

THE LIBRARY OF CONGRESS

Stewardship Report

HERITAGE ASSETS

September 30, 1998

Library Collections

The Library of Congress has the world's largest library collection comprising over 115 million items including research materials in over 450 languages and various media. The collections include approximately 27 million books and other printed materials, 50 million manuscripts, 12 million photographs, 4 million maps, 4 million pieces of music, 2 million audio recordings, and 803 thousand motion pictures. The collection of incunabula (books printed before 1501) is the largest in the Western Hemisphere, and the collections of maps, atlases, newspapers, music, motion pictures, photographs, and microforms are probably the largest in the world. Other collections include drawings, posters, prints, technical reports and other printed materials; computer programs, videotapes and disks, talking books, and other audio and visual materials. Each work day the Library adds approximately 10,000 items to its collections for use by the Congress and the nation.

The Library has the papers of 23 presidents of the United States as well as papers of people from many diverse arenas -- Susan B. Anthony, Sigmund Freud, Pamella and Averell Harriman, Henry Kissinger, Thurgood Marshall, Irving Berlin, and many others. The Library's treasures include one of three perfect copies in the world of the three-volume Gutenberg Bible printed on vellum, two of the five known copies of the Gettysburg Address, Thomas Jefferson's handwritten draft of the Declaration of Independence, and many other rare books and manuscripts including the oldest example of printing in the world. Also, new treasures are added each year.

The collections are organized into two major categories: the print collections which include classified books, serials, and pamphlets; and the special format collections such as maps, motion pictures, music, manuscripts, photographs, sound recordings, and prints.

Collections Policy

The Library's collections are universal and comprehensive in scope which builds from Thomas Jefferson's concept that Congress's own interests were universal; however, the Library does not collect everything or accession everything it receives. The collections

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development policy has evolved over the years. In 1814, Jefferson offered to sell his personal library to the Library Committee of Congress in order to "recommence" the Congressional library after the British burned the U. S. Capitol destroying the Library of Congress. Jefferson stated: " I do not know that it contains any branch of science which Congress would wish to exclude from their collection; there is, in fact, no subject to which a Member of Congress may not have occasion to refer." In 1815, President James Madison approved an Act of Congress appropriating \$23,950 for the acquisition of Jefferson's library of 6,487 volumes.

As set forth in the Library's Collections Policy Statements, the Library's collections development policies are directed towards its responsibilities to serve (1) the Congress and United States Government as a whole, (2) the scholarly and library community, and (3) the general public. Written collections policy statements assure that every effort is made to possess all books and library materials necessary to the Congress and various offices of the United States Government to perform their duties; a comprehensive record, in all formats, documenting the life and achievement of the American people; and a universal collection of human knowledge (except clinical medicine and technical agriculture, which are the responsibilities of the National Library of Medicine and National Agricultural Library respectively) embodying primarily in print form the records of other societies, past and present. The ideal of a universal collection has been aided greatly by the copyright law of 1870, which for the first time combined the registration and deposit functions in the Library of Congress and stipulated that two copies of every book, pamphlet, map, print, photograph, and piece of music registered for copyright in the United States be deposited in the Library. Copyright deposits are a major source of the Library's collections of Americana.

The Cataloging in Publication (CIP) Program is the other principal source of U.S. published books that the Library acquires. A mainstay of U.S. library service for more than twenty-five years, the program provides cataloging data, based on pre-publication galleys, to participating publishers who include the data in their published books. As participants, these publishers are required to submit a copy of the published book to the Library. This copy is in addition to the two copies mandated under the copyright law. In fiscal 1998, the Library obtained 51,181 titles through the CIP program. The Library also acquires U.S. publications through the Preassigned Card Number (PCN) Program. In fiscal 1998, the Library received 21,102 books for which the CIP division had provided a card number. The CIP and PCN titles are either added to the collections or used as part of the Library's exchange program.

