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

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**Introduction**

As the designated Regional Depository Library for the State of Oregon, the Oregon State Library and its Regional Collection partners retain tangible copies of all material distributed through the Federal Depository Library Program (FDLP). Selective depository libraries in Oregon may select the materials they receive to best serve their primary user groups and surrounding community. Selective depository libraries are encouraged to review their collections on a regular basis. Libraries are not required to withdraw or “weed” materials, but they are encouraged to retain the materials that best meet the needs of their user communities. If material is seldom used, libraries may want to consider withdrawing it from the collection. Below are the guidelines to use if selective depository libraries decide to withdraw FDLP material, and procedures for the disposing of weeded material.

**Please note:** If you are planning a major weeding project that will require you to dispose of a large amount of depository material, please contact the [Regional Collection partner libraries](http://www.oregon.gov/osl/GRES/Pages/federalgovernment.aspx#Federal_Depository_Program) before you begin following these procedures. The partners will work with you to develop a mutually acceptable schedule and procedure for managing a large project.

**1. Guidelines for determining if FDLP materials are eligible for disposal.**

Any material that has been held by the library for at least 5 years is eligible for disposal from a selective depository library collection. Material held less than 5 years may be eligible if it falls into the following categories:

**Superseded Materials**

It is good practice to actively remove superseded materials from library collections to assure users don’t access outdated information. **Superseded material may be removed from the collection at any time and discarded immediately.** Criteria for determining if material is superseded are as follows:

* Materials that appear on the [Superseded List for Oregon](https://docs.google.com/spreadsheets/d/1H2s0V9OHPLMzcOL33beXw4wjj6eSbdQ9o9mU84yp4EM) are eligible to be superseded. For materials with a Regional note on this list, please follow any instructions provided in the list in the note field.
* Any material that does not appear on the Superseded List for Oregon may also be considered superseded if it falls into the following categories:
* Separates, slip opinions, slip laws, advance or preliminary reports upon receipt of depository copy 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
* 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](http://www.indiana.edu/~libgpd/mforms/floppy/bytitle.html) list
* Material that has more up to date information available in an online publication that has been cataloged by GPO and is available in your library’s catalog or web site

**Substitution for online equivalents**

If material has an official, complete and free of charge online equivalent, it may be eligible for disposal from a selective depository library collection after one year. However, the library is required to provide access to the online equivalent through their online catalog or library web pages.

**Please Note:** Material that has an online version is not considered a superseded publication unless the online version has more current information. If the online version of the publication is the equivalent of the tangible version, it may be substituted for the tangible version, but does not fall into the superseded category.

**2. Determine if eligible materials need to be offered to Regional Collection partner libraries.**

Superseded material should not be offered to Regional Collection partner libraries unless specified in the Superseded List for Oregon. It may be discarded immediately.

Microfiche material should not be offered to Regional Collection partner libraries unless a large or significant amount of material is being discarded. Please consult the appropriate Regional Collection partner library for further advice about when to offer microfiche holdings.

For all other materials eligible for disposal:

* Consult the [Regional Holdings List](http://www.oregon.gov/OSL/GRES/federalgovernment.shtml) to determine which Regional Collection partner is the holding library for materials in the SuDoc class you wish to dispose.
* Search for the title in the local catalog of the appropriate Regional Collection partner. If you can locate a record that confirms the title or issue being searched is held by the Regional Collection partner library, the material does not have to be offered to that library.
* If the format of the item you wish to dispose of is paper, and the Regional Collection partner library holds a copy in microfiche format, the item does not have to be offered to that library. This would also be true for the opposite situation (disposing item in microfiche, partner copy in paper)
* If the library catalog indicates that the title or issue is missing or not available for use, or if you are unable to confirm with certainty that it is held by the library, it needs to be offered to the library.
* Links to library catalogs:
  + OSL: <https://ccrls.ent.sirsi.net/client/en_US/oslpublic/>
  + PSU: <http://search.library.pdx.edu/>
  + OSU: <http://search.library.oregonstate.edu>
  + UO: <http://librarysearch.uoregon.edu>

**3. Prepare disposal list to offer to a Regional Collection partner library.**

If you have confirmed that the Regional Collection partner library holds the material eligible for disposal (see procedures in Section 2) it does not have to be added to a disposal list. It may be immediately discarded, or offered to other libraries according to Section 7 below.

For all material that does need to be offered, prepare a disposal list according to the following criteria.

* Each list should contain the selective depository library’s name, list date in the form Month/Year, and contact information for requests.
* Lists should be prepared in spreadsheet format and should be no more than 15 pages. Use at least a 10 pt. font.
* Each list should only list publications from a single SuDoc class, and should be listed in SuDoc number order.
* Each title entry should include: SuDoc class, Title, Date of publication. If the SuDoc class is not available, please provide the publishing agency’s name.
* 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.

**4. Determine where to send the list and request for disposal.**

* 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 include the following text: **OR-FDLP disposal list from [name of library].**

**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 libraries that materials are available. [Optional]**

* Please note that this step is now optional. After surveying all of the federal depository libraries in Oregon, it has been determined that only the Regional Collection partner libraries are adding material to their tangible collections. If any other depository library wishes to resume collecting additional U.S. Government publications and wishes to review future disposal lists, they should notify the Regional Coordinator of this change. Alternatively, libraries may create a list of needed material and Regional Collection partners will alert libraries when need material becomes available.
* While not required, you are strongly encouraged to offer discarded material to other libraries, particularly unique, rare, or historical material or material related to Oregon or the Pacific Northwest. If you would like advice about whether to offer materials or not, contact the Regional Coordinator.
* If offering material via the [DIGOR](http://listsmart.osl.state.or.us/mailman/listinfo/digor) or [LIBS-OR](http://listsmart.osl.state.or.us/mailman/listinfo/libs-or) email lists, please indicate that preference will be given to Oregon federal depository libraries.
* Any material not taken by Oregon libraries may also be offered to:
* Other depositories through the [National Need & Offers](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) list
* Other libraries
* Other educational institutions
* Private citizens (at no cost)

**8. 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.