Georgia State Plan for Federal Depository Libraries 2017

2017 Committee for the Georgia State Plan

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INTRODUCTION

The Federal Depository Library Program (FDLP), administered by the U.S. Government Publishing Office (GPO), makes Federal government information in all formats freely available to the general public via a network of public, academic and Federal libraries throughout the United States and its protectorates. The *Georgia State Plan for Federal Depository Libraries* describes both how the FDLP is implemented in Georgia as well as how its depository libraries work individually and collectively to ensure that all residents of the State of Georgia have physical and intellectual access to Federal government information in all formats. To fulfill these purposes, specific goals and objectives that address collection development, access, public service, promotion of government information and communication between depository libraries are detailed in the next section. Objectives have been adapted from both the FDLP and current practice; depository coordinators are also expected to be familiar with the *Legal Requirements & Program Regulations of the Federal Depository Library Program* as they apply to their library.

The *Georgia State Plan for Federal Depository Libraries* was initially adopted in 1983 and later revised in 2001 and 2010; this is the third revision. Further information about the history of the *Georgia State Plan for Federal Depository Libraries* can be found in Appendix A. Authority and responsibility for the *Georgia State Plan for Federal Depository Libraries*, including the process for approval of the *State Plan* and proposing amendments, is addressed in Appendix B.

GOALS & OBJECTIVES

Goal 1 – To collect and maintain as complete a collection as possible of Federal government information in Georgia.
Objectives:

- All depository libraries are strongly encouraged to maintain and adhere to a written collection development policy that addresses depository-specific issues, such as item selection and retention, weeding, etc.
- Selective depository libraries are expected to meet the needs of the communities they serve through the selection of relevant government publications in the format that best suits their users' needs.

- The regional depository library must retain permanently at least one copy of all government publications in print or microfacsimile, unless they are superseded or the discards are authorized by the Superintendent of Documents.
- The regional depository library should actively work to fill in gaps in the regional collection from discard lists, GPO's Needs and Offers (N&O) list, and elsewhere.
- Selective depository libraries must follow the retention guidelines for selective depository libraries as described in the *Legal Requirements & Program Regulations of the Federal Depository Library Program* (hereafter referred to as the *Legal Requirements*).
- Selective depository libraries must follow the discard guidelines and procedures established by the regional depository library (see Appendix E: Disposal Guidelines and Procedures for Georgia Depository Libraries).
- All depository libraries are strongly encouraged to have a written, up-to-date disaster plan.
- All depository libraries are strongly encouraged to have a preservation policy that is ideally part of the library's overall preservation policy.

Goal 2 – To ensure all residents of the State of Georgia have access to Federal government information.
Objectives:

- Free public access to Federal government information is at the core of the Federal Depository Library Program. Library policies and practices should encourage access to government information in all formats.

a.   The government documents collection, including reference service for its users, should be available during the same hours that the other collections in the library are available.

b.   The general public must be able to access the depository's collections and services outside standard business hours if the library's primary users are able to do so. For example, if the depository library offers night and weekend service hours to its primary users, the library must provide comparable service hours to users of depository materials.

c.   In light of the security issues faced by libraries today, a depository library is not required to serve users who do not have a depository-related need to be in the library. It is acceptable to ask visitors for identification, ask questions to make sure that the library has what they need, and/or have them sign a guest register.

d.   Users of government information must adhere to the same standards of behavior expected of other library users. User behavior policies should be developed to address conduct problems.

e.   Public service policies must not deny access to depository resources to users because of their age.

f.   Depository libraries must post signage and/or the depository emblem in a prominent location on or near all public entrances. This sign must indicate that the library is a Federal depository and that government information resources are available for use by the general public without charge. Similarly, the FDLP logo should also be placed in a prominent location on the library Web site or Web pages.

g.   Library policies for public services can impact public access and should address any special requirement for access to Federal government information. The depository coordinator is encouraged to participate in the development of the library's access policies. The library's access policy pertaining to Federal government information should be posted on the library's Web site. The regional depository coordinator should be consulted regarding any possible changes in the library's access policies.

h.   Per Regulation #28 of the Legal Requirements, when depository libraries undergo planned remodeling, undertake a move, or otherwise find their operations disrupted, library staff are required to submit a contingency plan to FDLPOutreach@gpo.gov outlining how the library staff will provide access to depository services and collections to the general public during the period of disruption. The regional depository coordinator should also be notified of any such issues that may affect access to the depository collection.

