

# Procedures for the Disposal of Federal Depository Library Program Materials in Oregon

## *Before you start ...*

Are you planning a major weeding project that will require you to dispose of a large amount of depository material? If so, please contact the Regional collection partner libraries before you begin following these procedures. The partners will work with you to develop a mutually acceptable schedule for managing a large project.

### 1. Determine if the materials are eligible for disposal.

Publications may be identified for disposal if they meet the following criteria:

- Any materials received five or more years prior to the date of the disposal request.
- Material that has been superseded by an online version, or has an official and complete online equivalent becomes eligible for disposal when it meets the following criteria.
  - It has been held by the library for at least one year
  - The library is providing access to the online equivalent through their online catalog or library web pages.

See GPO document: [Guidelines for Selective Depository Libraries: Substituting Online for Tangible Version of Depository Publications](#) for further guidance.

- Any materials that appear on the [Superseded List](#).
- Superseded material that falls into the following categories:
  - Separates, slip opinions, slip laws, advance or preliminary reports upon receipt of the bound volumes or cumulated issues or products
  - Reprints, provided the library has received the original edition
  - Publications that upon receipt of a new edition explicitly states that it supersedes the previous edition.
  - Pages from loose-leaf publications that are replaced by new pages
  - Transmittals, corrections, changes, errata, etc., to a basic text or manual that has not been received within a year.
  - Material that has an effective expiration date or notes indicating it may be discarded after expiration of the event. These items include, but are not limited to, press releases; dated posters; calendars; announcements of seminars, workshops, meetings, or events; announcements of products or publications; and grant applications
  - Floppy disks appearing on the [CIC Floppy Disk Project](#) list
  - Depository holdings replaced by the purchase or gift of the same or in another format.

### 2. Determine if eligible materials need to be listed on a disposal list.

What to list:

- All print material that is marked as a depository copy that is not superseded

- Titles that appear on the [Superseded List](#) and are designated for Regional retention.
- Large/significant runs of publications in microform (summarize holdings)
- Purchased/gift material used to replace depository copies

What not to list:

- Superseded material (see criteria above)
- Material that appears on the Superseded List (except for those titles designated with an R)
- Individual microfiche titles

### 3. Prepare disposal list.

Guidelines for lists:

- Each list should contain the Library's name, list date in the form Month/Year, and contact information for requests.
- Each list should only list publications from a single SuDoc class, and should be listed in SuDoc class order.
- Each title entry should include: SuDoc class, Title, Date of publication.
- Individual issues of serials may be summarized into a single entry, but include any numbers, volume, years, to help identify the publications exactly. When summarizing, indicate missing issues.
- Lists can be prepared in text, word processing, or spreadsheet formats and should be no more than 15 pages. Use at least a 10 pt. font.

### 4. Determine where to send the request for disposal

- Once the list is prepared, consult the Regional Holdings List (<http://www.oregon.gov/OSL/GRES/federalgovernment.shtml>) to determine which Regional Collection partner library should receive the list.
- Send the list via email to the contact listed for the appropriate library. The subject line of the message should indicate that the message is a disposal list

### 5. Wait for a response

- The Regional Collection partner library will acknowledge receipt of list, and negotiate a date by which the list will be reviewed.
- The Regional Collection partner library will contact you by the date determined and grant permission to dispose of any items not needed for the Regional Collection.
- If you do not hear from the Regional Collection partner library within a week of sending the list, contact the Regional coordinator.

- If you do not receive permission to dispose of items by the date that has been negotiated, contact the Regional coordinator.
  - Do not dispose of any materials until permission has been granted by a Regional Collection partner library or the Regional Coordinator.
6. Send any requested materials to the Regional Collection partner library
- Any costs related to shipping materials should be negotiated with the partner library prior to shipment.
7. Alert other Oregon depositories that materials are available
- Send a message to [DIGOR@listsmart.osl.state.or.us](mailto:DIGOR@listsmart.osl.state.or.us) indicating that remaining items on the list are available. Use the subject line to indicate the scope of the items being offered.
  - The DIGOR listserv does not accept attachments, so lists should be added to the body of the email message in text. Alternatively, the lists may be mounted on the web and a link to the list can be included in the email message.
  - Allow other depositories at least 2 weeks to respond to the message and request material. Clearly indicate the deadline for requests in the message.
  - Any shipment costs should be negotiated when the request is made.
8. Any material not taken by Oregon depositories may also be offered to:
- Other depositories through the [National Need & Offers](#) list
  - Other libraries
  - Other educational institutions
  - Private citizens (at no cost)
9. Discard publications
- Destroy any remaining material. If recycling, make sure property stamp is blacked out. Libraries may also:
    - Donate material as paper to recyclers or paper drives;
    - Sell material, either as secondhand books or waste paper. HOWEVER, all proceeds from sales must be returned to GPO, since all depository publications remain the property of the U.S. Government. Send proceeds, accompanied by a letter of explanation, to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.