

**Plan for Shared Regional Library Services between North Carolina and Virginia  
May 9, 2019**

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The University of Virginia Library (0640) and the University Libraries at the University of North Carolina at Chapel Hill (0447) collaboratively administer regional depository responsibilities across Virginia and North Carolina. This partnership is an extension of the libraries' participation in the ASERL Collaborative Federal Depository Program (CFDP), with the shared goal of enhancing cooperative collections and services. The shared regional will better serve the needs of the citizens, researchers, and selective depository libraries in each state by leveraging the experience, collections, catalog access, networking, and educational opportunities to serve a larger base of libraries and citizens in the region.

**Goals**

The shared regional depository library between the University of Virginia Library and the University Libraries at the University of North Carolina at Chapel Hill will:

- Foster collaboration among depository libraries within the states.
- Enhance preservation of depository materials by allowing UVA to house most of its depository collection in a climate-controlled off-site storage facility.
- Enhance access to depository collections by leveraging UVA's fully inventoried and cataloged collection to increase access to UNC's more accessible collection.
- Steward stacks and off-site storage space in each library.
- Continue to serve the needs of each state's respective selective depository libraries by maintaining traditional relationships between the regional within the state and that state's selective depositories.
- Enable each regional depository to withdraw depository materials with the knowledge that those materials are easily available from the partner regional library
- Leverage the knowledge of both regional librarians and staffs to deliver government information to researchers and citizens.

**Success measures**

Success will be measured by:

- The ability of researchers to get the government information they require easily and quickly – within one week when an item is known to be in one or the other regional library.
- Each regional being able to withdraw some depository materials when they are available at the partner regional.
- Selective libraries in each state continuing to get good service from the regional library. Within two years of becoming a shared regional UNC and UVA will send selectives a survey to determine if they are satisfied with regional services.

- Each regional library will create web guides to explain the shared regional arrangement – both to the public and to the state’s selective libraries.

### **Roles & Responsibilities**

Each regional, UVA & UNC, will retain full regional depository status in its relationship to the selective depositories within its state. Collections and educational opportunities will be the primary areas of collaboration. The regionals will also collaborate in consulting and advising selectives – regional librarians at UVA and UNC will consult as they advise selective depositories on issues such as weeding and digital substitution. This will encourage consistency between the states while allowing flexibility.

Both UNC and UVA libraries will continue to work closely with the selective depository libraries within their states. They will advise on reference, weeding, and ILL. They will work with any depository in their respective states that is considering withdrawing from the FDLP. They will each work with GPO on issues such as depositories leaving the FDLP, new depositories, questions from selectives needing GPO input, selective housing arrangements, ASERL Center of Excellence interest, etc.

Selective depositories in each state should not be inconvenienced or poorly served by this shared regional arrangement. They will continue to work with the regional in their state. Should they require depository materials from the regional they will be able to easily ILL the material from either regional library. As the plan progresses and each regional *potentially* withdraws some depository material these decisions will be clearly communicated to selectives and others interested in U.S. government information.

### **Services to the Public**

Services to the public, students, faculty, and researchers will be maintained at a high level. Both regionals will have the benefit of searching UVA’s fully inventoried and cataloged collection when working with researchers. UNC’s more accessible physical collection will be able to be consulted not only by UNC researchers and librarians, but will also be available to UVA’s clientele by proxy. Generally, UVA would simply have a document retrieved from off-site housing, but in time-sensitive situations a UVA librarian could contact UNC and ask that the document be consulted to determine if it contained the needed information. Knowledgeable reference and interlibrary loan (ILL) staff will be able to identify and request any materials needed in both libraries. ILL staff will process ILLs for U.S. government publications between the two partner libraries expeditiously.

### **Services to Selectives**

This plan will not materially affect service to the selective depositories in Virginia and North Carolina. Each regional library is expected to serve the selectives in its state as a full regional depository – reference assistance, ILL, weeding. Selective depositories may gain additional educational opportunities and a larger cohort of colleagues from whom to learn and with whom to share knowledge.