The Library also acquires materials by purchase (essential publications not available through copyright deposit or the CIP program), transfer from other federal agencies, gift, domestic and international exchange, or by provisions of state and federal law. Many of these materials are

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foreign publications. The Library maintains six overseas offices and has arrangements with book dealers, agents, and publishers to ensure efficient and prompt acquisition of current foreign publications of research value on a world-wide basis. The following are brief descriptions of the Library's International Exchange and Federal transfer programs:

Among 11,000 exchange agreements, the Library of Congress maintains nearly 100 "official" exchanges with major national and parliamentary libraries around the world. These exchanges were instituted and are overseen by the Library; however, the Government Printing Office has the responsibility to ensure that this select group of exchange partners receives U.S. Government publications. Pursuant to 44 U.S.C. 1719, the Superintendent of Documents distributes U.S. government publications "to those foreign governments which agree, as indicated by the Library of Congress, to send to the United States similar publications of their governments for delivery to the Library of Congress." The Government Printing Office pays for the cost of this program from funds appropriated for the Superintendent of Documents. In fiscal 1998, the Library received approximately 110,000 items, or 35 percent of its exchange receipts, from these official central sources.

Pursuant to 36 C.F.R. 701.33, Federal libraries send their surplus materials to the Library for addition to its collections or to use in the exchange and surplus books programs. In fiscal 1998, the Library received more than one million items from Federal agencies, and, although only a very small number were selected for the collections, several thousand were used in exchanges with other libraries for materials needed by the Library of Congress. Many thousands of other Federal transfers were used in the Library's surplus books programs.

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The primary resources for recent acquisitions are as follows:

	1994	1995	1996	1997	1998
Annual Appropriations Authorized	\$ 8,127,000	\$ 8,458,000	\$ 8,458,000	\$ 8,458,000	\$ 9,619,000
Estimated Value of Copyright Deposits Transferred to the Library	\$15,711,000	\$20,158,594	\$20,157,816	\$25,183,884	\$26,991,776
Government Printing Office Appropriation (part of Superintendent of Documents) for International Exchange	\$ 712,000	\$ 462,000	\$ 509,000	\$ 537,000	\$ 444,000

Acquisitions by source:

Source	Pieces 1994	Pieces 1995	Pieces 1996	Pieces 1997	Pieces 1998
Purchases:					
Appropriated - GENPAC/LAW	799,110	714,127	707,695	522,040	676,287
Appropriated Other	197,970	146,828	145,418	38,267	55,303
Special Foreign Currency	66,081	65,827	54,888	55,090	47,294
Gift and Trust Funds	5,541	3,712	4,830	3,499	3,028
Total Purchases	1,068,702	930,494	912,831	618,896	781,912
Non-Purchases:					
Exchange	558,327	453,857	321,446	310,849	313,224
Government Transfers	727,874	732,087	443,599	486,280	538,611
Gifts	1,246,809	744,860	2,608,494	1,116,626	1,577,561
Cataloging in Publication/PCN	56,345	49,201	49,083	82,301	72,283
Copyright Deposits	757,082	855,022	739,582	862,207	845,826
Total Non-Purchases	3,346,437	2,835,027	4,162,204	2,858,263	3,347,505
Total All Acquisitions	4,415,139	3,765,521	5,075,035	3,477,159	4,129,417

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Preservation and Conservation

The Library's collections are preserved and protected through an extensive and diverse preservation program. The budget element for preservation of materials totaled \$11 million in fiscal 1998. Preservation projects in process or under study are:

