

GOVERNMENT DOCUMENTS COLLECTION AND RESOURCE GUIDELINES

COLLECTION DEVELOPMENT POLICY

University of Iowa
University of Iowa Libraries
Iowa City, Iowa

Collection Development

1. Depository material in tangible formats will be retained as a resource for the State of Iowa and in accordance with depository program requirements. Access will be provided to electronic information resources released through depository programs.
2. Other materials will be acquired selectively as needed for instruction and research purposes in support of the depository collections and the research mission of The University of Iowa Libraries. Gifts will be added to the collection at the discretion of the appropriate documents specialist.
3. Every attempt will be made to fill gaps in serial holdings in order to maintain the integrity of publication titles.
4. The collection managers/documents specialists will acquire and maintain the reference works considered essential to the effective use of the collection.

Collection Management

1. Collection management activities will be divided among documents specialists according to responsibilities outlined in corresponding job descriptions.
2. Maps will generally be housed in the Map Collection or the Geoscience Library.
3. Microforms, audiovisual materials, CD-ROMs, diskettes, and other alternative formats will be treated in a similar manner to print publications wherever possible.
4. Shelflist records via InfoHawk will be maintained concerning receipt and placement of materials.
5. Materials are arranged using several classification schemes including Superintendent of Documents Classification System (SuDocs), Library of Congress, Dewey, United Nations and Swank systems. Reclassification when possible to reduce the number of publications in non-standard classification systems is a desired goal.
6. Acquisition of missing serial volumes, revised editions, and active supplementation in strong collection areas will be the responsibilities of documents specialists collaborating with Bibliographers when appropriate.
7. Supplements will be filed/interfiled with the parent publications in a timely manner.
8. The collection will be weeded according to the collection scope and stated collection levels (see Appendix).
9. Only the latest cumulative volumes will be retained.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Johnson State College
Johnson State College Library
Johnson, Vermont

Collection Policy

United States Government Documents Depository

I. Mission

The John Dewey Library of Johnson State College, which is located in the U.S. Congressional District At Large, was the first of the Vermont State Colleges to become a Senate-designated Federal Depository in 1955. The mission of the Library is to serve the 1,700 students who comprise the undergraduate and graduate populations of Johnson State College and to meet the scholarly and professional development needs of its faculty and staff. By Virtue of the Library's location in rural north central Vermont, it also functions as a public library for Lamoille County, population 19,735 (Census 1990). As such, we promote free access to our collections for all segments of our user population.

II. Mandate

In accordance with requirements defined in the Federal Depository Library Manual Supplement 2: Guidelines for the Federal Depository Library Program, February, 1996, the Library collects government documents to support the interests of the general public as well as the academic community it serves. Citizens in Lamoille County are either employed in the tourism and service industries, agriculture, or engaged in the provision of health services and schooling on various levels, with Johnson State College representing the high end of the educational spectrum. Small business ownership is perceived as critical to economic stability in this and the other 13 counties throughout the state.

Although we tend to think geographically with respect to our community of users, it must be noted that as a State College library, we encourage access by Vermonters who are often willing to travel long distances to use our collections. It is not uncommon to extend borrowing privileges to citizens outside of our county's boundaries.

III. Methods and Objectives

To meet the needs of our constituents and to help fulfill our role as a public library presence in Lamoille County, collection development activities are concentrated in these subject areas: Agriculture, health, business, education, environment, legislation, consumer affairs. Consequently, special attention will be paid to publications issued by the following agencies, departments, and government establishments:

- Department of Agriculture
- Department of Commerce
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of the Interior
- Department of State
- Environmental Protection Agency
- National Archives and Records Administration
- National Foundation of the Arts and the Humanities
- Small Business Administration

Future revisions of this policy will delineate subject areas, collection development intensity levels, and publication types/formats as suggested in Section 4 "Subject Areas and Collection Arrangement" in the Federal Depository Library Manual Supplement: Collection Development Guidelines for Selective Depositories, September 1994.

Selection responsibility is distributed among reference staff who serve all segments of the user population and who are knowledgeable of patron needs and the resources available in this library and elsewhere. In addition to annual reviews of item selections using the List of Classes of the United States government

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Publications Available for Selection by Depository Libraries, the “Suggested Core Collection Annotated for Small to Medium Public Libraries and Academic Libraries and for All Law Libraries”, the Publications Reference File and Subject Bibliographies, librarians will respond to GPO surveys, selecting new items as they are available and when they meet collection development goals. Non-depository selection tools include these sources:

Sears, M.K. and Moody, J.L. *Using Government Information Sources: Print and Electronic*, 2nd ed., 1994.

