



TITLE:	<b>United States Government Documents Collection Development Policy</b>	REVISION:	<b>A</b>
WRITTEN BY:	<b>D. Way</b>	DATE:	<b>04/2004</b>
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DEPARTMENT:	<b>Government Documents</b>	PAGE 1 OF 5	

**PURPOSE:** To outline the factors taken into consideration and the process followed when selecting what government publications the library will add to its collection. Policies regarding access to and maintenance of the collection are also discussed.

**AUDIENCE:** All library staff, the university community, and the residents of Congressional districts served by the University Libraries.

**Grand Valley State University Libraries  
United States Government Documents  
Collection Development Policy**

**Mission**

The Government Documents Department supports the mission of the Grand Valley State University library by providing unrestricted access to the Government Documents collection for the GVSU students, faculty and staff, as well as the citizens of the 2<sup>nd</sup> Congressional District of Michigan.

**Community Analysis**

Grand Valley State University was designated a selective Federal Depository Library in 1963 and is one of two depository libraries that serve the 2<sup>nd</sup> Congressional District in Michigan. The library serves many people in the 3<sup>rd</sup> Congressional District, as well, because the library houses some documents at the university's Steelcase Library, which is located in Grand Rapids, and because of the main campus' overall proximity to Grand Rapids.

Established in 1960, Grand Valley State University has experienced rapid growth in the past decade. The university enrolled 21,524 students in the 2003-2004 school year with undergraduates making up approximately 83% of the student population. The university offers undergraduate and graduate programs on its main campus in Allendale, MI, as well as on the Pew Campus in Grand Rapids, the Meijer Campus in Holland, and at other sites throughout the state.

A census-designated place, Allendale, is a growing community that is adjusting to Grand Valley State University's rapid growth, as well as the transition from a rural community into a bedroom community for the Grand Rapids area. The 2000 Census reported Allendale's population at 11,555, with a median age of 21.1 and a median household income of \$46,671. The population was approximately 75% white, 12% Black or African American, and 12% Hispanic or Latino. Approximately 24% of the population worked in educational, health and social services, 16% in manufacturing and 15% in retail.

Grand Rapids, the second largest city in Michigan, had a population in 2000 of 197,800 according to the 2000 Census. The median age in the city was 30.4 and the median household income was \$37,224. Approximately 67% of the population was White, 20% was Black or African American, and 13% was Hispanic or Latino. Approximately 22% of the population worked in manufacturing, 21% worked in educational, health and social services and 13% worked in retail trade. The city of Grand Rapids is home to two federal depository libraries, which serve the 3<sup>rd</sup> Congressional District. These libraries are the Grand Rapids Public Library (48% selection rate) and Calvin College's Hekman Library (40% selection rate).

According to the 2002 American Community Survey, the Grand Rapids—Muskegon—Holland Metropolitan Statistical Area had a population of 1.1 million, with a median age of 34.1 and a median income of \$47,120. The population was 89% White, 7% Black or African American, and 7% Hispanic or Latino. In terms of employment, 25% of population was employed in manufacturing, 18% was employed in educational, health and social services and 13% was employed in retail.

The 2<sup>nd</sup> Congressional District consists of Benzie, Lake, Manistee, Mason, Muskegon, Newaygo, Oceana, Ottawa, and Wexford counties, along with portions of Allegan and Kent counties. Because of the large geographic area that the district covers there is a great deal of diversity in terms of population density, ethnicity, employment, and education. At the time of the 2000 Census the district had a population of 662,563, a median age of 35.1, and a median household income of \$42,589. The population was approximately 90% White, 4.5% Black or African American, and 5% Hispanic or Latino. Over 28% of the population was employed in manufacturing, 18% in educational, health and social services, and 12% in retail trade. The other federal depository library in the congressional district is the Hackley Public Library in Muskegon (15% selection rate).

### **Selection Responsibility**

The selection of government documents and supporting materials lies with the Government Documents Librarian. The Government Documents Librarian makes selections in consultation with the university's other librarians who represent the needs and interests of the different academic departments they serve as liaisons. Faculty, student, and public requests for new items are encouraged and are evaluated by the Government Documents Librarian.

