

Collection development Policy of the Schurz Library Government Publications Department

I. Introduction

A. Purpose

The purpose of the government publications department of the Schurz Library is to provide access to, and to promote use of, the government information required by the IUSB community and all inhabitants of the Third United States Congressional District of Indiana. Toward this purpose, the Schurz Library is a selective depository for United States Federal Documents. The Government Publications collection development policy statement is a guideline for the acquisition maintenance and evaluation of the government publications materials in the Schurz Library government publications collection.

B. Institution and Clientele Served

As a department of the Schurz Library, the government publications department shares the library's mission to support the academic curriculum research needs of the IUSB community. As a Depository for United States Government publications, it is obliged to select materials responsive to the needs of users in the Third Congressional District of Indiana. In support of these purposes, within the context of user demand and constraints of budget, staffing, space and technical support, the government publications department acquires, organizes, preserves and makes available to the university and civic communities publications of the United States Government in various formats, both through the depository program and by purchase, reference materials which give both bibliographic and content access to those publications and the equipment necessary to give optimum access to materials in the collections. The Third Congressional District is an urban district which also has a significant portion of the population (28%) living in rural areas. 91% of the district's population is white, 7% black with other races constituting the remaining 2% of the population. Manufacturing (31.8%), professional (20.2%) and retail trade (16.5%) as the main sources of employment in the district. 16 % of persons 25 years and older have a bachelor's degree or higher. The poverty level is 6.5% of families in the district. The median household income is \$29,470. 5.3% of workers are self- employed and 7.2% of the working age population is disabled. Government publications collections and government publications reference service are available to all the patrons of the Schurz library.

C. Mission Statement of the Government Publications Collection Management and Development Program

The goal of the government publications collection management and development activities is to acquire and maintain, in various formats, resources necessary to support the information needs of the campus and the Third Congressional District population as outlined above.

D. Intellectual Freedom, Censorship and Copyright

In selecting government publications the Head of Government Publications adheres to the principles of intellectual freedom. Censorship is avoided in the collections. The government publications are not copyrighted and may be used as such.

E. Brief Overview of the Collection

1. History - The Schurz Library has been a Federal Depository Library since 1965.

2. Broad Subject Areas - Census, Congress, Health, Education, History and the core Documents of United States Government.

3. Collection locations - The Schurz Library government publications main collection is housed on the ground floor of the Schurz Library. Some primarily statistical sources, indexes and finding aids are housed in the Reference and Index collections on the first floor. The depository map and poster collections are stored in the Map/Microform room on the ground floor, as are the ERIC documents microfiche collection. The remaining microfiche collection is kept in the government publications area on the ground floor. Some CD-ROMs needed for reference services are housed in the reference cd-ROM cabinet. The other CD-ROMs are housed in the government publications area on the ground floor.

F. Organization of the Collection Development Program

1. Staffing and responsibilities - Collection Development decisions are made by the Head of government publications.

2. Liaison with user groups - The recommendations of faculty, including the librarians, and the collection coordinators are given serious consideration.

G. Budget Structure and Allocation Policy

The government publications collections selected as part of the Federal Depository Library Program are available free of charge from the Government Printing Office. Additional materials such as non-depository items and second copies of highly used works are purchased from the library materials budget. Bindery costs are part of the library Bindery budget. Major equipment purchases to maintain access to the government publications collections are taken from the library or campus budget.

H. Relationship to policies and programs for Collection Management

1. Preservation and Replacement - Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on availability and use and condition of the materials. Because government publications become out of print quickly, many are not available for replacement. Every effort will be made to replace critical portions of the collection through the Federal Depository Library Program Needs and Offers Service or to locate another format for the materials. Paper documents which are heavily used or significant to the collection

are commercially bound.

2. *Deselection* - The guidelines for weeding are set forth in Instructions to Depository Libraries and the Federal Depository Library manual. Superseded documents are discarded at the appropriate time. This is done by following the guidelines found in the Superseded List and with additional information from the Administrative Notes Technical supplements. All depository publications may be examined as to their usefulness after five years and if not needed may be withdrawn via the proper process outlined by Government Printing Office. Decisions concerning the retention of depository publications will be made by the Head of government publications.

3. *Access* - There is access to the government publications collection at all times the library is open. The government publications collection is primarily circulating. The main exceptions are as follows: maps, posters, microfiche, government publications reference collection, serial set, periodicals and indices which do not circulate without an exception made by the Head of Government Publications.

