

Managing Tangible Collections in an Electronic Environment

Suzanne Ebanues, Office of Library Planning & Development

Cindy Etkin, Office of the Superintendent of Documents

Depository Library Conference

Washington, D.C.

October 24, 2006



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED

Future of Tangible Publications

- ◆ Distribution of tangible publications remains an important part of the FDLP
- ◆ Depositories may wish to retain and provide access to a tangible collection
- ◆ Need to include tangible publications in collection development and management plans



Tools

- ◆ Basic Collection
- ◆ Core Collection
- ◆ Essential Titles
- ◆ Superseded List
- ◆ Substitution List
- ◆ CGP
- ◆ Needs & Offers
- ◆ WebTech Notes
- ◆ Documents Data Miner 2
- ◆ Coll Dev on the Desktop



Basic Collection

- ◆ Federal publications that should be accessible in all depository collections
- ◆ Examples: Economic Indicators, CFR, Statutes at large
- ◆ Must provide access to these titles
- ◆ Determine if electronic or tangible access is best for your users



Core Collections

- ◆ Suggested titles by library type
- ◆ Developed by depository librarians
- ◆ Depositories are not required to select but can be a useful tool for collection development
- ◆ Being revised with development of new Handbook



Essential Titles

- ◆ Contain critical information about the activities of the U.S. Government or are important reference publications for libraries and the public
- ◆ Developed using input provided by the depository library community



Essential Titles

- ◆ Will remain available in print for depositories as long as agency continues to publish in print format or if available through Sales Program in print format
- ◆ Depositories are not required to select



Catalog of U.S. Government Publications

- ◆ More than 500,000 records generated since July 1976
- ◆ Online counterpart of the *Monthly Catalog of United States Government Publications*
- ◆ Will eventually include records for publications dating back to the late 1800s
- ◆ E-mail up to 20 catalog records at a time to yourself

WebTech Notes

- ◆ Searchable source for information about changes to publications
 - SuDoc class corrections
 - Changes to item numbers
 - Format changes
 - Title changes
 - Discontinued titles
- ◆ New titles are also listed

WEBTech Notes

Select a Table:

- All Tables
- Whatever Happened to? (WH)
- Classification/Cataloging Update (CC)
- Update to the List of Classes, New Items (UN)
- Update to the List of Classes, Misc. (UM)

Search for: Within

And Within

And Within

And Within

[Search Tips](#)

TIP: To check if GPO has assigned a PURL for any URL that appears on the search results pages, copy the URL on the search results page, hit your Browser Back button until you are on the page, paste the URL here, then hit the PURL Search button. NOTE: This form is case Sensitive.

PURL Search - Enter or paste in a URL here to see if it has a GPO-assigned PURL:



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED

Superseded List

- ◆ Identifies material that becomes obsolete or dated before end of normal 5 year period
- ◆ Superseded material can be discard without regional approval
- ◆ Serve as guideline for type of material that can be superseded; not all titles that supersede are listed



Superseded List

- ◆ Not required to discard superseded material
- ◆ Consider the needs of users and collection development policies
- ◆ If retain superseded material, mark them as “superseded” or “not current”



Superseded List

- ◆ Apply guidelines when superseding titles not on the list

FDLP Guidelines for Determining Superseded Materials

[Revision of preliminary pages of the 1996 Superseded List]

Background

Once part of the Superseded List, these criteria for determining superseded materials were established to assist librarians at Federal depository libraries with decisions regarding the disposition of superseded materials under provisions of Title 44, United States Code, §1911 and in accordance with the Instructions to Depository Libraries. The criteria are useful in identifying obsolete, dated or ephemeral documents for removal from shelves, map cases, and microfiche and CD-ROM storage cabinets. Materials that meet these criteria may be discarded prior to the normal 5-year statutory retention period, without submitting them on a weeding list for Regional depository approval.