- Depository libraries must facilitate access to online/electronic government information.

a.   Libraries must provide access to online depository resources via the Internet. If Internet filters are installed on library computers or network security limits access to content, a workaround must be available should depository resources be blocked.

b.   Depository libraries should have a written policy regarding public services for government information in electronic formats that includes provisions for no-fee access to computer workstations with CD-ROMs, DVDs, diskettes, and the Internet.

c.   Use of depository workstations is subject to the library's overall acceptable use policy.

d.   Public access computer workstations may require user authentication for security reasons; however, signage (on computers, posted at tables, on desks) must indicate that users may inquire at the public service desk for assistance.

e.   Log-in or sign-up sheets may be used; however, confidentiality of these records must be assured and consistent with applicable privacy statutes.

f.   If a depository library has tangible electronic documents (e.g. DVDs, CDs, and/or diskettes) in their collection, at least some library computers should have disk drives for these formats. If disk drives are not available, the library should circulate the material or make alternate arrangements for viewing.

g.   All depository users must be able to make use of printers to capable of printing downloaded electronic government information.

- Microfiche readers must be available in libraries with depository-issued microfiche, preferably close to the microfiche collection. Providing additional capabilities for microfiche readers, such as printing, scanning, and saving or sending digital files generated from microfiche resources are strongly encouraged.
- Depository libraries are strongly encouraged to provide bibliographic access to all depository items received, regardless of format, via the online library catalog, finding aids, research guides, or other means.
- Per Regulation #12 of the Legal Requirements, depository libraries must provide piece-level records for all tangible materials received; depository libraries are strongly

encouraged to maintain bibliographic records in their online catalogs for electronic-only documents.

- Depository libraries are encouraged to participate in national and statewide projects to archive digital government information and digitize tangible government documents.
- Per Regulation #20 of the Legal Requirements, depository libraries must treat all government publications, regardless of format, to at least the same level of preservation as the rest of the library's collection.
- Per Regulation #19 of the Legal Requirements, depository libraries must maintain publications distributed through the Federal Depository Library Program (FDLP) in conditions that are comparable to those of commercially purchased publications. Depository libraries may house parts of the depository collection either in offsite storage or at another facility through a selective housing agreement. All material in offsite storage must be fully cataloged so that it remains accessible. Depository libraries should have policies and procedures in place to ensure reasonable retrieval times for publications not directly accessible to users.
- Per Regulation #21 of the Legal Requirements, all facilities housing depository materials must meet the standards set forth in the Americans with Disabilities Act (ADA) or have a reasonable alternative to ensure access. The depository collection must be available for all library patrons, including those with disabilities.

Goal 3 – To provide the best public service possible to users of Federal government information.
Objectives:

- Depository libraries must ensure that reference and research services (hours of service, degree of assistance, and professional expertise of staff) to the general public using depository resources are comparable to those extended to the library's primary users.
- Depository libraries should ensure that government information-related reference services and resources for both in-person and remote users are easy to locate and access. Developing Web pages, guides, or other training aids to facilitate the use of government information resources is strongly encouraged.
- Reference services may be provided using methods other than in-person contact, such as by phone, mail, fax, email or chat. Such methods should be the same or comparable for members of the public using the depository collection or government information as for primary users.
- Depository library coordinators should refer users to other depositories for access to unique collections. Unique depository collections in Georgia include:
  - **UGA Map and Government Information Library**
    Regional Federal Depository Library, Georgia state government documents, ASERL Center of Excellence for maps
  - **Georgia Institute of Technology**
    Patent and Trademark Resource Center, ASERL Center of Excellence for NASA, U.S. Patent and Trademark Office, and the EPA
  - **Georgia Archives**
    Archival, legal, and property records of the State of Georgia
- The regional depository library must provide interlibrary loan (ILL) to depository and non-depository libraries in Georgia. Selective depository libraries should provide

assistance in borrowing documents from the regional or other depository libraries through ILL by checking indexes and databases for bibliographic information.

- Depository libraries must ensure that staff members are sufficiently trained to provide services in the use of government information products in all formats. Staffing levels must be sufficient to provide access and assistance.
- Depository libraries should have a written policy regarding public services for government information that includes provisions for no-fee access to government information in all formats (tangible and electronic) to all users.

