

Best Practices with Supersession and Substitution

The following are ideas and best practices when determining what qualifies to be superseded and substituted. It is not intended to be comprehensive, but instead to help library staff interpret the [Weeding a Depository Collection](#) guidance article. Library staff are encouraged to use their professional judgment in cases where there is no clear answer. Contacting GPO or the regional depository are other options.

Note:

Supersession involves replacing one version of a publication with a new or corrected version. Material being replaced may not be the same version.

Substitution involves substituting one edition of a publication with an equivalent edition in another format. Material being replaced is the same version with the same content, just in a new format. Substitution requires regional permission to withdraw the original edition.

As some material may qualify to be both superseded and substituted, understanding the difference may (or may not) impact how you go about removing the material from your collection.

Supersession Best Practices

Issues and Best Practices to Consider Before Superseding

You should carefully consider the particular needs of your library's users and collection development policies at your library before discarding any material. While the guidelines are useful in identifying obsolete, dated, or ephemeral publications for removal from shelves, map cases, and microfiche and CD-ROM storage cabinets, you are not required to dispose of material that meet the supersession criteria if you do not wish to do so. For example, in order to serve the research needs of the depository's users, there may be certain subject areas or Federal agencies where superseded material is retained. You are encouraged to document these types of decisions in a collection development policy. Also consult your State Plan or cooperative collection development agreements, if any, to determine what guidelines for publication retention are included in these resources.

Questions to Consider When Determining if a Publication Can Be Superseded

You should use your professional judgment in determining titles that can be superseded. Titles and types of publications appearing below are not the only titles that can be superseded; they are provided as representative examples of the types of titles that may be superseded.

What are the indicators that a publication is dated and may be discarded after that date?

Publications that are dated may be discarded after the expiration of the event advertised. Those publications that are of a current awareness nature and that appear likely to have a limited lifespan should be checked for an expiration or effective date. While this date could be in various locations on the publication the most likely include:

- Title page
- Cover page
- Back cover
- Prefatory material

Publications of this type include, but are not limited to:

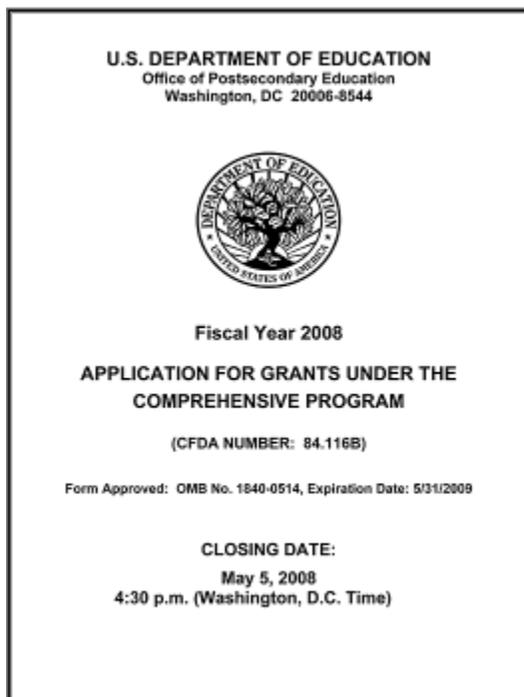
- Press releases
- Dated posters
- Calendars
- Announcements of seminars, workshops, meetings, or events
- Announcements of products or publications
- Grant applications

Publications that have an effective expiration date may be discarded after expiration of the event. In addition, items, such as publication announcements that may not have a specific date on them, may be discarded 90 days after receipt.

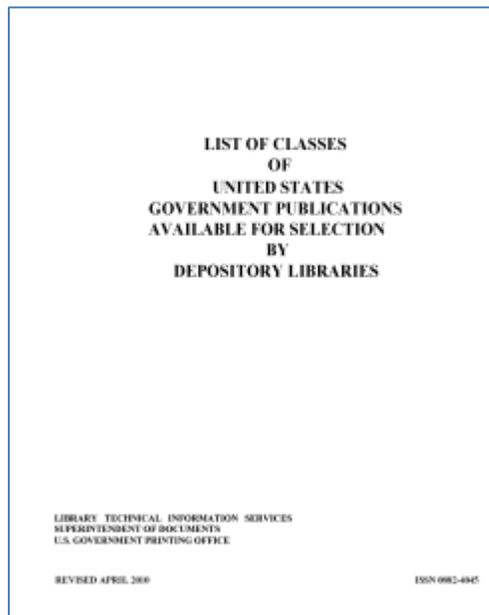
How do you know if a publication is revised by a later edition or issue?