Discussion

All depository librarians should note that these guidelines do not require that materials be discarded. Do not dispose of any material that might be vital to the collection or of use to library patrons. In fact, practices or services that have evolved in your library may require that you retain, rather than remove, material from the collection. Depository librarians should carefully consider the particular needs and collection development policies at their libraries before discarding any material. When keeping superseded materials, it is important to permanently mark them as "superseded" or "not current" because misinformation can be transmitted with outdated publications.

Regional Depository Libraries

Regional depository librarians agree that some superseded materials should be retained for long term public access. These items are identified by an "R." These items were designated by a consensus agreement of the Regionals, not by legal requirement of 44 U.S.C. §1911 and therefore they may change over time.

Supersession Criteria

The following may be considered superseded and disposed of by all libraries according to [Chapter 4, Maintenance](#), in the Instructions to Depository Libraries:

1. Separates, slip opinions, slip laws, advance or preliminary reports only upon receipt of the bound volumes or cumulated issues or products
2. Reprints, provided the library has received the original edition
3. Publications upon receipt of a revised edition or an edition that states it supersedes. If a later edition is distributed through the Federal Depository Library Program or is otherwise available to the library, the superseded edition can be discarded by the library, even though that library has since deselected the item number and does not possess the new edition.



Substitution List

- ◆ Permits depositories to replace tangible versions with electronic equivalents
- ◆ Electronic version must be complete, official, and permanently accessible
- ◆ Material less than 5 years old may be substituted with regional approval



Substitution List

- ◆ List is not comprehensive.
- ◆ When substituting a title not on the list, follow the guidelines

Substitution List: Official FDLP Permanent Full-Text Databases

[FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](#)

[5/02 revision of version originally published in *Administrative Notes*, v. 20, #09 - 5/15/99]

"A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible. GPO Access databases on the Substitution List: Official FDLP Permanent Full-Text Databases meet these requirements."

Database Title	Database Coverage	Tangible Product	
		SuDocs#	Item#
Federal Register	1994 -	AE 2.106:	0573-C 0573-D
LSA, List of CFR Sections Affected	1997 -	AE 2.106/2:	0573-C 0573-D
Code of Federal Regulations	1997 - 1996 (part)	AE 2.106/3:	0572-B 0572-C
United States Government Manual	1995 -	AE 2.108/2:	0577
Weekly Compilation of Presidential Documents	1993 -	AE 2.109:	0577-A
Public Laws	1995 -	AE 2.110:	0575
CBDNet	1996 -	C 1.76:	0231-G-03
General Accounting Office Reports	1995-	GA 1.13:	0546-D
General Accounting Office Comptroller General Decisions	1995-	GA 1.5/A-2:	0546-D-01
Catalog of U.S. Government Publications (CGP)	1994 -	GP 3.8: GP 3.8/7: GP 3.8/8: GP 3.8/8-8:	0557 0557-C 0557-D 0557-D-01
Shipping lists (p, m, s, e) Shipping lists (maps)	FY1997- 1998 -	GP 3.16/3:	0556-C



Substitution List

- ◆ Consider user needs, usage patterns, research requirements, and collection development policy when substituting an electronic version
- ◆ Depositories are not required to substitute electronic versions for the tangible



Needs and Offers

- ◆ Facilitates collection development
- ◆ Offer gifts and weeded publications to other depositories
- ◆ Locate copies of needed titles
- ◆ Offers must follow regional disposal procedures



Documents Data Miner 2

- ◆ Database that searches
 - List of Classes
 - Item selection profiles
 - FDL Directory
 - Shipping lists
 - MARC records
 - Superseded List

The screenshot shows the homepage of the Documents Data Miner 2 website. At the top, there is a navigation bar with links for HOME, INTRODUCTION, TOOLS, DDM, FDL, FEEDBACK, and TUTORIAL. Below this, a sidebar on the left contains a menu with items like LOGOFF, CATALOG, DEPOSITORY SELECTION & DIRECTORY, INACTIVE LOC, LIST OF CLASSES, MARC LOCATOR, SHELF LISTS, SHIPPING LISTS, SUPERSEDED LIST, and URL LOCATOR. The main content area features a welcome message and a list of links to various sections, each with a brief description of its function. For example, 'LIST OF CLASSES' allows searching by agency and item number, while 'SHIPPING LISTS' provides information on items shipped by the FDL. The WSU logo is visible in the bottom left corner of the page.



