

South Dakota State Plan
For Federal Depository Library Services

2008

South Dakota Depository Libraries

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I. Purpose of Program and Legal Basis

The Federal Depository Library System in South Dakota is part of a national Depository Library Program, established by Title 44, U.S. Code and operated by the U.S. Government Printing Office since 1861. The state plan concept for federal depository service was initiated by the Depository Library Council to the Public Printer at its Spring 1981 meeting.

The Council, responding to a survey outlining problems in the regional depository library system, adopted the following resolution in the Fall of 1981:

“In order to bolster the regional depository libraries capabilities to serve their missions and in order to assure that Federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the Federal documents depository program within that state. The plan should be developed through consultation with all designated Federal depository libraries within the state and should address all depository responsibilities outlined in the Instructions to Depository Libraries as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the first afternoon session of the Spring 1981 meeting.”

The University of Minnesota Government Publications Library in Minneapolis serves as the Regional Depository for South Dakota's depository libraries. As such, it receives and retains at least one copy of all new and revised FDLP publications and must provide free and equitable access to those publications. The Regional Library has the responsibility for oversight of depositories in both states.

The South Dakota State Plan will encourage cooperation among the state's federal depository libraries in their effort to follow depository library guidelines in providing access to government information for the state's citizens. In order to be effective, the State Plan requires the support of all depository libraries in the state. The director and federal documents librarian of each depository will sign a letter of agreement indicating commitment to the goals of the State Plan. The letters of agreement will be maintained in the files of the federal documents librarian at the South Dakota State Library. In addition, a copy will be sent to the Regional Librarian at the University of Minnesota for inclusion in the regional's files for all selective depositories. The South Dakota State Library's federal documents librarian will serve as the central contact for all federal depository libraries in the state. In that capacity he/she will:

- Act as liaison to the Regional Depository Library at the University of Minnesota
- Coordinate collection development among the libraries as needed
- Initiate a periodic review and update of the state plan
- Call meetings as circumstances dictate

II. Goals

Goal 1: Access to Information

The primary goal of depository libraries in South Dakota is to insure that all residents of the state of South Dakota have free and unfettered access to government information.

Objectives:

- Federal depository libraries in the state will select publications, whether in tangible or electronic format, that meet the needs of their local library users. The Regional depository will receive and retain at least one copy of all federal publications issued in a tangible format and made available through the Depository Library Program.
- Depositories will provide organized access to government publications via bibliographic records in public access catalogs, library Web pages, or other means.
- Depository collections should be open for use during the same hours as other segments of the library's collection.
- Depository items should circulate under a policy consistent with the circulation policies of other types of materials in the library.
- Each depository library in South Dakota shall have a general written collection development policy that includes U.S. government publications in its overall scope. It is expected that each library will develop its collections to meet the needs of its primary clientele, and rely on resource sharing for little-used materials which fall outside the library's collecting interests.
- Depositories will share resources through the state's Interlibrary Loan network. When working with incomplete citations, incomplete holdings information, or pre-1976 materials, advance contact (via phone or email) may help to expedite the ILL process.
- Each library will develop an Internet use policy that follows the guidelines established for FDLP participants, and each depository library will comply with the *Minimum Technical Requirements for Computer Workstations* (http://www.access.gpo.gov/su_docs/fdlp/computers/index.html#MTR and in Appendix D).

Goal 2: Quality Service

Objectives:

- Reference assistance and Interlibrary Loan for depository items should be available on an equal basis with services provided for other library materials.
- The library's staff should be knowledgeable of other depository libraries' holdings in order to provide proper referral.
- Users may be charged the "usual and customary" fees for auxiliary services such as printing and photocopying. These charges will not differ from regular library charges.
- Depository libraries reserve the right to bar or remove any individual who poses a threat to library staff, other patrons, or the security of their collections.

Goal 3: Training and Education

Objectives:

- Depository librarians should provide programs for staff development and continuing education.
- Training sessions for the public and non-depository librarians should be provided as requested by depository librarians within the state.
- Depository libraries can facilitate patron education through the creation of handouts, tutorials, web guides, and other tools.
- The regional depository library may provide orientation to new selective depositories in procedures, policies and directives of the Federal Depository Library Program.
- The Spring Forum is the primary venue each year for training/continuing education for documents librarians and staff. Programs at the Forum provide opportunities for skills enrichment and exploration of tools/topics deemed necessary by the documents community. Both outside resource persons and Minnesota/South Dakota depository personnel participate in the presentation of Forum programs. The Forum is sponsored by the MAFDL, the Regional Library, and MLA/GODORT.

Goal 4: Promotion and Outreach

Objectives:

- Depository libraries should seek to increase the awareness of the depository library program and of government documents through promotional materials, training, programs, displays, and general outreach to the community.
- All depository libraries in the state are required to display the FDLP logo according to FDLP guidelines.
- The regional depository should make recommendations for new depository libraries within the state.
- The regional depository librarian should represent the concerns of depository libraries in the state to the GPO and the other federal agencies as appropriate.

Goal 5: Collaboration and Coordination

Objectives:

- The South Dakota State Plan will help to improve communication and collaboration among documents librarians in the state.
- Depository libraries will work to reduce costs through coordinated collection development and shared resources.
- The Regional Library will assist selective depositories in the disposal of weeded documents, and will authorize the transfer of depository materials between selective depository libraries and other institutions (see Appendix B for disposal instructions).
- The regional librarian will periodically visit selective depository libraries.
- Depositories will collaborate to serve public needs in case of disaster at one of the depository libraries in the state.
- The regional depository should provide reference and technical assistance, interlibrary loan, duplication, and digital scanning services to selective depositories and other libraries.
- Depository libraries will provide depository materials through interlibrary loan except for high use information products and other non-circulating items. Interlibrary loan policies will be consistent with the circulation of non-depository

materials in the library's collection. Documents clearly marked and cataloged as reference are not required to circulate.

- Depository libraries borrowing documents from other libraries will comply with current Interlibrary Loan standards.
- Depository librarians and staff will assist interlibrary loan staff with the depository system as needed. ILL staff should be made aware that depository documents received before 1976 are unlikely to appear in library catalogs, and that many depository libraries which purchase cataloging records do not set their holdings in OCLC.

III. Financial Support

In order for each depository library to attain the goals and objectives listed in the South Dakota State Plan, its financial needs should be met by its parent institution. These financial needs include:

- Trained staff members for Interlibrary Loan, reference, and referral services.
- Funds for travel to the Spring Forum and other training sessions necessary to develop knowledgeable and capable staff.
- Adequate space and equipment to house all formats of the documents pertinent to their collections,
- Compliance with Computer Standards for Federal Depository Libraries.
- Sufficient photocopiers and microform reader/printers.
- Supplies for processing depository items.

IV. Performance

Depository libraries will conduct assessment efforts to measure the use and effectiveness of collections and depository services. These assessment efforts can take the shape of reference tallies, surveys, re-shelving counts, focus groups, usability analyses, or other relevant means of assessment. For best effectiveness, assessment efforts should be conducted on a regular, library-determined schedule to create longitudinal data and assess change over time.

V. Communication

South Dakota Federal Depository libraries will communicate through the use of the SDDOCS listserv. It is also mandatory that at least one member of the depository library staff subscribe to Minnesota's MinnDocs listserv, as well as to FDLP listserv GPO-FDLP-L. It is highly recommended that depository library staff subscribe to GOVDOC-L, DOCTECH-L, and other listservs related to the depository library system.

APPENDIX A: DIRECTORY OF SOUTH DAKOTA FEDERAL DEPOSITORY LIBRARIES

A basic online directory, kept current as changes occur, is available at <http://library.sd.gov/govinfo/depositories/federal.htm>.