Goal 4 – To promote public awareness of government information and its availability through the Federal Depository Library Program.
Objectives:

- Depository libraries should promote their depository collections and the services available in the use of government information. All depository coordinators should highlight government resources that are of general interest, in public demand, in the news, or useful to their users. Depository coordinators should use promotional materials from the Government Publishing Office to identify their library as a Federal Depository Library. Depositories are encouraged to celebrate significant depository milestones by inviting a member of Congress, local media, and GPO staff to special events in honor of this accomplishment.
- A depository collection is an integral part of the larger library. Depository coordinators should share their knowledge and expertise within their own library by cross-training, sharing relevant or interesting documents-related information through e-mail, social media, conducting tours of the depository collection, and other activities which promote your depository to internal staff, faculty, and administrators.
- Depository coordinators should provide links on their websites and social media outlets to prominent or useful government information-related sites and news for their users.

Goal 5 – To foster and facilitate communication between depository libraries.
Objectives:

- The regional depository library and/or regional depository coordinator is responsible for:

a.   Serving as an advisor to the selective depository libraries in Georgia,

b.   Acting as a liaison between the selective depository libraries in Georgia and GPO,

c.   Facilitating state and regional training opportunities,

d.   Answering questions related to depository operations and services,

e.   Promoting cooperation between selective depositories in the state or region, including resource sharing such as interlibrary loan (ILL) and reference assistance,

f.   Promoting communication and enhancing the networking activities between Federal depository libraries in the state or region,

g.   Maintaining and publishing a list of Georgia depository libraries and depository coordinators,

h. Facilitating the discard process for Georgia depository libraries,

i. Facilitating an annual meeting of Georgia depository libraries,

j. Serving as Permanent Executive Secretary for the Georgia Library Association's Government Information Interest Group,

k. Maintaining DOCSGA-L, the official listserv for the depository libraries in Georgia,

l. Managing the *Georgia State Plan for Federal Depository Libraries*, including:

§ Making the *Georgia State Plan for Federal Depository Libraries* available online,

§ Appointing and chairing a committee of at least five Georgia depository coordinators plus the regional depository coordinator to revise or amend the *Georgia State Plan for Federal Depository Libraries* as needed.

- Selective depositories are expected to:

a. Appoint a depository coordinator,

b. Ensure that the regional depository library and the GPO have up-to-date contact information,

c. Follow guidelines set by regional depository library for document disposal processing (see Appendix E: Disposal Guidelines and Procedures for Georgia Depository Libraries),

d. Ensure that their depository coordinator and other staff members who work with government documents are subscribed to DOCSGA-L. Active participation in DOCSGA-L, such as asking questions of and responding to colleagues and sharing resources, is strongly encouraged.

e. Ensure that their depository coordinator and other staff members who work with government documents are subscribed to the News & Events email service, the official FDLP communication channel, or follow its RSS feed,

f. Notify the regional depository library of significant changes in their depository status, such as major changes to their selection profile, major weeding projects, building remodeling projects that affect access to the depository collection, etc.,

g. Notify the regional depository library and GPO as soon as is reasonably possible in the event of a disaster (fire, flood, etc.) that affects the depository library and/or collection,

h. Collaborate with neighboring depositories, particularly those within the same congressional district, regarding collection development, promotional activities, and continuing education activities to maximize the exposure of depository services to the communities they serve,

i. Participate in the annual meeting of Georgia depository libraries, either in person or virtually,

j.   Maintain awareness of local, regional and national trends in the government documents community.

- Depository library coordinators and staff are strongly encouraged to attend (in person or virtually) and/or participate in national and regional meetings and organizations such as the American Library Association's Government Documents Round Table (GODORT) or the semi-annual Depository Library Council Meeting, either in person or virtually.
- Depository library coordinators and staff are strongly encouraged to participate in the Georgia Library Association's Government Information Interest Group. The purpose of the Government Information Interest Group is to promote the use and accessibility of Federal, state, and local documents as well as foreign and international documents and to provide support, information-sharing, and instruction for government documents at all levels.

