



Library and Information Technology Collection Development and Access Policy For Government Information

Summary

The Bertrand Library, designated a depository library in 1963, serves the government information needs of the Tenth United States Congressional District. The Tenth District includes all or part of twelve counties in North Eastern and the Susquehanna Valley region of Central Pennsylvania. Farming, light industry and tourism are the district's main industries. Community users include SCORE, SEDA-COG, the Small Business Development Center, local merchants and business and people referred from the U.S. Congressman's office of federal agencies.

Another depository library that serves the Tenth district is Lycoming College. Other depository libraries that are within an hour and a half drive of Bucknell are: Bloomsburg University (Eleventh U.S. Congressional District), Penn State University (Fifth Congressional District), and the State Library of Pennsylvania in Harrisburg (Seventeenth Congressional District).

Like all depositories located in academic libraries, our mission is to satisfy the government information needs of both the academic community and the public. To this end, we select items that support our curriculum and the research interests of faculty. We support the needs of the public through the selection of items that ensure an informed citizenry and we provide a public computer workstation devoted to government information on the Internet.

Objective

The purpose of this policy is to outline the principles and guidelines used by the Bertrand Library staff in its

Access and Collection Use

The depository collection in print is primarily housed on the 1st floor mezzanine of Bertrand Library. In this location, the print collection is divided into three separate sections: Federal documents, PA state documents, and the Census collection. The depository collection in microform or on CD/DVD-ROM is stored beneath the 1st floor mezzanine on the main floor of the library next to the video collection. Some titles from the depository collection are shelved in other locations within the library: the circulating stacks, the reference stacks, or the periodical stacks, in order to place them near similar non-depository resources. The decision to relocate depository material to another section of the library shall be made by the Coordinator of Government Information (hereafter referred to as "the Coordinator"), the Cataloger of Government Information (hereafter referred to as "the Cataloger"), and the appropriate Subject Librarian(s).

The depository collection is available for use by the general public without restriction. Since government documents are treated like other library materials, users are required to have a borrower's card in order to take documents out of the library. Users who do not wish to obtain a borrower's card may use documents in the Bertrand Library. Reference assistance is available to all users of government information. Bucknell students, faculty and staff may obtain documents not in our collection via Interlibrary Loan. Non-Bucknellians are provided with complete bibliographic information and referred to the interlibrary loan service of the appropriate library. Union County residents are referred to the Public Library for Union County. Documents in the Bertrand Library are available to other libraries through interlibrary loan, except

for reference titles.

Currently the library provides free copies of material available on microfiche and the Internet, but requires users to pay for copies made on photocopy machines. This policy also applies to government information.

Internet Use and Access to Electronic Government Information by the Public

The Appropriate Usage Policy (AUP) is the definitive source on the use of computers and other electronic equipment at Bucknell University. (<http://www.bucknell.edu/aup.xml>)

Public-use computers in the library may be used by the community for research purposes, including the access of government information from the internet, CD-ROM or other electronic mediums. Members of the public do not need to present identification to use the public-use computers in the library.

Public-use computers and anyone using them are still bound by the terms of the Appropriate Usage Policy (<http://my.bucknell.edu/x56227.html>) and the Library's Code of Conduct (<http://my.bucknell.edu/x56618.html>). Anyone violating the provisions of these policies may be denied use of the public-use computers in the library.

Collecting Scope

Since government documents are organized by agency rather than by subject, it is sometimes difficult to establish direct co-relations between academic disciplines and federal agencies. Subject librarians determine which agencies best fit the subject areas for which they are responsible.

The following levels of collection intensity for government agencies is taken from Guidelines for Collection Development published by the Collection Development Committee of the American Library Association:

- 0 Out of scope
- 1a Minimal level, with uneven coverage
- 1b Minimal level, with even coverage
- 2 Basic information level
- 2a Basic information level, introductory
- 2b Basic information level, advanced
- 3 Study or instructional support level
- 3a Study or instructional support level, introductory
- 3b Study or instructional support level, advanced
- 4 Research level
- 5 Comprehensive level

Item Selection Guidelines

Zero-based item selection is conducted approximately every two-years by the Coordinator and Subject Librarians whose areas of responsibility coincide with the publications of federal agencies. The Coordinator reviews selection decisions to ensure that they comply with depository rules and support the needs of community users and the general public.

