Guidelines for Iowa Federal Depository Libraries:
Compiling and Posting Lists of Print Federal Depository Library (FDL) Publications for Withdrawal
(Revised September 2020, contact john-elson@uiowa.edu with questions)

To ensure that residents of Iowa continue to have access to the full range of federal government information and in accordance with the legal requirements described in the Legal Requirements & Program Regulations of the Federal Depository Library Program, these guidelines have been established to facilitate sharing of resources.

Please be aware that Iowa libraries are not required to withdraw publications, but should be guided in decision making by the collection development policy of the individual library.

The following are minimum requirements for determining if federal depository material may be considered for withdrawal:
1) the publication must have been held by the library for 5 years (or)
2) have a complete online equivalent, and after holding the tangible copy for one year, the piece may then be discarded.

More information on weeding processes may be found here: https://www.fdlp.gov/requirements-guidance-2/guidance/30-weeding-a-depository-collection

In the past, offers lists have been submitted to a listserv, LIB-DOCEX@UIOWA.EDU. With the development and implementation of eXchange, we are now retiring LIB-DOCEX@UIOWA.EDU.

USING EXCHANGE:
The FDLP has extensive instructions to help selective library staff in the preparation and posting of lists: https://www.fdlp.gov/file-repository/about-the-fdlp/gpo-projects/2896-quickstart-guide-selectives

One thing to remember is that eXchange is a new application and many features are still in development. This document will be updated and modified as these become operational. https://www.fdlp.gov/project-list/fdlp-exchange-application-development

When constructing lists for the first time, you may want to review the eXchange Data Dictionary, which explains all of the fields that are available when compiling a spreadsheet. https://www.fdlp.gov/file-repository/about-the-fdlp/gpo-projects/fdlp-exchange/2917-fdlp-exchange-data-dictionary-v3

Lists can be submitted in .xlsx or .csv format. I would recommend the .csv format which currently seems to work better. Large lists with more than 250 items can have difficulty loading, so it is best to keep them under this number.

Basic information about constructing lists:

- If submitting items for discard via spreadsheet, use the GPO offers template. Required fields are bolded in the header. Use the eXchange Data Dictionary to determine accepted values for each field. If submitting items individually or entering manually into eXchange, you must enter in all required fields indicated with a red asterisk. Please enter SuDoc classifications if it at all possible (check the 086 field for the SuDoc if your documents are classed in LC or Dewey).
- If offering multiple issues from one serial title, enter each individual piece and indicate the volume in the SuDoc classification field (ex: A 92.24: 1960, A 92.24: v. 20). If multiple volumes are bound together in one piece, enter the entire bound volume as one submission/item with multiple pieces and indicate the volume range in the SuDoc classification field (ex: A 92.24: 1978-1980; A 92.24: v. 20-25). In the Multiple Pieces Notes field, indicate that it is a bound volume. If you need to list a large run that you don't want to enter individually (20 volumes or more), contact the Regional Coordinator.

- If you are submitting items that you have held for less than 5 years (tangible substituted by online, duplicate copies, superseded material, etc.), indicate in the Additional Notes field why you are discarding so that we know why you're submitting something less than 5 years old. For the date received/shipping list date, you must check the "I don't have a date" box and then accept the legal disclaimer indicating that it is an eligible discard.
- After the Regional has requested or passed on your submitted items, the items that the Regional does not need will move on to the National Offers Repository if you have the Offer Nationally box checked in your eXchange account (you also indicate how long they will be offered nationally). Otherwise, the items will clear from eXchange and you can discard (we still retain the lists for our records). I strongly recommend that you offer items nationally because many libraries are needing items, particularly if they are recovering from a disaster.
- For items the Regional requests, please mail requested items to the address below and make sure to select "Mark as Mailed" in eXchange so we can clear out the requests in the system. Contact the Regional Coordinator, John Elson, if you need to be reimbursed for postage.

  Mail items to:
  John Elson
  100 Main Library
  University of Iowa
  Iowa City IA 52242-1420

- Contact me at john-elson@uiowa.edu if you have any questions about using FDLP eXchange.