

Plan for Shared Regional Depository Library Services between Florida and Georgia May 1, 2020

Approved by Government Publishing Office January 22, 2020

Effective July 1, 2020

The George A. Smathers Libraries at the University of Florida (0103) and the University of Georgia Libraries (0114) will collaboratively administer regional depository library responsibilities across Florida, Georgia, Puerto Rico and the U.S. Virgin Islands. This is possible with senatorial approval and designation of shared regionals for the Federal Depository Library Program (FDLP) This partnership is an extension of the libraries' participation in the ASERL Collaborative Federal Depository Program (CFDP), with the shared goal of enhancing cooperative collections and services. The shared regional depository library will better serve the needs of the citizens, researchers, and selective depository libraries in this region by leveraging the experience and collections of both institutions, and offering networking and educational opportunities to serve a larger base of libraries and citizens.

Goals

The shared regional depository library between the Smathers Libraries at the University of Florida (UF) and the University of Georgia Libraries (UGA) will:

- Foster collaboration among depository libraries within the shared region.
- Enhance access to depository collections by allowing each institution to focus on providing greater discoverability for a subset of the regional collection.
- Steward stacks and off-site storage space in each library.
- Continue to serve the needs of each institution's respective selective depository libraries by maintaining traditional relationships between the regional within the original service area and that area's selective depositories.
- Enable each regional depository library to withdraw depository materials with the knowledge that those materials are easily available from the partner regional library
- Leverage the knowledge of both regional librarians and staffs to deliver government information to researchers and citizens.

Success measures

Success will be measured by:

- The ability of researchers to get the government information they require easily and quickly – within one week when an item is known to be in one or the other regional depository library. Reference and lending statistics will be maintained and evaluated annually.
- The satisfaction of selective depository libraries in each service area continuing with the quality of service from their primary regional library and the shared regional depository library. Within two years of becoming a shared regional depository library, UF and UGA will send selective depository librarians a survey to determine the level of satisfaction with regional services.
- The extent to which each regional depository library utilizes the ability to withdraw some depository materials when they are available at the partner library. Within two years of becoming a shared regional depository library, UF and UGA will report to GPO and the selective

depository libraries in the region on the changes in their collections as a result of the collaboration.

Roles & Responsibilities

Each regional depository library, UF & UGA, will retain full regional depository status in its relationship to the selective depository libraries within its service area. Collections will be the primary area of collaboration. The regional depository libraries will also collaborate in consulting and advising selective depository libraries – regional librarians at UF and UGA will consult as they advise selective depository libraries on issues such as weeding and digital substitution. This will encourage consistency across the joint service area while allowing flexibility.

Both UF and UGA libraries will continue to work closely with the selective depository libraries within their service areas. They will advise on reference, weeding, and interlibrary loan (ILL). They will work with any depository library in their respective service area that is considering withdrawing from the FDLP. They will each work with GPO on issues such as depository libraries leaving the FDLP, new depository libraries, questions from selective depository libraries needing GPO input, selective housing arrangements, ASERL Center of Excellence interest, etc.

Selective depository libraries in each area should not be inconvenienced or poorly served by this shared regional arrangement. They will continue to work with the regional depository library in their service area. Should they require depository materials, they will be able to easily obtain the material from either regional library via ILL. As the plan is implemented and each library withdraws some depository material, these decisions will be clearly communicated to staff at selective depository libraries and others interested in U.S. government information.

Services to the Public

Services to the public, students, faculty, and researchers will be maintained at a high level. Knowledgeable reference and ILL staff in both libraries will be able to identify and request any materials needed from either library. ILL staff will process ILLs for U.S. government publications between the two partner libraries expeditiously.

Services to Selective Depository Libraries

This plan will not materially affect service to the selective depository libraries in Florida, Georgia, Puerto Rico and the U.S. Virgin Islands. Each regional depository library is expected to serve the selective libraries in its service area as a full regional depository library – with reference assistance, ILL, and weeding. Selective depository libraries may gain additional educational opportunities and a larger cohort of colleagues from whom to learn and with whom to share knowledge.

