Depository management (and this webinar) is based on the FDLP’s Legal Requirements & Program Regulations (LRPR).
Overview

- Determining the community you serve and the scope of the government publications collection
- What’s in the collection to select
- Online tools for managing your collection/selection profile
- Recalls/withdrawals from GPO
- Weeding your collection
- Disruption of access to the collection
The scope of the collection should depend on the people you serve (and what the FDLP requires).

- Primary patrons
- General public/community
There are some things you **have to** include in your collection.

- Basic Collection

There are some things you **could** include in your collection.

- Essential titles
- Suggested Core Collections
- Secondary resources
Format is another aspect important to determining your collection profile (when you have a choice).

- Tangible (paper, microfiche, CD, DVD, etc.)
- Electronic (archived website, database, PDF, etc.)
There are a variety of online tools you should consult when selecting items or amending your collection profile.

- List of Classes
- WEBTech Notes
- Item Lister
- Documents Data Miner 2 (DDM2)
- DSIMS
GPO will sometimes issue **recalls of publications**.

- Withdraw/Hold for further instruction
- Return to GPO
- **Destroy** (and they mean destroy)
You don’t have to weed anything, but there are some common reasons to weed.

- Doesn’t meet the needs of your users
- Space needs in library
- Lack of technology/equipment
There are 3 avenues for weeding your collection.

- Supersession
- Substitution
- 5 Year Rule
<table>
<thead>
<tr>
<th>Number of Years After Receipt</th>
<th>1 Year</th>
<th>2 Years</th>
<th>3 Years</th>
<th>4 Years</th>
<th>5 Years and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Superseded List</strong> to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission</td>
<td></td>
<td></td>
<td>You can use the Superseded List at any time in the life cycle of the document</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Substitution Guidelines</strong> to swap out a tangible publication with an online equivalent, with regional permission</td>
<td>N/A</td>
<td>Between 1 and 5 years, use the Substitution Guidelines</td>
<td>Can be used, but the 5 Year Rule also applies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5 Year Rule</strong> - selectives may request permission to discard from their regional library</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The **disposal process** is fairly straightforward in the MN region.

- Check the withdrawal calendar
- Is it fiche? Don’t list it.
- Check the [UMN Needs lists](#)
- Check the [MNCAT catalog](#) for a UMN-Twin Cities copy
- Use the [Withdrawal List Template](#) to make your list and send it in
- Send needed items to regional
- Dispose of the rest of the material or offer to other institutions

All the **disposal guide info** is available on the UMN Gov Pubs website.
If your library is going through a renovation, remodel, a disaster or any other service disruptions, you need a **contingency plan**.

- Needs of users
- Notifying users
- Processing new material
- Scope of project and length of time

The plan must be **shared** with the Regional and GPO.
The FDLP Academy has many webinars related to depository management that you should check out!
Any questions??