APPENDICES

Appendix A – History of the Georgia State Plan for Federal Depository Libraries

2017 revision of the *Georgia State Plan for Federal Depository Libraries*
2017 Georgia State Plan Committee:

- Laurie Aycock, Kennesaw State University
- Trina Holloway, Georgia State University College of Law
- Chris Palazzolo, Emory University
- Kathy Piselli, Atlanta-Fulton Public Library
- Hallie Pritchett, University of Georgia (chair)
- Emily Rogers, Valdosta State University
- Thomas Waters, University of West Georgia

In November, 2016, a new Georgia State Plan Committee was formed to revise the 2010 plan. The first draft of the 2017 revision was distributed via the DOCSGA-L listserv on March 3, 2017 and discussed at the Georgia Depository Libraries Meeting that was held at the University of Georgia on March 9, 2017. The 2017 revision was approved via online ballot by the required two-thirds of the state's Federal Depository Libraries in March, 2017.

2010 revision of the *Georgia State Plan for Federal Depository Libraries*
Committee for the Georgia State Plan for Federal Depository Libraries – 2010:

- Liya Deng, Mercer University
- Patricia Kenly, Georgia Institute of Technology
- Lori Lester, Georgia Southern University
- Kathy Piselli, Atlanta-Fulton Public Library
- Hallie Pritchett, University of Georgia (chair)
- Dean Sullivan, University of West Georgia

In March, 2010 a new Committee for the Georgia State Plan for Federal Depository Libraries was formed to revise the 2001 plan. The first draft of the 2010 revision was distributed via the DOCSGA-L listserv on October 1st, 2010 and discussed at the October 14th meeting of Government Information Interest Group of the Georgia Library Association in Athens, GA. The final draft was distributed via DOCSGA-L on December 1st, 2010 and discussed at the December 15th annual meeting of Georgia Depository Libraries in Macon, GA. The 2010 revision was approved via online ballot by the required two-thirds of the state's depository libraries in February, 2011.

2001 revision of the *Georgia State Plan for Federal Depository Libraries*
Beginning in 1998 and ending in 2000, GPO required all Georgia depositories to complete a Self-Study Evaluation. After reviewing these self-studies, GPO decided to do on-site inspections of seventeen depositories in the state. Both the Self-Study Evaluation and the inspection reports contained questions relating to state plans. Because the existing Georgia State Plan was completed in 1983 and had not been updated or revised since that date, it was suggested that the Georgia State Plan be revised.

In August 1999 at a meeting of Georgia documents coordinators held in Macon, there was a discussion concerning a revision of 1983 *Georgia State Plan for Federal Depository Libraries*. At this meeting, the decision was made to create a committee to revise the 1983 plan. The following volunteered to serve on the committee:

- Michael Aldrich, State University of West Georgia
- Martha Ebener, Emory University
- Susan Field, University of Georgia (chair)
- Guy Frost, Valdosta State University
- Maureen Morgan, Berry College
- Labrina Tibbs Solomon, Mercer University Law

In April 2001, the draft of the revised state plan was distributed to the Georgia documents community via DOCSGA-L.

A letter concerning the importance of state plans dated August 17, 2001 was sent by the Superintendent of Documents to the directors and documents coordinators of all depository libraries.

On August 28, 2001, the Committee to Revise the Georgia State Plan met in Macon to make changes to the draft of the state plan based on the comments and suggestions received from the participants of a May 10, 2001 meeting.

Ballots to be used in voting for the 2001 revision of the *Georgia State Plan for Federal Depository Libraries* were sent to Georgia's depository libraries on June 3, 2002. The revision was approved with 23 depository libraries voting "yes" and two abstentions. Letters of agreement to support and participate in the 2001 revision of the *Georgia State Plan for Federal Depository Libraries* signed by depository coordinators and their library directors were received by Susan Field, U.S. Regional Depository Librarian, in July, 2002.

1983 - The first *Georgia State Plan for Federal Depository Libraries*

In December 1981, Lucy Patrick from the Division of Public Library Services of the Georgia Department of Education was designated the contact person for the Georgia State Plan. A general information meeting for documents librarians was held at the Georgia Library Association Spring Workshop in Macon in April 1982. A draft was completed in October and revised after another general meeting in December. The second draft was circulated for comments in early 1983 and a final meeting was held in July 1983 at which time the plan was adopted. The Georgia State Plan was submitted to the Superintendent of Documents in August 1983.

In addition to Ms. Patrick, the following documents librarians were involved in the drafting of the state plan: Jay McNamara at Georgia State University; Susan Field at the University of Georgia; Nancy Johnson at Georgia State University's Law Library; Richard Leacy at the Georgia Institute of Technology; and Elizabeth McBride at Emory University.