### **Subject Areas**

The Government Documents collection parallels the library's overall collection. In some areas it supplements the collection, while in other areas it fills in gaps in the collection. The geographic focus of the collection is on the Great Lakes states of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. Areas of emphasis with high selection rates include Census, Education, Health and Human Services, Interior, Justice, Labor, President of the United States, Executive Office of the President of the United States, State Department, Smithsonian Institution, and Congress.

### **Collection Arrangement**

Government Documents are housed in the Zumberge Library and Seidman House on the Allendale Campus and in the Steelcase Library on the Pew Campus.

#### **Zumberge Library**

The majority of the Government Documents collection, including most monographs, maps and microfiche, is located on the 2<sup>nd</sup> floor of the Zumberge Library. These items are classified using the Superintendent of Documents (SuDoc) classification system.

Other paper documents are located on the 1<sup>st</sup> floor as part of the reference collection. Select monographs are also located in the main stacks on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Government Documents that are classified as periodicals are located on the 4<sup>th</sup> floor. Almost all items not located in the Government Documents section of the library are shelved using the Library of Congress (LC) classification system.

### Seidman House

As part of a selective housing agreement with the Grand Rapids Public Library, all of the library's *Serial Set* volumes are located in the university's archives in the Seidman House. This includes not only the GRPL's print volumes, but also GVSU's print and microfiche volumes, the *American State Papers*, and the *New American State Papers*. Finding aids for the *Serial Set*, *American State Papers*, and *New American State Papers* are also located in Seidman House.

### Steelcase Library

Government Documents that generally mirror the collection and support the programs located on the Pew Campus are located in the Steelcase Library in Grand Rapids. Items with the following SuDoc stems are sent to the Steelcase Library: J, JU, L, LR, S, SBA, SSA, T 22, Y 3.AD, Y 3.C 73.5, Y 3.C 76/2, Y 3.C 86, Y 3.D 63/3, Y 3.EC 7, Y 3.EL, Y 3.EQ 2, Y 3.F 31, Y 3.G 57, Y 3.G 74/4, Y 3.W 84/3, Y 3.W 89/3, and Y 3.2. Most items located in the Steelcase Library are classified using the SuDoc classification system, but there are some reference items classified using the LC classification system.

### Formats

GVSU selects government publications in a variety of formats including paper, microforms, maps, electronic materials, and online resources. Space considerations play a role in the selection of format, along with the content of the publication, its purpose, and preservation and access concerns. Tangible formats are generally given preference over online materials. When a tangible item that is selected is made available online, the online version will be selected as well to provide multiple means of access. Online items are not selected if they fall out of the scope of the collection. Specific formats generally not selected include bibliographies/lists of publications, patent/trademark information, copyright materials, posters, dated calendars, forms, and agency issued rules, regulations and instructions.

### Selection Tools

#### Depository:

1. Item Cards
2. *List of Classes of U.S. Government Publications Available for Selection*
3. Documents Data Miner 2 (<http://govdoc.wichita.edu/ddm2/>)
4. *Federal Depository Library Manual, Appendix A* "Suggested Core Collection Annotated for Small to Medium Public and Academic Libraries and for all Law Libraries."
5. *Federal Depository Library Manual, Appendix B* "Maps Available for Selection."
6. *Federal Depository Library Manual, Appendix C* "Basic Collection."
7. *Catalog of United States Government Publications*
8. Sales Product Catalog (<http://bookstore.gpo.gov/>)
9. GPO Subject Bibliographies (<http://bookstore.gpo.gov/sb/>)

#### Non-Depository

1. Professional Journals
2. *DTTP: Documents to the People*
3. Listservs such as govdoc-l and maps-l

## Retrospective

1. Poore, Benjamin. *A Descriptive Catalogue of the Government Publications of the U.S. September 5, 1774-March 4, 1881.*
2. Andriot, John. *Checklist of United States Public Documents, 1789-1909.*
3. *Guide to U.S. Government Publications.*
4. Ames, John. *Comprehensive Index to the Publications of the United States Government, 1881-1893.*
5. *Catalogue of the Public Documents of the...Congress and of all Departments of the Government of the United States for the Period From...*
6. *Monthly Catalog of U.S. Government Publications.*