Each library will retain a “regional librarian” who will be the primary contact for selective depositories within the respective states. Both states use the ASERL Documents Disposition Database as the primary offers tool. Both states are investigating further use of FDLP eXchange for offers which should be made nationally. The regional librarians would consult together and it is expected that they would generally agree on offers and other policies and procedures relating to selective depositories. Selective

depositories could consult with either regional librarian, but their primary contact will remain their state's regional librarian.

This shared regional arrangement will allow for depositories in each state to meet together, as well as to meet with librarians from both states. Broadening participation to include both states will increase educational opportunities. Virginia librarians might also be inspired to contribute to the popular "Help, I'm an Accidental Government Information Librarian" webinars.

### **Access**

Materials that are withdrawn in favor of the partner regional will be represented on a LibGuide detailing the shared regional arrangement. Easy online access to the partner's online catalog will be provided for searching the collection. This LibGuide will also document all decisions on shared collections, detailing what Superintendent of Documents call numbers and formats are withdrawn from one partner in favor of the other collection.

Each regional will remove bibliographic records from its online catalog as materials are withdrawn. Knowledgeable reference and ILL staff at each institution will be able to assist researchers. Since no regional other than UVA has a fully inventoried and cataloged collection the lack of certain records in either online catalog would not be at all unusual. The easy access to a partner's online catalog will be!

### **Collections**

Regional collections will be the primary collaborative activity of this shared regional arrangement. The University of Virginia Library has a fully inventoried and cataloged collection housed primarily in a climate-controlled, limited-access off-site facility. The University of North Carolina Library's collection will remain, for the time-being, in the accessible open shelving of Davis Library. This complementary collection housing will benefit the states by ensuring permanence and preservation (UVA) *and* quicker access and consultation (UNC).

UVA is an ASERL Center of Excellence for the State Department; UNC is a CoE for all House and Senate hearings. Each library will retain all materials in its respective CoE collection. The non-CoE regional will have the option of withdrawing these materials once it confirmed ownership by the CoE, and complied with GPO's requirements for regional withdrawal. However, neither regional will be required to withdraw anything in the shared regional arrangement.

At the outset of this partnership neither partner is expected to withdraw much of its depository collection. UVA will withdraw some little consulted microfiche and superseding maps which present difficulties for off-site storage.

### **Microfiche Retention Responsibilities**

<b>Agency</b>	<b>SuDoc</b>	<b>Responsible Regional</b>	<b>Notes</b>
Agriculture	A	UNC	
National Archives & Record Administration	AE	UVA	
Broadcasting Board of Governors	B	UNC	
Commerce	C	UNC	
Civil Aeronautics Administration	CAB	UVA	

Federal Communications Commission	CC	UNC	
Defense	D	UVA	
Energy	E	UVA	Including DOE fiche – E 1.99:
Education	ED	UNC	Including ERIC fiche
Environmental Protection Agency	EP	UNC	
Energy Research & Development Administration	ER	UVA	
Fish & Fisheries Commission	FC	UNC	
Federal Emergency Management Administration	FEM	UNC	
Federal Home Loan Bank Board	FHL	UNC	
Federal Mediation & Conciliation Service	FMC	UNC	
Federal Prison Industries	FP	UNC	
Federal Reserve	FR	UVA	
Foreign Broadcast Information Service (FBIS)	PREX 7	UVA	Microfiche
Public Health Service	FS	UVA	
Federal Trade Commission	FT	UNC	
Foreign Trade Zones Board	FTZ	UNC	
Works Progress Administration	FW	UNC	
Government Accountability Office	GA	UVA	
General Services Administration	GS	UVA	
Health & Human Services	HE	UVA	
Housing & Urban Development	HH	UVA	
Homeland Security	HS	UNC	
Interior	I	UVA	
US Information Agency	IA	UVA	
Interstate Commerce Commission	IC	UNC	
US Agency for International Development	ID	UVA	
International Trade Commission	ITC	UVA	
Justice	J	UNC	
Courts (Judiciary)	JU	UNC	
Labor	L	UVA	
Library of Congress	LC	UVA	
National Labor Relations Board	LR	UVA	
Merit Systems Protection Board	MS	UVA	
NASA	NAS	UNC	
National Capitol Planning Commission	NC	UVA	
National Credit Union Administration	NCU	UVA	
National Mediation Board	NMB	UNC	
National Science Foundation	NS	UNC	
Nuclear Regulatory Commission	Y 3.N88	UVA	Microfiche
Overseas Private Investment Corporation	OP	UNC	
Post Office	P	UVA	
Office of Personnel Management	PM	UNC	
President	PR	UNC	
Executive Office of the President	PREX	UVA	