Appendix B – Authority and Responsibility for the Georgia State Plan for Federal Depository Libraries

State Plan Committee
The regional depository coordinator will form a committee at least every five years to review and revise the *Georgia State Plan for Federal Depository Libraries*. The committee will consist of at least five Georgia selective depository coordinators plus the regional depository coordinator who will serve as committee chair. Committee members will provide broad representation by geographic region and type of depository library. Members may be reappointed to the committee.

Approval of the Georgia State Plan
Revisions of the *Georgia State Plan for Federal Depository Libraries* will become effective when they are approved by two-thirds (2/3) of the depositories in the state. The regional depository coordinator will be responsible for managing all aspects of the voting process. Each Federal Depository Library will have one vote. Once the *Georgia State Plan for Federal Depository Libraries* is approved, each Federal Depository Library director and depository coordinator will sign a letter of agreement indicating their depository's commitment to the plan.

Process for Proposing and Approving Amendments and Appendices
Any depository coordinator or Federal Depository Library director may propose an amendment to the *Georgia State Plan for Federal Depository Libraries*. Proposed amendments should be submitted to the regional depository coordinator, who will form a committee to review the amendment(s) for appropriate location in the *Georgia State Plan for Federal Depository Libraries*. The committee will consist of at least five Georgia selective depository coordinators plus the regional depository coordinator who will serve as committee chair. Committee members will provide broad representation by geographic region and type of depository library. The committee will notify the depository coordinator or Federal Depository Library director who submitted the amendment(s) of its decision in a timely manner.

Any new amendment(s) to the *Georgia State Plan for Federal Depository Libraries* will become effective when approved by two-thirds (2/3) of the depositories in the state. The regional depository coordinator will be responsible for managing all aspects of the voting process. Each depository library will have one vote.

Changes to the Disposal Guidelines and Procedures for Georgia Depository Libraries (Appendix E) and the Substitution Guidelines to Replace Tangible Materials with Online Equivalents (Appendix

F) will be made as necessary by the regional depository coordinator and do not need to go through the formal amendment process.

Appendix C – Important for Depository Library Directors/Administrators

The information in this section is abridged from the *Legal Requirements & Program Regulations of the Federal Depository Library Program*.

You are the designated official responsible for ensuring the legal requirements of the Federal Depository Library Program (FDLP) are met. The authority for the FDLP and the legal requirements of Federal depository libraries are found in Chapter 19 of Title 44 United State Code; related U.S. Code, Title 44 chapters that affect depository libraries are Chapters 17 and 41.

Your depository library must have one staff member designated as the depository coordinator. Inform the U.S. Government Publishing Office (GPO) and the regional depository coordinator at the University of Georgia of any changes in this designation.

Staff with depository responsibilities will be following a set of guidelines from the GPO and the regional depository coordinator at the University of Georgia for document acquisition, processing, and disposal. He or she should receive library support for attendance at appropriate local and national meetings to ensure up-to-date procedures are being followed.

Publications received through the Federal Depository Library Program are the property of the Federal government. They must be housed in a manner that facilitates access, preservation, and protection from theft. Your depository library must provide the same care and maintenance of depository materials as it gives to commercially purchased publications. Notify the GPO and the regional depository coordinator at the University of Georgia as soon as is reasonably possible in the event of a disaster (fire, flood, etc.) that affects the collection or access to the collection. Federal depository libraries must provide free public access to depository materials in all formats. Free public access does not mean a depository library must grant circulation privileges to groups outside of the library's primary user community, although they may choose to do so. Free public access need not equal free printing or copying if your library users must pay for printing and copying of other library materials or resources. The general public must be able to access the depository's collections and services outside standard business hours if the library's primary users are able to do so.

Your depository library must post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library. The FDLP logo should also be placed in a prominent location on your library Web site or Web pages.

As library administrator, you are welcome and encouraged to sign up to receive messages from the News & Events email service, the official FDLP communication channel, or follow its RSS feed, and DOCSGA-L, the official listserv for the depository libraries in Georgia. You are also welcome and encouraged to attend the annual Georgia Depository Libraries Meeting and the semi-annual Depository Library Council Meeting to learn more about the valuable service your institution provides as a part of the Federal Depository Library Program.

