

## 1 Introduction

Library Services and the Copyright Office formed the Selection Joint Issue Group (JIG) in February 2002 to examine current selection practices. Creation of the JIG based on the Copyright Office (CO) Business Process Reengineering (BPR) recommendation that CO assume some “routine” selection activities. The JIG reviewed current selection practices and identified areas where routine selection by CO is feasible.

Of the material Library Services (LS) currently selects for the collections, a large percentage is received through CO. To accommodate CO’s need for timely registration, LS selects monographs on a daily basis and special formats on an as-needed basis. The current time constraints on Acquisition Selection Officers (SO) prevent them from searching titles or performing additional research in questionable selection-decision cases while material is in CO custody and often results in a secondary selection decision being made once these items enter the LS workflow. This frequently results in the ACQ SO making initial selection decisions and later reversing them once they have had an opportunity to perform necessary research.

Recognizing that selection is currently performed by senior Acquisitions (ACQ) staff with considerable experience with the Library’s collection, the Selection JIG needed to determine whether or not any class of routine material could be identified for selection by CO staff based on their understanding of the publishing trade and assumed ability to learn and apply existing collection policy. The JIG began by examining existing selection processes for the three CO workflows:

- Voluntary deposits – deposits voluntarily submitted to CO in compliance with section 407 of copyright law.
- Demand deposits – deposits LC has identified for the collections and CO demands under section 407 of copyright law.

- Deposits submitted for claim registration – deposits submitted under section 408 of the copyright law. These deposits also fulfill the mandatory deposit obligation stated in section 407.

For each workflow, the JIG looked at monographs, serials, and special format deposits. Special format deposits include materials collected by the Geography and Map (G&M) Division, Law Library, Music Division, and Prints and Photographs (P&P) Division. The Motion Picture Broadcasting/Recorded Sound (MBRS) Division JIG reviewed the selection practices for moving image and recorded sound material. This document includes the JIG’s selection recommendations.

The Selection JIG defined and reviewed four elements of the selection process:

- **Retention.** Should the work be retained for the collection? The Selection JIG recognizes that selection and retention are two separate concepts. Selection is defined as a process to determine whether or not a work, and the desired number of copies, should be acquired for the collection. Retention is best defined as a process to determine how long, and in what form, to hold selected items.  
Under current practice, the retention decision process can vary. In most cases, the ACQ SO makes an initial decision in CO to select a work simply to make a final decision later in the process. The ACQ SO makes a final decision once the work has been searched in the Cataloging in Publication (CIP) Division, or after searching LC’s holdings and other sources.
- **Number of copies LC wants and number of copies LC acquires.** How many copies of the work should LC retain? Currently, LC bases the decision on the nature of the work and the number of copies presumed to already be present in the collection.

- **Cataloging priority or level of cataloging.** When and how should LS process the work? Currently, the cataloging priority, including in those circumstances where LC policy is to retain almost all deposits (e.g., Music and Law materials), the SO determines the cataloging priority for the work in the CIP work area.
- **Assignment.** Where should the work reside? Unless the ACQ SO assigns the work to an alternate location, the default assignment to the General Collection, Law Library, or the custodial division (Serial and Government Publications [SER] Division, Geography and Map [G&M], Music) applies.

This report documents the Selection JIG's observations and recommendations. The JIG believes that CO can assume a significant portion of routine selection activities. In this decentralization of selection duties, Register Claim (RC) and CAD staff will make the routine selection decisions and the ACQ SO will make the selection decisions for deposits that require searching or a high degree of judgment and knowledge of the existing collection. This approach may expedite the selection process and accommodate CO's registration time constraints.