

Collection Development Policy Federal Government Documents Ouachita Baptist University Library

Mission Statement

Ouachita Baptist University is a Christ-Centered learning community. Embracing the Liberal Arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world. Ouachita Baptist University was established by the Arkansas Baptist State Convention as its higher educational institution in 1886.

The Ouachita Baptist University Library Mission is “ to be an integral part of the academic program by providing excellent service through bibliographical, physical, and intellectual access to recorded knowledge and information and, insofar as possible, sharing resources with individuals and institutions in the larger scholarly community.” The mission statement of the library serves as the mission statement of the Government Documents Department.

Ouachita Baptist University Library was designated a federal depository library in 1963 by Senator J. W. Fulbright to serve in the 4th Congressional District. The Government Documents Department is committed to providing free and open public access to government information provided through the federal depository program. The Federal Depository Library Program was established to assist Congress in fulfilling its responsibility to inform the public on the policies and programs of the federal government. The *Instructions to Depository Libraries* states that “the Government information needs of the general public must influence the collection development of depository libraries.” The federal documents collection in the OBU Riley-Hickingbotham Library serves not only its students, staff, faculty and the 4th Congressional district, but also cooperates with other depository libraries in the region to serve the larger area of counties that are in the Southwest Region of Arkansas.

Selection Responsibility

Selection of government documents and supporting materials is the responsibility of the Government Documents Librarian in consultation with the Library Director and other Librarians. The written Government Documents Collection Development Policy was developed in keeping with the Library Acquisition Policy available at <http://library.edu.obu/AcquisitionsPolicy.pdf>.

Subject Areas and Collection Arrangement

The Federal documents collection is arranged by the Superintendent of Documents classification system. Titles deemed appropriate are placed in the main stacks or in Reference using the Dewey classification system. Since 1999 the government documents are listed in the Library Catalog with the appropriate call number.

Some examples of subject areas selected are: Education, Consumer information, Historical information, Legal materials, Tax information, U.S. Parks and recreation, Census Materials-Arkansas, Labor, Foreign Relations, and Hearings & Reports of Congress.

For more specific details of subject areas patron can access the Library Catalog.

Formats

All publications are selected in the appropriate/available format considering content, usage, service and storage. Formats include paper, microforms, maps and electronic products. Paper copies are obtained since they are more easily used by general public and the community patron. Due to space limitation microfiche is selected when feasible and when recommended by the Library programs Service. The availability within the library of numerous microform reader/printers enhances the selection of this format.

Congressional hearings and reports have been primarily selected in microfiche. The Government Documents Department and the Library provide internet access to all library users including the general public. Since federal documents bibliographic records are in the Library's online public access catalog, links to government publications on the internet are identified where present in the bibliographic record and reflect the selection of those publications offered by the U.S. Government Printing Office.

Because of issues of currency, space, and accuracy, the following types of documents are generally not selected:

- Dated calendars
- Forms
- Agency issued rules, regulations, instructions, and laws
- Navigational charts
- Telephone directories

The Government Documents Department has been able to obtain several retrospective collections of government documents in both paper and microform. These collections include Congressional Record with its previous titles, Foreign Relations of the United States, and Census records beginning with 1790.

Selection Tools, Non-Depository, Retrospective Sources

The Government Documents Department currently selects approximately 31% of the materials distributed through the Federal Depository Library Program. The percentage will have minor fluctuation bases on new items numbers and the changing informational needs of the patrons served. Retrospective collection development relies on commercially available materials and discards from other depository libraries.

Item number selections are primarily based on the following considerations:

- Support for the inquiries/informational needs of the patron;
- Support for the university's academic programs:

- Accessibility within the Southwest Arkansas region among other depository libraries;
- Fulfillment of responsibility to keep citizens informed;
- Support of the library for staff, space, equipment

Included in the selection process are the following sources:

Depository:

- List of Classes of U. S. Government Publications
- Item Lister
- Federal Depository Library Manual Appendix A: Suggested Core Collection Annotated for Medium Public and Academic Libraries and for all Law Libraries
- Essential Titles
- Basic Collection
- Monthly Catalog of United States Publications
- GPO Subject Bibliographies
- Consumer information catalog
- Shipping lists

Non-Depository:

- GOVDOC-L
- Patrons
- Interlibrary Loan Requests
- University/commercial publishers catalogs
- Professional journals and conferences

Though all depository libraries have a responsibility to serve their respective congressional districts and surrounding communities, the Government Documents Department at Ouachita Baptist University attempts to coordinate with other depository libraries in the region to provide as complete access as possible to publications offered through the depository program. This cooperative effort is enhanced by OCLC Interlibrary Loan, ARIEL IFM, microfiche printers, e-mail and telephone access.