Many publications contain statements on the cover(s) or in the prefatory material indicating that the publication revises or supersedes one or more previous editions.

In the case of a base manual, loose-leaf pages replaced by new pages are considered superseded and may be discarded.



SuDocs: ED 1.23/2:
Item Number: 0461



SuDocs: GP 3.24:
Item Number: 0556-C-07

This is the April 2012 issue of the *List of Classes*. This incorporates all changes through April 15, 2012.

The List of Classes PDF file and related monthly text files are available on FDLP.gov at <http://www.fdpl.gov/collections/selection/150-list-of-classes>.

Also be sure to check the bibliographic record in the Catalog of U.S. Government Publications. In accordance with GPO cataloging policy, if the publication is identified as superseded this information will be included in the bibliographic record.

The screenshot displays the 'Catalog of U.S. Government Publications' interface. At the top, there are navigation tabs: 'Search the CGP', 'BASIC', 'ADVANCED', 'EXPERT', 'BROWSE', 'NEW TITLES', 'HELP', and 'ABOUT'. Below this is the main title 'CATALOG OF U.S. GOVERNMENT PUBLICATIONS'. A secondary navigation bar includes links for 'Congressional Serial Set', 'GPO Access Publications', 'Periodicals', 'Catalogs to Search', 'Bookshelf', 'Results list', 'My Options', 'Congressional Publications', 'Internet Publications', 'Serials', 'Preferences', and 'Previous Searches'. A 'GPO Access' logo is also visible.

The main content area shows the breadcrumb 'Catalog of U.S. Government Publications: Home Page > National Bibliography of U.S. Government Publications'. Below this are buttons for 'Add to Bookshelf' and 'E-mail'. The 'Choose Record View' section offers 'Standard', 'Short', and 'MARC' options. The current record is 'Record 1 out of 1', with 'Previous Record' and 'Next Record' buttons.

The bibliographic record details are as follows:

Title	Life tables for the United States social security area, 1900-2100 [electronic resource] /
Author	Bell, Felicitie C.
Publisher Info.	[Baltimore, Md.] : Social Security Administration, Office of the Chief Actuary, [2005]
Internet Access	http://purl.access.gpo.gov/GPO/LPS80312
SuDoc Number	SSA 1.25/2:120
Item Number	0516-X-03 (online)
Description	vii, 186 p. : digital, PDF file
Series	(Actuarial study (United States. Social Security Administration. Office of the Chief Actuary) ; no. 120.) (SSA publication ; no. 11-11536.)
General Note	Title from title screen (viewed on Apr. 9, 2007). "These tables supersede those published in Actuarial Study 116 ..."Introduction. "August 2005."
System Details	Mode of access: Internet from the SSA web site. Address as of 4/9/07: http://www.ssa.gov/OACT/NOTES/pdf_studies/study120.pdf ; current access is available via PURL.
Subject - LC	Mortality -- United States -- Tables. United States -- Statistics, Vital.
Added Entry	Miller, Michael L.
Added Entry	United States. Social Security Administration. Office of the Chief Actuary.
Linking Field	Bell, Felicitie, C. Life tables for the United States social security area, 1900-2100 vii, 186 p. (OCoLC)61744112
Holdings	All items
Locate in a Library	(online) http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0516-X-03&SYS=000599349
OCLC Number	(OCoLC)122902652
System Number	000599349

Another resource to check is the publishing agency's Web page, which may contain information about the publication.

Please note that if a later edition is distributed through the FDLP, the superseded edition may be discarded by the depository, even if that depository has deselected the item number and does not possess the new edition. In order to determine if a later edition has been distributed, the depository should search the CGP. Additionally, transmittals, corrections, changes, errata, etc., to

a base text or manual that the depository has not received are considered superseded after being retained for one year.