Railroad Retirement Board	RR	UNC	
State	S	UVA	
Small Business Administration	SBA	UNC	
Securities & Exchange Commission	SE	UVA	
Smithsonian	SI	UVA	
Social Security Administration	SSA	UNC	
Treasury	T	UVA	
International Trade Commission	TC	UNC	
Transportation	TD	UNC	
Veterans	VA	UNC	
Federal Board for Vocational Education	VE	UVA	
Congress	X	UVA	<i>Congressional Record</i>
Congressional Commissions	Y 3	UVA	
Congress	Y 4	UNC	

### Map Retention Responsibilities

Agency	SuDoc Number	Responsible Regional	Notes
Agriculture	A	UNC	UVA will offer, then discard, and discontinue collecting most Agriculture Department maps. A 13.28:, A 13.65/16:
Bureau of Land Management	I 53	UNC	UVA will offer, then discard, and discontinue collecting all BLM maps.
USGS 7.5 minute topo quads	I 19	UVA	

### Additional Formats Retention Responsibilities

Format (and agency if applicable)	SuDoc Number	Responsible Regional	Notes
Posters	All	UNC	

As this shared regional arrangement matures it's expected that there may be more shared collections between the partner regionals. Any major withdrawals from either regional will be discussed with the selectives in both states. Offers will be posted on the ASERL Documents Disposition Database and FDLP eXchange. Access will be handled as described above – via a LibGuide or other resource describing the collections, and links to partner online catalogs.

Because all of UVA's U.S. depository collection will be housed off-site it's unlikely it will withdraw materials in the future. UNC might elect to withdraw some little consulted agency material and depend on UVA's fully cataloged collection. No specific agencies have been identified for such potential future withdrawals.

Once UVA or UNC has identified an agency or SuDoc stem for withdrawal, the library will also make adjustments to its item selection profile, in consultation with GPO, to discontinue receipt of future items in that area of the collection.

In the case of a disaster, it's possible that the partner regionals would rely heavily on one another's collections. For example, should the UNC Social Security Administration materials be damaged by water it would be next to impossible to replace the entire collection. Rather, UNC would be expected to replace core publications, but should be able to leverage the shared regional arrangement and rely on UVA for many social security publications.

### **Communication**

Both regional libraries will maintain open lines of communication with each other, selective depositories, and GPO. The regional depository coordinators will make decisions collaboratively when appropriate, and share outcomes with selectives on the existing state listservs and through other methods of communication, such as conferences and state meetings. If either library seeks to enter into a partnership or agreement that may affect the shared regional partnership, the regional depository coordinator will keep the other informed and they will work collaboratively to mitigate any potential negative impact.

### **Dissolution of the MOU**

The collaborative nature of this shared regional arrangement makes it unlikely that either regional will terminate it. However, should it be terminated the partners will maintain a robust ILL relationship enabling them to continue to request needed materials from one another. If any materials were transferred during the shared arrangement, the libraries will work on a case-by-case basis to determine where the materials will be housed. It is not required that materials are returned, but they may not be discarded. If materials are transferred, the cost will be borne by the library initiating termination of the MOU. Each regional may choose to replace any withdrawn materials via the Needs & Offers process and the ASERL Documents Disposition Database.