

Government Publications Services Collection Development Policy

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Introduction

The James E. Brooks Library at Central Washington University serves as a selective depository collection of Government Documents since 1962. The James E. Brooks Library originally housed the collection when the University was designated a selective Federal depository in 1962. This designation was given shortly after the Federal Depository Act increased the number of possible Federal depositories. It was our United States Representative Catherine Dean May who helped to confer Federal depository status upon the library.

Since 1962, the depository has collected a significant portion of the publications offered by the Government Printing Office. We currently collect approximately 34.66% of the item numbers available for selection. These publications come in electronic, paper, microfiche, cartographic, and DVD formats. We are part of the Northwest Government Information Network (NGIN), a cooperative of other depositories in Washington State, Idaho, and Alaska. The Brooks Library also housed the largest collection of print maps in Central Washington both from depository and non-depository sources.

Mission Statement

The Central Washington University libraries provide quality resources and innovative services to stimulate creativity, intellectual curiosity, and to facilitate lifelong learning and research within the communities we serve.

Vision Statement

The Central Washington University libraries will be the hub and academic town square of the university by being an essential component of the academic and creative life of the institution. We will excel in collecting, preserving, and providing access to the best scholarly and educational resources; providing high quality, innovative services; and creating a welcoming and comfortable physical environment. We will foster an atmosphere that encourages diversity, excellence, and continued growth in finding ways to surpass our own high standards.

Purpose Of A Policy Statement

Please refer to the Brooks Library Collection Development & Management Policy <http://www.lib.cwu.edu/CollectionDevelopmentPolicy>

Brooks Depository Library Mission

The Federal depository at the Brooks Library serves several integrated yet unique communities. As part of an academic institution, the library is dedicated to serving the information needs of the CWU students, faculty, and staff. Our primary goal is to the success of our students thus the depository collects materials that support the university's core programs within the colleges of Arts & Humanities, Business, Education & Professional Studies, and Sciences. The depository collection also

emphasizes statistical materials, congressional, and legal materials which support disciplines across the curriculum. We collect in all forms and formats to meet the needs of all constituents.

Within our obligations to the university, the depository equally serves the government information needs of the Eighth Congressional District and the local indigenous communities of Central Washington. We work with local leaders to maintain an awareness of the geographic and demographic characteristics of the surrounding areas and provide federal and state publications which are of need and interest to this user group.

Geographically, the Eighth Congressional District includes the Chelan and Kittitas Counties plus eastern portions of Pierce and King counties.

We also serve the following towns and cities in Washington State:

Place Names	Algona	Entiat	Roslyn
	Auburn	Enumclaw	Sammamish
	Black Diamond	Issaquah	Snoqualmie
	Bonney Lake	Kent	South Prairie
	Buckley	Kittitas	Vantage
	Carbanado	Leavenworth	Wenatchee
	Cashmere	Maple Valley	Wilkeson
	Chelan	Milton	
	Covington	North Bend	
	E. Wenatchee	Orting	
	Eatonville	Pacific	
	Ellensburg	Renton	

* Does not include unincorporated place names

Access To Depository Services

All depository materials are available for use by any member of the communities we serve. Anyone may borrow paper documents that circulate as long as they have current CWU borrowing privileges otherwise they may borrow government publications that circulate through interlibrary loan from their own public library. Legal requirements regarding access and use of depository materials may be found in the [Legal Requirements & Program Regulations of the Federal Depository Library Program](#).

We lend materials through Summit and Interlibrary Loan.

Library hours during the academic year are from 8:00 am to 9:00 pm Monday through Thursday; Friday 8:00 am to 5:00 pm; Saturday 11:00 am to 5:00 pm; and Sunday 1:00 pm to 9:00 pm. The library is closed on holidays.

The Brooks Library and the collections are accessible to individuals with disabilities. Assistance is available for anyone using a computer or microfiche reader, or photocopying and scanning.

Selection Of Materials

A. Criteria

The Head Librarian of the Government Publications Services (GPS) selects materials with input from the other subject specialist, faculty, and other interested parties. All

user requests are also considered when reviewing items. The collection is assessed throughout the year and selection decisions are based on curricular need, community interest, usage, and format.

