

COLLABORATIVE FEDERAL DEPOSITORY PROGRAM (CFDP)
MEMORANDUM OF UNDERSTANDING
BETWEEN
ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES (ASERL)
AND
XXX Depository Library

This Memorandum of Understanding documents that XXX Depository Library agrees to participate in the Collaborative Federal Depository Program (CFDP). In addition the Library will serve as a Center of Excellence (COE) – with regard to the collection(s) set out in Appendix A.

I Purpose

The CFDP seeks to provide workable solutions to address the increasing cost of managing, preserving, and providing access to large collections of Federal government publications through the creation of agency-based COEs among libraries participating in the Federal Depository Library Program (FDLP).

II Background

The current structure of regional and selective depository libraries was established by the Depository Library Act of 1962. The [U.S. Federal Depository Library Program](#) disseminates information products from all three branches of the Government to over 1,200 libraries nationwide.

Most depository libraries selectively add U.S. government publications to their collections (commonly called "Selectives"). However, Regional Depository libraries accept the responsibility for receiving all GPO distributed Federal publications, coordinating statewide depository activities, facilitating communication among depositories, and acting as backup collections for their state or region. All publications distributed through the FDLP are sent to regional depositories and must be permanently retained unless superseded; selective depositories must retain FDLP material for five years but may then dispose of it with approval from their regional depository. All FDLP libraries must make their holdings available at no cost to the general public. Regional depositories are required to provide interlibrary loan, reference services, and assistance to the selective depositories that they serve [44 USC 1913].

The COE program is based on a demonstration project, funded in part by a grant from the Institute of Museum and Library Services, and has an ongoing goal of documenting and testing the feasibility of a collaborative model that creates COEs among all depository libraries, relieving staff, cost, and collection management pressures on both regional and selective depository libraries and improving preservation, intellectual control and access for legacy collections nation-wide.

III Scope

The Depository Libraries that are members of ASERL actively engage in cooperative collection management, training, outreach and service activities to improve access to Federal Government information for the citizens of the Southeastern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North and South Carolina, Tennessee and Virginia). Selectives and non-ASERL member libraries that join the program agree to participate in similar activities as they relate to the CFDP.

As a group, participating CFDP libraries agree to undertake the following activities:

- a) operate within the boundaries of U.S. Government Printing Office (GPO) guidelines and instructions as well as Title 44, Chapter 19, of the United States Code, especially Sections 1911 and 1912. Regionals will continue to fulfill their legal responsibilities to Selective Depositories as described in Title 44 of the U.S. Code;
- b) develop depository collections that include COEs for each Federal agency among the participating depository libraries, thus sharing retrospective collection duties/needs;
- c) support other COEs by providing catalog records to the ASERL master list database for gap analysis efforts;
- d) support improved access to digital and tangible depository collections; and
- e) provide enhanced outreach and training for all libraries in the region.

IV Applicable Administration

Chapter 19 of Title 44, U.S.C. provides the structure for the FDLP, consisting of regional and selective libraries, and sets the conditions for the operation of the Program as administered by the Government Printing Office (GPO). The CFDP functions within the scope of this structure.

The CFDP is governed by a Steering Committee made up of representatives of participating libraries. The CFDP Steering Committee meets regularly by conference call to provide oversight, advice, and feedback on the workings of the project. To support implementation of the CFDP, a Grant Oversight Team, comprised of representatives of each COE meet annually to address standards, database design, metrics, and processing.

ASERL's Executive Director serves as the program director. These responsibilities include leading the Grant Oversight Team, coordinating work with the CFDP Steering Committee and ASERL Board of Directors, and managing project promotion, evaluation, and reporting. A part-time Project Coordinator manages day-to-day operations of the CFDP and is responsible for all reporting and tracking functions needed for the IMLS grant. Further, the project coordinator fosters collaboration among the participating libraries to implement the test-bed CFDP projects, including COE sites, assisting with the development of training activities, and identification of subject-area experts who can provide specialized reference assistance.

