

THE LIBRARY OF CONGRESS

Stewardship Report

HERITAGE ASSETS

September 30, 1999

Library Collections

The Library of Congress has the world's largest library collection comprising 119 million items including research materials in over 450 languages and various media. The collections include more than 27 million books and other printed materials, 53 million manuscripts, 12 million photographs, 4 million maps, 4 million pieces of music, 2 million audio recordings, and 821 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 more than 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. During the Library's bicentennial year, a focus is being placed on rebuilding the library of Thomas Jefferson, much of which was burned during a second fire in the U.S. Capitol in 1851.

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.

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Collections Policy

The Library's collections are universal and comprehensive in scope, building on Thomas Jefferson's concept that Congress's own interests are universal; however, the Library does not collect everything or accession everything it receives. The collection 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 collection development policies are designed to fulfill 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 collection policy statements ensure that the Library makes 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.

In fiscal 1999, the Library adopted a Collection Policy Statement dealing with electronic or digital resources. In preparation for acquiring more digital collections the Library strengthened the infrastructure and modified policies to improve the integration of electronic resources into the Library's collections and services. It also established a Library-wide vision, plan and funding request. A working group, the Digital Futures Group, developed a set of programs that will employ digital technology to: 1) make the Library collections and resources more widely accessible and utilized by patrons, including the education community; 2) collect and create significant publications in electronic formats (born digital) to ensure that the Library collections continued to be universal and comprehensive; 3) build collections with both national and international institutions to create a global content asset enabling the Library to store, preserve, provide access to, and expand its resources; and, 4) create a culture of technical and strategic innovation to ensure that the Library staff can provide traditional and expanded resources to readers. This vision grounded digital information services on the fundamental principles that librarians are the keepers, interpreters and mediators of

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information and knowledge, and that all citizens are entitled to equal access to information and knowledge. A new position, the Director of Electronic Resources, was established.

The ideal of a universal collection was aided greatly by the copyright law of 1870, which 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. In fiscal 1999, research materials valued at more than \$36,435,429 were obtained for the collections through copyright deposits.

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 1999, the Library obtained 58,401 titles through the CIP program. The Library also acquires U.S. publications through the Preassigned Card Number (PCN) Program. In fiscal 1999, the Library received 20,645 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 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.

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In fiscal 1999, the Library received approximately 107,000 items, or 37 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 1999, the Library received 116,088 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. Other Federal transfers were used in the Library's surplus books programs. The Library has been working closely with Federal agencies which are planning to transfer surplus materials. This early consultation ensures that the Library receives all materials appropriate for the permanent collections or useful in the exchange and surplus books program. Material not wanted by the Library can then be disposed of by the transferring institution.

The primary resources for recent acquisitions are as follow:

	1995	1996	1997	1998	1999
Annual Appropriations Authorized	\$ 8,458,000	\$ 8,458,000	\$ 8,458,000	\$ 9,619,000	\$10,119,000
Estimated Value of Copyright Deposits Transferred to the Library	\$20,158,594	\$20,157,816	\$25,183,884	\$26,991,776	\$36,435,429
Government Printing Office Appropriation (part of Superintendent of Documents) for International Exchange	\$ 462,000	\$ 509,000	\$ 537,000	\$ 444,000	\$ 527,000

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Acquisitions by source:

Source	Pieces 1995	Pieces 1996	Pieces 1997	Pieces 1998	Pieces 1999
Purchases:					
Appropriated - GENPAC/LAW	714,127	707,695	522,040	676,287	776,712
Appropriated Other	146,828	145,418	38,267	55,303	45,601
Special Foreign Currency	65,827	54,888	55,090	47,294	0
Gift and Trust Funds	3,712	4,830	3,499	3,028	4,076
Total Purchases	930,494	912,831	618,896	781,912	826,389
Non-Purchases:					
Exchange	453,857	321,446	310,849	313,224	288,538
Government Transfers	732,087	443,599	486,280	538,611	116,088
Gifts	744,860	2,608,494	1,116,626	1,577,561	1,709,712
Cataloging in Publication/PCN	49,201	49,083	82,301	72,283	79,046
Copyright Deposits	855,022	739,582	862,207	845,826	954,081
Total Non-Purchases	2,835,027	4,162,204	2,858,263	3,347,505	3,147,465
Total All Acquisitions	4,765,521	5,075,035	3,477,159	4,129,417	3,973,854

Note: Beginning in fiscal 1999, only those items acquired through Exchange or Government transfer that were added to the collections or used for Library programs were included in the statistics above.