1. **Duplicates:** Additional copies of a document may be considered when there is heavy demand for the title. An additional copy may be either requested through needs & offers or purchased based upon the specific need.
2. **Replacement Copies:** Working with the Head of Circulation and Collection Development & Management (CDM), the Head of GPS will determine whether or not to replace missing, lost, or damaged materials. They will also determine if a patron must pay for the item or not. Decisions are usually based on the demand for the title and the availability of the title in question.
3. **Gifts:** Unsolicited materials received from various U.S. federal agencies, nongovernmental agencies (NGOs), and state agencies, and other governmental bodies are considered gifts and may be added to the collection. The librarians responsible for Government Publications Services and Collection Development & Management will determine whether or not to add and to which collection. If added to the federal depository collection, a Superintendent of Documents number is assigned to the publication before it is added to the collection. When added to the Washington State depository collection, an LC number is provided and it is sent to the main book stacks. Materials not added to the collection are offered to other institutions or discarded.
4. **Needs & Offers:** *The Needs and Offers* lists, as well as discard lists from other depositories are utilized as sources to replace or fill in gaps in the collection. These lists are reviewed as time permits.

We follow the guidelines established by the Regional depository and the FDLP available at: http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/

B. Responsibility For Selection

When a request is made for material that the depository does not select, the Head of Government Publications Services will consider it for addition to the depository's profile. The decision is based upon relevance to the existing collection and the needs of the library patron. If the document is available in electronic format the requestor will be contacted and given the permanent PURL (Permanent Uniform Resource Locator).

Each month the GPS Librarian consults the New Electronic Titles (NET) lists for new electronic documents and PURLs that have been assigned to older paper documents. These newly assigned PURLs are then added to the bibliographic records of the corresponding paper documents while new electronic documents are processed by the within the department with assistance from the Information Technologies Department.

WEBTech Notes are consulted on a monthly basis for new item numbers available for selection and corrections to existing documents in the collection. Overall the library does not want to increase its paper collection, nor does it have sufficient space to allow for growth. We are strongly committed to the selection of the electronic version of a document. In addition the library provides access to the GovInfo (formerly called Federal Digital System (FDsys)) which enables online access to official publications from all three branches of the Federal Government. Government Publications Services Research Guide provides detailed information about the department and how to locate government information from each of the three branches of the federal government.

Arrangement And Subject Areas

The government publications collection is arranged by Superintendent of Documents (SuDoc) order with some materials located in the Reference Collection, shelved by Library of Congress call numbers. Some periodicals are still received in paper format are shelved in the periodicals collection by title.

The collection currently includes materials in the following subject areas: business, trade, aeronautics, climate and weather, congressional and legislative information, criminal justice, demographics and other statistical resources, education, military history, law and jurisprudence, veterans affairs, space exploration, mining, engineering, safety and construction technologies, health and human services, and foreign policy. The primary language of the collection is English.

Resource Sharing

Brooks Library is a member of the Orbis Cascade Alliance, a 38 member consortium covering Washington, Oregon, and Idaho academic libraries along with NGIN. GPS staff are familiar with these institutions and can assist patrons who wish to locate documents that CWU does not have in its depository collection.

The collection is housed on the third floor of the James E. Library along with the maps and microforms collections. These three collections comprise the department and the staff are experts in locating the material and using the equipment.

Weeding And Maintenance

Head GPS is responsible for weeding and maintenance of the documents collection. The paper collection is weeded on a regular basis. Shelf space dictates priority in areas to be weeded. Microfiche and CD/s/DVD are weeded as time permits.

Documents in electronic format are not weeded and an item is discarded only when a revised edition is available or when it no longer supports the criteria described above.

Superseded documents identified using the Superseded List published by the Federal Depository Library Program (FDLP) are withdrawn and discarded. Items not identified on the Superseded List must be retained in the collection five years before they can be considered for discard in accordance to the standards outlined in the *Legal Requirements & Program Regulations of the Federal Depository Library Program web site*.

The entire holdings are weeded on a regular basis to maintain a current collection. Discontinued and deselected items are priority areas to be weeded. Congressional publications are the major exception to this rule and are retained indefinitely regardless of space concerns and conditions. Publications from the Census Bureau that report on any of the Pacific Northwest states are also retained.

The Collection Development & Management Committee is consulted when documents have been identified for discard. Once a final decision is made, the Depository Librarian works with department staff to compile a discard list for permission to discard from the Regional library, Washington State Library. When permission is received, the list is sent out following the disposal guidelines.

The Head of GPS consults the FDLP Desktop to keep current on issues to the FDLP *Connection* monthly newsletter and other informational sites.



Source URL: <http://www.lib.cwu.edu/Government-Publications-Services-Collection-Development-Policy>