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Introduction

This document updates the Maryland State Plan dated 1984. This plan seeks to coordinate the actions of the individual libraries that make up the Federal Depository Library System of Maryland, Delaware, and the District of Columbia in order to provide better service to our public. This plan should be used in conjunction with the Legal Requirements & Program Regulations of the Federal Depository Library Program, which is published by the Government Publishing Office.

Region Map

Mission Statement

The federal depository libraries of Maryland, Delaware, and the District of Columbia are part of the Federal Depository Library Program (FDLP), which provides access to federal government information for the diverse public of this region. Government publications are disseminated to participating libraries by the Government Publishing Office (GPO). The goal of the FDLP and the Maryland, Delaware, and the District of Columbia federal depository libraries is to make government information accessible to the American public and provide reference assistance to users. The State Plan should be reviewed at least every five years to ensure it is accurate and useful to member institutions.

Collection Development

Goal: To ensure that the scope of the collection is appropriate to the particular user groups served, and that selective housing agreements are held to the same standards as other Federal Depository Libraries.

Purpose: Each institution participating in the FDLP acknowledges its responsibility to provide open and equal access to federal information for the general public.

1) Item Selection
   a) Scope - The scope of an individual institution's collection should be geared to serve its constituency. In addition to the defined population identified by the institution's mission, the needs of the general public who may look to that institution for federal information must be considered.
   b) Basic Collection - Each selective depository in the region selects or makes available via
electronic means, the titles identified by GPO as the Basic Collection.

c) Cooperation - It is understood that limitations on resources such as personnel, space and budget, may make it impossible for an individual selective depository to provide access to all of the federal information that may be desired by the local population. Each federal depository library is encouraged to enter into cooperative efforts with other local depositories. It is also desirable for selectives to make liberal use of the resources of the regional depository when referring patrons. Tools available for ascertaining the selections of other depositories include the FDLP Item Lister and the Documents Data Miner 2 currently maintained by Wichita State University in cooperation with the FDLP.

d) Format - Federal documents have been disseminated in paper, microform, CD-ROM, DVD, and in electronic format. The inclusion of hot links into a depository's catalog or webpages to online documents is encouraged by the GPO in order to offer the widest possible visible access. Individual depository libraries must evaluate their resources, compare available formats, and select the format or formats most useful to their users.

2) Collection Maintenance

a) Selective Housing - It is recognized that a depository library may find that it serves the needs of the population better if a part of the federal depository collection is housed in a location separate from the majority of the federal documents. This may be due to a specialized library or department existing within the designated institution. In such cases, a selective housing arrangement may be advantageous. More information is available at Selective Housing Agreements.

b) Weeding the Collection - Documents distributed through the FDLP are, and remain, Government property. Selective depositories, other than federal agencies, wishing to dispose of such documents will follow the guidelines set forth at Weeding a Depository Collection. Procedures established by the Regional Library will be followed. Federal agency libraries should consider offering serial titles to their region before discarding titles as specified in 44 USC 19 Sec. 1907.

3) Written Collection Development Policy

a) Each federal depository library will maintain a written collection development policy that takes into account the informational needs of its constituent population and others who look to the depository to fulfill their federal information needs. This policy will include the depository's strategy for meeting those needs, including cooperative efforts such as interlibrary loan.

b) In order that the Federal Documents collection remain vital and continue to reflect the needs of the library's users, revisions to a depository library's selection policy will be made as needed.

4) Public Access - Federal depository libraries are encouraged to maintain a website showcasing their services and highlighting the various ways patrons may access government information from the institution. From the Public Access Assessments: Guidelines for completing the initial review:

“Access is defined as providing free public access to Federal Government information products regardless of format. It involves
making Federal Government information products available and usable for all library patrons, including those with disabilities and those of all ages. It also involves but is not necessarily limited to bibliographic, physical building, tangible collection, onsite computer, and Internet access. It is the degree to which the public is able to retrieve or obtain the information products, either through the FDLP or directly through a digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful available format or medium, and in a time frame whereby the information has utility.”

Bibliographic Control

Goal: To ensure that patrons can discover, locate, and obtain FDLP materials in depository libraries’ collections as easily and expeditiously as possible.

Purpose: The functions of bibliographic control are to account for FDLP materials in depository libraries’ collections and to describe those materials at the piece level so that patrons can find and utilize them. Each depository library should conduct processes to manage the receipt of FDLP items, to physically process tangible items, and to create and maintain metadata that provide access to its depository holdings.

