1. Read the **FDLP’s Legal Requirements and Program Regulations** (LRPR) publication.
   a. These are the main rules for being a depository library that you have to follow.
   b. Supersedes FDLP handbooks and any other rules or regulations.
   c. I recommend you have a print copy to easily consult. You can get a copy through GPO.
   d. You’ll notice that it doesn’t discuss details, but rather lays things out very generally and this is where the guidance articles available through the FDLP website are helpful. They give more clarity and detail to the rules and regulations which tend to be very spartan.

2. The scope of the collection should depend on the people you serve (and what the FDLP requires).
   a. Primary patrons
      i. If you’re at academic library, primary patrons are your university population for example. These are the users you focus on first.
      ii. Consider your primary patrons by reviewing reference questions, the curriculum, other librarians/subject experts, the scope of the rest of the collections in your library, and patron counts/statistics
   b. General public/community
      i. The community you serve can be based on a variety of things: Congressional district, library type, # of depositories in area, etc.
      ii. Try looking up your community statistics by congressional district on the [Census website](https://www.census.gov) to get an idea of the people your library serves.
      iii. Work with other depository libraries in your geographic area to make sure you can meet the needs of your community. This is where State Plans can be very helpful.

3. Once you know who your collections will serve, it’s time to look at the government publication collection available through the FDLP.
   a. You have to include the **Basic Collection** in your collection according to LRPR.
      i. Basic collection consists of titles that must be accessible in any format in every depository library
      ii. All titles in the basic collection are available in online format.
      iii. Includes databases, websites, and more traditional publications.
   b. The rest of the collection profile is up to you. GPO does have some other lists to guide you and get you started.
      i. **Essential Titles** is a list of core publications identified by the FDLP library community as essential to have in tangible format as long as they are published in tangible format by the federal agency
         1. There is some overlap with the basic collection, but the main focus here is having these in tangible format.
      ii. **Suggested Core Collections** are lists of collections based on library type.
         1. There are lists for academic, public, and law libraries.
      iii. Secondary resources are materials that you purchase to help patrons make sense of depository information or to make it more easily accessible via a database.
         1. Congressional databases like ProQuest Congressional and HeinOnline are good examples of secondary resources that assist the user in accessing government publications in a specially focused interface.
2. These are of course not required but something to think about if you have the budget for it.

4. Format is another aspect important to determining your collection profile
   a. You can choose between tangible (paper, microfiche, CD, DVD, etc.) formats and electronic formats (archived website, database, online PDF, etc.).
   b. Some government publications only come in one format, but many come in a few tangible formats as well as an electronic format.
   c. Consider your patrons characteristics and needs as well as usage patterns when determining which format is better for your collection or for specific titles.
   d. Consider preservation and prolonged access to the collection. Tangible might be better for preservation and access over electronic formats if you want a historical collection.
   e. Consider the equipment you need for certain formats like microfiche, CDs, DVDs, and online material.
   f. Consider how much space you have for the collection.
   g. If you prefer to have electronic materials, you need to know how you’re going to make those electronic records accessible to patrons. On-site copy cataloging takes more staff time, a marcvie subscription costs money but loads the records for you, etc.

5. Online Tools for selecting or amending your collection profile.
   a. **List of Classes**
      i. Official list of publications available for selection through the FDLP
      ii. Updated semi-annually
      iii. Most detailed information about current item numbers including format of item
      iv. Keep in mind that one item number may correspond with a single title or many (ex. general publications)
   b. **WEBTech Notes**
      i. Learn about the history of an item number (i.e. updates or changes to item numbers)
      ii. Corrects the list of classes in real time
      iii. Can subscribe to WEBTech Notes to get updates or you just have to check it regularly. Checking this is important because it ensures that your call numbers are correct and match other libraries. This is really important when it comes to withdrawing items and placing them on offers lists.
   c. **ItemLister**
      i. Can get a list of items you select or don’t select, or both in one list.
      ii. You can also see what other libraries select which can be helpful.
   d. **Documents Data Miner 2 (DDM2)**
      i. This is not an FDLP product. It was developed and is maintained by Wichita State University.
      ii. You can search the current list of classes as well as old lists of classes of inactive items,
      iii. Search shipping lists and shelf lists to see what you’ve received or have in your collection
      iv. Can search other depository profiles
   e. **DSIMS** (Depository Selection Information Management System)
      i. This is where you actually do the adding, deleting or swapping of items.
ii. This database is what GPO uses to know what to send you.
iii. Requires password with depository #
iv. Dropped items take effect immediately
v. Added item numbers for online items take effect immediately
vi. Added item numbers for tangible materials take effect on Oct 1 (the beginning of the federal fiscal year)

