

## **Newton Gresham Library Collection Development Policy: Government Documents**

The Newton Gresham Library has been a selective depository since 1949 in the Federal Depository Library Program (hereafter FDLP). The mission of the Government Documents Department is to acquire, maintain, and provide access to the tangible and electronic materials produced by the United States government and the State of Texas that will support the curricular and research requirements of Sam Houston State University students, staff, and faculty (both on and off campus) and the informational needs of residents in the 8<sup>th</sup> Congressional district.

The library currently receives 54% of documents distributed through the FDLP in all available formats, tangible and electronic:

Paper (P)  
Microfiche (MF)  
Compact Disc (CD)  
DVD [optical/recordable discs] (DVD)  
Floppy Diskettes (FL)  
Electronic Products [miscellaneous/format unknown] (E)  
Electronic Library [online] (EL)

Weekly shipments of material are sent to the library from the FDLP based upon our profile, which consists of depository item numbers we have selected from the annual *List of Classes of United States Government Publications Available for Selection by Depository Libraries*.

Access to titles that are available only online is obtained via cataloging records from the Superintendent of Documents, Library Programs Service (LPS), Cataloging Branch. All such records include a PURL (Persistent Uniform Resource Locator) in the 856 field. Approximately two-thirds of online titles are housed on GPO Access servers (beginning in 1994) and one-third are housed on agency websites (copies of the latter are archived by GPO in the event an agency cannot honor a commitment to guarantee permanent access). So far as possible, the FDLP is making online access the standard (even if the title is also available in printed format), with the following exceptions:

- The publication is listed in *Essential Titles for Public Use in Paper Format*.
- The paper and online version differ significantly with the former being more complete.
- Dissemination of the paper version is required by law.

A significant difference between collection development for government documents and for the main library collection is that publications for the former are provided at no cost—they are property of the United States government and the Newton Gresham Library is legally obligated to make available free and unrestricted access not

only to the Sam Houston State University community, which is its primary constituency, but also to all residents of the 8<sup>th</sup> Congressional district.

The *Federal Depository Manual* (Appendix A) lists a “Suggested Core Collection” arranged by depository item number. This provides a basic starting point for collection development, particularly those items listed as appropriate for academic libraries (A), as well as certain more specialized items listed as appropriate for law libraries (L). A revision of this list appears online on the FDLP Desktop (July 2000).

Another important core collection appearing on the FDLP Desktop is the aforementioned *Essential Titles for Public Use in Paper Format* (revised, May 2004). Many titles on this list are cataloged for the Main and Reference collections (occasionally, other depository items are cataloged for these collections, but this is done on a very limited basis).

When a choice is permitted between paper and microfiche formats, the former is preferred for titles where more frequent use (including photocopying) is anticipated. The *FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications* (revised, May 2002) states that “A depository is permitted to replace tangible with electronic equivalents provided the electronic version is complete, official, and permanently accessible. GPO Access databases on the *Substitution List: Official FDLP Permanent Full-Text Databases* meet these requirements.” For the majority of titles on this list, the library is maintaining dual access, tangible and electronic.

It should be noted that publications available only online that are assigned a unique SuDoc class stem are placed in the *List of Classes* with format designation (EL). Other online publications are included in general category classes (e.g., General Publications and Handbooks, Manuals, and Guides) as well as in other classes that represent more than one title (these classes do not have a specific format designation and generally include both tangible and online publications).

The Annual Item Selection Update Cycle begins each year on June 1 and ends on July 31. This is the only time that items may be added to a library’s profile (which subsequently goes into effect at the beginning of the next fiscal year on October 1), while items may be dropped at any time. The GPO requests that depository librarians conduct a zero-based review of their current item selection list and, in consultation with other depositories in the region, add and delete items based on the anticipated future needs of their clientele.

The GPO encourages cooperative collection development to ensure that all relevant items are available within a local area or region without unnecessary duplication of little used documents. Depositories are asked to select items at a level at least one half the average rate of libraries of a similar size and scope unless they have a written collection development policy certifying that their current selection rate of tangible and electronic information products effectively serves the governmental information needs of

their clientele. The GPO strongly encourages libraries to select electronic information products whenever they are available and fit into their collection development profile.

