

Guidelines for the Disposal of Federal Depository Publications in Kansas

A. Authorization.

1. **Instructions to Depository Libraries.**

Selective federal depository libraries that are served by a regional library may withdraw depository materials from their collections after the materials have been held for a minimum of five years and after receiving permission from the regional. As stated in the *Instructions to Depository Libraries* (GP 3.26:D44/2000) at http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html, “discarding is a privilege granted by the regional and not a right of the selective. The regional library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time” (Chapter 9, sec. B).

2. **Other FDLP Documents.** In addition to the *Instructions* quoted above, the guidelines provided here are based on the *Federal Depository Library Manual* (GP 3.26:D 44/993) at http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/ and the *Memorandum* to regional librarians dated 04-07-95 from Sheila M. McGarr, Chief of Depository Services (formerly), Library Program Services, U.S. Government Printing Office. Particular attention should be paid to those sections of the *Instructions* and the *Manual* that deal with retention and disposition of documents. The *Superseded List* and the *Substitution List* are also important documents and will be referred to in the guidelines below as they pertain.

3. **Collection Development Policy.** Each depository library should have a collection development policy that identifies both selection and discard policies with the community’s needs in mind. The policy should specify what should be discarded or “weeded” and when. Generally speaking, this is a matter of applying the selection process factors in reverse (what you select most you discard least) with some additional consideration for use of the material. Large and frequent discard lists may indicate that the library’s collection development statement and selection policy need to be reviewed.

B. Guidelines.

1. **General policy.** Permission to dispose of depository publications that have been retained for the minimum statutory requirement of five years is ordinarily granted for publications that are already part of the regional library’s permanent collection. Items not held by the regional will be requested from the selective. Alternatively, the regional library may instruct the selective to retain a publication in order to provide permanent public access to users of the state of Kansas.

2. **Exceptions to the five-year rule.** There are several categories of depository materials that may be discarded prior to the usual five-year statutory requirement. These are as follows:

- Publications on the *Superseded List* (GP 3.2:Su 7) and updated periodically on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/ may be discarded without notification of the regional library. Before doing so,

however, depository library staff should look carefully and thoughtfully at the “General Rules: Criteria for Determining Superseded Materials” (pp. vi-viii.)

- Government publications that are “secondary copies” as defined in Chapter 4, Section I of the *Instructions* or that are received outside the depository program (e.g., gifts, documents purchased from commercial sources, Documents Expediting Project, direct mail, etc.) do not require the permission of the regional. Selective libraries are encouraged, however, to make secondary copies of value available to other libraries according to the suggested procedures in Section C below.
 - Depository publications that are replaced by microfiche, commercial reprints, or other re-publication may be discarded in less than five years but must be listed for the regional library before discarding. Microfiche collections replacing depository materials must be properly referenced, readily located, and easily accessible to users. Proper reading equipment must also be available for their use. Depository librarians exercising this option should read the guidelines stated in Chapter 4, Section J of the *Instructions* on microcopy substitution of depository material. The withdrawal list should clearly state that they are being withdrawn due to replacement.
3. **Exempt publications** . With notation of exceptions as indicated, the following publications need not be listed when notifying the regional of intention to withdraw:
- Generally, **microfiche** documents received through the FDLP need not be included on discard lists. They need to be retained for five years, but after that, they may be discarded without notification of the regional UNLESS one of the two following conditions applies:
 - Large collections consisting of long serial runs or large sets such as DOE microfiche or USGS Open File Reports should be listed. Documents published in microfiche only such as *Indochina Monographs* (D 114.18:CT) or *McNair Papers* (D 5.416:nos) should also be listed for their potential interest to other selective partners or to maintain the integrity of the regional collection. In return, the regional will provide the following services to the selective libraries for microfiche publications: 1) The regional will supply all libraries within the region with microfiche copies of microfiche depository documents at no charge; 2) The regional will obtain copies of missing publications in microfiche as needed to augment regional holdings.
 - In instances where multiple formats are distributed in the FDLP, space limitations may require the regional to limit format selection or permanent retention to microfiche. If and when such decisions are made by the regional, the selective libraries will be notified and microfiche falling within the designated categories will need to be listed.
 - Generally, folded sheets, pamphlets, circulars, and other **ephemera** less than twenty pages in length may be discarded after the usual five-year retention without notification of the regional. However, if an item is of historical or continuing interest, or if the content of the item pertains to Kansas, it should still be listed. Depository librarians will be expected to use their judgment in applying this rule. If in doubt as to the advisability of including such a publication on your discard list, list it.
4. **Electronic Substitution** GPO also allows depository libraries to substitute Internet-accessible equivalents for tangible depository publications, provided that the electronic substitute is free to the public, complete, official, and permanently

accessible. Libraries considering online substitution should read the *FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications* (*Administrative Notes* 20:09, May 15, 1999) found at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html, before submitting a disposal request. Disposal procedures for online substitutions are the same as for other substitutions. However, the regional will only consider requests if, in addition to the statement of justification described above, the library is able to meet the following conditions:

