

DISCARD PROCEDURES (DRAFT)

Federal

A. Reasons, Rules, and Regulations:

1. Government publications are not property of the receiving library. They cannot be sold (unless proceeds are given to the U.S. Government Printing Office) or bartered. The Regional may grant discard permission.
2. Guideline: discarding or weeding should generally be the selection process in reverse. In other words, what you select most you discard least. Please review your item selections annually.
3. Documents must be kept five years before discarding.
Exceptions to the five-year rule:
 - a. Publications on the Superseded List.
 - b. secondary copies;
 - c. documents for which micrographic copies have been substituted.
 - d. or documents for which Internet access substitution has been approved by GPO from Substituting Electronic for Tangible Versions of Depository Publications:
 - Any title that appears as content on GPO Access.
 - Any title for digitized material from content partnership.
 - Any title that GPO has archived.

Full text of GPO's electric substitution guidelines:

<http://www.fdlp.gov/collections/collection-maintenance/141-substitution-guidelines>

- e. Government publications, which are duplicates or are received outside of the depository system.
 - f. Depository publications received through the program but not selected may be discarded without permission.
4. Microfiche that have been received through the Depository Library Program may be discarded after five years retention from date of receipt without putting them on a discard list.
 5. Electronic items on older media storage, including floppy disks and VHS tapes, that have been received through the Depository Library Program may be discarded after five years of retention without putting them on a discard list.
 6. Maps, folded or unfolded, that have been received through the Depository Library Program (excluding Illinois) may be discarded after five years of retention without putting them on a discard list. Maps with a concentration of Illinois geography must be listed on the depository listserv. Each federal depository in Illinois is required to subscribe to this free electronic mailing list through the following web page:
<http://www.islemail.org/mailman/listinfo/isl-fed-dep>

B. Discard list format:

1. Separate lists must be produced for paper, maps, and electronic (CD-ROMs, DVDs, etc.).
2. Entries must be arranged in SUDOC classification order, and must contain the following information:
 - a. SUDOC
 - b. Title
 - c. Date of publication
 - d. Volume/issue numbers for serials (see #3 below)
 - e. Notation to indicate reason for discard if held less than five years.
3. To eliminate unnecessary keystrokes, indicate large unbroken runs of serials and numbered series in a single entry rather than listing individual issues.
4. Lists must be produced electronically. Lists may be sent as an attachment to a e-mail sent to the isl-fed-dep listserv, or, if the list is small, it may be included in the body of the e-mail document.
5. Include contact information.
6. List date six weeks from posting to isl-fed-dep listserv.
7. Library requesting publications are responsible for any postage/shipping charges.
8. It is strongly encouraged that the selective depositories utilize the "Needs and Offers" list to advertise the availability of titles. Lists can be submitted concurrently to both the State Library mailing list and any national/regional discard listserv, with first preference going to Illinois depositories.
9. Discard the remaining publications. If any of the publications are sold, the money must be sent to the U.S. Government Printing Office
10. If, due to local circumstances, a depository cannot follow the discard guidelines, contact the Illinois State Library Regional Coordinator:

Kathleen Bloomberg
Illinois State Library
300 South 2nd Street
Springfield, IL 62701-1796
Voice: (217) 785-0052
FAX: (217) 524-0041
E-mail: kbloomberg@ilsos.net

Illinois

Documents are held for the minimum five-year retention period (change to five years is needed in the administrative rules)

Tangible documents received through the Illinois State Depository Program that are also available electronically may be discarded according to your library's collection policy after two years without submission on a discard list.

Depository libraries are encouraged to offer pre-1967 materials, long runs of serials and unique or notable titles to other depository libraries and to the library community because these materials may be helpful in filling gaps or providing additions for historical collections. Submit the electronic lists via the free isl-state-dep listserv. Every Illinois depository is required to subscribe to the Illinois state depository electronic mailing list through the following web page: <http://www.islemail.org/mailman/listinfo/isl-state-dep>

Ephemeral publications so designated on the depository shipping lists and any duplicates may be disposed of upon receipt by regular deposit libraries according to the library's collection development policy.

Consider one of the following means of transfer prior to discarding:

- a) Offers to other libraries via the isl-state-dep listserv;
 - a. Entries must contain the following information:
 - Issuing Agency
 - Title
 - Date of Publication
 - Volume/Issue numbers for serials
 - Format
 - b) Donate to historical/academic institutions or private citizens for no charge.

If, due to local circumstances, a depository cannot follow the discard guidelines, contact the Illinois State Depository Coordinator:

Joe Natale
Illinois State Library
300 South 2nd Street
Springfield, IL 62701-1796
Voice: (217) 558-4185
FAX: (217) 782-6437
E-mail: jnatale@ilsos.net