The Newton Gresham Library actively seeks input from the subject bibliographers for their recommendations concerning additions to and deletions from the item list—as well as format designations—although the final decisions on these matters rests with the Government Documents librarian. This annual review of our current profile is conducted online using the Documents Data Miner© search engine, which is maintained through a partnership between the FDLP and Wichita State University.

The Government Documents department of the Newton Gresham Library attempts to collect more comprehensively in certain areas in light of the importance of the subject to both the university curriculum and the information needs of the general public it serves. These areas include federal and Texas executive, legislative, and judicial publications; census reports and surveys; criminal justice and law; education; public health and welfare; geology and hydrology; agriculture and horticulture; wildlife and endangered species; military history; and governmental budgets, revenues, and taxation.

Acquisition of out-of-print documents is done selectively from Needs & Offers lists and commercial book vendors. Bibliographic sources for discontinued items and out-of-print titles include the *Administrative Notes Technical Supplement*; *Inactive or Discontinued Items from the 1950 Revision of the Classified List*; *Guide to U.S. Government Publication*; and the *Out-of-Print GPO Sales Publications Reference File*.

Deselection of federal material is done on an ongoing systematic basis. According to the guidelines in *Instructions to Depository Libraries*, publications must be retained for a minimum of five years unless they meet certain supercession criteria. This includes publications that have been received in new, corrected, revised, or updated editions; publications that have an effective expiration date (e.g., announcements of seminars, meetings, events, products or publications, and grant or fellowship applications); publications in a tangible format that have migrated to an electronic only format (designated EL) where permanent public access is guaranteed; and so forth. The *Superceded List: U.S. Documents That May be Discarded by Depository Libraries* (2002) provides retention criteria for thousands of titles arranged by issuing department with SuDoc class stems and item numbers noted for each. Publications on this list may be withdrawn from a depository's collection and discarded without receiving special permission prior to the five-year retention period mandated by the GPO.

Withdrawal and disposal of non-superceded material (held for at least the five-year minimum retention period) is a privilege granted by the regional depository for Region II (Texas State Library and Archives Commission) and not a right of the Newton Gresham Library. This material is placed on a disposal list that is sent to Stephanie Shunick at the State Library, where it is posted online for review by other libraries. We ship material to any requesting library and the remainder is discarded at the end of the thirty-day posting period.

The Newton Gresham Library participates in the Texas State Publications Depository Program, which is administered by the Texas State Library and Archives Commission in Austin. Texas state agencies—as well as state colleges and universities—are required to deposit publications with the State Library for distribution to libraries participating in the program. A list of the types of publications required for submission, as well as exempt publication types, are listed in the *Texas State Publications Depository Program: Manual for Texas Depository Libraries* (Tables 1 & 2, pp. 12-13). A key difference between the federal and state depository programs is that the latter does not provide for selection by item type and therefore a collection development profile is not maintained.

Deselection of state material is also done on an ongoing systematic basis. Publications distributed through the program are and remain property of the Texas State Library. The Newton Gresham Library is obligated to accept and make available these publications for a minimum of five years, with certain exceptions noted in the *Manual* (Table 5, p. 34). Due to the fact that there is often a significant lag time between the publication of a document and its placement in the library's collection, the operative concept is the length of time the library has held the document (as recorded by our receiving date stamp), not the document's publication date. Publications that may be added or discarded at our discretion are noted at the end of each shipping list we receive from the State Library (e.g., daily legislative journals, duplicates, "exempt" publications, and leaflets).

Material that the library has selected for withdrawal from the collection (and which also meets the five-year retention rule) is placed on a disposal list. This is sent to Susan Troyan at the State Library, where it is posted online for review by other libraries. We ship items to any requesting library and the remainder is discarded at the end of the thirty-day posting period.

Costs for replacing lost, worn out, or damaged publications (both federal and state) are born by the Newton Gresham Library if the Government Documents librarian deems that a replacement is necessary due to heavy demand or permanent research value.

## References

*Administrative Notes Technical Supplement.* Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, [monthly].