- ! the continuing application of a mass book deacidification technology to ensure uniform, effective deacidification of 172,000 books over the past three years; the goal is to deacidify and thus extend the useful life of an additional 75,000 books in fiscal 1999;
- ! the cleaning, stabilization for use, and repair of books, manuscripts, and photographs from the rare and special collections;
- ! the Preservation Heritage Assets Working Group established requirements for the environment, emergency preparedness, storage, handling, conservation, stabilization, and reformatting of all collections at all stages;
- ! the successful development of three new permanence and durability specifications for phased conservation supplies;
- ! progress toward fitting 29,000 ultraviolet filters to existing fixtures in the Library to reduce photon damage to special collections;
- ! successful completion of a Preservation Awareness Workshop, an information fair for LC staff, Congressional staff and the general public;
- ! accelerated aging and natural aging studies to determine the longevity of digital materials stored on CD-Rom.
- ! a new accelerated aging test for paper with preliminary evidence showing the close similarity between the aging process in this faster, replicable and less expensive test and natural aging paper;
- ! research in the chemistry of the aging of paper that shows that even acid-free, neutral paper degrades by producing acids which accumulate within the paper, causing it to deteriorate at an ever-increasing rate, thereby demonstrating the need for an alkaline reserve in paper objects that need to be preserved;

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- ! a study of the aging of bookbinding adhesives with preliminary evidence revealing that mass deacidification treatments benefit not only the paper in books, but also extend the life of book covering materials and adhesives used in binding them;
- ! development of specifications for pressure sensitive labels for attachment to book covers;
- ! guidelines for the preservation scanning of continuous tone printed black and white images are under development;
- ! completing the statement of work for an RFQ for the digital reformatting of *Garden and Forest*, “a journal of horticulture, landscape art, and forestry”, published weekly from 1888-1897;
- ! collaboration with Cornell University to microfilm six Vietnamese newspaper-format periodicals after merging incomplete holdings from both institutions;
- ! completion of microfilming long runs of two important carriage and early automobile periodicals Carriage Monthly (Apr. 1915-Nov. 1921) and The Hub (May 1869-March 1919);
- ! contracting for the reformatting of out-of-print deteriorating volumes to archival quality paper in preservation quality bindings and renewing the contract for work to be performed in 1999.

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Preservation statistics for fiscal 1998 are as follows:

Treatment:	
Volumes treated	6,468
Unbound items treated, paper-based	2,278
Commercial library binding, volumes	235,446
Mass Deacidification, Volumes (3rd contract year)	80,000
Housing/Rehousing:	
Protective boxes constructed	8,630
Items rehoused, paper-based	16,957
Discs, film (reels), magnetic tape (reels/cassettes) cleaned, packaged	5,243
Copying/Reformatting:	
Preservation photocopying	317
Paper-based materials converted to microfilm, items	(1,896,577 exposures) 18,594
Audio materials converted to magnetic tape, titles	2,580
Video materials converted to magnetic tape, titles	1,200
Motion picture films converted, reels	(1,191,399 feet) 1,463
General Preservation of the Collections:	
Items surveyed, paper-based	12,813
Pieces labeled	155,613

Deacidification of Printed Materials - One of the most serious preservation issues facing the Library of Congress, and all libraries, is the problem of brittle, deteriorating books caused by acid introduced during the paper manufacturing process in the 19th Century. The Library of Congress has an estimated 17 million books that are printed on acidic paper. Many of these books (not including duplicates or volumes that are already too brittle to benefit from treatment) may eventually require deacidification treatment at an estimated cost of \$13.40 per book - \$15.25, including shipping, quality controls, etc. (1998 contract cost).

The acidic books problem began in the mid-1800's when acidic wood pulp was substituted for rags in the manufacture of paper. This manufacturing change has resulted in the natural deterioration of printed books and other Library materials made from the acidic paper. The pages of the books and materials become so brittle within a few decades that they can virtually self-destruct.

The Library, with strong support from the U.S. Congress, has provided leadership in the development and evaluation of deacidification processes on a mass scale and their application

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to increasingly larger volumes of books and other paper-based items to achieve economies of scale. In 1995, the Library awarded an initial two-year mass deacidification contract to Preservation Technologies (a Pennsylvania company) that uses the Bookkeeper III deacidification process. In fiscal 1996, for the first time since the Library began its search for a mass deacidification process, it moved beyond testing and began to deacidify books from the Library's collections. Fiscals 1995-97 limited-production contract enabled the Library to deacidify 92,000 books from the general and special collections and the Law Library. Through a competitive process, the Library has now negotiated a second contract for deacidification, effective from November 1998 through October 2001. This contract, likewise utilizing the Bookkeeper process, has resulted in an additional 80,000 books being treated in fiscal 1998. The Library expects to save 75,000 more books in fiscal 1999 through application of this preservation technology.