Preservation of Library Collections

The Library's collections are preserved and protected through an extensive and diverse preservation program. The budget element for preservation of materials totaled \$ 9.2 million in fiscal 1999. Preservation projects in process or under study are outlined below.

Binding and Collection Care - The successful development of a unique design for a library materials transport truck with ergonomic, preservation and security features will, as acquired, replace the use of deep canvas mail tubs. The Library has identified and begun procurement of locking book trucks to better secure in-process materials.

Conservation - Conservation efforts include the successful development of cost effective techniques for cleaning, repairing, and stabilizing books, manuscripts, and photographs from the rare and special collections. Substantial progress was made toward establishing guidelines for

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environmental control, emergency preparedness, storage, handling, conservation treatment, and reformatting of endangered collections. The Library has successfully developed three new permanence and durability specifications and product designs for collection protection (phonograph disc storage sleeves, scroll storage container, and a storage box for use at Ft. Meade.) The Library began an important collaborative project with the Rochester Institute of Technology, Image Permanence Institute, to conduct a ground-breaking study of environmental storage conditions in the James Madison, Thomas Jefferson and John Adams buildings that will produce guidelines for optimizing room temperature and humidity conditions to enhance collection preservation and reduce energy costs.

Fiscal year 1999 saw the successful completion of a Preservation Awareness Workshop, an information fair for the Library staff, Congressional staff, and the general public, and the diversification of the Internship Training Program to include training opportunities in photograph conservation and preventive conservation.

Preservation Reformatting - Fiscal year 1999 reformatting projects included the successful online release of *Garden and Forest, A Journal of Horticulture, Landscape Art, and Forestry* (1888-1897). Preservation Reformatting Division developed the Library preservation specifications to digitize ten embrittled volumes, comprising 8,400 pages and over 1,000 photographs and other illustrations.

As a service to the larger library community, the Library mounted its digital reformatting practices on the Preservation Directorate Web site, which describes techniques for digitally copying.

Other microfilming projects included: microfilming Florida telephone directories and starting the filming of the Pennsylvania directories. Microfilmed directories (from 1884 through 1987) are now available for Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, the District of Columbia, Florida, Georgia, Hawaii, Iowa and Maryland.

Research and Testing - The Library successfully evaluated the long-term effect of pressure-sensitive labels on CD's. Security labels for CD's were evaluated for their effect on the long-term retention of data. Error generation rates were compared for matched pairs of CD's. One CD in each of these pairs had a full-face security label attached to it. These CD's were monitored for error generation as aging under accelerated conditions progressed over an extended period. No ill effects were noticed for CD's aged for a time corresponding to ten years or less. However, for longer term aging, higher error generation was noticed, suggesting that labels with even the best adhesives should be avoided on CD's in archival collections.

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United States Newspaper Program (USNP) - The Library's Preservation Directorate, through an interagency agreement with the National Endowment for the Humanities (NEH), provides project management for the U.S. Newspaper Program, a cooperative effort to locate, preserve, and make available to researchers newspapers published in the United States from the eighteenth century to the present. Operating through projects in each state, work has been completed through 1999 in 26 states and two territories. As a result of data collected by project staff, the USNP bibliographic database now comprises 139,000 bibliographic records and 425,000 location/holdings records. NEH funding for preservation microfilming to date has supported the filming of 58 million pages.

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. The problem started in the mid-1800's when acidic wood pulp was substituted for rags in the manufacture of paper. LC and other libraries have inherited one and one-half centuries' worth of acidic, degrading collections -- a backlog of decay that grows each year as additional acidic books are acquired, primarily from other countries where many publications are not yet printed on alkaline paper. The cost of allowing these at-risk materials to degrade and eventually be lost or to require very expensive reformatting is incalculable.

