

# **Collection Development Policy of the Government Documents Program at Greenlease Library Rockhurst University**

## **Introduction**

This policy serves as a guide to assist the Library staff in developing and maintaining the government publications collection.

The Greenlease Library at Rockhurst University, located in the Fifth Congressional District, was designated a selective federal depository library in 1917. Rockhurst is a Jesuit university, which currently enrolls 2,500+ students and supports a College of Arts and Sciences, Helzberg School of Management, Research/Rockhurst College of Nursing and School for Professional Studies. We support graduate schools and programs in Business, Occupational Therapy, Physical Therapy, Education, and Communication Sciences Disorders. The Library selects 14.6% of available items.

The Library's primary users are students, faculty, and staff of Rockhurst University. Secondary users include the users in the local community and the 5th Congressional district, which has a population estimated at 658,986 as of July, 1998.

## **Federal Depository Library Program**

In the late 19th century Congress established the Federal Depository Library Program, to be managed by the Superintendent of Documents at the U.S. Government Printing Office (GPO). The mission of the program is to provide free access to federal government information to the residents of the United States of America. Designated depository libraries select publications based on the needs of their primary clientele and the congressional district in which the library resides.

## **Mission Statement**

The primary mission is to provide quality reference service and free and easy access to government information, and to supplement and support the curriculum and research needs of the Rockhurst University community. These objectives will be met in accordance with the standards defined in Title 44 United States Code, Instructions to Depository Libraries and the Federal Depository Library Manual.

## **Selection Responsibility and Methods**

A team of librarians and the Government Documents Assistant are responsible for selecting materials for the collection; however, input from library patrons and staff is taken into consideration.

The team reviews the Library's list of item number selections annually to ensure that the library is receiving materials it needs and not those that are of little or no use to our primary patrons. Sources to be consulted in this review process include:

- List of Classes;
- Suggested core collections listed in the Federal Depository Library Manual;
- Subject Bibliographies;
- Union List of item Selections;
- Documents to the People;
- Census and You;
- Advertisements, book reviews, interlibrary loan requests, reference questions, and sources mentioned on GOVDOC-L or the Internet.

Retrospective development includes the checking of offers lists from other depositories in order to fill gaps or replace missing issues. Gifts are added to the collection, redirected to another collection, or discarded at the discretion of the team.

## **The Collection Scope**

In general, "Currency" is more important than "Historicity". Selective depositories are not intended to be archives and recent government reports tend to be more useful to our patrons than older ones. Usually when a patron looks for an older Committee Hearing or Commission report, it is because that document still influences public policy.

Selection centers on the curriculum, and focuses on, but is not limited to, business, economic, and census materials from the Department of Commerce; and publications from the following departments and agencies: Education, Government Printing Office, Labor, and the Offices of the President and the Vice-President. Smaller core collections of primarily statistical and periodical information are collected from the following departments: Health and Human Services, Justice, Treasury (with emphasis on income statistics and tax forms), and the Small Business Administration. Smaller core collections of reference and historical materials are collected from the departments of Defense, Interior, State, the Library of Congress, and the Smithsonian Institution. Minimal selections are made from the following departments and agencies: Agriculture, Energy, EPA, NASA, and Transportation. Hearings from selected congressional committees are selected. Acquisitions from other departments and agencies are minimal.

## Formats

Rockhurst selects federal information in all available formats including paper, microfiche, maps and electronic materials. When determining formats to be selected, a decision is based on the content and purpose of the publication. The depository rarely selects forms, posters, or calendars. The library will select electronic material regardless of its ability to service the products. Electronic products not supported in the reference department may be circulated.

Subject content is the primary consideration when selecting materials. However, when multiple formats are available, the following factors are considered:

- Frequency of use;
- Suitability, i.e. type of information and ease in accessing and using it (is the product statistical, textual, or a citation index?);
- Technical requirements for hardware and software, and space considerations;
- Library's prior holdings;
- Area depository holdings.

Paper is the format of choice for frequently consulted materials. The ability to perform powerful searches and/or the ability to manipulate data may make CD-ROM or an Internet source the more appropriate format. Microfiche is selected for marginal, archival, or difficult-to-shelve materials (Congressional Record and some congressional hearings, for example), since it is one of the least favorite formats of our patrons.

