

Event ID: 2994710

Event Started: 8/23/2016 1:48:14 PM ET

[Please stand by for realtime captions]

Good afternoon everyone. Welcome to our webinar implementing the regional discard policies updates and Q&A.

Before we get started I will walk you through a few housekeeping reminders, if you have any questions feel free to put them in the chat box. On the bottom right-hand corner. I will keep track of all the questions that come in and that the end will respond.

We're recording today's session and will email a link to the recording to everyone who is registered for the webinar. The webinar will be available in our webinar archives along with a PDF of the slide deck. The webinar archive can be found on the website.

We're sending out a certificate of participation using the email that you used to register. If anyone needs additional certificates because multiple people are watching send us an email.

Include the title of today's webinar along with the names and email addresses of those watching.

Finally if you need to zoom in on the slides click on the full screen button. To exit, go to the top mouse over the green bar and that will expand and click the return button.

Hello. I will talk about the implementing the regional discard policy, the focus will update you on what's been going on and we will have time for questions at the end. I notice in the registration there are some new people that have not been in some of the other sessions so I want to do a little review for those of you. To refresh.

For those of you who may have missed what the discard policy is all about, total 44 says that regionals cannot discard materials from their collection. Unless there is alteration by the superintendent so the committee body allows us to implement a regional discard policy, and the stipulation that we have, that are issued, this isn't anything new but it is part of the policy. For a long time, for the superseded list a lot of things have been listed here and regionals have been able to use that as a guide.

The second stipulation, the publication has to have been retained by the regional depository library for a period of seven years, that can be from the date process got the shipping date, the date of receipt, or if there is another date that you are using, that is fine. As long as you know it has been seven years in your collection.

The publication has to be available on GPO federal system in a format that meets the standards and has a digital state measure, and the third part was added on printing company added this

stipulation that the publication must exist in a tangible format with at least 4 copies distributed within the F TLP.

A little explanation, the tangible items for seven years in a collection, that can be seven years from which ever date you use and in the list that we sent out of eligible titles, the date is the year of the publication so that's what we use on that list, you may use another date, shipping list or what have you.

The digital signature, right now the only materials that have a digital signature are in PDF, and those are eligible but there are some of them got the older ones that are in PDF that do not have a digital signature so make sure when you're looking for materials to discard that signature.

The tangible copy that you have in your collection must be the same as a digital copy. We are looking for equivalency in content.

If you're going to be withdrawing the tangible for the use of the digital version, you need to make sure that digital publication is accessible.

The tangible publication is maintained by at least four stewards at this point, we have a lot of people that we are talking to, they have expressed interest in preservation as of yet we have no signed agreements.

We have a lot of phone calls coming in next week.

Before the materials can be discarded depositories must receive approval and the regional must offer the items to the selective depositories nationwide.

I really want to stress this, this is a much bigger font than the other slides, there was a rumor that GPO is really urging regional depository libraries to discard materials and I will do a little myth busting. We're not urging regional depositories to discard materials, it is holy a regional decision as to whether or not they want to implement the discard policy in their library. There is nothing in this policy that mandates a regional depository library discard materials from their federal depository collection. It is an option. And just like selective and other parts of libraries do, you want to provide the content to your users in the manner in which it will be most useful to them and increasingly we know all the data shows that the digital version is best but there are those who prefer the tangible so we're not making regional discard.

There are some related policies to mention a couple, they relate to the discard policy and what is the scope of materials that are in the depository program and the cataloging and indexing program and what is in scope for ingest into the GPO system of online access.

This will tell you the kinds of materials that are eligible for inclusion, the kinds of materials that are seen as part of the national collection of government information that we are building, and the first one, the public access through preservation, reaffirms our commitment to preservation and to permit public access.

Not a policy but also something just to mention is for many years GPO has been a non-affiliate, we serve as an affiliate for all of the content that is on the info site and that means that in accordance with the agreement, GPO has to arrange and describe reference and access for services to all of the content that is on the site, not actually retain custody for the content, but we are holding it in providing service lifecycle management, services to the content. We have been in this agreement since 2003, revised in 2012 on GPO access became the system of record.

Looking at these gives us the broader picture of what we are doing with preservation, and what we are doing with collection building with the federal digital system.

