

Government Documents Collection Development Policy

Mary & John Gray Library

June 2005 Revision

I. Introduction

The Mary & John Gray Library has been a selective depository for federal documents since 1957. Government publications are acquired to support, in varying degrees, the research and teaching interests of the university community and the needs and interests of the Texas Second U.S. Congressional District. In addition, the library also serves as a depository for Texas State documents.

II. Objectives

To establish procedures for acquiring new documents, evaluating and maintaining the collection and determining the scope of the collection for selection purposes

III. Purpose/Mission Statement

The Government Documents Department's primary purpose is to provide access to government information to the students, faculty and staff of Lamar University and the citizens of the Texas Second U.S. Congressional District. Our goal is to collect, organize and provide access to publications of the U.S. Federal government and the State of Texas that support the education, research and service programs of Lamar University and the needs of the surrounding communities. Federal collections will be maintained in accordance with the requirements of Title 44, Chapter 19 of the *United States Code* and the Federal Depository Library Program administered by the United States Government Printing Office. State collections will be maintained in accordance with requirements set by the Texas State Publications Depository Program administered by the Texas State Library and Archives Commission.

IV. Collection User Group

The collection's primary user group consists of the students, faculty, and staff of Lamar University. It supports the curricular needs of the university in all subject areas from the undergraduate to graduate level.

See Appendix for a list of degrees offered by Lamar University.

In addition to the university community, the Government Documents Department provides access to government information and publications for the 2nd U.S. Congressional District of the State of Texas. The 2nd Congressional District geographically encompasses parts of Jefferson, Harris, and Liberty counties including Beaumont, Port Arthur, Liberty, Cleveland, and Spring, Texas.

V. Population and Industry Statistics

According to the **Fast Facts for Congress – Census 2000 data**

2nd U.S. Congressional District

Population: 651, 620

Economy: Government/services, petrochemical, other chemical plants, shipbuilding, steel mill, port activity, and oil field supplies

Minerals: Large producer of oil, gas, sulfur, salt, sand, and gravel

Agriculture: rice, soybeans, crawfish, beef cattle, hay, timber sales.

VI. Collection Description

Selection percentage: As of June 2005 the Government Documents department selects 4,521 of the possible 7,457 titles available (61%).

Language: The collection is primarily in English with some titles selected in Spanish and other languages when appropriate.

Time: Emphasis of the collection is on current materials. Retrospective collecting prior to 1957 is done on a limited basis; specifically free titles that fit in the collection.

Geographic: Emphasis has a national perspective. Select titles are limited to Texas and the surrounding region.

Selection: Emphasis is on subjects taught in the curriculum of the university and industries in the surrounding communities.

Format: The government documents department prefers to collect publications in paper (P) format. If paper is not available, microfiche (MF) will be selected. Some items offered in electronic formats (i.e., CD-ROM or DVD-ROM) will be selected instead of paper. Internet versions (EL) of select federal titles approved and archived by GPO may be substituted for paper formats. EL online electronic format titles will be selected if paper is not available or if the item is no longer distributed in a tangible format.

Arrangement: Government publications are arranged in Superintendent of Documents classification number order. The collection is partially cataloged and currently undergoing retrospective cataloging. New documents are checked in manually, cataloged, and linked by the staff in the Documents and Cataloging departments.

Research aids: Reference materials that aid in accessing the collection are acquired including indexes, bibliographies, and guides. Additional access is available through Internet and electronic database resources.

Serials: Serial publications in the Documents collection should be bound as soon as the volume is complete. Issue and bound serial titles do not circulate. Serial holdings are updated on the automated library system.

Microforms: Microfiche titles are arranged by Superintendent of Documents classification order and stored in appropriate cabinets in the Microforms area. Microforms are cataloged and do not circulate.

Electronic formats: CD-ROM, DVD-ROM and floppy disks are stored in cabinets in Documents. A separate policy is in effect for circulating DVD, CD-ROM and video titles.

Maps and Pamphlets: Maps and pamphlets are stored in the map cabinets and filing cabinets in Documents to reduce loss of the items in the stacks. These items circulate with few exceptions.