PAIS International in Print

Library Journal’s “Notable Documents of (Year)” sponsored by ALA’s GODORT

The Library currently selects all item numbers listed in the “Basic Collection” in Appendix C in the FDLF manual. Moreover, the top 200 item selection checklist has been used in the past as a comparative measure to gauge the viability of our collection.

Our objective is to maintain an instructional or working collection with an emphasis on selecting current materials. Referrals to area depositories will be made for research and use of historical or retrospective sources.

IV. Weeding and Maintenance

The Library adheres to the guidelines in the Instructions to Depository Libraries and strives to maintain the Federal Depository material entrusted to its care. All depository items are marked with a three part stamp and SuDoc number. Separate shelving arrangements for selected reference sources that are catalogued in DDC are listed in the procedures manual. Annotations on the shelflist cards for those sources indicate location and disposition while they are temporarily available at the reference desk. A separate file cabinet for pamphlets has been purchased and the item location is noted on SCOLAR. Replacements for heavily used documents or nondepository items will be made through the use of an established GPO Deposit Account #122632-3.

Items will be withdrawn from the collection according to this plan:

- 1) Superseded documents after receipt of new edition or update and according to the “List of Superseded Documents,” Appendix C of Instructions to Depository Libraries.
- 2) SIRSI reports based on the item inventory date, and thus meeting the five-year holding date, may be requested from the Vermont State College Bibliographic Database Coordinator to generate a list for possible deselection.
- 3) Documents held five years that no longer meet collection development criteria will be itemized on discard lists and sent to the Regional Depository at the University of Maine, Orono, Maine.

V. Resource Sharing and Access

Linked through SIRSI, our online library system, to the collections of the other Vermont State Colleges, the University of Vermont, Norwich University, Middlebury College, St. Michael’s College, Trinity College of Vermont and the State of Vermont Department of Libraries, the Library engages in very high volume ILL transactions utilizing electronic mail requests placed between libraries via the SIRSI software that most in-state libraries use. On a national and international level, the Library has participated in interlibrary loan as a member of OCLC since May 1985. Within this networked external environment, identification, location and retrieval of documents not held by this library has improved increasingly as more libraries have gone online, helping us to meet our obligation as a Depository Library in supplying government information to other libraries and depositories—a function of our resource sharing imperative. Currently, the ILL code for the Vermont Resource Sharing Network is under revision, and forthcoming changes will be incorporated into our policy.

Contacts are maintained with the local USDA Agricultural Extension Agent in Morrisville and the Lamoille County Planning Commission a referral sources for mapping and industry statistics for the area.

Public services staff monitor the GOVDOC-L listserv, attend meetings of the Government Publications Libraries of New England (GPLNE) when possible and visit depository libraries in the region to help keep abreast of access issues, collections, and personnel.

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Internet access is maintained with the development of pathfinders and guides to the literature incorporating vital document sources necessary to the search process; promotion of the Library's status as a Federal Depository is expected and delivered in the bibliographic instruction sessions offered by librarians. Area teachers are encouraged to bring classes on field trips during semester breaks so that their students are exposed to the realm of academic libraries.

The Depository collection is housed in state-of-the-art compact moveable shelving in open stacks accessible to the public. With the exception of standard reference sources (designated Ref. Doc. material code) and periodicals, government documents circulate without restriction to primary user groups and the community. The new Library/Learning Center scheduled to open August 1, 1996 will be fully ADA compliant with abundant signage and a floor plan describing the location of the separate stack arrangement for the documents collection but with ready access to the reference/ information desk.

With the impending, ubiquitous electronic delivery of government information, continuous revision of this policy will be necessary to incorporate new technologies that will undoubtedly see libraries emerging as clearinghouses and directing patron inquiries to appropriate sources regardless of format. The move to a new library should help position us with the equipment we will need to meet and even exceed the "Recommended Minimal Technical Guidelines" (January 1995 revision) set forth by the Library Programs Service of the GPO and reiterated in Administrative Notes, December 15, 1995. With hardware in place, the shift to software decisions based on knowing what formats—and what content is available in those sources—will be essential in the selection decisions made by government documents librarians in the future.

INTERNAL REVENUE DISTRIBUTION GUIDELINES

Florida Atlantic University
S. E. Wimbrely Library
Boca Raton, Florida

Internal Revenue Forms

Approximately in August or September of every year, the Internal Revenue Service will send the Florida Atlantic University Library a "Request for Federal Income Tax Forms for Miscellaneous (or BPOL) Accounts" (Form 9161). This survey will reflect the Library's request for public distribution of general IRS tax forms and related instructions for the previous year. The Documents Librarian should review the survey, complete it, and return it promptly to the Internal Revenue Service to ensure the forms are received.