A final environmental impact statement (EIS) does not supersede the draft version. Typically, the final EIS cites, by reference, information included in the draft. In order to review the information cited, the user needs access to the draft EIS.

Can reprints be superseded?

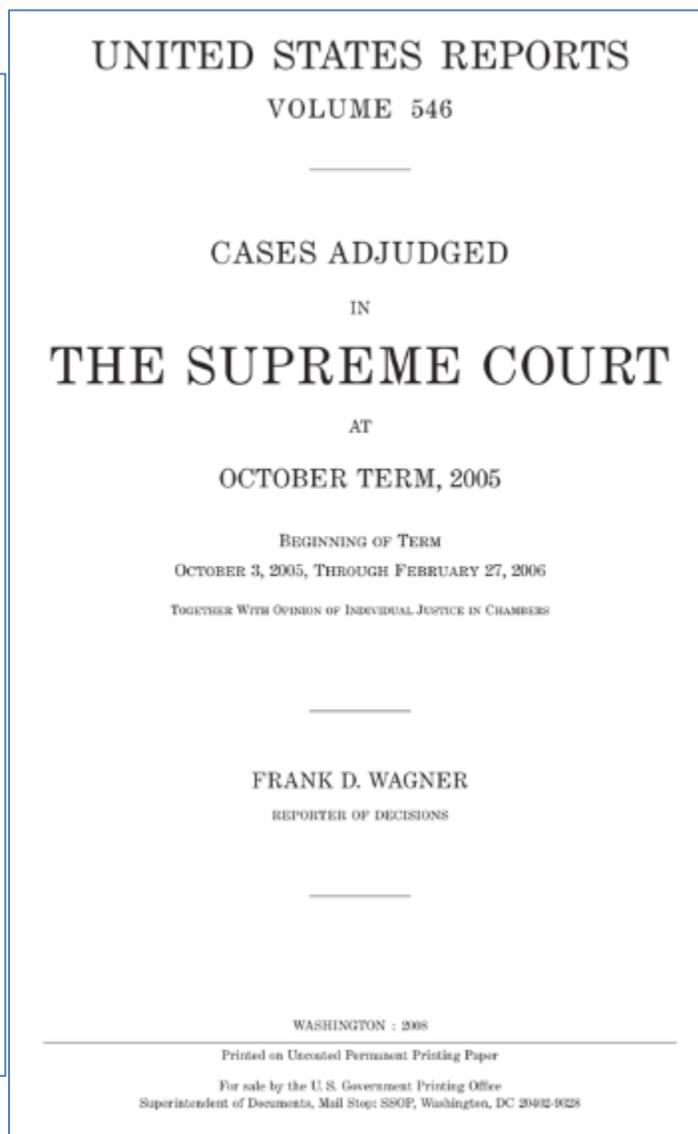
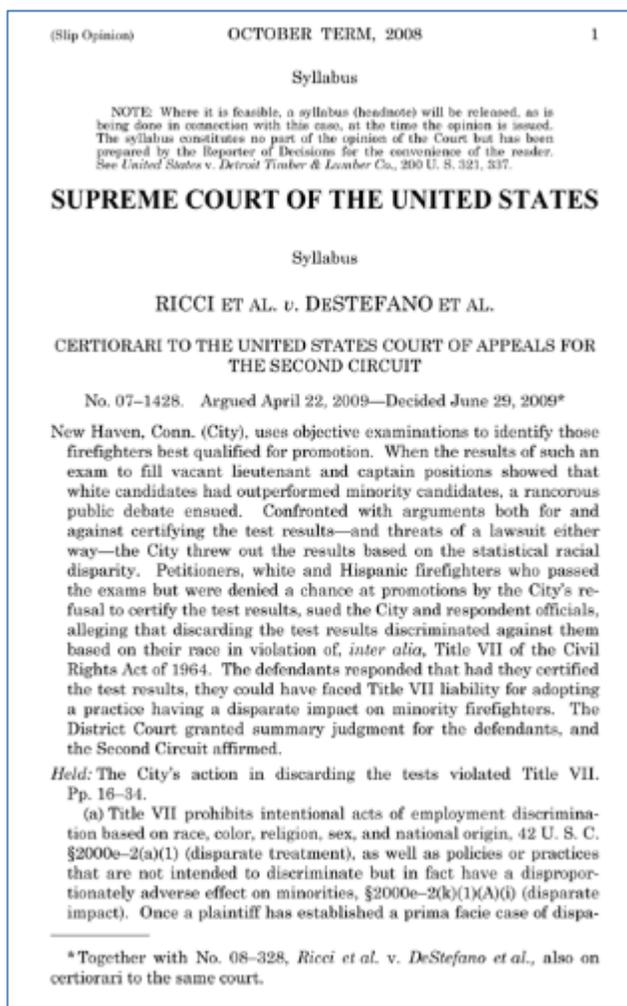
Yes, reprints can be superseded if the depository has received the original edition. If the depository did not receive the original edition, the reprint must be retained and normal disposal guidelines followed.

