



TITLE:	United States Government Documents Public Service Policy for Government Information in Electronic Formats	REVISION:	A
WRITTEN BY:	D. Way	DATE:	4/2004
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DEPARTMENT:	Government Documents	PAGE 1 OF 3	

PURPOSE: To inform library users of the libraries' policy regarding access to government information that is available in an electronic format.

AUDIENCE: All library staff and all library users

**Grand Valley State University
United States Government Documents
Public Service Policy for Government Information in Electronic Formats**

Grand Valley State University Libraries will provide the public with free access to government information in electronic format disseminated through the Federal Depository Library Program in accordance with section 1911 of Title 44, *United States Code*.

The public is able to access these materials on the Government Documents PCs in the Zumberge and Steelcase libraries. The library attempts to make sure these computers meet the latest "*Recommended Specifications for Public Access Work Stations in Federal Depository Libraries*."

Tangible electronic products are processed in a timely manner and may be checked out by those patrons who are either affiliated with GVSU, have a Michicard, or who live in the 2nd Congressional District but are not served by a local library. Patrons who are unable to check out materials may load and use the materials on the Government Documents PCs.

Access to online government resources is made available at no cost to the general public. The use of these resources is outlined in the library's Government Documents Internet Use Policy. The library's Government Resources and Maps website (<http://www.gvsu.edu/library/govdoc>) is an excellent starting point for accessing government information and is the Internet browser's homepage on all of the Government Documents PCs.

Patrons using the Government Documents PCs are able to download and print government information. Patrons using these machines will be charged the usual and customary fees for printing. Patrons may download information onto the Government Documents PCs for use during their session. The amount of storage is limited by what is available on each machine, and patrons should download their files into the C: drive in the Downloads folder. The Government Documents PCs are equipped with CD-RW drives and patrons needing to store files are able to burn those files onto a CD. The library does not sell CDs, but they are available from the University Bookstores.

The GVSU libraries have the capability to fax and email government information to distance users and will do so in accordance with its policies on faxing and emailing other information.

The library will provide the same level of service for electronic government resources as it provides for the rest of the library's collection. Depending upon their needs, patrons may need to be referred to the Government Documents Librarian for additional assistance.

The Government Documents Librarian is available to provide one-on-one and group instruction for tangible electronic products and Internet resources to GVSU affiliated persons and the general public.

Approved By Library Faculty
April 22, 2004

