# U.S. Government Publications

## Collection Development Policy

## I. Depository Description and Mission Statements

Washington State University , the state's land-grant university, was founded in 1890. The main campus is located in the town of Pullman in the Palouse country of southeastern Washington . The university is a PhD-granting institution with graduate program strengths in many fields of the sciences, social sciences, and humanities. WSU has strong undergraduate general education and writing proficiency programs. In 1989 the university became a multi-campus system with the establishment of campuses in Spokane , the Tri-Cities, and Vancouver . Statistics on the students and academic programs at Washington State University is provided in Appendix A.

The WSU Libraries received selective federal depository status in 1907 under provisions of 44 U.S.C. 1906. Since then, the Libraries have received the recommended core collection for large libraries from the Government Printing Office (GPO) and other materials needed to support academic programs and community needs. The Libraries select approximately 86% (2016) of depository items that are available through the Federal Depository Library Program. The Libraries are also a full depository for Washington State documents. In addition, the libraries purchase many non-depository materials and international documents.

The WSU Libraries do not have a separate Government Documents Department where all federal documents are located. Holland and Terrell Libraries, the humanities/social science library, houses the majority of depository documents. The Owen Science and Engineering Library maintains a large portion of the depository collection including many maps and technical reports. Receipt and processing of federal depository documents takes place in Technical Services.

With the exception of the Spokane Standard Metropolitan Statistical Area (SMSA), Washington's 5th Congressional District is a predominantly rural area, renowned for wheat, lentil, and split pea production. A detailed analysis of the communities of the fifth U.S. Congressional District is provided in Appendix B.

### The mission of the WSU Libraries

The Washington State University Libraries provide access to a diversity of information, ideas, and creative works to stimulate and support the University’s land-grant mission of teaching and learning, research, and service. They also provide support for the lifelong learning of the citizens of the state. The Libraries are committed to developing, organizing and preserving collections in all forms, providing access to a diversity of information resources, and to instructing people in their use. The Libraries provide work and service environments that nurture creativity, productivity and trust among staff and users of the Libraries’ resources.

### The mission of the Federal Depository Library Program at WSU Libraries

In support of the Washington State University Libraries' mission, the federal depository program of government publications at WSU Libraries serves the federal documents information needs of WSU education, research, and service programs. The federal depository program also provides access to free government information to the citizens of the Fifth Congressional District of the State of Washington.

## II. The Collection

### Selection Responsibility and Tools

In November, 2009, WSU Libraries purchased the Documents Without Shelves Service from Marcive for receipt and processing of electronic federal depository items distributed by the Government Publishing Office (GPO). Full MARC records with URLs for electronic depository documents are received monthly and loaded into the catalog. The depository item selection profile relates mainly to tangible receipts which have decreased substantially since GPO announced the initiative to go electronic in 1993.

Depositories may stop receiving publications at any time by dropping the item number from their library's item selection profile. Depositories can now add publications at any time using the Depository Selection Information Management System (DSIMS); tangible publications are processed on Oct. 1 of each year and libraries receive publication on shipping lists for the new fiscal year.

The major government documents selection tools include the List of Classes of U.S. Government Publications and the Suggested Core Collection for academic libraries. The deposlib listserv ( Washington and Alaska depository libraries) and GOVDOC-L listserv and the "Notable Documents" issue of Library Journal are monitored for suggestions s.

### Types and formats selected

Types of materials selected are monographs, pamphlets, periodicals, maps, series, bibliographies, reference works, and indexes. These may be received in one or more formats including print, microfiche, electronic, kits, videocassette, and CD-ROM/DVD and successor formats. When multiple formats are available the choice will be made based on criteria of accessibility, ease of use, space, and preservation. The library does not select forms other than those from the Internal Revenue Service. In addition, print posters are not selected.

### Chronology and language

In accordance with the demographic characteristics of the community, documents are primarily selected in English.

WSU Libraries has been a depository since 1907 but the government document collection includes materials back to the late 1700's. The collection has historical depth in the Serial Set, census and agriculture publications, Congressional hearings, and many other areas.

### Agency/subject areas and collecting levels

All items listed in the "Basic Collection" of the FDLP are selected. In addition, many items from the "Suggested Core Collection" for academic libraries are chosen. Federal agencies are listed below with the current selection percentages

|  |  |
| --- | --- |
| **Executive Branch** | **% Selected 2015** |
| Agriculture | 94 |
| Commerce | 87 |
| Defense | 64 |
| Education | 87 |
| Energy | 90 |
| Environmental Protection | 93 |
| Executive Office of the President | 94 |
| **Federal Communications Comm** | **80** |
| Federal Trade Commission | 94 |
| General Services | 76 |
| Government Accountability | 83 |
| Health and Human Services | 82 |
| Homeland Security | 91 |
| Housing and Urban Development | 85 |
| Interior | 74 |
| International Trade Commission | 95 |
| Judiciary | 87 |
| Justice | 88 |
| Labor | 82 |
| Library of Congress | 85 |
| National Aeronautics & Space Admin. | 88 |
| **National Archives & Records Admin.** | **74** |
| National Science Foundation | 95 |
| Securities and Exchange Comm. | 77 |
| Small Business Administration | 71 |
| **Smithsonian Institution** | **82** |
| Social Security Administration | 93 |
| State Department | 95 |
| Treasury | 86 |
| Transportation | 80 |
| US Agency for International Development | 96 |
| Veteran Affairs | 73 |
|  |  |
| **Legislative Branch** | **% Selected** |
| Congressional Publications | 72 |
|  |  |

### Non-depository collecting

The depository collection is supported by commercial indexes, bibliographies, reference books, and monographs which aid library users in finding government documents. These items are selected and purchased through specific collections budgets such as Political Science, Law, and History, and from the general Social Sciences budget.