Each library will retain a regional librarian who will be the primary contact for selective depository libraries within its respective service area. Each library will use the ASERL Documents Disposition Database as the primary offers tool for its service area. The regional librarians will consult with each other and it is expected that they will generally agree on offers and other policies and procedures relating to selective depository libraries. Selective depository libraries may consult with either regional librarian, but their primary contact will remain their service area's designated regional librarian.

This shared regional arrangement will allow for depository librarians in each service area to meet together. Broadening participation to include both service areas will increase networking and educational opportunities.

Access

Materials that are withdrawn in favor of the partner library will be represented on a web guide detailing the shared regional arrangement. Easy online access to the partner's online catalog will be provided for searching the collection. This guide will also document all decisions on shared collections, detailing what Superintendent of Documents call numbers and formats are withdrawn from one partner in favor of the other collection.

Each regional depository library will remove bibliographic records from its online catalog as materials are withdrawn. Knowledgeable reference and ILL staff at each institution will be available to assist researchers.

Collections

Regional collections will be the primary collaborative activity of this shared regional arrangement. The Smathers Libraries at the University of Florida has a fully inventoried and cataloged collection of congressional hearings, housed primarily in a climate-controlled, limited-access off-site facility. The University of Georgia Libraries' map collection will remain in accessible open shelving.

UF is an ASERL Center of Excellence (CoE) for congressional hearings and UGA is a CoE for all federal depository maps, regardless of agency. Each library will retain all materials in its respective CoE collection. The non-CoE regional will have the option of withdrawing these materials once it confirms ownership by the CoE. However, neither library is required to withdraw anything under the shared regional arrangement.

At the outset of this partnership, neither partner is expected to withdraw much of its depository collection. UF will withdraw USGS 7.5 minute topographic maps for areas outside of Florida, Puerto Rico, and the U.S. Virgin Islands. UGA may withdraw select congressional hearings.

UF will select and retain, UGA may de-select and withdraw

- Congressional hearings (Y 4)
- Congressional documents and reports (Y 1.1/3:, Y 1.1/4:, Y 1.1/5:, Y 1.1/6:, Y 1.1/7:, Y 1.1/8:)

UGA will select and retain, UF may de-select and withdraw

- 7.5 minute USGS topographic maps (I 19.81:)

As this shared regional arrangement matures, it is expected that there may be more shared collections between the partner libraries. Any major withdrawals from either library will be discussed in advance with the selective depository libraries in both service areas. Offers will be posted on the ASERL Documents Disposition Database and FDLP eXchange. Access will be handled as described above – via a web guide or other resource describing the collections, and links to partner online catalogs. No specific agencies have been identified for potential future withdrawals.

Once UF or UGA has identified an agency or SuDoc stem for withdrawal, the library will also make adjustments to its item selection profile, in consultation with GPO, to discontinue receipt of future items in that area of the collection.

In the case of a disaster, it is possible that the partner libraries will rely heavily on each other's collections. The affected library will be expected to replace core publications, but should be able to leverage the shared regional arrangement and rely on its partner to provide access to those materials until they are replaced and to other materials that may not be replaced.

Communication

Both libraries will maintain open lines of communication with each other, selective depository libraries, and the GPO. The regional depository coordinators will make decisions collaboratively when appropriate, and share outcomes with selective depository libraries on existing listservs and through other methods of communication, such as conferences and state meetings. If either library seeks to enter into a partnership or agreement that may affect the shared regional partnership, the applicable regional depository coordinator will keep the other informed and they will work collaboratively to mitigate any potential negative impact.

Dissolution of the MOU

The collaborative nature of this shared regional arrangement makes it unlikely that either library will terminate the MOU. However, should it be terminated, the partners will maintain a robust ILL relationship enabling them to continue to request needed materials from one another. If any materials were transferred during the shared arrangement, the libraries will work on a case-by-case basis to determine where the materials will be housed. It is not required that materials are returned, but they may not be discarded. If materials are transferred, the cost will be borne by the library initiating termination of the MOU. Each regional library may choose to replace any withdrawn materials via the ASERL Documents Disposition Database and FDLP eXchange.

Change Log

Date	Description of Change	Section Affected
April 5, 2022	UF has agreed to select Congressional reports and documents in paper for the shared region.	Collections – UF will retain, UGA may withdraw