

LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS

SUPPLEMENTARY GUIDELINES

Library of Congress Publications and Other Content

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I. Purpose

The purpose of this document is to identify the categories of publications and other content produced by the Library of Congress and intended for an external audience, that are to be preserved and made available as a part of the Library's permanent collections. This includes publications and other materials 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 websites. 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, websites, 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, where publicly available, 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. Note that many materials created by the Library are Federal records, not collection materials, and follow a separate records retention policy. (See section IV.)

- 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 websites (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 websites
- 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 (where openly available)
- Online exhibitions
- Blogs
- Social media postings (see also the [Social Media](#) Supplementary Guidelines)
- Standards (e.g. MARC standards, standards created by the Program for Cooperative Cataloging)
- Cataloging documentation (e.g. Library of Congress subject headings)
- Library created content accessible from various external websites (e.g., Flickr, YouTube, iTunes)
- Research and subject guides published on the Library website
- Completed crowdsourced datasets (e.g. By the People campaigns)

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 records
- Personnel records
- Financial records

- Acquisitions records
- Catalog records or metadata
- Derivative or curated datasets (e.g. content created for in-house analysis, derivative web archive datasets, data and metadata packages)
- Experimental or pilot projects and content (e.g. experimental content in the Library's external repositories, such as experimental portions of GitHub content)
- 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
- NLSBPD 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 Federal records, but they will not be considered to be part of the Library's permanent collections.

The Library follows a separate retention policy for Federal records. One notable exception exists: 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.

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). On a regular basis, the Library already harvests and archives its own web sites. Any questions about adding Library-created digital content to the permanent collections should be addressed to the Collection Development Office.

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