Collection Evaluation

Using the item selection list as a base, the Government Documents librarian uses a copy of the March Lists of Classes for an annual zero-bases collection review. Based on usage patterns, curriculum changes and request for reference information the Government Documents Librarian makes selection changes.

Weeding and Maintenance

Federal depository materials may be withdrawn according the Guidelines established by the Government Printing Office. "Materials may be withdrawn after five years, with the approval of the regional depository, after being offered to other libraries in the region.

Removal of documents from the collection is carefully considered. A conservative rate of withdrawal provides a useful collection along with the historical preservation of information. Some of the paper issues of periodicals are replaced with purchased microfilm or microfiche.

Superseded documents are withdrawn according to the Superseded List.

The Collection is continuously monitored for expansion or shifting to allow for growth and the prevention of overcrowding on the shelves.

Maps are filed in Map Cases and filling cabinets. Loose-leaf materials are put into binders to protect them on the shelves. Oversize materials are separated from regular documents in special shelving to keep them flat. Repairs are handled in the Government Documents Department.

Access

The Government Documents Department is located on the first floor in the Southwest corner of Riley-Hickingbotham Library. All Government Documents are accessible for public use. They are arranged by the Superintendent of Documents Classification system. Documents in the main stacks or in the Reference collection are arranged by the Dewey Decimal Classification System. Documents in the Periodicals collection are shelved alphabetically by title.

Circulation privileges are not limited, the Library has an open policy on who may use or borrow materials. The Government Documents Department is committed to the principals of the Federal Depository Library Program of free access to the government documents. This includes loaning materials to other libraries through OCLC Resource Sharing.

The library provides equipment for reading and printing microforms in addition to change and copy cards for photocopiers. The library also provides computers for reading, printing or downloading from DVD's, CD-ROM's and floppy diskettes received through the depository program.

The Ouachita Baptist University Library's commitment to access to federal documents is demonstrated by:

1. Posting of the federal depository library logo at the library entrance and on the office of the Government Documents Librarian.
2. Inclusion of a government documents selection option on the library's OPAC and a Government Documents section on the library's web site.
3. Inclusion of government documents in the library instruction program (general and specialized).
4. Open stack access to the depository collection
5. Availability of current indexing reference materials.

6. The provision of additional access to federal government information to supplement materials received via the depository program including the following:
 - a. OCLC First Search (web access)
 - b. CQ Weekly reports and CQ almanac
 - c. Public Health Reports (online library use only)
 - d. Homeland security digital library (Access via request in Government Documents)
 - e. Stat-USA (Access via request in Government Documents)
 - f. NTIS-DART (Access via request in Government Documents)
7. The provision of reference assistance for federal documents by all library personnel in addition to documents staff.
8. Interlibrary Loan Service with documents listed in OCLC and the library's online public access catalog (available via internet).
9. Availability of FTP transmission(via ARIEL where receiving library has same)
10. Participation in GOVDOC-L, ARKDOC-L and FIVESTATE Docs-L for resource and information sharing of government documents.
11. Providing voice mail on the Government Documents telephone.

Public Guidelines for Government Information in Electronic Format

As a Federal Depository Library, the Government Documents Library is committed to free public access to government information, as mandated by 44 U.S.C.§1911. The Government Documents collection and services are available to the public as well as to persons affiliated with Ouachita Baptist University (OBU). Service for government information in electronic formats at Riley-Hickingbotham Library is governed by the federal government's *Depository Library Public Service Guidelines for Government Information in Electronic Formats*.

OBU Library provides free internet access to government information from its public computer workstations for accessing government information in electronic formats. The library has 8 workstations available for public use. All the workstations have Microsoft Office, Microsoft Word, and Microsoft Excel for manipulation of downloaded data. Four of the workstations have 3 ¼ floppy disk/CD-ROM/DVD drives with USB ports; three of the workstations have CD-ROM/DVD drives with USB ports for downloading. Printing from all workstations is available for a fee set by the University for all public printers for 10 cents a page.

The Government Documents Department's CD-ROM/DVD collection is filed with the physical government documents in separate shelving. The electronic documents can also be checked out by the user for use on their own workstations.

The Library maintains a web site designed to facilitate access to government information on the internet as well as to guides for finding and using government information on the

internet (<http://library.obu.edu/governmentresources.html>). Some of the internet sites containing government information require a password which will be provided for users in the Government Documents Office.

Reference service, including assistance with government information in electronic formats, is available by E-Mail at fordj@obu.edu. If necessary, documents shorter than ten pages in length can be sent to library users via FAX or E-Mail; longer documents can be mailed. Personal or telephone assistance with using government information in all formats is available in the Government Documents Office from 8 a.m. to 4 p.m., Monday through Friday except for University holidays (Phone 870 245-5122). Assistance is available at the circulation desk at other times the library is open.