What types of publications are replaced by a cumulative edition?

Publications with cumulative or bound volumes include but are not limited to:

- Slip opinions;
- Slip laws;
- Slip treaties; and
- Advance or preliminary reports.

They may be superseded and discarded only upon receipt of the bound volumes or cumulated issues or products.



SuDocs: JU 6.8/B:
Supreme Court Decisions (decisions in individual cases) (slip opinions)
Item Number: 0740-A-02

SuDocs: JU 6.8:
United States Reports
Item Number: 0741

What are the procedures for dealing with corrected copies?

A corrected copy replaces a publication previously distributed through the FDL. The publication that was initially distributed should be removed from the collection and disposed of accordingly. This is done in order to prevent misinformation from being disseminated to the public.

If the corrected copy is a Congressional publication, it is referred to as a star print. They are identifiable by stars printed at the lower left-hand corner of their title pages or covers. Sometimes the words "star print" also appears adjacent to the star. Copies of all types of corrected publications are identifiable by the /CORR at the end of the Superintendent of Documents classification number.

TREATY WITH MALAYSIA ON MUTUAL
LEGAL ASSISTANCE

SEPTEMBER 11, 2008.—Ordered to be printed

Mr. DODD, from the Committee on Foreign Relations,
submitted the following

REPORT

[To accompany Treaty Doc. 109-22]

The Committee on Foreign Relations, to which was referred the Treaty between the United States of America and Malaysia on Mutual Legal Assistance in Criminal Matters, signed at Kuala Lumpur on July 28, 2006 (Treaty Doc. 109-22), having considered the same, reports favorably thereon with one declaration, as indicated in the resolution of advice and consent, and recommends that the Senate give its advice and consent to ratification thereof, as set forth in this report and the accompanying resolution of advice and consent.

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I. PURPOSE

The Treaty between the United States of America and Malaysia on Mutual Legal Assistance in Criminal Matters (the "MLAT with Malaysia" or "Treaty") is one of a series of modern mutual legal assistance treaties that have been negotiated by the United States and is designed to provide a formal basis for mutual cooperation between the United States and Malaysia on law enforcement matters so as to enhance the ability of the United States to investigate and prosecute crimes.

69-115 ★ (STAR PRINT)

SuDocs: Y 1.1/6:

Senate Executive Reports

Item Number: 1008-C-01

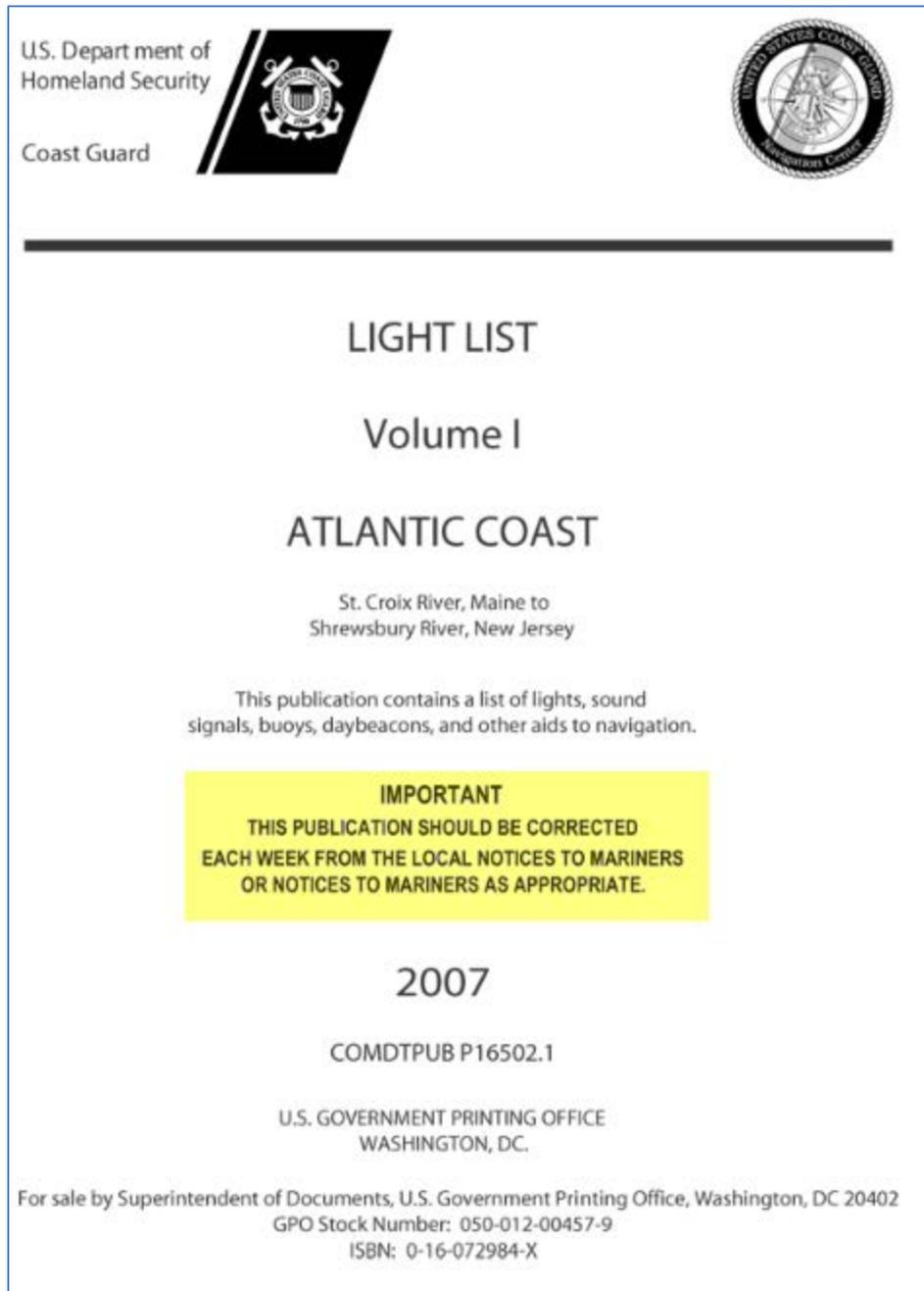
Are there certain publications that only require the current year be retained?

Examples of these types of publication include but are not limited to

- Sales catalogs;
- Bibliographies upon receipt of complete new editions; and
- Lists and indexes of publications of various agencies upon receipt of complete new editions.

Upon receipt of a new issue, the previous issues of this type of publication may be superseded.

Please note that this does not apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time.



SuDocs: HS 7.22:V 1/
Light List: Vol. 1, Atlantic Coast from St. Croix River, Maine to Shrewsbury River, New Jersey
Item Number: 0520-L-01

Can tangible publications be superseded by an online version?

Tangible material can be superseded by an online version if the publication meets the supersession criteria. For example, the last tangible issue of *Journals Indexed in Agricola* can be superseded by the online version.

A thorough review of the online version of a publication must be conducted prior to superseding the tangible for the online version. There may be discrepancies between the two versions. If this is the case, the tangible may not be superseded by the online version.

Do Floppy Disks and CD-ROMs/DVDs supersede?