FDLP Legal Requirements and Guidance

1) All depository libraries will adhere to the provisions and stipulations concerning bibliographic control in Legal Requirements & Program Regulations of the Federal Depository Library Program (June 2011), Section III, Bibliographic Control, page 5, and the Bibliographic Control Guidance Document.

2) Level of Treatment
   a) FDLP materials and non-FDLP materials acquired to fill gaps in depository collections should be treated with the same level of attention and care as all materials obtained by depository libraries.

3) Accounting for FDLP Materials
   a) All tangible materials must be accounted for at the piece level by full cataloging, creating a shelflist in paper or electronic format, or a combination of both.
   b) Serials holdings and missing issues must be identified and this information must be made available to the public.
   c) Maps must be accounted for either by catalog records for each individual map or series records with holdings data in the online catalog, shelflist or index map.
   d) All shipping lists should be checked as soon as possible to ensure that all selected titles have been received.
   e) Claims for missing materials should be submitted promptly through the FDLP Claims tool.

4) Physical Processing of Tangible Materials
a) All FDLP tangible materials should be identified as such by stamping “depository” on all items.

b) This step should be taken for resources housed on-site and in remote storage.

5) Maintenance of FDLP Management Information

a) Selection profiles should be updated and kept current.

b) Shipping list logs should be retained for a sufficient period of time to cover possible outstanding issues.

c) FDLP channels of communication, including WEBTech Notes and the FDLP News & Events email service, should be monitored on a frequent basis to remain current with changes to the program.

6) Cataloging/Metadata

a) Required Actions

i) As of January 2012, piece level records must be created for tangible materials. This requirement can be fulfilled by cataloging materials, but shelflists are another way libraries can meet this requirement.

ii) Libraries may fulfill this requirement with MARC records in an online catalog, spreadsheets, or databases.

b) Recommended Actions

i) Information Maintenance

(1) Depository libraries are urged to update and correct cataloging/metadata for their FDLP collections in order to provide the best possible access to those materials, including:

   (i) Monitoring WEBTech Notes and editing cataloging/metadata records appropriately.

   (ii) Removing holdings and/or deleting information about withdrawn items as expeditiously as possible.

ii) Provide and maintain access to the Catalog of Government Publications for patrons.

iii) Add records for FDLP titles to their online catalogs.

iv) Catalog or create metadata records for electronic/online only resources.

v) Obtain bibliographic MARC records from the Cataloging Record Distribution Program or a vendor.

vi) Report holdings to their bibliographic utility to facilitate resource sharing and optimize usage of the FDLP collection.
vii) Include PURs and URLs in all cataloging/metadata records, run validation procedures on a regular basis, and update them as needed.

viii) Contribute serial holdings to union lists.

ix) Retrospectively catalog uncataloged materials or update the MARC cataloging/metadata records to enhance access and increase usage.

7) Staffing
   a) Sufficient staffing should be assigned to the inventorying, processing, and cataloging of FDLP materials.
   b) New staff should receive the training necessary to perform their duties and responsibilities as successfully as possible.
   c) All staff involved with FDLP bibliographic control operations should enhance and refresh their skills and knowledge by:
      i) Reviewing FDLP documentation and communications, such as GPO’s Cataloging Guidelines and Superintendent of Documents (SuDocs) Classification Scheme.
      ii) Monitoring regularly standard tools for staying current with developments and innovations in the technical processing of government documents field, such as DocTech-L and GOVDOC-L.
      iii) Participating in the activities of organizations whose purpose relates to government information resources and technical services operations.
      iv) Exploring other sources of information about bibliographic control, such as the American Library Association Government Documents Roundtable (GODORT) Cataloging Committee’s Toolbox for Processing and Cataloging Federal Government Documents.

Maintenance

Goal: To ensure that depository materials are properly preserved and the proper channels are consulted before any discard takes place.

Purpose: The federal depository libraries in the Maryland-Delaware-District of Columbia region will strive to meet established FDLP guidelines as articulated in the Physical Facilities and Collection Maintenance section of the Legal Requirements & Program Regulations of the FDLP.

Depository libraries in the Maryland-Delaware-District of Columbia Region should establish procedures including, but not limited to, the following areas:

1) Proprietary Interest - As a minimum standard for the care and maintenance of depository property, the Government Publishing Office insists that the maintenance accorded to depository materials be no less than that given to commercially purchased publications;

2) Preservation - Consideration should be given to learning basic preservation planning and skills,
evaluating the condition of the collection, securing the collection as needed, and identifying "rare and valuable documents" which will require special care;

3) Insuring Depository Collections - It is both advisable and prudent to carry insurance covering your depository holdings. This may be covered under your general insurance policy;

4) Discards
   a) Establishing a procedure for weeding items that are not used or are in poor condition assures that the collection is maintained to fulfill the information needs of the service community.
   b) Selective depository libraries served by the University of Maryland may dispose of any publication, which has been retained for at least five years, after obtaining permission and receiving instructions for such disposition from the Regional. Selective libraries may request permission to discard publications by entering them into the Offers section of the Government Documents Needs & Offers List. changed as soon as FDLP eXchange tool is made available

5) Security - Depository publications should be protected from unlawful removal comparable to other parts of the library's collections.