Since our goal is to meet the needs of both academic and community users as efficiently and economically as possible, we prefer to select material in electronic format. We will select material in print or other formats either when the material is not available electronically or when it is in the best interest of our users to do so.

We are committed to making government information freely available to the public, but may prefer to do so by acquiring some forms of government information through private vendors, rather than via selection from the Federal Depository Library Program. We will exercise this option when it is in the best interest of the Bertrand Library to do so and only when site license agreements for information acquired from commercial sources include the general public as part of the user group.

Our selection rate should not exceed the twenty-seven percent average current among libraries our size.

However, our selection rate may fall below that number as tangible formats distributed by GPO decrease or we opt for commercial versions of depository items. Since selection rate will no longer be an accurate reflection of the amount of government information to which we provide access, we will document how we make government information available via web sites or commercial vendors by providing links in the online catalog.

Generally, we select or provide access to:

- Publications of agencies that support Bucknell's curriculum and faculty research interests
- Publications found on the "Basic Collection" list in the Federal Depository Library Manual (See <http://www.fdlp.gov/basiccollection>)
- Publications listed in the "Core Documents of Democracy" (See <http://www.gpoaccess.gov/coredocs.html>)
- Publications of interest to the residents of the Tenth U.S. Congressional District
- Publications that provide information of interest to the general public

Generally, we do not select:

- General Publications – unless the publications of the agency are substantial enough to justify the possession of leaflets which are often included in this category.
- Newsletters specific to the internal affairs of agencies
- Posters
- Charts or Maps – except selectively from the U.S. Geological Survey and Dept. of State
- Forms
- Laws specific to an agency
- Items that have electronic equivalents available to all users as part of a current commercial subscription that includes a five-year archive
- Items that have electronic equivalents freely available from agency websites for which catalog records appear in our OPAC. When the agency site does not archive a five-year run, we must be sure to retain enough print to guarantee access to a combined print/electronic span of five years

Format

We prefer to select electronic format wherever possible. Paper format should be selected for heavily used materials and for those materials we want to retain for our permanent collection. Microfiche should be selected for low use materials that require a large amount of space, such as congressional hearings, especially when they form part of the permanent collection. For heavily used reference materials, we may want to select dual formats. For example, we may select a paper version of the U.S. Statistical Abstract for the Reference Desk and the compact disc version to mount on our network.

Binding and Replacement

Documents in print shall be bound at the discretion of the Coordinator and/or the Cataloger on the basis of the condition of the document and the amount of usage it receives. Missing documents shall be replaced at the discretion of the documents coordinator on the basis of the importance of the document to the collection (are there other documents that provide similar information, are more up to date, is the material covered of particular interest to Bucknell or the community, etc.) and the amount of usage it receives.

Retention

Since Bertrand Library is not a research library, we apply to government information the same selective retention criteria used for the general collection and the reference collection. The designation of retention periods for individual titles is part of the biennial zero-based selection process carried out by subject librarians.

Generally, documents will be kept for the five-year period currently required by law. Exceptions are those that are core to the curriculum, have statistical or historical value, focus on Lewisburg, Union County, Pennsylvania, the Mid-Atlantic region, the Susquehanna River or other geographically significant regions, or have, for some other reason, been determined of lasting value by Subject Librarians or the Coordinator.

We will offer withdrawn materials, except those that appear on the Superseded List, via the state's Needs

and Offers List according to the procedures established by the Regional Depository Librarian.

Weeding

The weeding of federal documents happens automatically for those serials with five-year retention periods. Subject Librarians are asked to weed specific agencies or SuDoc classes when space constraints require us to do so. Weeding is done in strict compliance with guidelines established in Instructions to Depository Libraries (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html) and the Federal Depository Library Manual & Supplements (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html).

Withdrawal

The following documents will be withdrawn:

- Documents that appear on the Superseded List
- Second copies, unless heavy use requires the document be kept
- Documents sent by the GPO in error
- Documents in poor condition (in compliance with Instructions to Depository Libraries, http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html)

Review

The Collection Development Policy for Government Information should be reviewed as needed by the Coordinator. The Cataloger, members of the Government Information Task Force, appropriate Subject Librarians and the University Library Committee should be consulted as appropriate.