6. Recalls
   a. You will be notified via the FDLP News and Events listserv
   b. This happens a few times a year usually.
   c. Reasons for recall include national security, protection of personal information, incorrect/misleading information, defective binding, etc.
   d. There are 3 things that GPO could ask you to do with recalls:
      i. Withdraw from collection and hold for further instruction from GPO
      ii. Return to GPO via mail
      iii. Withdraw from collection and destroy by best possible means, usually shredding.

7. Weeding the depository collection
   a. Common reasons to weed
      i. The material doesn’t meet the needs of your users.
         1. Example: Users aren’t interested in a particular format. Users aren’t interested in historical materials.
      ii. There are space issues in your library.
         1. Substitute online for tangible if possible or weed entirely if (a) applies.
      iii. There is a lack of technology or equipment to access the material.
         1. Floppy disks that you don’t have the equipment to play (reason (a) might apply here as well)
   b. There are 3 avenues for weeding:
      i. Supersession criteria
         1. Ephemera for something timely or specific
         2. Revised by later edition/issue
         3. Reprint and the depository received the original edition (original edition could be weeded)
         4. Replaced by cumulative edition
         5. Replaced by a corrected copy
         6. The 2002 Superseded List can be a great guide for this type of weeding. However, it’s not being updated anymore.
      7. You don’t have to go through the disposal process with the regional for superseded items except when there is an R indicated in the 2002 Superseded List regional retain column.
   ii. Substitution
      1. Substitute tangible copy for another tangible copy and weed the original or substitute tangible for online
         a. You can do this at any time.
      2. Substitute online copy for an tangible copy
         a. Must hold the items for 1 year before substituting
         b. Online version must be official, complete, and free of charge to the user
3. You must go through the disposal process with the regional and clearly state that the item is being replaced/substituted whether substituting with online or tangible.

iii.

5 Year Rule
1. Once you’ve held the material for 5 years you have the option to withdraw it
2. Some selectives review items after they hit the 5 year mark to stay on top of weeding and ensuring the collection fits user needs. Do whatever works best for your library and users.
3. You must go through the disposal process with the regional for these materials.

c. Exceptions to the weeding rules:
i. You can weed duplicates, gov pubs not received through the depository, and items replaced by an online version by GPO at any time. You do not need permission from the regional or to go through the disposal process with the regional.
d. See the slide deck for the weeding cheat sheet from GPO for a weeding timeline.

8. Disposal Process through UMN Regional (see UMN gov pubs website for complete disposal guide info)
a. Check the withdrawal calendar
b. Don’t list fiche
c. Check the UMN Needs lists
d. Check the MNCAT catalog for a UMN-Twin Cities copy
e. Use the Withdrawal List Template to make your list and send it to Clarice Ostman.
f. Clarice will get back to you in 8 weeks or less and let you know what the regional needs from your list(s).
g. Mail us the items we need
h. Dispose, recycle, or offer unneeded items to local institutions via the minn-docs listserv or the National Needs & Offers list.

9. Contingency plan
a. You need a contingency plan if your library is going through a renovation, remodel, disaster, or other service disruption to the government documents collection.
i. Points to consider when making contingency plan:
   1. Needs of users
   2. Notifying users
   3. Processing new material from GPO
   4. Scope of project and length of time before access is restored
   5. GPO has a full checklist to guide you.
ii. Discuss the problem and contingency plan with GPO and your regional so they can help you plan appropriately.
iii. Submit the contingency plan to GPO and your regional.
   1. If it is a planned disruption, submit before access is impacted.

10. Take advantage of GPO’s training webinars via the FDLP academy!
a. FDLP management webinars
b. Federal agency webinars
c. FDsys webinars
d. Miscellaneous topics (government websites, resources, promotion, outreach, etc.)