Recognizing the limited resources and technical capacity to deacidify all of the books, the selection process encompasses several criteria. By lengthening the life span of a book, deacidification enables the Library to avoid costly reformatting (such as microfilming) in the future. Also some collections are selected to ensure continued access to information that is not a high priority for digitization. Other criteria used individually or in combination to identify collections for deacidification include: 1) potential future use of the materials; 2) value of materials, both intrinsic and other; and 3) physical condition.

Deacidification treatment is reserved for books that are acidic and at risk of loss if no action is taken. Due to its role as the national library and the official library of the U.S. Congress, the Library is focusing primarily on selection of "Americana" for early treatment under the mass deacidification program, emphasizing the selection of endangered volumes from collections that are central to the Library's mission, such as law, history, literature, and political science.

Preservation of Audio/Video Materials - Another serious issue facing the Library is the preservation of its magnetic media materials (audio, video, and data). As magnetic materials age they can develop any one of a number of conditions, all of which eventually result in an inability to play them, which means that the data they contain can never be retrieved. The physical life span of these materials is generally considered to be 20-30 years, under good conditions. The Motion Picture, Broadcasting, and Recorded Sound Division (M/B/RS) alone has more than 725,000 tapes, some dating from the 1940s. Conversion rates for these materials are shown on the Preservation Statistics chart. Ancillary to the deterioration of magnetic materials is the difficulty of maintaining appropriate play-back systems for them. For example, video tape can be played back only on the system in which it was created. Since over 200 record and playback systems have been produced since the invention of video tape, the Library cannot maintain them all. At present the Library uses 12 of the most common

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systems -- 6 playback and record systems and 6 playback only systems. As part of its preservation approach to magnetic materials, the Library is conducting a condition survey to estimate the environmental, housing, and physical condition of its holdings. A study entitled, "A Unified Strategy for the Preservation of Audio and Video" was completed in August 1997.

The National Film Preservation Board - The National Film Preservation Board, originally established by the National Film Preservation Act of 1988 (2 U.S.C. 179b et seq.) serves as a public advisory group to the Librarian of Congress. The Board consists of 40 members and alternates representing the film industry, archives, scholars, filmmakers and others who make up the diverse American motion picture community. As its primary mission, the Board works to ensure the survival, conservation and increased public availability of America's film heritage, including: advising the Librarian on the annual selection of films to the National Film Registry, counseling the Librarian on development and implementation of the national film preservation plan, and the national television and video preservation plan which was completed in 1997.

In October 1996, President Clinton signed into law "The National Film Preservation Act of 1996" (Public Law 104-285). This landmark legislation 1) reauthorizes the National Film Preservation Board for seven years, and 2) creates the independent, private sector National Film Preservation Foundation to serve as a public-private partnership for film preservation. The Foundation will raise private funds (both cash and in-kind contributions), match these with a limited amount of federal funds, and provide grants to motion picture archives, historical societies, and other non-profit institutions with film collections throughout the nation. Grants will focus primarily on "orphan" films--works not controlled by Hollywood studios, such as independent and silent films, newsreels and documentaries, films directed by or about minorities, and films of regional or historical importance. Such films have great cultural and educational value, but possess little commercial viability and will not survive without public intervention. The Foundation is now incorporated and can receive donations.

Nitrate Film Preservation - The nitrate base used by the commercial film industry between 1893 and 1951 was inherently unstable. The rate of deterioration is unpredictable but is significantly influenced by previous and current storage conditions. Materials kept at a low constant level of temperature and humidity since the date of manufacture can last for a long time, but poorly stored material deteriorates very quickly.

