



JESSE WHITE • Secretary of State & State Librarian

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## FEDERAL DEPOSITORY SELECTION CHANGE REQUEST FORM

The purpose of the Federal Depository Selection Change Request form is to notify the Regional Coordinator of any **major** changes that a selective needs to make to its Selection Profile. When a selective is opting to transition or substitute part or all of its collection from tangible to electronic, or needing to discard a portion of its collection due to damage from flooding, fire, mold, etc., each of these choices requires different actions based on the policies and guidelines from the Federal Depository Library Program (FDLP), <http://www.fdlp.gov/requirements-guidance/legal-requirements>. Likewise, you may use this form if your depository wants to make a major change to your selection profile by deselecting an entire agency, department, format etc.

Following is a brief glossary of terms to help with clarification:

**Transition:** Is to transition from a physical to an electronic (online) format. The difference between transitioning and substituting is that with transitioning there is not five years of an acceptable online presence to substitute to; thus, when transitioning the tangible copy(ies) must be held for the required five years.

**Substitute:** Is to substitute from a tangible to an electronic (online) format. When substituting there is an online presence that extends back at least five years. When substituting the selective is adding at least the previous five years to its catalog and only needs to hold the tangible copy for one year from the date it was received.

**Discard without posting:** This is used for material that is being discarded because it is too damaged to offer. It may have been damaged due to fire, flood, mold, etc. It is material that can no longer be circulated.

**Deselecting:** This only needs to be used when a selective is deselecting an entire agency or a large amount of material. This is to give the regional notice that a large quantity of material will be discarded. It may also be used to facilitate coordination between multiple selectives which may be deselecting large areas of the same material. This is not necessary for general weeding of small amounts of material.

If you have any questions or concerns, please feel free to contact the regional coordinator, Blaine Redemer, [bredemer@ilsos.net](mailto:bredemer@ilsos.net), 217-782-5432.

# FEDERAL DEPOSITORY SELECTION CHANGE REQUEST FORM

Depository Name: \_\_\_\_\_

Depository Number: \_\_\_\_\_

Requests to make the following changed to the depository selection and/or collection.

**Transition** (transition all future material to an electronic format, keeping previous print for the required five years)

**Substitute** (substitute tangible material for official electronic version, keeping tangible for the required one year from date of receipt.)

**Discard without posting** (material that will not be offered due to damage)

**Deselecting** (dropping item selections completely from the institution's future profile)

Please indicate what areas your institution would like to make changes. This does not have to be individual titles but may broadly identify an agency(ies), department(s), item number(s), format(s), etc.

Please indicate briefly the reasons for the requested change (e.g., spatial concerns, lack of use, clientele prefer another format, etc.).

Depository Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_