
LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS SUPPLEMENTARY GUIDELINES

Library of Congress Publications and Other Content

Contents

- I. Purpose
- II. Background
- III. Materials to be collected
- IV. Materials not to be collected
- V. Adding Library-created materials to the collections

I. Purpose

The purpose of this document is to identify the categories of publications and other content produced by the Library of Congress that are to be preserved and made available as a part of the Library's permanent collections. This includes publications and other materials intended for an external audience that the Library produces in collaboration with outside entities. This policy does not cover Library-created publications and other content that are reprinted or otherwise made available externally without the collaboration of the Library.

Categories of Library publications and other content that are not to be preserved and made available as part of the collections are also identified. Materials that are produced by organizations related to the Library (for example, labor organizations, employee organizations and the Library of Congress Federal Credit Union) are not within scope for this policy statement. Also not in scope are the materials produced by the Library's program to reformat, via digitization or other means, items that are already in its collections.

II. Background

Throughout its history, the Library of Congress has created and published original content, often in support of or related to its collections, intended for a public audience. Traditionally, such publications were printed and took the form of bibliographies, reports, and serials of various types. Currently, much of this output is produced digitally and is made available via the Library's public web sites. In many cases, content is made accessible in multiple formats and often via multiple platforms.

The Library's output covers a wide range of formats and categories: books, sound recordings, webcasts, web sites, blogs, social media postings, videos, and more. Multiple tangible and digital formats are employed to distribute this content to the general public. The Library has traditionally collected its own content, with materials being assigned to the most appropriate custodial collections. However, with the proliferation of digital avenues of distribution, gaps in the Library's holdings of its published work have emerged.

III. Materials to be collected

The following categories of published materials will be preserved and made available as part of the Library's permanent collections. Many of the materials in these categories are available in multiple formats, both analog and digital.

- Books/Monographs (e.g., exhibition catalogs, nonfiction works, bibliographies)
- Serials (e.g., Annual Report, LCM, Gazette)

- Webcasts and other Library-produced video presented on its web sites (e.g., concerts, interviews, poetry readings, briefings)
- Sound recordings (e.g., musical content collected by the American Folklife Center)
- Content whose creation was made possible through the Library's support (e.g., commissioned works, concerts)
- Public web sites
- Staff web site
- Podcasts
- CRS products for public distribution (e.g., CRS products published on Congress.gov)
- Federal Research Division reports (where openly available)
- Law Library research reports (where openly available)
- Copyright information (e.g., circulars, reports)
- Visitor and researcher materials (e.g., guides, rules, maps, floorplans)
- Oral histories conducted by Library staff
- Classroom materials for teachers
- Library policies
- Library of Congress Regulations
- Online exhibitions
- Blogs
- Social media postings
- Standards
- Cataloging documentation
- Library created content accessible from various external web sites (e.g., Flickr, YouTube, iTunes)

IV. Materials not to be collected

The following categories of materials are generally not to be preserved and made available as part of the Library's permanent collections.

- Organizational records¹
- Personnel records
- Financial records
- Acquisitions records
- Congressional Research Service products for congressional distribution (e.g., CRS products published on CRS.gov)
- Congressional Research Service restricted website
- Copyright Office registration and deposit records
- NLS/BPH master recordings, talking (audio) books and braille materials
- Items produced for sale by the Gift Shop
- Responses to reference inquiries
- Correspondence

Some of the materials listed above may be preserved for business purposes or to meet regulatory requirements as official records, but they will not be considered to be part of the Library's permanent collections.

¹ A significant amount of documentation of the Library's organizational and staff activities and accomplishments has been collected and placed in a Manuscript Division collection called the LC Archives. There has been no systematic collection of LC records and other material for future research use since 1992. An ongoing collecting policy will have to be developed based upon overarching decisions made by Library management pertaining to the future of the LC Archives.

V. Adding Library-created materials to the collections

In general, the Library unit responsible for the creation of a publication or other content that is to be collected is responsible for ensuring that the material is provided for addition to the Library's collection. The addition of such printed materials is handled by the U.S. Government Publications Section of the U.S./Anglo Division (Acquisitions and Bibliographic Access Directorate) under existing policies and procedures. Since a full set of policies and procedures for adding digital content to the Library's collections is not yet available, any questions about adding Library-created digital content to the permanent collections should be addressed to the Collection Development Office. However, on a regular basis, the Library already harvests and archives its own web sites.

September 2018