the material must circulate, and if possible, the library should refer users to nearby libraries possessing the knowledge, equipment, or software needed to access the content.</p> <p>Mediated access to digital content is permitted if public computers do not have the ability to view, download, print, or otherwise manipulate digital content or media.</p> <p>In order to ensure knowledgeable staff are onsite when needed, appointments to use media are acceptable.</p>

**Table 2: Weeding Eligibility Based on Receipt Date**

Eligibility basis	Receipts through 2023	Receipts from 2024 Onward
Superseded material	Eligible at any time.	<b>After 2029 moratorium:</b> Eligible. Offers must be posted in FDLP eXchange and offered nationally.
Substitution of material	<p><b>Selectives:</b> Eligible after holding for one year and with regional permission. Includes physical for physical format and physical for digital.</p> <p><b>Regionals:</b> Eligible after holding for one year. Includes physical for physical format equivalents. Digital format substitution only eligible via the Regional Discard Policy (SOD 2022-2).</p>	<b>After 2029 moratorium:</b> Not permitted.
5-year rule	<b>Selectives:</b> Eligible after holding for 5 years.	<b>After 2029 moratorium:</b> Eligible after holding for five years and offering nationally in eXchange.



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