Appendix D. Depository Libraries in Georgia

For depository libraries in other states and US territories please visit the [Federal Depository Library Directory](#)

[ATLANTA UNIVERSITY CENTER](#)   **(0122A)**
Jacquelyn Daniel
Reference Service Librarian
Robert W. Woodruff Library
111 James P. Brawley Drive S.W.
Atlanta, GA 30314
404-978-2000

[ATLANTA-FULTON PUBLIC LIBRARY](#)   **(0122)**
Kathy Piselli
Librarian
Atlanta-Fulton Public Library
One Margaret Mitchell Square
Atlanta, GA 30303
404-730-1700

[AUGUSTA UNIVERSITY](#)   **(0127)**
Fay Verburg
Chair, Reference and Education Services/Assistant Professor
Reese Library
2500 Walton Way
Augusta, GA 30904
706-729-2166

[BERRY COLLEGE](#)   **(0124A)**
Steve Head
Instructional Services Librarian
Berry College Memorial Library
2277 Martha Berry Hwy
Mount Berry, GA 30149
706-236-1739

[COLUMBUS STATE UNIVERSITY](#)   **(0120A)**
Alison Cook
Coordinator of Government Documents
Simon Schwob Memorial Library
4225 University Avenue
Columbus, GA 31907
706-507-8677

[DALTON STATE COLLEGE](#)   **(0126B)**
Barbara Jones
Librarian

Derrell C. Roberts Library
650 College Dr.
Dalton, GA 30720
706-272-4583

EMORY UNIVERSITY **(0116)**
Chris Palazzolo, PhD
Social Sciences Librarian and Team Leader
Robert W. Woodruff Library
540 Asbury Circle
Atlanta, GA 30322
404-727-0143

EMORY UNIVERSITY SCHOOL OF LAW **(0121A)**
Jason LeMay
Assistant Law Librarian for Cataloging and Metadata
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322
404-727-6816

GEORGIA COLLEGE AND STATE UNIVERSITY **(0123)**
Jolene Cole
Instruction and Research Librarian
Ina Dillard Russell Library
CB 043
Milledgeville, GA 31061
478-445-4047

GEORGIA INSTITUTE OF TECHNOLOGY **(0122B)**
Patricia Kenly
Business Reference Librarian & Documents Coordinator
Library and Information Center
704 Cherry St.
Atlanta, GA 30332
404-894-4530

GEORGIA SOUTHERN UNIVERSITY **(0117)**
Lori Gwinett
Government Documents Librarian
Georgia Southern University Library
P.O. Box 8074
Statesboro, GA 30460
912-478-5032

GEORGIA SOUTHWESTERN STATE UNIVERSITY **(0120)**
John Wilson
Reference Librarian/Government Documents Supervisor
James E. Carter Library
800 GSW University Drive

Georgia Southwestern State University
Americus, GA 31709
229-931-2259

[GEORGIA STATE UNIVERSITY](#)   **(0114A)**
Joe Hurley
Data Services, Geosciences, Maps & GIS Librarian
Georgia State University Library
100 Decatur Street
Atlanta, GA 30303
404-413-2854

[GEORGIA STATE UNIVERSITY COLLEGE OF LAW](#)   **(0115)**
Trina Holloway
Acquisitions/Serials Librarian
Georgia State University Law Library
85 Park Place NE
Atlanta, GA 30303
404-413-9100

[KENNESAW STATE UNIVERSITY](#)   **(0124)**
Laurie Aycock
Collection Development Librarian & Monographs Coordinator
Horace W. Sturgis Library
385 Cobb Avenue NW, MD1701
Kennesaw, GA 30144
470-578-6202

[MERCER UNIVERSITY](#)   **(0123A)**
Molly Kernan
Catalog and Government Information Librarian
Jack Tarver Library
1300 Edgewood Avenue
Macon, GA 31207
478-301-5643

[MERCER UNIVERSITY SCHOOL OF LAW](#)   **(0113A)**
Labrina Solomon
Library Assistant/Government Documents
Furman Smith Law Library
Walter F. George School of Law
Government Documents
1021 Georgia Avenue
Macon, GA 31201
478-301-2668

[U.S. COURT OF APPEALS FOR THE 11TH CIRCUIT](#)   **(0115A)**
Michael Davis
Circuit Librarian
U.S. Court of Appeals 11th Circuit

56 Forsyth St. NW
Atlanta, GA 30303
404-335-6500

UNIVERSITY OF GEORGIA **(0114)**
REGIONAL DEPOSITORY
Hallie Pritchett
Map and Regional Depository Librarian
Map and Government Information Library
320 South Jackson Street
Athens, GA 30602
706-542-0690