South Dakota Federal Depository Libraries

<p>Williams Library Northern State University 1200 S. Jay Street Aberdeen, SD 57401-7198 Phone: (605) 626-7773 FAX: (605) 626-2473</p>	<p>Mikkelsen Library Augustana College 29th & Summit Sioux Falls, SD 57197 Phone: (605) 336-4383 FAX: (605) 336-5447</p>
<p>Hilton M. Briggs Library South Dakota State University PO Box 2115 Brookings, SD 57007-1098 Phone: (605) 688-5093 FAX: (605) 688-6133</p>	<p>Oglala Lakota College Woksape Tipi Oglala Lakota College 3 Mile Creek Road, PO Box 310 Kyle, SD 57752 Phone: (605) 455-6064 FAX: (605) 455-6070</p>
<p>South Dakota State Library 800 Governors Drive Pierre, SD 57501-2294 1-800-423-6665 (in state) Phone: (605) 773-3131 FAX: (605) 773-4950</p>	<p>E. Y. Berry Library Black Hills State University 1200 University Avenue Spearfish, SD 57799-9546 Phone: (605) 642-6358 FAX: (605) 642-6298</p>
<p>South Dakota Supreme Court Law Library 500 East Capitol Pierre, SD 57501-5070 Phone: (605) 773-4898 FAX: (605) 773-6128</p>	<p>I. D. Weeks Library University of South Dakota 414 E. Clark Street Vermillion, SD 57069-2390 Phone: (605) 677-5629 FAX: (605) 677-5488</p>
<p>Devereaux Library South Dakota School of Mines & Technology 501 E. St. Joseph St. Rapid City, SD 57701-3995 Phone: (605) 394-1264 FAX: (605) 394-1256</p>	

APPENDIX B: MINNESOTA REGION U. S. DEPOSITORY PUBLICATIONS DISPOSAL GUIDE

NOTE (as of 04/22/2008): The below instructions pertain to sending withdrawal lists via USPS mail. Lists can also be sent through email using the Minnesota Regional Email Withdrawal List Instructions (see below). For more timely returns of withdrawal lists, the Regional Library encourages selectives to email lists following these instructions.

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 and/or photocopy. The Regional, in cooperation with MINITEX, will attempt to supply any publication needed by selectives within the region, including microfiche.

These guidelines are based on the *Instructions to Depository Libraries* (GP 3.26:D 44/2000 or http://www.access.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*) (GP 3.29:D 44/993 or http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/)

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* (GP 3.2:Su 7/1996 or http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html). These publications may be discarded without notification of the Regional when superseded as indicated.
 - b. Government publications 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 region. 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. In the case of major replacement projects, such lists may be sent at any time.
 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 the 1980 census. Letters identifying major microfiche discards do not need to follow the monthly discard schedule.

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 A above, must be listed for the Regional Library before discarding.
2. Each list or group of lists should be accompanied by a cover letter which includes the depository library name and depository number, the list dates, and the list numbers included. Lists should be sequentially-numbered throughout the year (e.g. 97-01, 97-02, etc.) to assist in record-keeping.
3. Since pages may get separated during the checking process, the top of each page of each list must indicate the following:
 - a. Library name
 - b. Discard list number
 - c. Page number
 - d. Date
4. Entries must be arranged in exact 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
 - e. Notation to indicate bound volumes
 - f. Notation to indicate reason for discard if held less than 5 years.
5. Lists must be typed or produced on a word processor, unless other arrangements are made with the Regional. Photocopies of shelflist cards may be acceptable if all needed information is present, they are legible, they are arranged in SuDocs order, and page headers are prepared as directed in number 3 above.
6. List must be double spaced between entries to leave space for annotations.
7. All lists should be addressed as follows:

Government Publications Library (DL)
10 Wilson Library
309 19th Avenue South
University of Minnesota
Minneapolis, MN 55455

Lists should not be addressed to any individual by name. Addressing the lists correctly will get them into the processing stream immediately.

8. To facilitate efficient processing by the Regional and to encourage regular weeding in selectives, the following discard schedule should be followed:

<u>Month</u>	<u>SuDoc stems beginning with:</u>
January	Y
February	A
March	C
April	D
May	E, F, G
June	Month off
July	H
August	I, J
September	L, M, N
October	O, P, R, S
November	T, V, W, X
December	Month off

9. Lists should arrive at the Regional by the last day of the scheduled month. Lists received outside of the schedule will be held until the scheduled month. Libraries should retain a copy of each list.