Documents Data Miner 2

- ◆ Able to export files from DDM2 for local use
- ◆ Contains official data from GPO
- ◆ Developed and maintained by Wichita State University



Resources

- ◆ **Basic Collection:** http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html
- ◆ **Core Collection:**
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html
- ◆ **Essential Titles:**
http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html
- ◆ **Superseded List:**
http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html
- ◆ **Substitution List:** http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html



Resources

- ◆ **CGP:** <http://catalog.gpo.gov/>
- ◆ **Needs & Offers:**
http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html
- ◆ **WebTech Notes:**
http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html
- ◆ **Documents Data Miner 2:**
<http://govdoc.wichita.edu/ddm2/gdocframes.asp>
- ◆ **Collection Development on the FDLP Desktop**
http://www.access.gpo.gov/su_docs/fdlp/coll-dev/index.html



Collection Development Policies

- ◆ Why a written collection policy is needed
- ◆ Elements of a collection development policy
- ◆ Regionals and collection development policies



A Collection Development Policy:

- ◆ Defines users
- ◆ Provides guidance for selecting/deselecting
- ◆ Assists with planning
- ◆ Helps with public relations
- ◆ Defines cooperative efforts
- ◆ Outlines service parameters



Policy Elements

- ◆ Introductory section
 - Mission
 - Generalizations
 - Primary and secondary clientele
 - Programs supported by the collection
 - Community Profile



Mission

- ◆ Why does the depository exist?
- ◆ What need is the depository fulfilling?
- ◆ Who is the depository serving?
- ◆ How will the depository accomplish this?



Community Profile

- ◆ Area you serve
- ◆ Population
 - Age
 - Diversity
 - Income
 - Education
- ◆ District characteristics
 - Business & industry
 - Schools/colleges
 - Other libraries
 - Primary occupations
 - Community organizations
 - Wired



Policy Elements *(cont.)*

- ◆ Selection responsibility
- ◆ Collection subject profile
- ◆ Formats
- ◆ Collection depth indicators
- ◆ Physical location
- ◆ Cooperative arrangements



Selected Housing Sites

- ◆ Signed Memorandum of Agreement (MOA)
 - When receiving library is under the purview of a different director from the designated depository's
- ◆ Sample in the *Instructions* (Exhibit H)
- ◆ Termination clause



Policy Elements *(cont.)*

- ◆ Access
 - Catalog, indexes
 - Service in an electronic environment
- ◆ Maintenance
 - Weeding, superseding
 - Binding
 - Replacing



Policy Elements *(cont.)*

- ◆ Anything else of local concern
 - Seeking historical publications
 - Multiple copies
 - Non-depository publications
 - Collection evaluation methods
 - Policy review
 - ????



Coll Dev Policy for Regionals?

- ◆ Defines users
- ◆ Provides guidance for selecting/deselecting
- ◆ Assists with planning
- ◆ Helps with public relations
- ◆ Defines cooperative efforts
- ◆ Outlines service parameters



Policy: Part of a Larger Whole

- ◆ Do not have to have separate policy for depository collection
- ◆ If policy is part of the library's policy:
 - Recognition of depository
 - Recognition of obligation to serve public
 - Community profile
 - Statement of which collections the policy covers or mention any exclusions



Coll Dev Policy for Core Collection

- ◆ Policy that ...
 - Describes why the collection is maintained
 - Who it serves
 - Definition of a core title
 - Criteria for selecting a title



Questions?

sebanues@gpo.gov

cetkin@gpo.gov



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED