

# **Federal Depository Library Discard Procedure for Depository Libraries in Wisconsin**

**March 9, 2016**

Selective depository libraries do **not** need to notify regional depositories when discarding

- microfiche publications
- publications which meet the “Supersession Criteria” listed in the FDLP “Weeding a Collection” Guidance document (<http://www.fdlp.gov/requirements-guidance-2/guidance/30-weeding-a-depository-collection> )

Selective depository libraries may, with the permission of their regional depository library, discard other depository publications held for five or more years. The procedure follows:

- 1) Prepare a list of the publications. The list should
  - a) be arranged by Superintendent of Documents number;
  - b) include the title of each series or monograph, the series number, or the years covered by annual or biennial reports or periodicals;
  - c) include a header, which contains: list title, contact name, address, email; and
  - d) be no more than 25 pages long.Please send a maximum of two lists per library per month. Remember, lists can be up to 25 pages long.
- 2) Send the list(s) in Word or PDF format attached to an email message to the Government Publications division at [Nancy.Mulhern@wisconsinhistory.org](mailto:Nancy.Mulhern@wisconsinhistory.org)
- 3) The Madison regional library will go through the lists first, request any needed materials and remove the items from the lists.
- 4) Lists will then be posted on the Government Publications home page of the Wisconsin Historical Society at the Government Publications home page of the Wisconsin Historical Society (<http://www.wisconsinhistory.org/libraryarchives/govpub/discard.asp> ).
- 5) Lists received during the first three weeks (21 days) of a month will be posted in the first week of the following month. The lists will be maintained on the web page until the end of the month in which they are posted.
- 6) All publications must be held for the time that the list appears on the Web.
- 7) Libraries requesting items from the lists will be responsible for postage charges.
- 8) It is strongly encouraged that selective depository libraries utilize the "Needs and Offers" list ([http://www.access.gpo.gov/su\\_docs/fdlp/tools/needs\\_of/index.html](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html) ) issued by the U.S. Government Printing Office to advertise the availability of discarding titles.
  - You can use the “Needs and Offers list form, at [http://www.access.gpo.gov/su\\_docs/fdlp/tools/needs\\_of/form.html](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/form.html) ) to post items to the list.
- 9) Discard the remaining publications. If any of the publications are sold, the money must be sent to the Superintendent of Documents, Washington, DC 20402.