

Northeast National Collection Service Area Steering Committee

Annual¹ Report, 2024 – 2025

In March 2024, appointments were made to the Northeast National Collection Service (NCSA) Steering Committee, and the first meeting was held in April. The purpose of the Steering Committee is to facilitate discussion and collaboration among the Federal depository libraries in the NCSA, particularly, but not exclusively, with collection flexibilities.

A major assumption of the Government Publishing Office (GPO) when establishing the limited print distribution (LPD) framework and the steering committees was that the collection needs of the four NCSAs will vary. And at this point, the LPD framework had barely begun. Very early on, a few libraries changed their minds about receiving print publications. With this as background, GPO tasked the steering committees with developing a plan to reallocate LPD titles to a library when another relinquished them. After much discussion, the Northeast NCSA Steering Committee (NESC) submitted a process plan which the Superintendent of Documents approved on October 11, 2024. The Depository Library Council representatives to the four steering committees collaborated on a presentation at the Fall 2024 Federal Depository Library Conference/Depository Library Council Meeting where they [shared their reallocation processes](#).

Later in the year the NESC had the opportunity to test their reallocation plan when a library wanted to relinquish their thirteen allocations. Through the process, those thirteen titles were reallocated successfully to four libraries.

Another task was undertaken at the request of GPO was to develop a “last copy” policy for the NCSA. There was much discussion about what this meant. The other steering committees were having similar discussions. The chairs of steering committees met to discuss this. They agreed that they did not want to realize a publication was a last copy available in the NCSA and then determine how it should be preserved. Or worse, discover that one copy is not enough for the NCSA. Rather they thought a better approach was to have retention commitments to ensure preservation. The NESC agreed with this approach, as did the other Steering Committees. The chairs also

¹ The NCSA Steering Committee year is 1 June – 31 May.

defined retention commitment, which was accepted by all the NCSA Steering Committees:

A retention commitment is a formal signed agreement between the U.S. Government Publishing Office and a library or a Federal agency in which the library or Federal agency guarantees to hold and preserve specified National Collection of U.S. Government Public Information titles for a length of time that is indicated in the agreement.

As we looked toward the goal of developing a comprehensive collection management plan, the NESC had to determine the minimum number of copies of a publication to retain and preserve for the Northeast NCSA's collective collection. The decision was to maintain at least three copies of a publication within the NCSA.

To understand the existing shared print environment in the Northeast, as it relates to government documents, four such projects were contacted: Maine Shared Collections Cooperative; Research Collections and Preservation Consortium (ReCAP); Eastern Academic Scholars' Trust (EAST); and Scholars Trust.

Nearing the end of its first year, the NESC was preparing an invitation to send out to the depository libraries in the Northeast NCSA, offering them an opportunity participate in the development of the NESC comprehensive collection management plan by serving on working groups for: Collection Development and Collection Management; Cataloging and Access; and Preservation.

Major accomplishments of NESC in its first year:

- Developed a reallocation process;
- Tested the process with a reallocation of thirteen titles to four libraries;
- Determined a minimum need of three copies of a title with retention commitments; and
- Researched shared print repositories in the Northeast.

At year's end, the members of the Steering Committee were:

Kris Abery	Connecticut State Library
Andrea Craley	Harford Community College
Liza Duncan, Chair-elect	New York State Library
Jake Eschler, Secretary	Vassar College
Joshua Fennell	Colgate University; DLC's representative
Trina Magi	University of Vermont

Abigail McDermott*
Charlotte Schneider
Nicholas Wolkowicz, Chair

Library Services & Content Management, GPO
Rutgers Law School Library
Massachusetts Trial Court

Cynthia Etkin, DFO
Kate Pitcher, DFO

Office of the Superintendent of Documents, GPO
Chief, Federal Depository Support Services, GPO

**Non-voting member*

DLC = Depository Library Council

DFO = Designated Federal Officer

I'd like to thank the members of the NESC for their time, energy, engaging discussions, and work in this inaugural year of the Steering Committee. The assigned tasks from GPO were accomplished. And the groundwork was laid for the comprehensive collection development and management plan, which will ensure access to and preservation of the Northeast National Collection Service Area's Federal documents contribution to the National Collection of U.S. Government Public Information.

Respectfully submitted,

Liza Duncan

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Chair, 2025-2026
Northeast NCSA Steering Committee