Staffing

Goal: To ensure that FDLP operations are performed as successfully as possible, staffing and service hours are sufficient, and thorough and timely training is provided for depository staff.

Purpose: The federal depository libraries in the Maryland-DC-Delaware Region will provide sufficient staff to administer, maintain, and provide reference assistance for their depository collections. Federal depository libraries will provide regular and sufficient training to their staff to ensure high quality services to patrons seeking to find government documents.

1) Staffing
   a) Required Level of Staff
      i) Each library must assign sufficient staff members to carry out the required functions required of depository libraries and to act as the liaison with the library’s director and administration, other libraries, the regional library, and the Government Publishing Office.
   b) Depository Librarian
      i) Each depository should aspire to hire a librarian with a master’s degree from an American Library Association accredited program, or, with equivalent education and work experience, to manage the depository collection.
      ii) The primary focus of the depository librarian should be their FDLP responsibilities. Therefore, each library should provide adequate time for that librarian to attend to the full range of depository duties and tasks.
   c) Other Depository Staff
      i) Each depository should have enough support staff to meet the needs of that library’s
selection rate, taking into consideration the size and scope of the library and methods of organization of the collection.

2) Training

   a) Adequate training of all staff responsible for processing and reference service is essential. Libraries should make available the resources necessary for initial and regular ongoing training for staff responsible for FDLP operations.

   b) In-service training within the library and sharing of expertise among depository libraries is necessary in order to maximize use of financial resources, organizational time, and staff.

3) Continuing Education

   a) The library director of each depository library should encourage and support all staff to enhance and refresh their skills and knowledge by

      i) Attending FDLP programs and conferences;

      ii) Monitoring regularly standard tools for staying current with developments and innovations in the government information field, such as DocTech-L and GOVDOC-L;

      iii) Enrolling in classes and workshops presented by professional organizations, library schools, government agencies, consultants, and at other venues;

      iv) Joining and participating in the activities of organizations whose purpose relates to government information resources, such as the American Library Association’s Government Documents Roundtable (GODORT), and regional library associations, such as the Maryland Library Association (MLA), the MLA Government Information Interest Group (GIIG), and the Delaware Library Association (DLA).

Physical Facilities

Goal: To ensure that our physical facilities support the use and access of the collections, depository materials are given appropriate housing, equipment is available to view government publications available in all media, and proper signage is in place to support access to depository materials.

Purpose: The federal depository libraries in the Maryland-Delaware-District of Columbia Region affirm their commitment to provide adequate physical facilities for the access and use of depository resources as described by Physical Facilities and Collection Maintenance and outlined below. In each of these cases, libraries will meet these challenges by serving as advocates to our institutional decision makers for the FDLP and our visitors. Libraries will devise plans and implement them whenever possible.

1) Access to Depository Resources

   a) Depository visitors should encounter an environment that is conducive to the access and use of depository resources and that is comparable to other non- depository library facilities.

   b) Adequate collection and study space for the access and use of depository resources.

2) Housing Federal Property
a) As caretakers of federal property, depositories should house all depository materials appropriately according to format to ensure protection, preservation, and access.

b) Appropriate shelving and procedures that ensure the longevity of federal depository materials and that adequately address damaged materials.

3) Library Equipment
   a) The depository library must have equipment for visitors to view, download, photocopy, and print depository materials. This includes computers with CD-ROM/DVD-ROM capabilities and microform readers.

4) Signage
   a) The FDLP decal must be posted in a prominent location such as library entrances. Libraries are not required to post the decal at all entrances, but should be posted at entrances used by the general public.

5) Americans with Disabilities Act (ADA)
   a) All depository materials should be housed in ADA spaces or a reasonable alternative must be in place to provide equitable access to disabled library patrons.

Depository staff should contact the Regional Librarian for assistance when there are difficulties advocating for depository needs to their institutions.

Public Service

Goal: To ensure free and open access to all government publications in all formats, including unfiltered Internet access to government websites.