For government publications reference service Schurz Library offers several indices and finding aids for government publications. Among these are:

- a. IO, Information Online, the online catalog for Indiana University
- b. Monthly catalog of United States Government publications in print, online or from GPO on Silverplatter (CD-ROM network)
- c. Sales Product Catalog (formally the PRF, online)
- d. GPO Access
- e. Andriot's Guide to United States Government Publications
- f. U.S. Code Congressional and Administration News
- g. American Statistical Index (prior to 1994)
- h. Congressional Information Services Index (prior to 1992)

4. *Documents governing Depository Programs* - The Federal Depository Library Program is governed by Title 44, United States Code, Section 19. Depository library compliance with this law is effected by means of instruction in several official publications of the United States Government Printing Office: Instructions to depository libraries; Federal Depository Library manual; Guidelines for the depository library system with Minimum standards for the depository library system and Administrative Notes.

5. *Cooperation with other depository libraries* - The Schurz Library cooperates with the Notre Dame Hesburgh and Law libraries to provide as complete access as possible to 100% of the depository program materials. Access to the online catalogs of these institutions is available for reference as well as listings of their selection choices. Patrons are referred to these libraries when necessary.

II. General Collection Management and Development Policies

A. Types of Publications

1. *Content* - The following types of documents are generally not selected from any issuing

agencies.

- a. Forms
- b. Rules and regulations
- c. Directories

2. *Format* - Primary emphasis is given to the content of government publications resources rather than the format. Printed, electronic and microform materials are included. In cases of duplicate format availability, the ease of use and access methods are used to select a format. In many cases, duplicate formats are chosen to provide as much access to government publications as possible.

Electronic sources are an increasing portion of the Federal Depository Library Program resources. Preference is given to electronic formats which are compatible with existing hardware and software.

The government publications department maintains a web page which serves as a clearinghouse for government publications Internet resources. A stand alone workstation is dedicated to government publications electronic collections and is housed in the reference area.

B. Selection criteria

1. General Criteria

Schurz Library currently selects 38% of the materials distributed through the Federal Depository Library program. Schurz Library select all of the core collection of United States documents recommended by Government Printing Office for all depositories and will give strong consideration to items in the suggested core collection small academic library (manual, section 4). The format (paper, electronic or microfiche) of a government publication is determined on the basis of its potential use, the type of publication and its content. Preference is given to English language materials. Floppy discs are an additional electronic format in which few documents are issued. Difficulties with this medium include formats which are incompatible with existing hardware and lack of software to interpret data on the discs. Therefore, other formats are chosen if possible. Floppies and discs are housed in the bottom drawer of the CD-ROM cabinet in the government publications department.

2. Subject Criteria

Because government publications are identified primarily by their publishing agencies, selection of depository documents series by subject matter is approached only indirectly, by inference from the mission of the issuing agency. In that context, document series will be selected whose subject matter is expected to correspond to subjects covered in the IUSB curriculum, or to be of particular interest to the public. Unless there is a clear need, depository series with highly technical content will not be selected.

3. Specific geographic guidelines:

- a. All census materials including all states, regions and national level data, duplicated in

CD-ROM where possible.

- b. For most other series broken down geographically, only information on Indiana and neighboring states is selected. If the information is of substantial economic relevance, such as the CPI detailed report, all states are selected.
- c. Series featuring historical treatment of any subject are usually selected.

4. *Subjects and their related departments selected most comprehensively are:*

- a. Agriculture (economics related only): Agriculture
- b. Business/industry: Commerce, Census
- c. Criminal justice: Justice
- d. Economics: Commerce and Labor
- f. Education: Education
- g. Foreign relations: Defense and State
- h. General statistics: Census and others
- i. Government: Congress and Executive
- j. History: State and others
- k. Labor: Labor
- l. Medicine: Health and Human Services

5. *Subjects selected most sparingly:*

- a. Agriculture--(non-economic)
- b. Engineering--(technical)
- c. Geology-- (non-Indiana)
- d. Science--(technical)

6. *Maps are selected in these areas only:*

- a. U.S.G.S. topographic maps (7.5' and 1:50,000 series) for Indiana
- b. U.S.G.S. Digital maps for Indiana
- c. Census maps and mapping products (print and electronic)
- d. C.I.A. maps and Atlases
- e. U.S.G.S. county maps for Indiana, Illinois, Michigan, Ohio and Wisconsin
- f. U.S. summary maps (planimetric, topographic and shaded relief series)

7. *The following criteria in order of priority are used to select materials:*

- a. Necessary for support of IUSB curricula and Third Congressional District population
- b. Quality of materials
- c. Support for historical research
- d. Geographic area covered
- e. Technical level of material

f. General user interest

8. *The following materials are used to select materials:*

- a. Gov-Doc -L Listserv
- b. Administrative Notes
- c. Instructions to Depository Libraries/Federal Depository Library Manual
- d. Library Journal Annual Outstanding Documents list (May)
- f. Commercial publishers' announcements
- g. Personnel experience