

# GOVERNMENT DOCUMENTS REFERENCE AND CIRCULATION GUIDELINES

## *REPLACING LOST MATERIALS*

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

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.

## *REFERENCE SERVICES*

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

The Reference Desk is the primary reference service point for assistance using basic government documents (federal and state). Depositories are located in libraries so that members of the general public will

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

have access to reference tools, knowledgeable librarians and other library resources. Reference service offered to members of the general public using the depository will be comparable to the reference service given to the library's primary patrons. Competent ready reference service, indexes and other tools to locate government information in the collection, need to be available to all depository patrons.

Patrons will be able to locate specific documents in the depository by title and/or class number or other access points. At a minimum, staff should be able to locate and mount electronic products and its documentation on the proper workstation. Since most depository libraries are selective and, therefore, not recipients of all government documents disseminated through the Federal Depository Library Program, and since the Federal Depository Library Program functions best as a system of cooperating libraries, the documents staff should be familiar with resources of neighboring depositories and be able to make appropriate referrals.

Assistance is provided in finding resources in the collection, including specific titles; location of requested publications in the library; answers to reference questions or a referral to a source or place where answers can be found; guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes, and other aids; availability of additional resources in the region; information regarding borrowing documents from a regional or other library. Self-operating photocopiers are provided for patron convenience. Because of the limited number of staff and the complexity of the retrieval of certain types of questions, patrons with inquiries of a legal, medical, or statistical nature will usually be referred to appropriate sources in which they may research their question.

Statistical information where the information is straight forward from a table and easily retrieved may be given. The requestor of lengthy statistical questions will be encouraged to come into the Library to retrieve the answer(s). Limited funding and number of staff also preclude the Government Documents Department from extensive searches, specialized bibliography compilations, or software programming assistance. These same limitations encourage appointments for consultations, where the information sought requires more in-depth instruction and assistance in the use of the Government Documents collections.

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

### Reference Services

The government documents reference desk is the primary reference service point for government documents assistance when the reference/government documents librarian is on duty. At all other times the library is open, the reference/circulation desk is the service point for government documents. Reference staff are periodically familiarized with basic government publications and access methods with in-house workshops conducted by the reference/government documents librarian.

Reference services offered to students and members of the general public using the depository are comparable to the reference services given to the library's primary patrons. Competent ready reference services, indexes and other tools to locate government information in the collection are available to all depository patrons.

## GOVERNMENT DOCUMENTS REFERENCE AND CIRCULATION GUIDELINES

### *CIRCULATION*

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

#### Circulation of Government Documents

##### Paper

Most federal and state government publications circulate through the Library's online circulation system and according to the Library's policies and procedures. Non-circulating publications are those with "DOC PER" prefacing the documents call numbers or those stamped "FOR REFERENCE USE ONLY". The general public not affiliated with Florida Atlantic University (and not having a valid FAU Library card) may use the materials in-house or will be referred to their respective libraries for interlibrary loan service. Self-service photocopiers are located throughout the Library.

##### Microform

Microforms do not circulate. The Library has provided self-service microform photocopiers. Documents on microfilm do not circulate.

##### Maps

USGS/NIMA (DMA) topographic/quadrangle maps do not circulate. USGS maps received in the manila/brown folders do circulate.

##### Electronic Products

Selected electronic products (i.e., floppies, compact disks) circulate. Older issues of serial electronic products and those serial electronic products not identified for permanent retention may be allowed to circulate at the discretion of the Documents Librarian. A copy of the floppy diskette, NOT THE ORIGINAL, will be allowed to circulate.

##### Special Exceptions

Should a special exception be given to circulate non-circulating government publications, the "Non-Circulating Items Release" form must be completed and filed at the Reference Desk. For electronic products, the "Non-Circulating Items Release" form must be completed and kept by the Government Documents Department.

##### Reserve

For reasons of security and/or heavy demand, selected documents are removed from their normal location on the government document shelves and placed on RESERVE. These publications do not circulate outside the library building. They are for in house use only and time limits may be placed on their use (i.e., 3 hrs, etc).

While most publications on Reserve require the patron to present a library card to use them, government documents do NOT have this restriction. "Free access to the resources of the documents collection by the general public is a fundamental obligation that all Federal Depository Libraries share." Instructions to Depository Libraries. This means that even documents on Reserve must be accessible to all who wish to use them. To ensure that basic obligation, a slip stating that "Government Documents on Reserve are available for use in-house by the general public, FAU staff, students faculty without or with an FAU library card" shall be placed in every federal document placed on Reserve. This shall serve as a reminder to staff and patrons of this federal depository obligation of free access to government documents without barriers. Documents on Reserve can be identified in the Library's online public access catalog. The document will be barcoded (even if a serial) to facilitate Reserve personnel in "checking it out" to Reserve.

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

Examples of government documents placed on RESERVE:

- Census of Population and Housing—Florida maps
- CFR titles that are frequently stolen
- IRS tax form reproducibles (GPO and IRS copies)
- Occupational Outlook Handbook
- North American Industry Classification System (formerly SIC)

The Documents staff must fill out a "Reserve Form" for placing any documents on Reserve. A "Removal of Reserve Materials Form" must also be filled out to remove a document from Reserve.

University of Michigan Flint  
Frances Willson Thompson Library  
Flint, Michigan

### Circulation of Documents

The majority of documents in the separate Documents Collection may be checked out. Some publications of reference value are marked "Does Not Circulate." These publications can leave the building only with permission of the Documents Librarian or a Reference Librarian.

All depository publications are marked "Depository Document." Any publication so marked can circulate to any person resident in the State of Michigan, provided that the primary clientele of the Frances Willson Thompson Library can also check out the publication.

Persons not affiliated with the University of Michigan system who do not have a valid card on our Mirlyn online system, if residents of the State of Michigan, may be issued a free Special Permission Card, valid for checking out depository publications only. The Special Permission Card may be issued by the Documents Librarian or by a Reference Librarian. It is valid for four months from the date of issue and may be renewed providing there are no outstanding fines or overdues on the card. Loan terms are as for undergraduate students of the University of Michigan-Flint.

Periodicals, including depository publications transferred to the periodicals collection do not circulate except briefly to UM-Flint faculty. They may not be checked out on a Special Permission Card.

Depository publications transferred to the circulating book collection (identified by a "Depository Documents" notation on the front or flyleaf) may be checked out on a Special Permission Card.