Preservation stewards, those who will be providing preservation responsibilities to those for geographically dispersed copies of titles, they had obligated themselves to take on some responsibilities for preserving materials that are preservation copies of record, preventive measures or activities that will delay the grading or materials from becoming damaged, and also if there is a program in your library, that conservation or preservation actions to reverse the degradation and damage of materials, would also be part of the preservation stewards activity. We do have a final memorandum of agreement now, we will go over parts of this in a little bit and it will be posted to the website tomorrow.

Preservation stewards, they will have this agreement and as part of the agreement because we have also at the same time in developing the federal information network, the stewards are partners in this. Because we are looking to preserve the digital as well as the tangible, and in this case the preservation stewards are carrying out that role of preserving the tangible content.

The preservation stewards obligates libraries to verify the physical existence of items on their list, they will submit a list in accordance with the agreement of the titles that they want to serve as a preservation stewards. So they have to verify the existence of those items, they have to ensure the items are catalogued so that they can be accessible, if they are not catalogued it should be record that's at least minimum level category. And there needs to be some kind of determination of the condition, we are looking at conditions statements that are good or anything above that. Good is the minimum level for preservation copy of record. We posted on the implementing discard policy project page, the definitions of the different conditions and we have five definitions.

We have poor, good, fine, fair.

This next part, number four, there was discussion about this, we got several comments about this, whether this should happen or what he should have preservation copies that are circulating. We have decided to retain the number four so you can pick either and in A you store the items and you make items noncirculating, and they don't circulate through [Indiscernible] or you can house the items in open accessible staff and allow them to circulate.

If you allow them to circulate and house in this manner you need to have guarantees for replacement of lost materials. And actually, what we're looking at here, with the last guarantee, because materials that are circulating and sent out on loans have a greater likelihood of being

damaged or lost, and you're serving as a preservation stewards, you have said you would preserve that title, if it becomes damaged or lost then there has to be some way to replace it.

There are a lot of different possibilities for this, and there are some libraries who maintain more than one copy of something, they maintained the second copy for circulating, there's a possibility of taking the digital version of the title and creating a tangible copy from that, or it could be that you know that there's another library in your state that holds that particular title and maybe you can get it from them or have that be identified as the preservation copy of record.

Number five, this was one in which we got a lot of feedback and the last webinar we did, and other comments, a lot of people who felt strongly that this should not be -- we insured copies were not withdrawn by making them easily identifiable by stating the publication or making a retention notation in the cataloging record we have taken out that as many people have suggested and they requirement of both of those as actions to be taken now, GPO will be facilitating that we will provide stamps and ThinkPads with the quality ink and if you don't have a publication to stamp if you have something that has been -- where the binding is often you have it wrapped in a box, you can put a label on the box and there's lots of publications, but you need to do both. And we have a group here that is also looking at the notation for the cataloging record. And we will give examples of that as well.

Is a library has a conservation service these items need to be included in the collection conservation, number seven is new. The first two bullet points are not new, we decided to make number seven report and the first items notify GPO when the condition of any of the titles changes due to deterioration or what have you, or if location change. Then we need to know about that as well. And then the third bullet is new, to conduct a condition assessment every three years using random sampling of titles under the libraries preservation stewardship.

Three years is -- can coincide with when you look at the memorandum of agreement, the terms of the agreement -- are that we will review them every three years to see if any changes need to be made, this goes along with that. We are also looking at adding a few questions to the biennial survey that stewards will answer and this is so we can get consistent data across the preservation library.

We have incentives, for preservation and we are investigating all of these possibilities and some of them have gone beyond the investigating part and we are taking action but we are looking at digitizing historical content, paying the postage for shipping materials to stewards from other libraries, assisting with cataloging, and related services, inventories, and potentially paying for some conservation services if libraries have that particular need.

Some of these incentives you may look at this list and say, I am not a preservation stewards but I am getting a related cataloging service, getting records from the cataloging distribution program. That is true a lot of these services will be provided to other libraries as well, but these are new services, that we are offering because we are committed to the preservation of the collection, committed to providing more support for depository libraries, and we are looking at different services that we can provide, and new services. This is a different approach. It is no more we're

sending you stuff and that is it, we are being more user centric. And attentive to the library needs.

