

UNIVERSITY OF VIRGINIA LIBRARY
ALDERMAN LIBRARY
HUMANITIES AND SOCIAL SCIENCES SERVICES DEPARTMENT
GOVERNMENT INFORMATION RESOURCES

COLLECTIONS POLICY

[Revised 2002]

I. Introduction

The Government Information Resources (**GIR**) Section of the University Library acquires, organizes, maintains, and provides services for the information and data sources of the United States government, the Commonwealth of Virginia, and most international governmental organizations (IGOs). Because government information and data reflect the interests and activities of governments, the information and data sources in GIR are not limited as to subject. Nor are they limited as to format. GIR also identifies and acquires (or provides electronic access to) reference tools in all formats that access, interpret, and supplement government publications, information, and data.

Access to government information and data by all users is available through GIR's full participation in the Library's information delivery systems. The Library offers a full range of both traditional print-based services and electronic-based services, including utilization of both LAN and Internet/ Web technologies. Because electronic data sources often require specialized knowledge of both the content and structure of the data and the electronic systems and programs used to deliver them, the Library has established the Geospatial and Statistical Data Center (Geostat) as an affiliate of GIR. Geostat serves as an integral part of service delivery by offering assistance with accessing and utilizing data from both government and non-government sources. GIR staff works closely with Geostat staff to ensure that the vast amounts of social, political, and spatial data that originate with governmental agencies is made available through the Library's Geostat Center. GIR also cooperates with the Geostat Center to acquire, maintain, and service the Library's considerable print and electronic maps, atlas, and spatial products collection. U.S. Depository mapping products are maintained within these Geostat collections.

Through its GIR section the Library serves a wide range of clientele both in and outside the University community. Participation in the Federal Depository Library Program requires that the Library not only make depository publications available to the community-at-large but also requires that the Library encourage use by the general public. Furthermore, its status as a regional U.S. government depository expands certain responsibilities statewide to include the entire Commonwealth of Virginia. These include developing a comprehensive depository collection and provision of reference and consulting services to other libraries within the state. See Appendix 1 for a list of services available to both libraries and local and remote users. See also 44 *United States Code* 1911-1912, *Federal Depository Library Manual*, and *Instructions to Depository Libraries* for specific requirements and obligations for Federal regional depository libraries. In point of fact the Library generally and GIR specifically makes no distinction among its users except for off-Grounds access to information or data with proprietary licensing restrictions. However, in all such instances these restrictions apply only to remote users not local, on-site users. Access to library buildings is open to all and not restricted or limited by user status.

II. Collecting Responsibility

The Government Information Resources and Geostat faculty share collective responsibility for the development of GIR collections with specific responsibility divided along the following lines:

Government Information Librarian - U.S. government information sources including related bibliographical and reference works in all formats; administration of rules governing the Federal Regional Depository collection.

Assistant Government Information Librarian - International Governmental Organizations and Commonwealth of Virginia publications including related bibliography and reference works in all formats.

Geospatial and Statistical Data Center Director - Maps, atlases, and related cartographic materials, products, and reference works in all formats; shares responsibility with the Geostat Associate Director for electronic data products and the development/compilation of new data sets from existing data.

Geospatial and Statistical Data Center Associate Director - Data in electronic formats; Interuniversity Consortium for Political and Social Research (ICPSR) data sets and manuals; development/compilation of new data sets from existing data.

Cross-consultation is encouraged and occurs for all GIR collection areas.

Collecting government publications, information, and data not in or a part of GIR's collections is a shared responsibility among all Library Selectors for academic departments. Such materials are cataloged and housed either in the general library collection or a subject library as appropriate. These include the publications of national governments other than the United States, states other than Virginia, local governments, and cooperative international organizations other than IGO's. Access to electronic government information and data sources on the Internet is also a shared responsibility, depending on the nature of access, licensing requirements, and originating governmental body.

Collecting responsibility for government information sources in Graduate Business, Law, and Health Sciences Libraries rests with collection development personnel designated by those libraries. Some extensive collections of government publications are available within those libraries often in duplication of collections in Alderman. For example, the Law Library is a selective depository for U.S. government publications, and all three of the professional school libraries collect some international governmental organizations' publications. Efforts are made to coordinate acquisitions with those libraries in appropriate areas of professional specialization. GIR makes no attempt to collect the case law literature of the International Court of Justice, for example.