- The substituted copies appear in the *Substitution List: Official FDLP Permanent Full-Text Databases* (*Administrative Notes* 20:09, May 15, 1999) at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/substitutions.html.
- The library provides direct, title-level access to the substituted copies, either through the library's Web site or online catalog.
- The library has in place a written policy regarding public services for government information in electronic formats consistent with *Depository Library Public Service Guidelines for Government Information in Electronic Formats* (*Administrative Notes* 19:11, September 15, 1998) available at http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html
- The selective library has a policy in place for regularly upgrading public service workstations consistent with GPO *Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries*, listed on the Web at http://www.access.gpo.gov/su_docs/fdlp/computers/index.html

AND

- The library has in place a written policy for *FDLP Internet Use Policy Guidelines* (*Administrative Notes* 20:10, January 15, 1999) http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html.

C. Procedures.

1. Selectives may submit review lists at any time. Lists will be acknowledged when received by the regional library with a note as to the probable time that will be required for checking to be completed. Ordinarily, the regional library will aim to complete the claiming process within a month of receipt. This may depend, however, on the number of lists being checked at any given time.
2. Selectives should submit exchange lists using the ACCESS database template provided by the regional library. The template is available on request from the regional library and may be emailed to each selective. Required fields include Agency, SuDocs, Title, and Discarding Library Code. For monographs, the date of publication should also be supplied whenever it is available. For serials, the volume/issue numbers should be provided. The Note field should be used to indicate bound volumes and should indicate the reason for discard if held less than five years. It is important that the field names and field properties not be changed, as it slows down processing time. Instructions for opening the database template are available at ([KU Web Address for template instructions](#)).
3. Items should be arranged in SuDocs order. When a list is compiled, it may be sent to the regional library via email.
4. After the regional library has checked the exchange list, a list of the documents to be claimed will be emailed to the selective offering the list. The remaining list will then be updated accordingly and posted on the University of Kansas Government

Documents Website, where it will remain for not less than six weeks. Lists are offered to other Kansas selectives for two weeks, after which they are made available to non-Kansas depositories for four weeks. Dates for the review cycle are provided on the Web for each list. Kansas selectives may request an extension of the deadline if more searching time is needed.

5. Libraries requesting materials are to send their requests directly to the discarding library. The list of library contacts available at ([KU Web address for Kansas Contact List](#)) provides the contact information for each Documents library in the state.
6. It is the responsibility of the selective offering the list to see that the claiming cycle is administered according to FDLP guidelines. Claiming by non-depository libraries or by non-Kansas depositories should not be permitted until the two-week period for Kansas selectives is concluded.
7. All lists will be posted on the national Needs & Offers Website maintained by Bill Gordon at the University of North Dakota (<http://www.und.edu/fdlp/>). Selectives may also announce their lists on the GOVDOC-L national listserv or they may request a link directly to the UND Website under the name of their own library.

D. Disposition.

1. After all reviewing deadlines are met as designated by the procedures explained in Section C above, the regional library will notify the selective that unclaimed documents may be disposed of. Depository material may not be discarded until this permission has been granted. At this time, items should be marked “withdrawn”.
2. After all reasonable efforts have been made to transfer the publications to other depository libraries as designated by the procedures listed in Section C above, the depository library is authorized to dispose of the remaining items by means of any of the following:
 - Offer them to other educational institutions in the area;
 - Offer them to private citizens, use them as display items, set them out as “freebees” for patrons to take, or use them as handouts for promotion to classes or groups;
 - Donate as paper to recyclers or paper drives;
 - Sell, either as secondhand book or waste paper. All depository publications remain the property of the U.S. Government. Therefore, the proceeds from the sale of any items, accompanied by a letter of explanation, should be sent to the Superintendent of Documents, U.S. Government printing Office, Washington, D.C. 20402. The proceeds may not be kept by the depository library.
 - Destroy.

Kenneth P. Lohrentz
Regional Documents Librarian
320 Anschutz Library
University of Kansas Libraries
785-864-4593 (voice)
785-864-7537 (fax)
klohrentz@ku.edu
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