We had talked about phase on implementation of the regional discard policy sometime ago, when we first talked about this back in January. And this particular slide, this talks about what we have accomplished thus far in Phase I all of these things we have accomplished, we have released the final version of the discard policy, after a long time in draft and taking comments that was released, we have under the superintendent of documents, a link to policies, so you can find that they are along with all of those documents that I mentioned earlier.

We are doing webcasts and webinars for awareness and to keep everybody informed about our progress. In July, we send out information packets to all the regionals. And at the same time we launched the project page and every piece that was in the information packet that was sent can be found on the project page. So everybody has access.

We have received feedback from the depository community about the policy, about the memorandum of agreement, and we are taking that feedback to heart. So we had a virtual discussion in August, we released a condition assessment definitions, and we're having today's webinar again using a number of channels to communicate.

In Phase I we had deliverables that we don't yet have on the accomplished list. At the top of the list is the release of the final template and that will be out tomorrow or the next day. Ready to go out in the next connection is an article that updates the community about the regional discard policy.

We are also developing memorandums of agreement with libraries who have expressed interest in being a preservation stewards and you'll see the note that this is actually not something that will just do in August, this is an ongoing activity.

In September we will release the final instruction for submitting discard request, those are in draft and were going to another -- we are going to another review.

Those will provide instructions on what you need to do in order to start discarding materials.

We will provide condition assessment guidance, and we will also be updating our frequently asked questions and some of them will be in later, and in early September we will begin accepting and processing discard requests from regionals for titles that are on the list number one that we disseminated in the information packet. Please note, this will be the beginning of accepting and processing discard requests this is not saying that you all can start discarding, we still have to have in place at least four stewards that are geographically dispersed before we can allow anybody to discard anything.

In October we have the federal depository library conference meeting and Tuesday of that conference, is devoted to preservation and regional discard issues.

In the meantime, we have all these other things to work on, we will continue to communicate and update the community. We will notify you when we have preservation stewards in place, we will continue to work with original depository discard group and obtain feedback though we now have a final template for the memorandum of agreement, we are always seeking feedback.

We will analyze and address process as necessary.

We want to continue to receive preservation interest from depository libraries and not necessarily regionals, there are a lot of selectors out there that have collections that they do not want to discard.

We will look at making procedural modifications as we go through the process, and how we work our way from receiving the request to sending out the approval to maintaining the inventory of the regionals and the preservation stewards holdings.

We will test and implementing system enhancements This will look at the catalog of the US publications, we're looking at the exchange and we are looking at other parts of integrated library system.

Will continue to work on inventory of preservation copies of record, and last week Anthony Smith and I were in Columbus Ohio so -- we had an opportunity to meet with folks and we had some very good discussions about holdings and identifying content of network government publications and they are aware of some of the attempts that have been made to hold government content and some of the things that provided false hits but they have talked to us about ways that they have improved their algorithm and as we are sitting here, in another room down the hall, our people -- there are people that are demonstrating a new service that will help in all of this.

When we release the information packet in July, we have with it the list of frequently asked questions. What we have here now are new questions that have been received since.

I will go through these and I will answer them, and I will look to Kelly to see which questions have been coming in.

What happens with our core preservation copies of a title and a library wishes to no longer be a steward and that's one of the reasons we have the review timeframe and we know that all agreements last forever. So we have built in that review copy can find out what is up, has anything changed, and they may well tell us I don't want to be a preservation person anymore so we're down to three. So what we can do is -- look for another preservation person, the possibility still remains for GPO to take on copies and retain those copies until another preservation person A identified, there's a possibility of that library sending their copy to another library, that would like to be a steward and we can create and access the digital file, a tangible access for the libraries that no longer wishes to be a preservation steward and I'm sure there are others. The fact is that we have safety nets in place so we can all -- always have the stewards.

The preservation copies of record have to be volumes distributed through the federal -- federal program?

They do not. That being said, the question arises, about the commercial produce content and that cannot be considered a preservation copy of record. Oftentimes those commercial versions will change in format, or have additional information, it is not the same as the version that was produced by the government.