The Library has 120 million feet of nitrate film in its collection of which between 40 and 60 million still need to be preserved. The Library's Motion Picture Conservation Center in Dayton, Ohio, is specifically staffed and equipped to undertake the copying of nitrate onto 35mm acetate film which, if stored correctly immediately after duplication, will not suffer

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significant decomposition. At present, staffing levels permit the Library to copy just over one million feet per year. This rate will not present a long-term problem if the Library can update its existing nitrate storage facilities to meet the generally accepted archival environmental recommendations of 37 degrees Fahrenheit and 25 percent relative humidity.

The establishment of a National Audio-Visual Conservation Center was authorized on December 15, 1997 (Public Law 105-144). The law authorizes the Architect of the Capitol (AOC) to acquire, on behalf of the Library, 41 acres located in Culpeper, Virginia. The property has a 140,000 square foot building that will be renovated and has expansion space for additional buildings to provide proper storage and preservation facilities for the Library's extensive motion picture, television, video, radio, and sound recording collections. In August 1998, the Library began storing reels of film at the new facility. The Library and the AOC worked with the Packard Foundation, the donor of the center, to renovate and make it available for full use. A due diligence analysis was started in February 1998 and completed in May 1998. Also, the renovation and development master plan for the site was completed on September 30, 1998.

Service

The Library of Congress is a public institution open to everyone over high school age, with limited exceptions. Its collections are available to users in numerous public reading rooms located in three Library buildings on Capitol Hill. The Library's first service priority is to the Congress; second, to other branches of the Federal government; and third, to scholars, other libraries and the general public. The Library is not a lending library. Only members of Congress and other statutory borrowers are authorized to remove materials from the Library. For selected other users--primarily other libraries--the Library is considered a "library of last resort," meaning that certain materials may be distributed through interlibrary loan only if the needed materials are not otherwise available in the United States.

To use Library collections, researchers identify the items they want through card and on-line catalogs, finding aids, and bibliographies. To request items, readers first register with photo-identification, and then may submit call slips to the staff, who retrieve the items from the secured collections storage areas and deliver them to the reader. In addition, the Loan Division is responsible for retrieving, packaging, and preparing loan charge records for materials that circulate outside the Library. In fiscal 1998, the Library served over two million items in the Library. It also circulated over 30,000 items to Congressional borrowers and over 97,000 items to other authorized borrowers.

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Collections Security

In fiscal 1998, major advances in collections security were achieved. Highlights of these accomplishments are summarized below:

The Library aggressively implemented actions outlined in the October 1997 Security Plan, focusing on those whose cumulative impact will significantly enhance collections security Library-wide. The Collections Security Oversight Committee (CSOC) is charged with implementing the Security Plan.

- CSOC's Subcommittee on Collections linked the one third unmet minimal standards with the Library's Planning, Programming, Budgeting, and Execution System (PPBES). By developing three Management Decision Packages (MDEPs) subsequently approved by the Executive Committee, the subcommittee composed of representatives from Library Services, the Copyright Office, and the Law Library essentially completed actions 01-08 and 10 depicted in the plan's schedule. This initiative demonstrates that the Plan offers an effective framework for addressing core security requirements, and integrating these needs within the Library's PPBES. The Library included these collections security requirements in its fiscal 2000 budget request to the Congress.
- Two CSOC working groups successfully tested the feasibility of integrating bibliographic, inventory, and preservation control standards using the matrix developed in the October 1997 plan to create and tailor requirements in these three control environments to the four cycles as appropriate. By completing action 09 of the plan, the CSOC working groups have developed minimum standards for preservation, bibliographic, and inventory controls. Achieving this milestone enables the Library to strengthen its control over the Heritage Assets, mirror the approach to security applied by the Heritage Assets auditors and risk assessments, and create a common framework for addressing collections security Library-wide. Application of these grids within the divisions will inevitably surface additional critical unmet minimal standards for preserving, cataloging, and inventorying the Library's collections.
- The CSOC's Subcommittee on Operations initiated the development of measures to enable the EC to track the Library's progress in reducing the risk of theft and mutilation of the collections. The Director of Security has led this initiative in collaboration with the Office of the Inspector General, senior staff from Library Services, Copyright Office, and the Law Library. Actions taken in fiscal 1998 will allow the Library's senior leadership to review options and costs associated with the design and execution of random sampling