Minnesota Regional Email Withdrawal List Instructions - 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* (GP 3.2:Su 7/996 or http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html). These publications may be discarded without notification of the Regional when superseded as indicated.
- b. Government publications 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 region. 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. In the case of major replacement projects, such lists may be sent at any time.
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 the 1980 census. Letters identifying major microfiche discards do not need to follow the monthly discard schedule.

C. Withdrawal Lists for Paper and Electronic Publications

1. Each list or group of lists sent via email must include the following information in the email text: the depository library name and depository number, the list dates, and the list numbers attached. Lists should be sequentially-numbered throughout the year (e.g. 97-01, 97-02, etc.) to assist in record-keeping.
2. Withdrawal lists sent via email MUST use the [Withdrawal List Template](#) format.
3. Lists should be emailed to [Clarice Ostman](#). Please direct any questions to Clarice as well.

4. Emailed withdrawal lists will follow the same schedule as mailed lists.
- D. To facilitate efficient processing by the Regional and to encourage regular weeding in selectives, the following discard schedule should be followed:

<u>Month</u>	<u>SuDoc stems beginning with:</u>
January	Y
February	A
March	C
April	D
May	E, F, G
June	Month off
July	H
August	I, J
September	L, M, N
October	O, P, R, S
November	T, V, W, X
December	Month off

- E. Lists should arrive at the Regional by the last day of the scheduled month. Lists received outside of the schedule will be held until the scheduled month. Libraries should retain a copy of each list.

APPENDIX C: ADDITIONAL SERVICES OFFERED BY THE REGIONAL LIBRARY

The Regional Library must provide certain services to the selective libraries: interlibrary loan, reference and technical processing advice, and the approval for disposal of depository of materials. Selective depositories and other libraries may contact the Regional Library with other requests, such as:

- Instructions for the disposal of depository materials.
- Visits.
- Orientations or advice relating to the depository program and procedures.
- Technical processing advice.
- Consultations about preparing for cataloging tape loads.
- Copies of biennial surveys, inspection reports, self studies, collective development statements, memoranda of agreement, and other documents related to the functions of the selective depository library.
- Collection development advice.
- Assistance with self study/inspections processes.
- Disaster planning and recovery.
- Making selective housing arrangements.
- Consultation on requesting or dropping depository status.

APPENDIX D: AGREEMENT FOR SELECTIVE HOUSING OF U.S. DEPOSITORY DOCUMENTS

Below is a sample selective housing agreement based on the *Federal Depository Library Manual* (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/).

This Agreement is made on (date) by and between (lending) Library and (receiving) Library. This Agreement is entered into for the purpose of: (specify). The documents are lent for (specify time) but remain the property of the U.S. Government Printing Office under the control of (lending) Library. In pursuance of this Agreement, the (receiving) Library agrees to:

1. Assign the responsibility for carrying out the provisions of this Agreement for the U.S. Government publications deposited or loaned by (lending) library to the (Reference, Medical, etc.) Librarian of the (receiving) library.
2. Make available for free and unrestricted use all U.S. Government publications to the general public.
3. Lend to (lending) Library any U.S. Government publication that is selectively housed for a period up to (specify length of time).
4. Maintain all U.S. Government publications selectively housed in compliance with Title 44, *United States Code; Instructions to Depository Libraries; Guidelines for the Federal Depository Library Program, Superseded List*, etc.
5. Inventory, identify, and maintain a public record of the U.S. Government publications selectively housed under this Agreement.
6. Retain any classification numbers, stamps, and notes as supplied by (lending) Library.
7. Return to (lending) Library all U.S. Government publications which were selectively housed and which are no longer considered useful.
8. Replace any lost document. The (lending) Library agrees to:
 - a. Transfer and continue to send documents which include, but are not limited to (specify publications of agencies, series, subjects, etc.) to (receiving) Library.
 - b. Keep records indicating the location of documents involved in this Agreement.
 - c. Abide by any borrowing Agreement made with (receiving) Library.
 - d. Provide selection lists and surveys and assist the (receiving) Library with development of the collection.
 - e. Accept all documents upon termination of this Agreement.

This Agreement may be terminated by written notice from either party (specify) days in advance before all documents are returned to (lending) Library.

Director: (signature)
(date)
(lending) Library
(receiving) Library