*Documents Data Miner*© [online]. Wichita, Kan.: Wichita State University, in partnership with the Federal Depository Library Program, Washington, D.C. <<http://govdoc.wichita.edu/ddm/>>

*Federal Depository Library Manual*, rev. ed. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, November 1993.

*Federal Depository Library Manual Supplement: Collection Development Guidelines for Selective Federal Depository Libraries.* Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, September 1994.

*Federal Depository Library Manual Supplement 2: Guidelines for the Federal Depository Library Program.* Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, February 1996.

*Guide to U.S. Government Publications*, edited by Donna Batten. Detroit: Thomson Gale, [annual].

*Inactive or Discontinued Items from the 1950 Revision of the Classified List*, rev. ed. Washington, D.C.: Depository Administration Branch, Library Division, Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, 1997.

*Instructions to Depository Libraries*, rev. ed. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, July 2000.

*List of Classes of United States Government Publications Available for Selection by Depository Libraries.* Washington, D.C.: Depository Administration Branch, Library Division, Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, [annual].

*Out-of-Print GPO Sales Publications Reference File* [microfiche]. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, 1979-current [five-year cumulations].

*Texas State Publications Depository Program: Manual for Texas Depository Libraries.* 5<sup>th</sup> ed., revised by Coby Condrey. Austin: Texas State Library and Archives Commission, February 2004.

**APPENDIX**  
**Highlights from the Census 2000 Demographic Profiles: Texas 8<sup>th</sup> Congressional District**

<b>From DP-1. General Characteristics</b>	<b>Number</b>	<b>Percent</b>	<b>U.S.</b>
Total population	651,620	100.0	100%
Male	330,428	50.7	49.1%
Female	321,192	49.3	50.9%
Median age (years)	35.4	(X)	35.3
18 years and over	476,358	73.1	74.3%
65 years and over	74,085	11.4	12.4%
One race - Total	642,177	98.6	97.6%
White	554,088	85.0	75.1%
Black or African American	57,114	8.8	12.3%
American Indian and Alaska Native	3,543	0.5	0.9%
Asian	4,972	0.8	3.6%
Native Hawaiian and Other Pacific Islander	210	0.0	0.1%
Some other race	22,250	3.4	5.5%
Two or more races	9,443	1.4	2.4%
Hispanic or Latino (of any race)	58,920	9.0	12.5%
Average household size	2.69	(X)	2.59
Average family size	3.12	(X)	3.14
Total housing units	269,226	100.0	100.0%
Occupied housing units	232,227	86.3	91.0%
Owner-occupied housing units	181,950	78.4	66.2%
Renter-occupied housing units	50,277	21.6	33.8%
Vacant housing units	36,999	13.7	9.0%
<b>From DP-2. Social Characteristics</b>	<b>Number</b>	<b>Percent</b>	<b>U.S.</b>
Population 25 years and over	414,948	100.0	
Percent high school graduate or higher	(X)	77.7	80.4%
Percent bachelor's degree or higher	(X)	17.7	24.4%
Civilian veterans (civilian population 18 years and over)	65,841	13.8	12.7%
Foreign born	34,467	5.3	11.1%
Speak a language other than English at home (for the population 5 years and over)	62,690	10.3	17.9%

	<b>Number</b>	<b>Percent</b>	<b>U.S</b>
<b>From DP-3. Economic Characteristics</b>			
Mean travel time to work in minutes (for workers 16 years and over)	30.8	(X)	25.5
Median household income (dollars)	40,459	(X)	41,994
Median family income (dollars)	47,166	(X)	50,046
Per capita income (dollars)	19,962	(X)	21,587
Families	17,040	(X)	
Percent families below poverty level	(X)	9.7	9.2%
Individuals	78,885	(X)	
Percent of individuals below poverty level	(X)	12.6	12.4%
<b>From DP-4. Housing Characteristics</b>			
Specified owner-occupied units	123,073	100.0	
Median value (dollars)	85,200	(X)	119,600
Median of selected monthly owner costs	(X)	(X)	
With a mortgage	971	(X)	1,088
Not mortgaged	283	(X)	295

(X) Not applicable.

Source: U.S. Census Bureau, Census 2000, 109th Congressional District Summary File  
(100-Percent and Sample)

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Source: U.S. Census Bureau