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plans which over time will yield baselines from which the effectiveness of physical security controls can be assessed. This initiative fulfills requirements outlined in action number twelve of the plan's schedule.

- The Director of Security, in collaboration with the CSOC and Public Affairs Office, implemented several security awareness initiatives as called for in actions 19, 20 and 22 of the plan's schedule. These initiatives included the publication of articles in *The Gazette* and the *LC Information Bulletin*, as well as several "Town Hall" meetings where the Director of Security discussed collections security issues with employees from throughout the Library.
- The Library completed surveys of the feasibility of marking selected Treasures and the effectiveness of Loading Dock operations, addressing actions 14 and 16 of the plan's schedule.
- The Library completed a draft update of the fiscal 1999 Security Plan in September 1998. The plan which will be published in January 1999 addresses numerous initiatives whose implementation began in fiscal 1998. The subcommittees have been meeting since September and implementing the collections security actions, though the plan's publication has been delayed pending resolution of physical security issues now being addressed with congressional appropriations subcommittee staffers.
- A permanent implementing structure established in the draft fiscal 1999 plan has been addressing collections security issues since September 1998. Conveners of four standing subcommittees are accountable for implementing the integrated schedule of actions outlined in the draft plan. The DS selected the conveners in coordination with appropriate service unit heads. The four subcommittees are responsible for the following critical path of actions:

Subcommittee on Policy and Standards - Included among its tasks are developing LCRs relating to collections security; developing compliance policies for the platinum and gold collections; refining minimum standards and control definitions as circumstances require; and preparing plans covering the other security disciplines—preservation, bibliographic, and inventory controls.

Subcommittee on Operations - Included among its tasks are developing and monitoring measures and trends of theft and mutilation; assessing the effectiveness of security controls in place; following up on recommendations of completed risk assessments by outside contractors; and ensuring adherence to security practices throughout the Library.

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Subcommittee on Public Affairs, Staff Relations, and Training - Included among its tasks are orchestrating sustained coverage of collections security in the Library's publications; organizing a Symposium on collections security as part of the Library's Bicentennial celebration; conducting liaison with U.S. and foreign counterparts; and enhancing collecting security awareness among staff and visitors.

Subcommittee on Planning, Programming and Budgeting Execution - Included among its tasks are implementing actions associated with the development of Management Decision packages (MDEPs) in the context of the Library's Planning, Programming, Budgeting, Execution and Evaluation System (PPBEES); and developing cost requirements for various programs involving support from the AOC.

Initiatives in fiscal 1998 included the following outer ring physical security upgrades:

Physical Security Core Requirements - In the wake of the July 1998 Capitol shootings, and two U.S. Embassy bombings in Africa a month later, the Library installed and activated new state-of-the-art magnetometers and increased police presence at public entrances, the Madison Loading Dock, and garage ramps. In addition, the Library prepared an emergency supplemental budget request for major physical security improvements including: the consolidation of the two police command centers; integration and upgrading of intrusion detection systems; increased police staffing, additional exterior closed circuit television monitoring equipment; improved access control including vehicle barriers, curb walls, perimeter bollards, and secure police shelters; modification of building entrances for full entry screening; and improved exterior lighting.

Police Equipment Upgrades - Police now use body armor; their weapons have been upgraded, and the Library initiated a program modernizing police radios in line with those used by other forces in the metro area.

Exhibit and Reading Room Support - the Office of Security provided significant support to the Interpretive Programs Office including the installation of extensive electronic and physical security controls and the placement of security guards to protect the Top Treasures, Religion, and Freud exhibits. Security guards have also been placed in the Main Reading Room.

