

Depository Termination Guidelines For Kansas Selectives

A. Authorization

- Authorization for withdrawal of depository libraries from the Federal Depository Library Program (FDLP) is based on 1) Instructions to Depository Libraries, Chapter 1, Section C, and 2) Administrative Notes, vol. 23, no. 15 (December 15, 2002), pp. 6-7.
 - As stated in the Instructions, an FDLP participating library “has the right to voluntarily relinquish its depository privilege if the library finds that it cannot meet the legal obligations set forth in the Instructions and other administrative directives.”
- The Depository Library Council has requested (AN, 12-15-02) the Government Printing Office to review and develop expanded guidelines to assist regional libraries in their attempts to deal with depository libraries that may be considering withdrawal from the FDLP. Such guidelines will be added to this document as they become available.

B. Review of Depository Library Benefits and Consequences of Withdrawal

- Communication with the Regional Librarian at the earliest possible time prior to the finalization of a decision to withdraw is crucial to review FDLP benefits and to consider possible consequences of withdrawal.
- A meeting should be held with the Regional Librarian and leadership of the library considering withdrawal to emphasize the benefits of continuation in the FDLP and to articulate the consequences of withdrawal.
 - Implications for the terminating library with regard to the loss of any or all of its federal documents collection as stated in Section D below (Disposal Requirements) will be emphasized at this interview.
 - Immediately upon receipt of a termination letter from a member library, GPO systematically discontinues all standing orders for serial titles received as part of the library’s depository status. Consequently, arrangements for continued receipt of GPO standing order titles must be made with a commercial library vendor prior to sending the termination letter to avoid possible gaps in receipt.
- Prior to the finalization of a selective library’s decision to withdraw, and provided that the library holds a congressional designation, the Regional Librarian will communicate with the library’s congressional delegation to indicate the possibility of withdrawal.

- Notes from a panel discussion held at the 9th Annual Federal Depository Library Conference (Oct. 22-25, 2000), entitled “Questions for ‘Reconsidering Depository Status,’” are available on the FDLP Desktop at http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro29.html and should be consulted as background information if and when a decision to withdraw from the program is being considered.

C. Announcement of Decision to Withdraw

- The withdrawing library will be expected to notify the Government Printing Office and the Regional Librarian of its intent to withdraw no less than six months before the intended date of withdrawal. The withdrawal letter should be addressed to the Superintendent of Documents at the following address, and should be faxed to GPO at 202-512-1434 and 202-512-1432:

Superintendent of Documents
U.S. Government Printing Office (SD)
Washington, DC 20402

- A copy of the withdrawal letter should be sent to the Regional Librarian at the address below, and a copy should be faxed to 785-864-5705:

Regional Documents Librarian
320 Anschutz Library
University of Kansas Libraries
Lawrence, KS 66045-7537

- When the decision to withdraw is announced, the terminating library must inform other depository libraries within the same Congressional district of its intent to withdraw.
- Upon receiving notification of a library’s intent to withdraw, the Regional Librarian will communicate once again with the withdrawing library’s Congressional delegation, informing the delegation of the library’s intent and informing the delegation of their right to appoint another library if the withdrawal creates a vacancy in the FDLP program.

D. Disposal Requirements

- The Regional Librarian and the terminating library will negotiate the issue of whether the library will be permitted to retain any materials in its documents collection. Potentially, all documents held by the library are eligible for claiming by documents libraries remaining in the program.
- Requirements for listing of the library’s holdings for the benefit of other libraries in the program will be finalized at this time. A time frame will be established for the withdrawing library’s preparation of offers lists that will be made available to other documents libraries in the state.

- The terminating library should expect onsite visits from other documents librarians in the state as part of the review and claiming of items from their collection.

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