VII. Selection of Materials

The Documents Librarian is the primary selector of titles to be added to the Documents collection. When the selection list is annually reviewed the other librarians on the staff will be given the opportunity to recommend titles for selection / withdrawal. The Documents librarian will notify other librarians of titles under consideration and seek their input before making a final decision.

Titles included in the *FLDP Electronic Collection* will be selected at the discretion of the Documents Librarian. Issues affecting this include patron use and searching issues related to paper versus electronic formats.

The library will not select:

- Agency manuals or in house reports
- Daily or weekly publications not on the Core List
- Environmental impact statements (only local)
- Phone books and press releases

VIII. Subject Areas / Formats Collected

The library uses the following Levels of Acquisition

1. General coverage: basic or introductory level (handbooks etc.)
2. Instrumental or working level: support for undergraduate work and community interests and needs.
3. Comprehensive / research level: Retain all reference materials (little weeding).
4. Exhaustive level: Collect everything related to the subject (no weeding).

Publication Format or Content type:

1. Administrative & Court Decisions	3
2. Annual reports	3
3. Bibliographies & Lists of Publications	3
4. DVD, CD_ROM & Floppy Disks	3
5. Directories	1
6. Fact Sheets, Leaflets	2
7. Forms	2
8. General Publications	3
9. Handbooks, Manuals and guides	2
10. Laws (published individually by an agency or department)	2
11. Legislative Publications	2
12. Newsletters –	1
13. Periodicals –	2
14. Posters –	2
15. Press releases –	N/A
16. Reprints	only if needed
17. Rules, regulations & instructions	3
18. Standards & Specifications	3
19. Statistical publications	3
20. Statutes & Code Books	3
21. Technical reports	2
22. Yearbooks	2
23. Electronic only	3

Subject Areas and level of Acquisition

Agriculture, particularly rice and timber	1
Business and industry, including career information, labor laws, statistics, rules and regulations, projections, treasury	3
Census	3
Congressional publications	3
Criminal justice	3
Earth sciences, particularly geology	3
Education	3
Energy resources	3
Health	3
History	3
Homeland Security	3

Military	3
Science and technology other than earth sciences and energy resources	3

IX List of Classes with Collection Levels

A (Dept. of Agriculture)	1
AC (Arms Control and Disarmament)	2
AE (National Archives & Records Administration)	2
B (Broadcasting Board of Governors)	2
C (Dept. of Commerce)	3
CC (Federal Communications Commission)	2
CR (Civil Rights Comm.)	2
D (Dept. of Defense)	2
E (Dept. of Energy)	3
ED (Dept. of Education)	3
EP (Environmental Protection Agency)	3
FA (Fine Arts Commission)	2
FCA (Farm Credit Administration)	2
FEM (Federal Emergency Management Agency)	1
FHF (Federal Housing Financing Board)	N/A
FM (Federal Mediation & Conciliation Service)	N/A
FMC (Federal Maritime Commission)	2
FR (Federal Reserve)	2
FT (Federal Trade Commission)	2
FTZ (Foreign Trade Zones Board)	1
GA (Government Accountability Office)	1
GP (Government Printing Office)	4
GS (General Services Administration)	1
HE (Dept. of Health and Human Services)	3
HH (Housing and Urban Development)	1
HS (Homeland Security)	3
I (Dept. of the Interior)	3
IA (United States Information Agency)	1
IC (Interstate Commerce Commission)	1
ITC (International Trade Commission)	1
J (Dept. of Justice)	3
JU (Judiciary)	3
L (Dept. of Labor)	3
LC (Library of Congress)	3
LR (National Labor Relations Board)	3
MS (Merit Systems Protection Board)	1
NAS (National Aeronautics and Space Administration)	3
NC (National Capitol Planning Commission)	1
NCU (National Credit Union)	1
NF (National Foundation on the Arts & the Humanities)	2
NBM (National Mediations Board)	2
NS (National Science Foundation)	3
OP (Overseas Private Investment Corp)	1
P (United States Postal Service)	2
PE (Peace Corps)	N/A
PM (Office of Personnel Management)	1