If the tangible electronic product meets the supersession criteria, it can be superseded. Depositories must make sure that all the information contained on the floppy disk, CD-ROM, or DVD supersedes. Some agencies make CD-ROMs available to depository libraries that are compilations of publications. While some titles on the CD may be superseded, this may not be true for all the titles contained on the disc. Additionally, the disc may contain monographs that are not superseded.

Floppy disks included in the Committee on Institutional Cooperation (CIC) Floppy Disk Project, a FDLP partnership with Indiana University, Bloomington, are considered superseded by the partnership copies and may be discarded without further permission.

Title: Trends in the health of older Americans, United States, 1994 / National Center for Health Statistics.

Link: [Library 81.zip](#) [Library 93.zip](#)

SuDoc classification number: HE 20.6209/4-4: 3/2

Published: Hyattsville, Md. ? : U.S. Dept of Health and Human Services, Public Health Service, Centers for Disease Control ; Washington, D.C. : Supt. of Docs., U.S. G.P.O., distributor, 1995

Summary: Contains 71 tables and 8 appendix tables from the series 3 report "Trends in the health of older Americans, United States: 1994." These files are named under the following protocol: Table 1 from chapter is in Lotus file ONE1.WK1, table 2 from chapter 3 is in Lotus file THREE2.WK1. The appendix are named from A2TAB1.WK1 through A2TAB8.WK1.

Description: 1 computer disk ; 3 1/2 in. + 1 installation instructions sheet.

Version: 2.0

Operating requirements: System requirements: IBM compatible computer, 1.8 megabytes available space in hard disk; Lotus 1-2-3 (version 2.0 or higher), or any software capable of reading the Lotus "WK1" files.

Subject headings: Aged--Health and hygiene--United States--Statistics--Databases. Health surveys--United States--Databases. Medical care surveys--United States--Databases. Aged--Medical care--United States--Statistics--Databases. United States--Statistics, Medical--Databases.

GPO item number: ?

Substitution Best Practices

Issues and Best Practices to Consider Before Substituting

Depository coordinators should give careful thought to substituting tangible formats with another tangible format, as well as tangible formats with an online version. The decision to substitute should not be made quickly as there are many factors that come into play and ought to be considered:

- Patron characteristics, community needs, usage patterns, and research requirements.
 - Is the title better suited in another format?
 - What are its scope, purpose, and intended audience?
 - Is the title authoritative?
 - What is the date range or coverage?
 - Is the information time sensitive?
 - Is the title's online version the legal controlling authority?
- Library's collection development policy.
 - Is the use of online resources in line with your library's collection development policy? If not, is the policy going to be revised?
 - Are your substitution decisions documented in the collection development policy?
 - Did you deselect the title's tangible item number from your library's profile? This practice is encouraged if you no longer need the tangible format to best serve your community.
- Online-only information may require more staff time to identify, learn to use, train staff, and assist patrons. Do you have adequate staffing levels to do this?
- Online-only information may limit the number of patrons who can use all parts of the collection at one time. Is your library committed to funding for future upgrades of computer hardware, printers, and software to ensure adequate numbers of computer workstations for public access to online Government information?
- The library should properly reference the substitution so it may be easily located and accessible to users.
 - Do your users know when to go to your shelves and when to go to a computer?
 - Does your library catalog online titles?
 - Are there active hyperlinks in your OPAC?
 - Are there notes in your shelf list?
 - Do you include Government publications in Web guides? Are they kept current with new titles/Web sites added regularly?
- Each depository library's policies for online formats and Internet use must be within the guidelines established by the FDLP.
- When substituting tangible with tangible resources, regional depository libraries must keep the interests of their state or region in mind. For example, interlibrary loan services for commercial microfiche may pose a problem for a regional.
- For any substitution, libraries must have the appropriate reading equipment for the material. To substitute with microfiche, your library will need a microfiche reader. To

substitute with CD and DVD formats, you must have a computer that can run those media for the future.

GPO recommends that if you substitute with commercial microfiche – keep the print indexes on hand so that if you lose access to the commercial database that you were relying on for the indexing of your fiche, you'll continue to have a finding aid for your fiche.