If there are no stewards would GPO still potentially approve a discard request? No that would go against what the joint committee has told us, and we do not do that.

Does the new discard policy have any affect on the discard procedures of selective?

We cannot really answer this for certain but I can say to everyone that it is the regional who determines the discard process for the areas they serve. And if you have not heard from your regional about changes in this process, up to this point, it is a safe bet that your process has not been changed and therefore there is no effect of this policy, that is up to this point. That may change over time and as more content becomes eligible, for discard,

This is a question that came from some of the stuff that was sent out an information packet. We sent out some versions of the instructions for seeking approval, number five, the section that is headed, prior to submitting a request to discard, it says, if there are stewards for the title, and a copy in better condition is not needed, you may discard the title from another collection. If there are no stewards you'll have to submit a request for approval to discard.

Can you please clarify this? It appears that we are telling regionals that they don't have to submit a request but then they have to submit a request because these were instructions. What needs to be clarified in his instructions, if there are preservation stewards and we know the condition of them and they are in good or better, then you do not have to submit a request, we have met all the qualifications.

They are saying we have to submit a request anyway for regionals. Even if we have the stewards.

They still have to submit a request.

We will clarify that because we talked about if they are out there, and you know it and we have it in the inventory, you would not have to do a request but we are getting mixed messages. We'll take a look at that one.

If there are no preservation stewards you have to submit a request for approval to discard. Yes, that is true.

Sorry for the confusion, we will get back to you.

Have guarantees in place for replacement of lost stolen or damaged materials, can you explain what this means?

If you have a circulating collection and your preservation person got the likelihood of damage and loss increases, so if you are a steward, and something happens, with the title for which you are steward, you have to replace it.

This question came up in the last webinar, our depository libraries required to become preservation stewards? No not at all. This is separate from the whole process of becoming a depository library and not all libraries are required to become a steward. It is voluntary.

Regionals mandated to keep and preserve all titles they received -- this goes back to the issue of superseding materials, and regionals are permitted to discard materials already that are superseded or later replaced.

We have an email address, and also through the project page, we have a form, the form will pop up.

Any questions?

There's a lot of good discussion and if you have not been in one of these webinars before, the regional discard team will review all the chat and take all of that into account. So with that said I will review the questions for GPO. There's a lot of good discussion.

The first question, what is the process for regional -- for a regional offer.

Currently, that would have to be the approved list of materials that the regional can discard it would have to be posted in the national list web service, there are other possibilities, you can post to any other related listserv or discussion list, depending on where you are geographically, if you are part of the Association libraries, they have a needs and offers tool, that they use, and there may be other possibilities locally.

How long do libraries have to respond to the list?

List number one? The eligibility list?

In regards to when the regional offer their discard two other. -- Two other people.

It is up to the regional. Who will pay for the books?

GPO.

Will the public still have access to those materials that are at the preservation steward library?

Yes.

I think -- a good reason for moving in this direction is because the demand for the digital content by users, if you are preservation steward and you have tangible materials, you can certainly offer the library patron that digital version if they insist on using a tangible --

We have a regional -- she did not receive information packet via email, it was stated in the chat that all the content of the information packet are on the implementing regional discard page on the website which you can access from the main page in the big green box. However that is a little bit of a bigger issue if you do not receive that so either message me with your email address. Or put it in the chat.

We use the email address that were in the depository library directory.

Listed as the coordinator for all the regions.

Do I understand correctly that no discard request will be approved for a particular title before there are stewards in place?

Yes.

How long will it take GPO to process the first discard request?

That the pens. -- That depends. But first of all we can start processing and doing some verification, as soon as we get it, we will not approve any discard what we have said today, before we have preservation stewards for that title, how long that will take, I don't know. Assuming we have stewards in place, and we get a request then it depends on what time of year it is. If it is near a holiday or summer when people are on vacation, it may take longer than it might normally.

I see a lot of carrots for regionals. Are there any sticks?

I do not have a stick.

Any long-term guarantees that the stewards can keep up their agreement?