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The Library completed the following additional physical security and procedural controls in fiscal 1998, further strengthening its controls over the Heritage Assets:

- ▶ The Library installed book theft detection targets in 891,342 volumes in classes H and S in the general collections and incoming materials in the Copyright Office. Since 1992, the program's inception, 5,796,778 targets have been installed with the cumulative total covering 49% of the general collections.
- ▶ The Office of Security installed new video surveillance cameras in the Main Reading Room, adjacent stairways, and the public decks off the Main Reading Room.
- ▶ The Office of Security also installed video monitors at the Center Desk in the Collections Management Division Office, the office of the Head, Book Service Section, and several locations in the Humanities and Social Sciences Reading Room.
- ▶ The Library opened an expanded cloakroom in the Jefferson Building in June 1998, and imposed personal belongings restrictions on readers using the Main Reading Room on June 15, 1998.
- ▶ The Library issued reader identification cards to 46,209 researchers registered in fiscal 1998.

Arrearage Reduction

An important priority of the Library is establishing bibliographic control over the collections to increase their accessibility and, at the same time, their security. In 1989, an inventory of unprocessed materials determined the backlog (arrearage) to be 39.7 million items. During the past nine years, the Library has put forth an extensive effort to reduce the cataloging arrearage and bring all the collections under bibliographic control. At the beginning of fiscal 1998, the arrearage, mostly in non-book formats, comprised 20 million items. This figure was reduced by nearly one million items during the fiscal year. Arrearage statistics for fiscal 1998 are as follows:

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Items in Arrearage	1997	1998	Change	Percent Change
Print Materials	543,247	1,042,054	498,807	91.8
Special Materials	19,408,958	18,048,603	(1,360,355)	(7.0)
Total	19,952,205	19,090,657	(861,548)	(4.3)

Financial Reporting

The Library's collections are classified as "Stewardship Property" and are defined as "Heritage Assets" for financial reporting purposes. The Federal Accounting Standards Advisory Board (FASAB) standard on stewardship reporting requires that heritage assets be reported as required supplementary information accompanying the financial statements of the Federal Government and the component units of the Federal Government responsible for such assets.

The Supplementary Stewardship Reporting standard has been accepted by the FASAB principals (the General Accounting Office, The Office of Management and Budget, and the Department of Treasury) as an accounting standard, and is effective for all executive branch agencies in fiscal 1998. The Library has adopted the FASAB standards to the extent appropriate for a legislative agency and has chosen to prepare the Stewardship Report for the years 1995 through 1998.

The FASAB recommended standard states that the costs of the stewardship-type resources shall be treated as expenses in the financial statements in the year the costs are incurred. However, the costs and resultant resources are intended to provide long-term benefits to the public and should be included in stewardship reporting to highlight to the reader their long-term benefit nature and to demonstrate accountability over them. The standard states that heritage assets shall be quantified in terms of physical units (for example, number of items in collections or the number of national parks). No asset amount shall be shown on the balance sheet of the Federal financial statements for heritage assets.

The quantities of items in the Library's collections shown in the table that follows were taken from Library statistics collected on a regular basis and records that were accumulated over the years.

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Estimated Quantity of Each Category of Collection Materials at September 30, 1998

Category of Collection	Beginning of Year Balance	Added During Year	Withdrawn During Year	End-of Year Total	Method of Acquisition and Withdrawal
Print Collections - Classified Books	17,402,100	374,570	4,270	17,772,400	Acquisitions: Copyright deposits, purchase, gifts, exchanges, cataloging-in-publication Withdrawals: exchange & gift of unwanted or duplicate copies; depreciation or depletion through use; disposals through GSA
Other Print Materials - includes books in large type, newspapers, pamphlets, technical reports, incunabula, serials, etc.	9,308,101	81,166	9,876	9,379,391	
Total Print Collections	26,710,201	455,736	14,146	27,151,791	
Other Collections - includes audio materials, talking books, books in raised characters, manuscripts, maps, microforms, music, visual materials (moving images, posters, photographs, photocopies, prints & drawings, etc.), and machine readable materials	86,316,541	2,139,832	102,469	88,353,904	Acquisitions: Copyright deposits, purchase; exchange and gift Withdrawals: exchange & gift; depreciation or depletion through use; or disposals through GSA.
Total Collections	113,026,742	2,595,568	116,615	115,505,695	