Purpose: Federal depository libraries in Delaware, Maryland, and the District of Columbia will meet or exceed the public services standards established by the U.S. Government Publishing Office. Those standards are set forth in Legal Requirements & Program Regulations of the Federal Depository Library Program.

1) Reference
   a) Depository libraries will provide reference service for government information in all formats. This may be done from a separate service point designated for government information or from a single service point for indicated for all library reference services.
   b) Depository libraries will cooperate with non-depository libraries to provide reference and information services to patrons upon referral.

2) Training
   a) Depository library staff will provide cross-training to non-documents librarians and staff working with government information resources to ensure consistency of service.

3) Awareness
   a) Depository libraries staff will increase public awareness of their collections through cataloging documents, research guides, announcements, and public service programming.
Cooperative Efforts

Goal: To foster cooperation between federal depository libraries in the region by sharing promotional material, engaging in cooperative training, and coordinating collection development policies.

Purpose: The federal depository libraries in the region will work collaboratively by sharing knowledge, best practices, and resources and coordinating collection management in order to provide materials and services to patrons in an efficient and timely manner.

1) Audit of Resources
   a) Conduct an audit of resources for sharing for inclusion on the regional depository library website and/or on the selective depository libraries' websites.
   b) Each selective depository will compile a description of:
      i) Commercial microform collections.
      ii) Historical strengths and unique aspects of the individual collections, including the SuDoc collection.
      iii) Subject expertise of individual librarians and contact information.
   c) Other tools useful for ascertaining resources held by the selective depositories should also be listed and described, such as the Documents Data Miner 2.
   d) Policies for reference sharing and interlibrary loan will also be collected.
   e) The Regional Librarian will appoint a coordinator to manage the effort.

2) Online Directory
   a) An up-to-date directory of selective libraries in the region is available from the Federal Depository Library Directory.

3) Conduct training and educational events:
   a) Each year on a rotating basis, one selective depository will host a region-wide training/educational event at its library or online. The purpose of the event could be to provide in-depth training on things like the scope of a specific federal agency's information sources, the use of an historical collection unique to a particular library, or an issue of importance to the region.
   b) Announce training/educational opportunities on the regional depository library website and through the email list GOVDOC-TALK.
   c) Coordinate Collection Development Policies
      i) The Regional Librarian will appoint a coordinator to support cooperative efforts among selective depositories. The function of the coordinator is to:
         (1) Become knowledgeable about the collections of each selective library, and
         (2) Ensure that depository libraries in the region are providing access to the entire range of federal information.
d) Sharing of Promotional Material

i) The Regional Librarian will appoint a coordinator to manage the effort, who will collect promotional materials developed by the selective libraries and maintain a list on the web of available materials with contact names and numbers. Materials could include press releases, newsletters, flyers, displays, newspaper columns, speeches, and descriptions of promotional events.

Regional Services

Goal: To meet the legal and program requirements for regional federal depository libraries in the FDLP.

Purpose: The Government Documents Collection of McKeldin Library at the University of Maryland at College Park serves as the regional for 59 selective depositories in two states (Maryland and Delaware) and one "federally-designated geographic area" (District of Columbia). As it serves the Washington, DC locale, it supports the federal agency library selectives clustered in this area. The University of Maryland Libraries provides services and support to selective libraries in its region as set forth in the U.S. Code. The official text of the code states regionals will:

“retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents); and within the region served will provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications... The libraries designated as regional depositories may permit depository libraries, within the areas served by them, to dispose of Government publications which they have retained for five years after first offering them to other depository libraries within their area, then to other libraries” (44 § 1912).

1) Collection management

a) To maintain a regional collection that adheres to the legal requirements as established by the FDLP.

b) To support the disposal of depository materials by selective federal depository libraries by providing instruction and overseeing the region’s needs and offers.

2) Support Services

a) To provide support services such as interlibrary loan, advice relating to the depository program and procedures.

b) Copies documents related to the functions of the selective depository library.

To best ensure the quality, ease and breadth of free public access to well-maintained collections in the region, the Government Documents Collection also:

1) Provides an online LISTSERV, GOVDOC-TALK, to facilitate electronic communication within the region.

2) Provides training to selectives based on selectives’ training needs.
3) Hosts an annual meeting of depository libraries in the region to present and discuss common concerns of the regional community.

**Weeding/Discard Guidelines**

Goal: To ensure that depository documents are removed from their collections in accordance with federal law and GPO policies.