UNIVERSITY OF GEORGIA SCHOOL OF LAW **(0116A)**
Wendy Moore
Acquisitions Librarian
University of Georgia Law Library
School of Law - Library
100 Herty Drive
Athens, GA 30602
706-542-1922
lawref@uga.edu

UNIVERSITY OF NORTH GEORGIA **(0126)**
Timothy Daniels
Electronic Resource Librarian
Library Technology Center
82 College Circle
Dahlonega, GA 30597
706-864-1889

UNIVERSITY OF WEST GEORGIA **(0121)**
Thomas Waters
Government Documents Associate
Irvine Sullivan Ingram Library
1601 Maple St.
Carrollton, GA 30118
678-839-6495

VALDOSTA STATE UNIVERSITY **(0125)**
Emily Rogers
Reference Librarian/Government Documents
Guy Frost
Catalog Librarian
Odum Library
1500 North Patterson St.
Valdosta, GA 31698
229-333-7149

Appendix E. Disposal Guidelines and Procedures for Georgia Depository Libraries

Disposal Guidelines

General guidelines

Disposal guidelines are based on the *Legal Requirements & Program Regulations of the Federal Depository Library Program*.

Selective depository libraries in Georgia may dispose of government documents received through the Federal Depository Library Program (FDLP) after they have been retained for 5 years. All selective depository libraries are expected to follow the guidelines set by the University of Georgia (UGA), the state's regional depository library, when discarding government documents. No documents received through the FDLP can be discarded until written permission is received from UGA.

Documents intended for discard must be submitted to the University of Georgia for approval per the Discard List Procedures below. Items that can be submitted for approval to discard include:

- all tangible items (paper, microform & electronic) that have been retained for at least five years from receipt (*see microfiche exception below*),
- any duplicate items regardless of date of publication,
- items that meet the Substitution Guidelines to Replace Tangible Items with Online Equivalents.

Items on the Superseded List do **NOT** have to be listed, with the exception of maps (*see map exception below*).

Arrangements can be made for libraries doing major weeding projects, particularly those working under tight deadlines, to discard documents without submitting lists. All such arrangements are made at the discretion of the regional depository coordinator.

Exceptions

If you have any questions about the following exceptions to the disposal guidelines, please contact the regional depository coordinator.

- **Map exception** - all maps to be discarded, including those on the Superseded List, **MUST** be submitted on a list for approval to discard.
- **Microfiche exception** - selective depository libraries do **NOT** need to list microfiche **UNLESS** they fall within the following ranges:

Starting number	Ending number
CSA 1.2	CSA 1.8/2:1105-2

D101.60/7:993/Mar.	D 101.96:31/8
GS 4.107:49/189	GS 4.107:51/60
I 1.98:W 52/Draft/supp.	I 29.86/2:18/6/supp.2
L 36.102:W 89/8	L 37.2:Y8/21
LC 4.#	LC 26.7/2:998/4
Y 1.1/7	Y 1.1/8 *Not the full range - 103rd Congress ONLY*
Y4.AG 8/3:A-	Y4.AG 8/3:R88/19
Y4.AR 5/3:S.prt.98-123	Y4.B 22/1:101-185

Discard List Procedures
Discard list format

- All selective depository libraries are expected to use the standard discard list form available for download here.
- Fill in the library name, contact information and format of the items listed (one format type per list) in the appropriate fields at the top of the discard list form. Please let UGA know if your contact person for handling discard lists has changed.
- Lists should be kept to 500 lines or less; longer lists should be split into smaller lists as appropriate. If your library is doing a large weeding project that will involve many lists please let UGA know in advance.
- Items should be listed in Sudoc order.
- Continuous ranges of volume/issue numbers for the same Sudoc stem in any format may be listed as such on the discard list form if the range is complete; otherwise items should be listed individually.
- Lists of electronic documents should include specific format types (i.e. CD-ROM, DVD, video, etc) in parentheses after each item's title.
- Items that were received as gifts or are duplicates should be indicated by including (duplicate) after the title; if this information is not included on the list and the item is less than 5 years old, UGA will deny permission for that publication to be discarded.
- Items that meet the Substitution Guidelines to Replace Tangible Materials with Online Equivalents should be indicated by including the URL of the online equivalent along with the title(s) to be discarded and an explanation on the discard list (i.e. available online as...); if this information is not included on the list and the item is less than 5 years old, UGA will deny permission for that publication to be discarded.