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ADDITIONS TO THE COLLECTIONS ITEMS

Print Collections	Beginning	Added	Withdrawn	Total
Classified Book Collections				
Class A (General Works)	417,430	3,556	0	420,986
Class B-BJ (Philosophy)	291,185	12,837	0	304,022
Class BL-BX (Religion)	641,779	18,463	0	660,242
Class C (History, Auxiliary Sciences)	243,722	6,217	0	249,939
Class D (History, Except American)	1,166,661	24,191	0	1,190,852
Class E (American History)	262,495	6,432	0	268,927
Class F (American History)	418,231	11,726	0	429,957
Class G (Geography, Anthropology)	402,533	13,248	192	415,589
Class H (Social Sciences)	2,689,573	46,095	0	2,735,668
Class J (Political Science)	772,830	11,439	0	784,269
Class K and Law (Law)	2,107,974	68,443	4,012	2,172,405
Class L (Education)	497,986	8,179	0	506,165
Class M (Music)	613,226	8,489	64	621,651
Class N (Fine Arts)	470,807	15,076	0	485,883
Class P (Language and Literature)	2,321,789	47,090	2	2,368,877
Class Q (Science)	1,081,207	22,951	0	1,104,158
Class R (Medicine)	456,564	11,315	0	467,879
Class S (Agriculture)	410,102	7,204	0	417,306
Class T (Technology)	1,236,174	20,195	0	1,256,369
Class U (Military Science)	197,505	2,880	0	200,385
Class V (Naval Science)	103,213	1,420	0	104,633
Class Z (Bibliography)	599,114	7,124	0	606,238
Total Classified Book	17,402,100	374,570	4,270	17,772,400
Other Print Materials or Products				
Books in large type	8,681	0	0	8,681
Books in raised characters	70,750	1,236	0	71,986
Incunabula	5,694	4	0	5,698
Minimal-level cataloging (monographs and serials)	532,858	24,880	0	557,738
Newspapers (bound)	34,792	0	4,222	30,570
Pamphlets	263,376	2,500	301	265,575
Technical reports	1,409,434	15,075	5,353	1,419,156
Other	6,982,516	37,471	0	7,019,987
Total Other Print Material	9,308,101	81,166	9,876	9,379,391
TOTAL PRINT COLLECTIONS	26,710,201	455,736	14,146	27,151,791

THE LIBRARY OF CONGRESS

Stewardship Report

Other Collections	Beginning	Added	Withdrawn	Total
Audio materials	2,338,353	50,118	68,397	2,320,074
Talking books	51,814	2,123	0	53,937
Manuscripts	49,147,855	1,534,457	151	50,682,161
Maps	4,451,790	60,150	30,606	4,481,334
Microforms	11,767,481	407,215	3,200	12,171,496
Music	4,110,025	17,543	0	4,127,568
Visual material				
Moving images	772,104	31,058	85	803,077
Photographs (negative, prints, and slides)	11,908,937	24,254	0	11,933,191
Posters	82,628	1,881	0	84,509
Prints and drawings	393,044	4,723	0	397,767
Other (broadsides, photocopies, nonpictorial material, etc.)	1,256,313	55	0	1,256,368
Machine-readable material	36,197	6,255	30	42,422
TOTAL OTHER COLLECTIONS	86,316,541	2,139,832	102,469	88,353,904
TOTAL (items)	113,026,742	2,595,568	116,615	115,505,695