The Library now has in place a successful Mass Deacidification Program that focuses on saving endangered books that are central to the Library's mission. The Library of Congress has 18 million books, most of which are printed on acidic paper. Many of these books (not including duplicates or volumes that are already too brittle to benefit from treatment) will eventually require deacidification treatment. In the past four years, with strong Congressional support, over 250,000 Library books have been successfully deacidified, including 75,000 that were treated in fiscal 1999.

Mass deacidification is an economic approach to keeping books alive and available in usable form. The technology, which extends the life of paper more than 300%, achieves economies of scale and is a cost-effective, "preventive preservation" activity. Books that are candidates for treatment are acidic, endangered volumes from the general and special collections and the Law Library that must be preserved -- they are not the same materials that would be candidates for reformatting through microfilming (due to advanced embrittlement of the paper) or through digitization (to promote much broader public access). This preservation treatment is thus 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.

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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 varies depending on the way they have been stored, cared for, and used. Even under good conditions, magnetic materials may last only 20-30 years. The Motion Picture, Broadcasting and Recorded Sound Division currently has more than 725,000 tapes. Each year deteriorated or “at-risk tapes” are copied.

Ancillary to the deterioration of magnetic materials is the difficulty of maintaining appropriate playback systems. 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, this poses steep challenges for the Library and requires judicious selection of those items that will receive preservation attention. To help solve the problem of preserving information recorded on some of the early and now virtually extinct video formats, the Library has started to contract out the copying of select endangered materials (i.e., 2” quad video tapes) to more modern formats. The contract work complements in-house preservation recording and copying of deteriorated materials.

As part of its preservation approach to magnetic materials, and with an eye to the future, 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 1997. Since that study, vigorous efforts have been made to map out the functional requirements for a digital repository for audio and video materials. Contractors have been engaged to assist in preparing an audio video prototype project that will test the approaches that are being developed for capturing, storing, and delivering digital audio and video, including measures that will assure the persistence of digital files over time. Full implementation of the Library’s digital repository will coincide with the opening in 2002 of the Library’s National Audio Visual Conservation Center in Culpeper, Virginia.

National Film Preservation Board - As mandated by Public Law 104-285, the National Film Preservation Board advises the Librarian of Congress on 1) annual selection of “culturally, historically and aesthetically significant films” to the National Film Registry, and 2) ongoing implementation of the national film preservation plan. The Board also helps generate increased public awareness of the need for film preservation.

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Primary activities of fiscal 1999 include:

- Substantial design overhaul and content expansion of National Film Preservation Board web site, <http://lcweb.loc.gov/film/>, to increase public awareness of film preservation issues
- The naming of 25 additional films to the National Film Registry in November 1999
- Continued coordination with the Association of Moving Image Archivists to prioritize the 30 recommendations found in the national plan. Initiatives involving cataloging and small gauge film formats are the focus at present.
- Collaboration with our private sector charitable affiliate, the National Film Preservation Foundation
- Preservation work (at Dayton lab and via collaborative ventures with other institutions) on Registry titles including *Louisiana Story*, *Place in the Sun*, *Bank Dick*, *Cat People*, *Fatty's Tintype Tangle*, *Jammin' the Blues*, *The Big Parade* and *Greed*.
- Identification of dozens of potential Registry picks through the ongoing "Candidates for the National Film Registry" public screening series.

Preservation statistics for fiscal 1999 are as follow:

Treatment:	
Volumes treated	6,453
Unbound items treated, paper-based	4,540
Photographs (examined, treated, housed)	10,648
Commercial library binding, volumes	183,202
Mass Deacidification, Volumes (3rd contract year)	75,000
Housing/Rehousing:	
Protective boxes constructed	6,181
Items rehoused, paper-based	182,202
Discs, film (reels), magnetic tape (reels/cassettes) cleaned, packaged	5,243
Copying/Reformatting:	
Preservation photocopying	461
Paper-based materials converted to microfilm, items	22,090
Audio materials converted to magnetic tape, titles	590
Video materials converted to magnetic tape, titles	1,200

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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 fiscal 1999, the Library issued reader registration cards to 43,562 on-site readers. The Loan Division is responsible for retrieving, packaging, and preparing loan charge records for materials that circulate outside the Library. In fiscal 1999, 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.

