

**A Guide for Federal Depositories in Iowa Constructing Document Exchange Lists
for Posting on LIB-DOCEX@LIST.UIOWA.EDU**
(Effective December 1, 2005)

Introduction

Selective federal depository libraries which are served by a Regional Library may withdraw depository materials from their collections after the materials have been held for five years, and after receiving permission from their Regional. Except for the exempted publications listed below, all publications must be retained for five years from the date of receipt. For discard purposes, it is essential that the date of receipt be marked on each publication and/or the shelf list. There is no requirement that selectives must withdraw any publications, and all depositories are encouraged to consider the needs of their users when developing withdrawal policies. Each depository should have a collection development policy which identifies both selection and discard policies in the context of the community's needs.

Discard lists are checked by the Regional Library in order to maintain a complete collection of federal publications which is then available to libraries in the region. Most publications in the Regional collections, with the exception of some reference materials and fragile publications, are available for interlibrary loan. The Regional will attempt to loan any publication needed by selectives within the region, including microfiche.

These guidelines are based on the Instructions to Depository Libraries http://www.gpo.gov/su_docs/fdlp/pubs/instructions/index.html . All persons working with depository collections should be familiar with the Instructions and with the Depository Library Manual (and Supplements) http://www.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html

Requesting Permission to Discard Publications

A. Exceptions to the five-year rule:

1. The following publications may be discarded without regard for the five-year rule:
 - a. Publications listed on the Superseded List http://www.gpo.gov/su_docs/fdlp/pubs/suplist/index.html . These publication may be discarded without notification of the Regional when superseded as indicated.
 - b. Government publication which are duplicates or are received outside of the depository system (gifts, Documents Expediting Project, direct mail, etc.).
 - c. Depository publications received from Government Printing Officer (GPO) but not selected may be discarded without permission from the Regional.
2. While the categories above do not have to be listed, if significant publications or large sets are being withdrawn, listing them for the Regional is encouraged as a courtesy, as well as publicizing them for other

depositories in the state. They must be clearly identified on lists as to the reason for withdrawal (e.g. duplicate or non-depository).

3. Publications which are replaced by microfiche, commercial reprint, or other re-publication may be discarded in less than five years but must be listed for the Regional first. The withdrawal list must clearly state that they are being replaced.
4. The Federal Depository Library Program (FDLP) has developed guidelines for substituting electronic versions for tangible depository publications. These guidelines are available online at the FDLP Desktop http://www.gpo.gov/su_docs/fdlp/coll-dev/subguide.html.

B. Discarding Depository Microfiche

1. Depositories may discard microfiche after the mandatory 5-year retention without providing lists to the Regional.
2. Large collections or long runs of serials in fiche may have interest for the Regional. The Regional should be informed of these intended discards in a letter with a description of the collection. A detailed inventory is not necessary. The letter should specify that the library plans to discard, for example, the *Federal Register*, earlier than 1990, or all microfiche from 1980 census.

C. Withdrawal Lists for Paper and Electronic Publications

1. All publications received through the depository program in paper or tangible electronic format (floppy disk, CD-ROM, etc.), and not covered under section A above, must be listed for the Regional Library before discarding.
2. Each list or group of lists should include the depository library name and depository number, the list dates, and the list number. Lists should be sequentially numbered throughout the year (for example: 2005-1, 2005-2, etc.) to assist in record-keeping.
3. Entries must be arranged in SuDoc classification number order, and must contain the following information:
 - a. Superintendent of Documents classification number
 - b. Title
 - c. Date of publication
 - d. Volume/issue numbers, if serial (see #4 below)
 - e. Notation to indicate bound volumes
 - f. Notation to indicate reason for discard if held less than 5 years.
4. To eliminate unnecessary keystrokes, indicate large unbroken runs of a serial in a single entry rather than listing individual issues. (for example: HE 20.4008/2:87-1 through :99-1)
5. Lists must be produced electronically and posted to the *lib-docex* (LIB-DOCEX@LIST.UIOWA.EDU) mailing list. All selectives will be automatically added to the list. Others, please contact Marianne Mason marianne-mason@uiowa.edu to be added to the list.
6. Include contact information at the end of the following paragraph which should be inserted in your message posted to *lib-docex* (LIB-DOCEX@LIST.UIOWA.EDU):

The library indicated below is offering the following publications free of charge as part of the documents exchange program. The publications listed below will be shipped to libraries requesting them one month from the date this list has been posted on the Regional Library's LISTSERV. Postage of \$2.00 or less need not be refunded. Please send requests to:

7. The Regional Library will respond by e-mail within 30 days of the date that the list is posted on *lib-docex* (LIB-DOCEX@LIST.UIOWA.ED). The Regional has priority over other libraries in claiming publications from the offered list.
8. When major changes are made to this Guide. All Iowa depository libraries will be notified. If there are any questions or comments concerning this Guide, contact:

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