## III. Management & maintenance

### Weeding

Any item withdrawn from the document collection needs to be cleared with the Government Information Librarian and subject specialists. Weeding complies with the guidelines in the Instructions to Depository Libraries (Chapter 4, Section D-discards by selective depositories). According to this policy, "Depository libraries served by a regional depository may dispose of any publication which has been retained for at least five years, after obtaining permission and receiving instructions for such disposition from the regional depository designated to serve their area." All superseded materials are normally discarded except specific annuals and statistical publications.

### Binding/replacement/handling

Depository monograph titles are not bound unless they are judged to be of lasting value to the collection or heavily used, or if they are damaged and need to be bound or rebound. Serial titles are no longer bound unless they also are deemed heavy-use or of lasting value to the collection. Because many depository titles now have electronic copy there is less need to preserve the paper copy with binding. Pamphlet boxes are provided for call numbers or titles that are difficult to shelve.

If depository materials are damaged beyond use or lost the U.S. Government Information Librarian in consultation with subject specialists will decide if a replacement is needed. It may be possible to purchase replacements from the U.S. Government Printing Office, the issuing agency, or from a commercial source if a paper copy is necessary. Patrons are charged for maximum overdue government publications at the same rate as other library materials.

### Preservation

At this time, federal document items needing preservation are large, unbound items that are difficult to store, and those with binding that is worn and/or crumbling. Many historical items, e.g., older Serial Set and Census volumes, are in need of preservation. When funds are available preservation comparable to that used for other library resources will be applied.

### Assessment

In 2002 the Government Information Working Group developed a data collection form for government documents. Statistics are gathered on the following elements: number and format of receipts, circulation and reshelving of paper documents, and data reported on the biennial survey. Counts of government document-related questions are conducted at public service desks along with the tallying of all reference questions. In addition, the number of library instruction sessions and students taught is compiled.

## IV. Public Access Policies

### Collection Access and Arrangement

Access to the government document collection is primarily through the online catalog, the serial record and shelf list, and the government document web page. Records for documents published after 1976 are in the catalog and can be accessed by a link to full-text or by call number and location. Some pre-1976 documents have records in the catalog but most need to be identified through historical indexes and searched through the serial record and the documents shelf list for local holdings. Tangible documents (print, microfiche, CD-ROM/DVDs) are available to the public during the hours that the library is open, while those available through the Internet can be accessed at any time.

The majority of the collection is shelved on the 3rd floor of Holland and Terrell Libraries by Superintendent of Document classification number. Owen Science & Engineering Library houses paper government documents related to their collection areas, shelved in the documents collection by SuDoc number or in the Maps Room. Some documents are located in the reference collections of these two libraries. Items in locked compact storage (e.g., the Serial Set and older Census volumes) are on 24-hour retrieval and must be requested at the Holland and Terrell Libraries Access Services Desk.

Microfiche documents are located in the Microforms Room or in storage areas in Holland and Terrell Libraries. Microform reader/scanners are available. Document CD-ROMs and DVDs requested through Access Services in Holland and Terrell Libraries. The Animal Health Library also houses some government documents which are shelved by Library of Congress call numbers. Some historical Census maps and nineteenth century documents are located in Manuscript Archives and Special Collections (MASC) in Holland and Terrell Libraries.

### Electronic Resources Access

In all WSU Libraries public use workstations are freely available for Internet access to the library catalog and sites which index and provide full-text to government documents. The catalog and many of the full-text sites are remotely accessible; databases provided through the Federal Depository Library Program are open to everyone while those databases provided through library subscription are accessible to WSU students, faculty, and staff only. Spatial data sets such as TIGER files can be used on a Geographic Information System (GIS) workstations in Holland and Terrell Libraries and Owen Science & Engineering Library.

### Documents Reference Assistance

Reference assistance for government documents is provided at the Reference Desk in each library as well as through telephone and electronically. When users need special help, they are referred to the U.S. Government Information Librarian or to subject specialists.

### Circulation Policy

Most federal documents circulate to library users. Reference items are for in-house use only. WSU students, faculty, and staff use their university ID to check out resources. Community library cards are available to others at no charge.

### Resource Sharing

Resource sharing is done through the Orbis-Cascade Consortium. Requests for documents not owned can also be done through the Regional, the Washington State Library. Selection and weeding decisions are made with the knowledge of the scope of other depository collections in the region. The University of Idaho , a full depository library, is seven miles from Washington State University .

## V. Conclusion

This collection development policy will be reviewed regularly. As more and more documents are accessible through the Internet, selection and retention policies as well as procedures must be reevaluated. This policy will also be reviewed to reflect changes in the university's curriculum and research needs, and changes in the community's profile.

### See further:

Appendix A Washington State University Profile

Appendix B 5th Congressional District Profile

Marilyn Von Seggern, 2016