Purpose: The selective depository libraries, other than federal agencies, wishing to dispose of depository documents will follow the guidelines set forth at [Weeding a Depository Collection](#). Selective depository libraries will also follow procedures established by the Regional Library. The Regional Library, in consultation with the selective depository libraries and its home institution, will weed depository documents from its collection according to the Superintendent of Documents public policy statement 2016-3: [Government Publications Authorized for Discard by Regional Depository Libraries](#).

Selective Libraries may discard documents

1) When they meet the criteria described in the FDLP guidelines,
2) With permission from their Regional Depository (when required), and
3) After offering the documents (when required), through the FDLP eXchange.

**FDLP Guidelines for Discards**

1) Documents that have been superseded, have an available substitute, or are more than 5-years-old are eligible for discard.
2) Selective libraries may discard superseded items at any time, and do not require permission from the regional library.

**Criteria for supersession**

1) Dated material - Material for events or activities that have expired can be discarded at the end of the time period covered by that material.
2) Revised items - If material has been revised in either a tangible or online format, the earlier edition may be discarded.
3) The criteria for supersession also applies to loose-leaf pages which have been replaced.¹
4) Reprints - If a reprint is available, libraries may discard the original edition.
5) Cumulative replacement - When a cumulative edition is available, the library may discard the non-cumulative materials that are included in the new edition.
6) Corrected copies - When corrections are available, the libraries may discard the original copies.

The 2002 Superseded list is also available to use as a guideline for determining whether an item has been superseded. However, this list was last updated in 2009.

¹ Please note that a final Environmental Impact Statement does not supersede a draft Environmental Impact Statement.
Substitutions

Selective depositories may discard an item, if it is available in an alternative format, either tangible or online, after they have received permission from the Regional Depository. If substituting any material with an online equivalent, the tangible item must be more than one year old. The online version must be official, complete, and free-of-charge to the user.

The regional library may discard substitute electronic versions for tangible materials when the materials have been in the library possession for at least 7 years, there is a complete and authenticated version available through the Federal Digital System (FDSys), and upon receipt of permission from GPO. Once the regional is authorized to discard items by GPO, the materials will be offered via FDLP eXchange. Additional information can be found in Government Publications Authorized for Discard by Regional Depository Libraries.

Permission to Discard from the Regional Library

Selective Depositories are required to obtain permission to discard any items that are discarded under the substitution or 5-year rule guidelines. Permission to discard is not required if the document being discarded meets one or more of the following criteria:

1) It has been superseded.
2) Its format is microfiche.

If permission is granted, then the items should be posted as offers on the FDLP eXchange.

FDLP eXchange

Depositories in the Federal Depository Library System of Maryland, Delaware, and the District of Columbia should use FDLP eXchange to offer discarded items as well as monitor for items needed by their own library.

FDLP eXchange is an automated tool for libraries and replaces the National Needs and Offers List. Items that are entered as offers are made available to the regional, other selectives in the service region, and then the nation. The periods of review will be set by the regional. Selective libraries will be consulted prior to setting the review periods for the region in FDLP eXchange.

\[\text{FDLP eXchange has not been released for public use at the time of writing. Selective libraries should use the ASERL Disposition Database in lieu of FDLP eXchange until FDLP eXchange is made publically available.}\]
APPENDIX A: Recommended Reading

2) ALA GODORT wiki: http://wikis.ala.org/godort/index.php/Main_Page
4) Bibliographic Control: http://www.fdlp.gov/requirements-guidance-2/guidance/11-bibliographic-control
5) Cataloging Guidelines: http://www.fdlp.gov/catalogingandclassification/link-item
6) Cataloging Record Distribution Program (CRDP): http://www.fdlp.gov/project-list/cataloging-record-distribution-program
11) FDLP eXchange
12) FDLP Item Lister: https://selections.fdlp.gov/OA_HTML/gpolibItemLister.jsp
16) Legal Requirements & Program Regulations of the Federal Depository Library Program: http://www.fdlp.gov/requirements-guidance/legal-requirements
20) Resources for Federal Depository Libraries, Maryland, Delaware, & Washington, D.C. Region:  


23) Superintendent of Documents (SuDocs) Classification Scheme:  
   http://www.fdlp.gov/catalogingandclassification/cataloging-articles/1791-sudocs-classification

24) Superseding and Substitution, Best Practices when Superseding and Substituting:  


Weeding Guidelines from FDLP: http://www.fdlp.gov/requirements-guidance/guidance/30-weeding-a-depository-collection
APPENDIX B: List of Federal Depository Libraries for Maryland, Delaware, and the District of Columbia


1) For FDLP Public Page: http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp
2) For FDLP Directory Login Page: http://catalog.gpo.gov/fdlpdir/login.jsp
   a) Login with Depository Number and Password