Let me address that -- no guarantees in life. That's why we have the review process built into the memorandum of agreement, and perhaps as time goes on we can lengthen that time from three years -- five years or what have you but as we get going, and start this process and growing this process, with eligible titles, we want to could -- keep a close hold to make sure we have to correct and if a library besides they do not want to be a preservation steward we will have to deal with that if we cannot find another one, there's a possibility that GPO can take on those materials if not, we will have to say we cannot discard for these materials anymore.

Are some of the tangible items that you want to stamp withdrawn also include cities and DVDs or is this only paper tangible forms?

Right now we're talking about print and microfiche, yes.

I don't know how many of the CD titles are on the website. I know there was a CD of the US code and some others but we are looking at paper.

The regionals have to work tell us so what does when they want to discard not just LGPL. Is there a requirement and a lot of folks said there should be that regionals work with their selective work in the decision be unilateral?

If I were a regional, I would consult with my selective, as I try to identify the content that I might want to discard from my collection, to see what the reaction is of the selective, to see if they are dependent on that, being in the regional collection, looking at the possibility that the regional ones to discard it perhaps it can be a collective housing agreement, and as we get into this I think it's a good idea to have those discussions and come up with a plan for your area as a regional and get everybody's input. That is one of the best ways to do that. It is a best practice and as states do this, sharing that with neighboring states and you can start building a regional picture. It is not a requirement right now Kelly always encourage -- we always encourage regional selections and fine best practices but it is not a requirement.

They have to offer the materials they want to discard to their selective.

I believe my library is interested in being a steward but I am unclear regarding the guarantee of title. If you allow stewards to interlibrary loans and one gets damaged, are all titles available to purchase from the GPO catalog?

Not all titles. But we have the digital masters, and you can make a copy from the digital master.

New Mexico has an MOU in place, if they want to become a preservation steward is that possible for the collection that remains at the University of Mexico?

Is a regional is a steward and they choose to make materials non-Serbs, will they need to make sure there's another tangible circulating copy in the region?

If the preservation -- they choose to make materials not circulated will there be another circulating copy somewhere in the region?

There are plenty of digital versions to access.

Unless the need is -- because of the intrinsic value of something that is being preserved, I'm not sure if that's the case with the newer content. It maybe with some of the materials that are much older and some of the depository library collections.

In which case, like so many other places you might have to go to another library to see it.

How many regionals will participate in the first place? Do we have any idea?

We have a handful. Let me go back to the intent survey from 2014, things change, when we first did the intent survey, we asked regional depositories to indicate if they -- if they employ this policy to create a collection that is as digital as possible if they would retain their collection, or with a have a mixture of both and there were 25 regional libraries that said they would not

discard their regional collection, their legacy collection. How ballot that is today? I'm not certain?

That may give you some idea.

Will many of the Tuesday sessions at the conference in October the virtual?

Yes. All of the sessions for the preservation team on Tuesday will be broadcast, there are from prop different sessions related to discards, digital stewardship, etc. they will all be broadcast and simultaneously other sessions from the community on Tuesday will also be broadcast, they are not necessarily of the same theme but the whole track will be broadcast.

Just looking at the comment, the number of titles eligible for discard is miniscule in relation to the average regional collection, correct. The only titles that are eligible are the ones that are on the site and that is because they are not exclusively from 1994 forward.

We have three minutes left. I think I got everyone's question but between helping people that were trying to get in and the discussion, if I missed your question, speak now or forever hold your peace.

In addition to, how are decisions be made regarding discards?

Initially we were looking all kinds of different factors to take into account Geographic distribution, that was one of them we were looking at all kinds of hazards, and tornado alleys and those kind of factors, when the joint committee on printing said for geographically dispersed, that set the ground level for what we are doing.

Were happy to have more than 4 preservation stewards so I will say if you're interested let us know. We can have a phone conversation. And see what happens.

This brings us to the end of the session. We are taking into account the entire chat log, we will pass that along to the discard team, contact us at the email address listed here. Sign-up to register for the fall conference in person or virtually.

I apologize for the confusion about the fifth question, and the answer was not clear. Look for the correct answer when we release the updated version of the FAQs which should be this week.

As usual, tomorrow you will receive an email with a link to the recording and the slides. Thank you everyone have a great afternoon.

Thank you everyone.

[Event concluded]

Actions [Save as Text](#) [Save as HTML](#)