## Resource Sharing

GVSU participates in resource sharing in a number of ways. Though interlibrary loan the library makes those parts of the Government Documents collection that circulate available to other libraries throughout the state and nation. The library also uses interlibrary loan to obtain materials not selected by the library for patrons. The library works to complement the item selections of the other depository libraries in the 2<sup>nd</sup> Congressional District and Grand Rapids metropolitan area. This is done through the evaluation of selection profiles and regular communication and meetings with other libraries. As mentioned above, the university library has entered into a cooperative housing agreement for the printed volumes of the Grand Rapids Public Library's *Serial Set*. The library also follows the *Michigan Plan for the Federal Documents Depository Library System*.

## Collection Evaluation

The Government Documents Librarian will perform a zero-based review of the list of classes at least once every two years. This review includes an evaluation of all items numbers selected on a one-by-one basis. This is used to adjust the library's selections so that they are in line with this collection development policy, the library's needs, and the goals of the depository.

The Government Documents Librarian will also evaluate the collection on a continuing basis using circulation and shelving statistics, input from library faculty, standard lists, and information from professional publications. This information is used to pinpoint new items to be selected throughout the course of the year.

## Weeding and Maintenance

The Government Documents collection is maintained in accordance with the guidelines set forth in the *Instructions to Depository Libraries*. In order to preserve the collection, many publications of lasting value are bound. Decisions regarding obtaining replacements for missing or damaged items are made based on an evaluation of the item, its content, and the demand for the item. Items still in print will be acquired from the GPO Sales Product Catalog or from the issuing agency. Items no longer available for purchase will be borrowed from another depository when feasible, or an attempt to acquire the document via Needs and Offers lists will be made.

Documents are weeded monthly following the instructions laid out in the *Michigan Plan for the Federal Documents Depository Library System*. A number of factors are taken into consideration when weeding the collection including a document's physical condition, whether the item fits within the scope of the collection, the currency of the information it contains, its age, its level of use, whether the information it contains is duplicated someplace else, whether it has been replaced by a different format, and whether it has been superseded.

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## Access

All government documents are accessible for public use in the library. Both the Zumberge and Steelcase libraries have computers set aside for the use of Government Documents. The library's online catalog is the main access point for determining which documents the library owns. The library has a number of online databases that allow GVSU-affiliated patrons access to government documents, including LexisNexis Government Periodicals Index, PAIS International, GeoRef and AGRICOLA. The general public has access to publicly available versions of the Monthly Catalog (<http://www.gpoaccess.gov/cgp/index.html>), AGRICOLA (<http://agricola.nal.usda.gov/>), and portions of GeoRef (<http://usgspubs.georef.org/usgsns.htm>), as well as access to the Monthly Catalog via FirstSearch, which is available through the Michigan eLibrary databases (<http://www.mel.org/>). Print indexes available to all patrons include the *Monthly Catalog*, *Bibliography and Index of Geology*, *CIS Serial Set Index*, *CIS Legislative Histories*, and all of the standard retrospective indexes for government publications.

The librarians at the reference desk on the first floor of the Zumberge Library, at the Steelcase Library, and at Seidman House provide all patrons with assistance in using government documents. Depending upon their needs, patrons may need to be referred to the Government Documents Librarian for additional assistance. Printed and online guides provide guidance on getting started finding government information, as well as finding statistical information, historical documents, USGS publications, census materials and maps. In addition, the Government Documents Librarian is available to provide one-on-one and group instruction on all formats of government information to GVSU-affiliated persons and the general public.

The Government Documents website (<http://www.gvsu.edu/library/govdoc/>) provides the GVSU community and the general public with another way of accessing government information. This site promotes the depository collection and provides those patrons in the 2<sup>nd</sup> Congressional District and throughout the state who are not able to come to GVSU with a portal that will guide them to government information available at GVSU and on the Internet.

**Approved By Library Faculty**

April 22, 2004