- If the Sudoc number, title, etc is too long for a box on the discard list form adjust the row height to make the text wrap. Please do not adjust the column widths for any reason as this will affect the page settings.

Discard list submission, acknowledgement and next steps

- Discard lists should be saved and sent using the specified naming convention.
- All discard lists must be submitted as an attachment to docsproc@uga.edu. Please note that this email address is for discard list submissions and questions ONLY; all other depository related-questions should be sent to the regional depository coordinator.
- An acknowledgement email will be sent when a list is received indicating how long it will take UGA to process that list. Please let UGA know if your contact person for handling discard lists has changed.
- Once a list has been processed an email will be sent indicating which items (if any) UGA needs for their collection. When sending requested items to UGA:
  - Include a copy of the first page ONLY of the discard list(s) from which UGA has requested items in each box or envelope,
  - Use mailing label sent with the request email from UGA on ALL boxes and/or envelopes. Make sure to include your return address and indicate the number of boxes you will be sending (i.e. Box 1 of 3, Box 2 of 3, etc) on each mailing label. The mailing label an also be downloaded here.
- Processed lists will be posted to DOCSGA-L indicating the deadline by which other libraries must request documents from the list. Libraries will be asked to contact the library offering the documents directly; preference will be given to depository libraries. Please keep all publications on the list until the deadline has expired; at that time libraries may dispose of any documents not requested in the appropriate manner.

Offering discarded materials to libraries outside of Georgia
After UGA has given permission to discard and the deadline for offering documents to Georgia libraries has passed, selective depository libraries are encouraged to offer their discards to libraries outside of Georgia, particularly if lists include older documents. Processed lists can be posted to any or all of following regional and national databases and listservs. Please note that each database or listserv has unique rules and requirements for posting and offering discarded materials; make sure to read the instructions before posting processed lists.

- ASERL Documents Disposition Database
- GOVDOC-L
- FDLP eXchange
- MAPS-L (maps and atlases only)

Discard List Form
Download the discard list form here.
To save the Excel discard list form as a template:

- Open the file
- Choose your library's name from the "Select a library from the list" dropdown menu
- File > Save As

- In the dropdown menu at the bottom of the Save As box choose "Template (*.xlt)
- Click Save

To create a new list from your discard list template:

- Open Excel
- File > New
- In the menu that opened on the right side of the screen choose Templates > On my computer
- In the templates window choose the discard list template and click OK

Discard List Naming Convention

When saving a list please use the following naming convention:
libraryname_yyyymmdd.xls
Example - a list from UGA Libraries sent on December 1st, 2008 would be named:
ugalibraries_20081201.xls
Please save all lists as .xls extensions.

Mailing Label

Download the mailing label to send requested items to UGA here.
When sending requested items to UGA:

- Include a copy of the first page ONLY of the discard list(s) from which UGA has requested items in each box or envelope.
- Use mailing label sent with the request email from UGA on ALL boxes and/or envelopes. Make sure to include your return address and indicate the number of boxes you will be sending (i.e. Box 1 of 3, Box 2 of 3, etc) on each mailing label. The mailing label an also be downloaded here.
- Contact UGA if you have questions or need assistance with packing or shipping requested items.

Appendix F. Substitution Guidelines to Replace Tangible Materials with Online Equivalents

In May, 2009, GPO released their updated substitution guidelines to replace tangible materials with online equivalents:
A selective depository is permitted to replace tangible versions with online equivalents of depository materials provided the library has held the publication for at least one year, your regional depository has approved the disposal of the tangibles, and the online version is:

- Official;
- Complete; and
- Free of charge to the user

No library is required to substitute online versions for paper, microfiche, CD-ROM, etc. While the State Plan does not currently include any provisions for making such substitutions, UGA is willing to work with any selective who would like to replace tangible materials held less than 5 years with online equivalents. The GPO guidelines include information on how to determine if a publication meets the substitution criteria. If you have something you feel meets the criteria please include the URL of the online equivalent along with the title(s) you wish to discard and an explanation on the discard list (i.e. available online as...); if it does indeed meet the criteria you will be given permission to discard the tangible item.

As presented at the 2009 Georgia Depository Libraries Meeting, Mercer University, Macon, GA. December 16th, 2009