The forms and accompanying instructions will be shipped in late December. When received, they are placed out in the Documents area for patrons to help themselves. If additional forms are needed, the Documents Librarian may decide to order more depending on time of year, availability of staff, etc.

No assistance is provided to patrons in filling the forms out. Patrons may be referred to local libraries providing that service, to the IRS offices, to private companies or accountants.

INTERNET AND ELECTRONIC RESOURCE SYSTEM GUIDELINES

Lake Sumter Community College
Lake Sumter Community College Libraries
Sumterville, Florida

Electronic Access Policy

LSCC Library adheres to the Depository Library Public Service Guidelines For Government Information in Electronic Formats. As a result, the LSCC Government Documents Department offers free public access to electronic information provided by the Government Printing Office. A workstation in the Government Documents Department provides access to many CD-ROMs available through the GPO. These sources provide access to government statistics, maps, patent information and other useful products. Internet access to

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government information is available via computer workstations in the main library and at branch campus libraries, and through the computer workstation in the Government Documents Department.

The LSCC Library also adheres to FDLP's Internet Use Policy Guidelines. LSCC's Internet Acceptable Use Guidelines specifically state that as a participant in the Federal Depository Library Program, the LSCC Library must provide access to federal government documents to any requestor. In addition any LSCC library user, at any campus library, may access the Internet to retrieve government publications for personal or commercial use. Acceptable use guidelines preventing e-mail, chat, downloading to any hard drive, etc. apply to government documents users as well. Downloading any government publication to a floppy disk is allowed at all stations, and Adobe Acrobat readers are installed on all Internet capable computers to assist with access and printing. Printing is also available at all public workstations.

Librarians provide assistance in accessing government information on the Internet by using the Library's homepage as a gateway to many government sources. The Government Documents section in the Cyber-library, provides links to many government web sites by department. A Subject Directory of government sites helps users find information on specific topics.

PRESERVING GOVERNMENT DOCUMENTS

University of Iowa
University of Iowa Libraries
Iowa City, Iowa

Preservation Policy

The goal in establishing a preservation policy for the Government Publications collection is to ensure the usability, durability and longevity of government information resources and hence, access to government information in varying formats to all library users in accordance with the American Library Association Preservation Policy. In close partnership with and guidance of the Preservation Department, the Government Publications collections will be preserved through various methods including but not limited to the following:

1. routine utilization of commercial binding services for serials and monographic publications.
2. appropriate and non-damaging storage including use of pamphlet shelving, non-acid pamphlet boxes, shrink wrap, binders to house loose-leaf materials, archival quality envelopes and slings for small or fragile pamphlets, and the use of non-damaging shelving methods.
3. remedial treatment of damaged and fragile items such as hinge tightening, and shrink wrapping of fragile infrequently used material.
4. preservation of materials in their original format when possible (paper to paper, fiche to fiche, electronic to electronic).
5. replacement or reformatting of deteriorated materials using methods such as photocopying on acid free paper or possible digitization.
6. application of appropriate security measures such as the use of security strips and standardized circulation practices to help assure collection accountability.
7. creation and/or supplementation of bibliographic records to enhance security, access, and preservation, and to facilitate collaborative efforts to protect government information.

REPLACING GOVERNMENT DOCUMENTS

Florida Atlantic University
S. E. Wimbrelly Library
Boca Raton, Florida

Replacement of Lost Government Documents By Patrons

"Depository materials which are lost, tattered or damaged, etc., should be subject to the same replacement policy that the library maintains for non-government materials." Instructions to Depository Libraries

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A government document in the Florida Atlantic University is defined as that product which bears an identifying stamp of the Florida Atlantic University Government Documents Department or which in its uniqueness would identify it as an official product of a federal or state government agency. This would include U.S. and Florida documents in a variety of formats (i.e., paper, microform, floppy diskette, or compact disk).

If a patron requests to replace a lost government document at the patron's own expense and effort, the decision to accept this request will be made by the Government Documents Librarian. Should a document be replaced by the patron, there will be a \$10.00 processing charge. This charge approximates the costs incurred for bibliographic verification, physical processing, online corrections, etc. completed by library staff (e.g., cataloging, documents, circulation). Any replacement should be exact in bibliographic detail and quality of the original document. If a document can be replaced by the library, the patron will be assessed the cost of the replacement and the \$10.00 processing charge. Replacement costs may vary from costs listed in the Sale Product Catalog (online), ILL photocopy charges, NTIS Government Reports Announcements, the CIS Documents on Demand program or a price quote from the producing agency (federal or state). Charges for compact disks vary from \$35 to several hundred dollars.

If a government document is returned damaged, the Government Documents Librarian will determine whether the document should be repaired or replaced.