

MEMORANDUM

PORTLAND STATE UNIVERSITY LIBRARY

DATE: January 25, 1996
To: Depository Librarians
FROM: Gwen Newborg,^{gn} Business/Documents Librarian
SUBJECT: State Plan, revised

I received several comments about the Revised State Plan. I have changed the discard policy slightly, so please substitute this version for the previous one.

REVISED STATE PLAN FOR FEDERAL DEPOSITORIES IN OREGON

I. Introduction.

In 1981 the GPO recommended that federal depositories develop State Plans to coordinate the federal documents depository program within each state. Severe budget constraints on all libraries compelled depositories to find ways to improve service while conserving funds, space and staff. As a way to meet the needs of the public in Oregon, it was decided at a **Documents Interest Group of Oregon** meeting that Oregon documents librarians would draw up a **State Plan for Federal Depositories**. The Regional and all Selective depositories would have to agree to and support the **Plan** for it to be effective. The State Supreme Court Library and the Federal Depository at the Bonneville Power Administration would not be obligated to adhere to the **State Plan** guidelines but would be encouraged to participate in the **Plan** as much as possible.

This plan was drawn up in accordance with the guidelines sent out by the Government Printing Office and the resolution of the April 1981 Depository Library Council in the hope that depository library service in the state might be improved and that funds, space and staff would be utilized in the most efficient manner.

The technological revolution which is sweeping the information industry and federal publishing necessitates revisions to the State Plan that reflect new ways of accessing, receiving, processing and storing government information. In light of the coming restructuring of the Depository Library Program, it behooves us to have a plan flexible enough to adapt to any changes that may occur.

II. Procedures and Goals

A. Collection Development.

1. Collection Maintenance.

Portland State University Library will keep all depository materials required from the time it became the Regional in 1972. Retrospective holdings in their respective subject specialties will be maintained by the principal depository libraries of the state, i. e., Oregon State Library, Multnomah County Library, University of Oregon, Oregon State University, and Reed College.

2. Withdrawal of Materials.

The following are procedures for the disposal of federal documents 5 years old or older:

a. Libraries weeding will notify the Regional of the agencies and types of publications and inclusive years to be discarded. Materials to be withdrawn must be at least 5 years old and meet the normal criteria for withdrawal as found in the **Instructions to Depository Libraries**.

b. A variety of methods may be used by the Regional to determine which materials may be discarded. These include the

following:

1). The Regional may visit the depository library and "eyeball" the items offered rather than require a list.

2). Offers lists may be sent electronically to libraries, once it is assured that everyone can receive such lists electronically and that the lists can be sent in a readable format.

3). Microfiche may be discarded without compiling lists, based upon the following policy: Libraries discarding large runs of sets of microfiche documents, such as DOE microfiche, must receive permission from the Regional before discarding. The Regional reserves the right to require selectives to prepare disposition lists for this or any other type of materials. The Regional will continue to supply all libraries within its region with microfiche copies of depository documents. The Regional will continue to obtain replacement copies of missing microfiche as needed.

c. The following materials do not need to be listed on discard lists:

- Census publications, except Oregon
- Miscellaneous pamphlets and ephemera
- newsletters
- maps and charts
- reprints

d. The Regional may grant permission to discard materials based upon consultation with the depository librarian, knowledge of the documents collection, and knowledge of similar collections in the state.

e. The Regional will distribute any discard lists submitted and set a deadline for response. Libraries wishing documents will deal directly with the library discarding them. Libraries requesting materials will be responsible for shipping costs.

3. Transfer of Materials.

Libraries which transfer parts of their collections to non-depository libraries will notify the Regional of the transaction. It must be clear to non-depositories which receive transferred materials that they are under the same obligation to keep materials as the depositories are. There will be a written agreement between the libraries involved and a copy shall be sent to the Regional.

B. Reference services.

1. Service to the General Public.

a. Each depository will be open to the public for free use of depository publications.

b. Each depository will attempt to provide service to the general public according to the guidelines for the Depository Library System as adopted by the Depository Library Council to the Public Printer.

2. Interlibrary Cooperation.

a. All depository libraries will provide materials (hard copy or microfiche) on interlibrary loan except those titles which are necessary for reference use of the library's primary clientele.

b. All depository libraries will have a policy of providing photocopies of depository materials to other libraries no less liberal than for other library materials.

3. Interlibrary Loan Procedures.

a. The Regional Library (**Portland State University**) will assume primary responsibility for the interlibrary loan of federal documents to other Oregon libraries.

b. Selective depositories which receive requests for federal documents titles which they do not own, or which are unavailable for ILL, will refer the requesting library to PSU or to another depository library if a location is known. Libraries are encouraged to consult Marcive's GPO CatPac on the State Library's OrPac for possible locations of materials before sending ILL requests.

c. Libraries requesting documents through interlibrary loan shall include all available bibliographic information, and verification if possible.

d. Fiche-to-fiche duplication of documents is available on interlibrary loan from the PSU Library. Follow normal ILL procedures.

C. Encourage cataloging of government documents in on-line catalogs.

D. Ensure that Documents Librarians in the state are aware of government information available electronically.

E. Ensure that electronic government information is available through Portals and Orbis to all of Oregon.

F. Storage of little-used materials should be coordinated. One or more libraries could be designated as transfer points responsible for storing certain materials withdrawn from other libraries. The depositories should coordinate storage of materials so as not to store duplicate sets.

G. Libraries are encouraged to contribute their documents serials holdings to ORULS. Policy decisions should be made regarding the level of comprehensiveness that is most desirable.

H. Visits, Training, Publicity.

1. The Regional Librarian will visit depositories whenever requested by a depository. The Regional Librarian will be available for consultation to the depositories at all times.

2. Workshops will be held based on need and in conjunction with DIGOR, OLA, OSL and other library associations.

3. Publicizing of documents collections will be encouraged by the Regional. The use of materials provided by the GPO will be supported and encouraged.

III. Administration of the Plan.

A. The **Plan** is carried out by the Regional Depository in cooperation with the Oregon State Library and the Documents Interest Group of Oregon. The **Plan** is sent to the State Library for consideration and inclusion in appropriate parts of the state's Long-Range Plan.

B. There is an Advisory Committee of five people to help the Regional carry out the **State Plan**. Members are appointed by the Regional and include a representative from the State Library, two members of the Documents Interest Group of Oregon, and one member from the Oregon Library Association. The term of office is two years and members may be reappointed. The Committee shall meet at least once a year and may issue a report to the depositories of what it has accomplished.

C. The purpose of the Committee is to:

1. Review the performance of the Federal Depository Library program in Oregon.

2. Make recommendations to the Regional and the Oregon State Library regarding the Federal depository program.

3. Review and revise the **State Plan**. Revisions shall be sent to depositories for comments and suggestions. If there is no opposition within thirty days, the revisions shall go into effect.

4. Encourage and coordinate cooperative efforts in the state.

VII. Implementation of the Plan.

The original **Plan** took effect after signed copies of the Agreement were received by the Regional from the Directors of the Selective Depositories. In the event that a library finds it necessary to alter its commitments under the provisions of this plan, at least one year's notice of this intention must be given to the Regional.

rev. 1/25/96