## Electronic Information Products Selection Guidelines

When evaluating electronic products received through the depository library program, we recommend consideration of any of the appropriate representative criteria listed below:

- The number of people likely to be served;
- The number of university departments and/or programs likely to be served;
- The ease of use for untrained users;
- The availability of advanced searching capabilities;
- The unavailability of a printed or online equivalent;
- The suitability of user software, whether provided on the product or by a commercial supplier, considering such criteria as:
  - Can it be used without printed help?
  - Is the "help" function situation sensitive?
  - How useful are the "helps"?
  - Are search words highlighted?
  - Are prompts inclusive?
  - Are prompts clearly visible?
  - Is the search interface appropriate?
- The ease of management of multiple disc sets;
- The durability of CD-ROM products as compared with other formats.

## **Non-depository Collecting**

The Greenlease Library also supplements the depository collection with commercial indexes, bibliographies, online services, directories, periodicals, and monographs of interest to the federal depository user and which aid in locating government material. Some services are, by contract, available only to the Rockhurst University students and faculty; others are available to all users.

## **Collection Management**

The federal depository of the Greenlease Library is managed according to guidelines established by the Library Programs Service of the Superintendent of Documents at the U.S. Government Printing Office and the regional depository in the Government Documents Section of the Ellis Library, University of Missouri - Columbia. .

A paper shelflist containing records of all depository materials is maintained down to the piece level, including the materials catalogued on the OPAC. All publications are stamped with the depository stamp, which records the date received, and also labeled with the SuDoc number. Superseded editions are removed as soon as they are updated or as volumes are cumulated. Duplicate copies are not kept unless there is special demand for the material or the work is useful in more than one format (Statistical Abstract of the United States in paper and online, for example).

## **Collection Evaluation**

Once a year, to coincide with the annual item selection update cycle, the selection team conducts a zero-based collection review. This one-by-one evaluation generates both selections and deselections to the collection. The team relies on the existing collection profile, comments and suggestions from both Reference staff and patrons recorded through the preceding year, and input from other area depository librarians.

## **Collection Maintenance**

The documents collection is maintained following the rules in Instructions to Depository Libraries. Weeding of the collection, in all formats, should be done every year, or at most, every two years, in order to keep the collection within a limited shelving space, to rid the collection of unused or damaged materials, and to keep the collection attractive, organized, and easy to use. The Government Documents Assistant weeds the collection, with advice from the library staff. The most important criteria for weeding material are the currency and the relevancy of the material to the curriculum. Lists of weeded materials are mailed to the Regional Depository Library in accordance with their written procedures and then distributed to Missouri Depositories.

## **Resource Sharing**

The library takes part in cooperative efforts among the Kansas City area depository libraries. Currently this consists of selecting documents based in part on the strengths and unique collections of our area depositories. Our library is a part of the list serve, KC-Deposit, with members of the Kansas City Area Federal Libraries Council. The library staff, on a routine basis, makes referrals to other document collections for those items that our library does not have. These referrals are made first to the appropriate Kansas City area depositories, and secondly, to the Regional Depository Library in Columbia, Missouri.

Records of currently received documents appear in our OPAC, using tape loads from a commercial vendor, Marcive.

As a member of the MOBIUS statewide academic library consortium there are many depository libraries in our consortium. The Regional Depository Library at the University of Missouri-Columbia is a MOBIUS member.

Other depository libraries in the area include:

- Baker University
- Benedictine College
- Kansas City Kansas Community College
- William Jewell College
- Kansas City Public Library
- University of Missouri - Kansas City Library system
- Linda Hall Library
- River Bluffs Regional Library
- Johnson County Public Library
- Central Missouri State University

## **Public Access Policies**

The primary circulating collection of United States documents is available to all members of the public during the hours the library is open.

## **Arrangement and Location**

The main collection resides in stacks on the basement level and is shelved in Superintendent of Document (SuDoc) number order. Exceptions include materials shelved in the vertical file (maps), a small number of reference works that are shelved by Library of Congress call numbers in the reference stacks and current periodicals that are shelved with the periodicals collection on the main floor of the library.

## **Reference service**

Reference service is provided to all during the hours that the library is open. Phone and Internet questions are accepted, although complex reference requests will require that users come to the library.

## **Lending and borrowing guidelines**

Most federal documents circulate to eligible Rockhurst University borrowers. Some items are identified as non-circulating and must be used at the library. Those include most serials, reference materials, microfiche and the U.S. Serial Set. Federal documents are lent via interlibrary loan at the discretion of the Head of Public Services.

## **Policy Revision**

The inevitable changes to libraries in general and to the Federal Depository Library Program in particular necessitate that this policy be reviewed and amended periodically.

Policy date (08/05/2003)