Collections Security

In fiscal 1999, the Library implemented a new, Integrated Library System (ILS) that will provide the platform for future enhancements in collections security efforts. The system will allow item-level tracking of collection items, and facilitate collection inventory. The ILS Program Office and more than 80 implementation teams completed the conversion of 12 million Library bibliographic records, 4 million authority records, and vendor, order, and patron records. Staff prepared a request for proposal (RFP) and awarded a contract for the sheet shelflist holdings conversion, the first phase of a two-part project to bring holdings data from the 12 million card shelflist online; began developing a series of pilot programs to identify the most effective approach to converting the card shelflist holdings; and prepared an RFP and evaluated bids for a contract to convert the holdings data from the serials check-in manual files.

The Library continued to implement 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.

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- Through the work of the Collections Security Oversight Committee, the Library has developed minimum standards for preservation, bibliographic, and inventory controls. Achieving this milestone enables the Library to strengthen its control over the Heritage Assets. These standards have been integrated with those for physical security allowing the Library to use one, internally consistent, approach for securing the collections and evaluating threats to the Heritage Assets. The external auditors have adopted this framework in their evaluations of collections security. In our research of other major cultural institutions and their security practices, we have not found another that has developed as complete a plan as that of the Library.
- The CSOC's Subcommittee on Operations contracted with KPMG to establish a baseline for some of the most heavily used and most accessible collections in the Prints and Photographs Division. Subsequent studies against this baseline will give the Library evidence of any loss and/or mutilation of these collections. The Director of Security has led this initiative in collaboration with the Office of the Inspector General. Execution of random sampling plans over time will yield baselines from which the effectiveness of physical security controls can be measured. This initiative fulfills requirements outlined in action #12 of the plan's schedule.
- The Library conducted additional risk assessments this year. The Manuscripts, Prints and Photographs, Binding and Collections Care, Conservation, Collections Management, Arts and Sciences Cataloging Divisions, as well as the Law Library and the Loading Dock were each examined for vulnerabilities. Plans of corrective action were developed for each unit and will be examined by the external auditors.
- 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 Security Plan.. The plan addresses numerous initiatives whose implementation began in fiscal 1998.
- 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.

Subcommittee on Policy and Standards - Fiscal 1999 activities included: developing Library regulations relating to collections security, developing compliance policies for the

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platinum and gold collections, refining minimum standards and control definitions as circumstances require, and integrating into one plan the other security disciplines – preservation, bibliographic, and inventory controls.

Subcommittee on Operations - Fiscal 1999 tasks included: 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. This subcommittee also recommended that CSOC establish and adopt into the plan another cycle, Items on Exhibit.

Subcommittee on Public Affairs, Staff Relations, and Training - During fiscal 1999, this subcommittee arranged for coverage of collections security in the Library's publications is organizing a symposium linking collections security and preservation as part of the Library's Bicentennial celebration.

Subcommittee on Planning, Programming and Budgeting Execution - Fiscal 1999 included: 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 collections security programs involving support from the AOC.

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 and the Manuscript Reading Rooms.

The Library completed the following additional physical security and procedural controls in fiscal 1999, further strengthening its controls over the Heritage Assets:

- ▶ The Library installed book theft detection targets in 772,444 volumes and incoming materials in the Copyright Office. Since 1992, the program's inception, 6,569,222 targets have been installed with the cumulative total covering more than 55% of the general collections.
- ▶ Working through the Office of the Inspector General and the CSOC, the Library responded to GAO open recommendations regarding collections security, with the result that, from the fiscal 1995 audit, GAO considers there to be for fiscal 1999, only three remaining recommendations, which all have action in process.

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- ▶ The Library and the AOC completed construction of a cloakroom in the Madison Building. When the cloakroom is opened, the Library will impose personal belongings restrictions on readers using the James Madison reading rooms.

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 1999, the arrearage, mostly in non-book formats, comprised 19 million items. The Library expected that the arrearage would grow during this fiscal year and so alerted the Congress because the implementation of the ILS was dependent on the expertise of many of the staff who normally work on arrearage reduction. In fact, the growth in the arrearage was not so large as was expected and was well within the target promised to the Congress.