V Terms of Agreement

As a COE, the XXX is responsible for the following:

- 1) Inventory holdings and ensuring accurate cataloging and holdings records for the extant collection at each site. Each partner will inventory and catalog its agency's holdings, adding records and holdings to OCLC's WorldCat. As part of the inventory and cataloging process, items in the COE collection should be designated as the "Archival Copy" and the COE will take all reasonable steps to maintain the integrity and existence of said document. Existing GPO or OCLC records will be used when available, but partners should expect to create full-level records as necessary. When creating original cataloging records, partner libraries agree to treat these items in the same manner as other items being added to the library's collection, including the same level of cataloging specificity.
(<http://www.oclc.org/contractcataloging/support/definitions/definitions.htm>).

- 2) Create master lists of all titles in the relevant SuDoc stem(s) and upload catalog records to the ASERL's CFDP masterlist database. This data is made available for use by participating libraries to analyze their collections to identify gaps. Staff at partner libraries will compile and compare their records with records reported by other organizations through the GPO, OCLC, and catalogs of other ASERL libraries.
The CFDP's master list database includes brief cataloging records and holdings information for the partner libraries. The database, accessible to participating members via the ASERL SharePoint site, is meant to be as comprehensive as possible for the selected SuDoc classes. Please refer to ASERL's CFDP Best Practices Document for needed cataloging fields.
- 3) Fill identified gaps in COE collections. With feedback from the CFDP Steering Committee and other depository libraries, the partner libraries will work to fill collection gaps to ensure as-comprehensive-as-possible collections. This process includes: identification of potential sources of federal government publications (including holdings from selective depositories); communication protocols for inquiring into availability; transfer procedures if items are to be contributed by another depository library; and surrogate procedures if the holding institution wishes to retain the original and provide a copy (paper or digital). The partner will catalog new acquisitions and update information in the subject master list to reflect accurate holdings.
- 4) Develop expertise to facilitate use of the COE collections. Expertise at COE will be created by the gathering of a complete collection, accessibility to that collection, and the service provided to the collection by the staff of the library. The COE libraries will provide collection-level expertise for in-depth user assistance, including requests from the Government Information Online GPO virtual reference service. COE libraries are experts for the scope of their COE collections, with that expertise being additionally supported by resources at other ASERL libraries when feasible and appropriate. Each COE will provide any necessary training activities to promote the use of their collection.
- 5) Facilitate access to FDLP and COE titles through Inter-Library Loan. The partner libraries will address provisions for making their COE holdings as generally available as possible. This should take the form of participating in GPO's program to set holding on OCLC for Regionals, if library is eligible, and participating in expedited ILL/Document Delivery agreements. Digitization efforts are also encouraged.
- 6) Facilitate cooperative training initiatives to share expertise within the depository community and participate in public awareness and outreach campaigns to promote federal government publications to libraries within the region.
- 7) Develop a contingency plan for maintaining the regional collection (where applicable) and the COE collection(s) in particular, should the MOU be terminated or modified by one or more of the parties. The partner libraries will address provisions for disposition or transfer of materials in the event of termination, or significant modification of the MOU that alter responsibilities for the collection including the responsibility for archiving and long-term security of the collection as covered in the Federal Depository Library Handbook

(<http://www.fdlp.gov/administration/handbook>). A participating library may opt to discontinue their participation in this agreement, but must provide written notice to the Steering Committee a minimum of 24 months prior to withdrawing from the agreement.

VI Financial Arrangements

All program participants must be committed to the long-term goal of creating and maintaining collaborative COE. All costs related to cataloging, preserving, and providing access to the Center’s collections are the sole responsibility of the partner library.

VIII Points of Contact

All project documentation is publicly accessible on the ASERL website (www.aserl.org). The CFDP listserv will serve as the primary tool for soliciting feedback and input from interested observers. Announcements of the availability of new reports and program tools (such as the collection master lists) will be made through the CFDP listserv and through other communication tools that reach the federal depository community (such as Regional-L managed by the Association of Research Libraries and the Center for Networked Information, and GOVDOC-L, a discussion forum about government information and the Federal Depository Library program). In addition, reports are provided at ASERL semi-annual membership meetings. For major reports, ASERL will issue press releases to the entire library community.

Program staff members will provide overview sessions, reports, and discussions at national, regional, and state conferences whenever possible (such as American Library Association and Depository Library Council meetings).

IX Signatory Authorities

The respective parties have executed this agreement on the dates indicated below. The agreement will remain in effect until amended as agreed upon by both parties.

_____	_____
Library Director/Dean	Date
_____	_____
Depository Coordinator	Date
_____	_____
COE Technical Contact	Date
_____	_____
ASERL Executive Director	Date