PR (President of the U.S.)	3
PREX (Executive Office of the President)	3
PRVP (Vice President)	3
RR (Railroad Retirement Board)	N/A
S (Dept. of State)	3
SBA (Small Business Administration)	3
SE (Securities Exchange Commission)	2
SI (Smithsonian Institute)	3
SSA (Social Security Administration)	3
T (Dept. of the Treasury)	3
TD (Dept. of Transportation)	3
VA (Dept. of Veterans Affairs)	3
X, Y (Congress)	3

IX. Withdrawal / Weeding

Guidelines set forth in the *Instructions to Depository Libraries* are followed with regard to retention of government document publications. Publications may be removed from the collection as they are superseded by more current information. The retention instructions published in the *Instructions to Depository Libraries* are followed. The *Instructions* mandate that all materials received through the Federal Depository Library Program (except for those items superseded by newer publications) must be retained for at least five years. With the exception of a few select titles, items will be maintained according to the *Superseded List*.

The collection will be re-evaluated periodically to determine the usefulness of any item. Items may be withdrawn at the five-year point if it is determined that their continued usefulness in the collection is no longer valid.

Guidelines established by the State Library of Texas will be used for publishing the availability of those items identified for withdrawal. The availability list will be distributed electronically on the State Library's list. A copy of the disposal list will be kept in the files of the Documents Librarian but will not be distributed to other library faculty per their request.

The department keeps daily collection totals. The circulation department maintains the circulation statistics for documents.

The department also monitors usage statistics by classification number.

XI. Community Outreach

Web Page

To accomplish the goal of community outreach the documents department has mounted a web page providing access to government web resources. Links will be added as needed and checked for accuracy every month. Suggestions for links may be submitted by staff, faculty and students and will be evaluated by the Documents Librarian before they are added.

Presentations and Displays

Library instruction sessions are offered to classes on campus. Training sessions on various government information topics and resources are offered during the long semesters and open to

campus faculty and staff. Periodic displays in the library will also promote the collection. Subject guides and search guides will also be created to assist researchers.

Library Newsletter

The Documents Librarian will compose an article about government documents and information for each edition of the library newsletter. The newsletter is published twice a year in print and is made available via the library home page.

XII. Review Frequency

This policy will be reviewed annually for accuracy. A copy will be distributed to the library faculty if major revisions are made.

Appendix: List of Majors Offered at Lamar University

Doctor of Audiology

Doctor of Education in Deaf Education

Doctor of Education in Educational Leadership

Doctor of Engineering

Master of Arts

English

History

Visual Arts (Art History)

Master of Business Administration

Master of Education

Elementary Education

Counseling and Development

Secondary Education

Special Education

Supervision

Administration

Master of Engineering

Master of Engineering Management

Master of Engineering Science

Master of Music

Master of Music Education

Master of Public Administration

Master of Science

- Audiology
- Biology
- Chemistry
- Community Psychology
- Computer Science
- Deaf Studies/Habilitation
- Environmental Engineering
- Environmental Studies
- Industrial and Organizational Psychology
- Speech-Language Pathology
- Family and Consumer Sciences
- Mathematics
- Theatre

Bachelor of Applied Arts and Sciences

Bachelor of Arts

- Chemistry
- Criminal Justice
- Dance
- English
- French
- History
- Mathematics
- Political Science
- Psychology
- Sociology
- Spanish
- Theatre

Bachelor of Business Administration

- Accounting
- Economics
- Finance
- General Business
- Management
- Marketing
- Office Administration
- Human Resources Management
- Management Information Systems

Bachelor of General Studies

Bachelor of Fine Arts

- Graphic Design
- Studio Art

Bachelor of Music

Bachelor of Science

Biology
Chemistry
Communication
Communication Disorders
Computer Science
Criminal Justice
Dance
Earth Science
Economics
Education Interdisciplinary Studies
Energy Resources Management
Environmental Science
Family and Consumer Sciences
Geology
Graphic Design
Health
Kinesiology
Mathematics
Mathematical Science
Medical Technology
Nursing
Physics
Political Science
Psychology
Sociology
Studio Art
Theatre
Engineering
 Chemical
 Civil
 Computer Information Sciences
 Electrical
 Industrial
 Mechanical
 Industrial Technology

Bachelor of Social Work