Arrearage statistics for fiscal 1999 are as follows:

Items in Arrearage	1998	1999	Change	Percent Change
Print Materials	1,042,054	972,093	(69,961)	(6.7)
Special Materials	18,048,603	18,821,596	772,993	4.3
Total	19,090,657	19,793,689	703,032	3.6

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 FASAB standard states that the costs of the stewardship-type resources shall be treated as

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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, 1999

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	17,772,400	253,172	1,570	18,024,002	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.	9,379,391	58,015	8,222	9,429,184	
Total Print Collections	27,151,791	311,187	9,792	27,453,186	
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	88,353,904	3,212,829	26,290	91,540,443	Acquisitions: Copyright deposits, purchase; exchange and gift Withdrawals: exchange & gift; depreciation or depletion through use; or disposals through GSA.
Total Collections	115,505,695	3,524,016	36,082	118,993,629	

ADDITIONS TO THE COLLECTIONS ITEMS

Print Collections	Beginning	Added	Withdrawn	Total
Classified Book Collections				
Class A (General Works)	420,986	2,428	0	423,414
Class B-BJ (Philosophy)	304,022	3,995	0	308,017
Class BL-BX (Religion)	660,242	12,938	0	673,180
Class C (History, Auxiliary Sciences)	249,939	3,562	0	253,501
Class D (History, Except American)	1,190,852	20,742	0	1,211,594
Class E (American History)	268,927	2,811	0	271,738
Class F (American History)	429,957	6,380	0	436,337
Class G (Geography, Anthropology)	415,589	9,291	472	424,408
Class H (Social Sciences)	2,735,668	31,294	0	2,766,962
Class J (Political Science)	784,269	6,393	0	790,662
Class K and Law (Law)	2,172,405	29,860	1,072	2,201,193
Class L (Education)	506,165	4,680	0	510,845
Class M (Music)	621,651	6,271	26	627,896
Class N (Fine Arts)	485,883	9,558	0	495,441
Class P (Language and Literature)	2,368,877	44,864	0	2,413,741
Class Q (Science)	1,104,158	18,238	0	1,122,396
Class R (Medicine)	467,879	9,909	0	477,788
Class S (Agriculture)	417,306	4,008	0	421,314
Class T (Technology)	1,256,369	18,427	0	1,274,796
Class U (Military Science)	200,385	1,956	0	202,341
Class V (Naval Science)	104,633	679	0	105,312
Class Z (Bibliography)	606,238	4,888	0	611,126
Total Classified Books	17,772,400	253,172	1,570	18,024,002
Other Print Materials or Products				
Books in large type	8,681	0	0	8,681
Books in raised characters	71,986	1,232	0	73,218
Incunabula	5,698	2	0	5,700
Minimal-level cataloging				
(Monographs and serials)	557,738	19,256	0	576,994
Newspapers (bound)	30,570	0	0	30,570
Pamphlets	265,575	2,608	875	267,308
Technical reports	1,419,156	12,230	7,347	1,424,039
Other	7,019,987	22,687	0	7,042,674
Total Other Print Material	9,379,391	58,015	8,222	9,429,184
TOTAL PRINT COLLECTIONS	27,151,791	311,187	9,792	27,453,186

Other Collections	Beginning	Added	Withdrawn	Total
Audio materials	2,320,074	87,902	11,168	2,396,808
Talking books	53,937	1,954	0	55,891
Manuscripts	50,682,161	2,438,297	131	53,120,327
Maps	4,481,334	53,752	12,037	4,523,049
Microforms	12,171,496	385,961	1,948	12,555,509
Music	4,127,568	78,881	0	4,206,449
Visual material				
Moving images	803,077	18,450	0	821,527
Photographs (negative, prints, and slides)	11,933,191	126,509	357	12,059,343
Posters	84,509	707	0	85,216
Prints and drawings	397,767	7,941	0	405,708
Other (broadsides, photocopies, material, etc.)	1,256,368	2,279	0	1,258,647
Machine-readable material	42,422	10,196	649	51,969
TOTAL OTHER	88,353,904	3,212,829	26,290	91,540,443
TOTAL (items)	115,505,695	3,524,016	36,082	118,993,629