

Appendix F--- Request for Exemption from Disposal Guidelines



Request for:

- Deadline extensions/permission to submit in by month
- List longer than fifteen pages
- Change of format of list
- Special circumstances

Please give details below, including relevant dates, number of pages, and circumstances.

Approved by regional library: _____ date

Not approved by regional library: _____ date

This form must be signed by a representative of the regional library and returned to the requesting library before permission is granted. Exceptions to discard procedures as outlined in the *Michigan Plan for the Federal Documents Depository System* will not be considered otherwise.

APPENDIX F--- Memorandum of Agreement

for the Selective Housing of Materials by *(lending)* Library
to *(receiving)* Library

The *(lending)* Library agrees to loan the *(receiving)* Library specific federal government publications.
The purpose(s) of this transfer of materials is (are) to

The government information will be loaned for *(specific time)* but will remain under the authority of the *(lending)* Library, and, ultimately, the property of the U.S. Government Printing Office.

The following conditions must be met in the pursuance of this Agreement:

The *(receiving)* Library shall:

- 1) Assign the responsibility for carrying out the provisions of this Agreement to the *(reference, medical, etc.)* Librarian.
- 2) Make available all government information free to the clients of the *(receiving)* Library, as well as to the general public.
- 3) Lend to the *(lending)* Library any individual document title for the purpose of circulation, or any other purpose, for a period of *(specify: days, weeks, months)*
- 4) Maintain each document in compliance with all applicable depository laws, instructions, standards and guidelines *(Title 44, U.S. Code; Instructions to Depository Libraries; Guidelines for the Depository Library Program)*
- 5) Inventory, identify and maintain a separate list of government information by title, by Superintendent of Documents Classification, or by *(receiving)* Library classification scheme.
- 6) Retain classification numbers, stamps, and notes on each document as supplied by *(lending)* Library.
- 7) Return to the *(lending)* Library all documents which are no longer considered useful. All *(receiving)* Library labels will be removed by *(receiving)* Library staff.
- 8) Replace any lost document. If the document cannot be obtained free, the *(receiving)* Library will assume all costs and obligations to acquire the lost document. The *(receiving)* Library will pay the *(lending)* Library the fair market value for any document not replaced.

The *(lending)* Library shall:

- 1) Transfer and continue to send documents that include, but are not limited to, the *(publications of specific agencies, series, subjects, etc.)* to the *(receiving)* Library.
- 2) Keep records indicating the location of government information involved in this Agreement.
- 3) Return within a *(specify: days, weeks, months)* time period all government information borrowed from the *(receiving)* Library.
- 4) Place the Superintendent of Documents Classification number and the *(lending)* Library depository stamp on each document title.

The Agreement may be terminated by written notice from either party *(specify)* days in advance before all government publications are returned to the *(lending)* Library.

Director
(lending) Library

Date

Director
(receiving) Library

Date