Efforts are also made to coordinate the purchases of large, expensive retrospective collections of historical significance with the Law Library whenever feasible. For example, the Library and the Law Library own complete microfiche collections of Congressional committee hearings and Congressional Serial Set from the 1830's to the early 1990s with little duplication.

III. Description of Materials Collected

General. Each collection within Government Information Resources is treated separately below under "Collection Descriptions." Generally, any publication or information source issued by an agency or branch of the United States government, of the Commonwealth of Virginia, or of an international governmental organization is considered within the collection responsibilities of the Government Information Resources Section regardless of date, format, language, or source.

Chronological Modifiers. None.

Languages Collected. English is preferred, but any government publication not available in English will be collected in the language of availability with the language of the original publication preferred.

Type/Format of Materials Collected. The Government Information Resources Section collects information resources in paper, microform, and electronic formats. Electronic formats include cd-rom, diskette, and access via the Internet/World Wide Web.

Publication Date. Although depository distributions and standing orders emphasize current materials, the Library actively seeks to acquire government information sources of any date.

Collections Descriptions. Each collection for which Government Information Resources has responsibility is described in detail here. Special rules governing such things as depository distribution and retention are noted as appropriate.

(1) United States Government Publications. The United States government publications collection consists of Federal depository publications and information sources (including access to those on the Internet/Web), "non-depository" Federal publications and information sources acquired through gift or purchase. Also included are commercially produced reference works that supplement, enrich, or provide access to government information and data sources. All information/data formats are included.

The University Library was appointed regional depository for Virginia in July 1969. As a federal regional depository, the Library must comply with Federal law and regulations regarding the acceptance and retention of, and public access to, depository publications (See 44 *United States Code* 1901-1916, esp. 1912). Regulations and instructions are contained in two publications issued by the U.S. Superintendent of Documents:

Instructions to Depository Libraries. Washington: U.S. Government Printing Office, 1992 rev. ed. http://www.access.gpo.gov/su_docs/dpos/instruct.html

Federal Depository Library Manual. Washington: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, 1993 rev. ed. http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/

Print versions of both publications are retained in the GIR office for consultation.

The U.S. government retains ownership of all information sources placed in depository libraries but guarantees that these sources may be held by the library indefinitely so long as legal requirements set forth in the *United States Code*, *Federal Depository Library Manual*, and *Instructions* are met. Because of its Regional archival responsibility, the library also must accept

most depository distributions and retain them permanently. There are some exceptions to the permanent retention policy. Most exceptions involve superseded and cumulated publications, dated announcements, dual-distribution items, and pre-prints subsequently replaced by permanent editions. Exempt publications are noted in the *Superseded List: U.S. Documents That May Be Discarded by Depository Libraries, Annotated for Retention by Regional Depositories* (Revised September 1996). Print versions are available in the GIR office. Electronic versions are available on the Internet at http://www.access.gpo.gov/su_docs/dpos/suplist.html. GIR does not automatically withdraw all publications listed for regional disposal, however. Titles are reviewed on a case-by-case basis for possible historical value and decisions to retain or withdraw noted on catalog records.

As a regional depository the Library is required to replace any depository publications lost, unaccounted for, or worn-out whenever feasible. GIR attempts such replacement through purchase, solicitation of gifts, and the submission of withdrawn publications by the selective depository libraries within Virginia. This latter is governed by *Procedures for Withdrawal of U.S. Government Depository Publications (Virginia Region)*, Rev. 1998, available on the Web at http://www.lib.virginia.edu/govdocs/depos/weeds/weed_doc.html. GIR maintains a "Needs" List on the Web at <http://www.lib.virginia.edu/govdocs/depos/docneed/Docneed020218.pdf>. Selective depository libraries in Virginia are required to compare all withdrawn depository publications with this list prior to either offering them elsewhere or disposing of them.

U.S. government policy also permits replacement of depository editions with commercially prepared paper or microform editions; however, the replacements become the legal property of the U.S. government. The Library has used this policy liberally over the years to replace paper sources with microforms.

GIR also collects, organizes, and services publications issued by agencies of the United States government that for a variety of reasons are not distributed to depository libraries. These include solicited and unsolicited gifts from government agencies, publications distributed via the Library of Congress' Documents Expediting Project, and by purchase. For purposes of this section a "non-depository" government publication is one that bears the imprint or colophon of a Federal agency or which a Federal agency distributes as its own information and which for any reason is excluded from depository distribution. The extent to which non-depository publications are collected depends on the interests and academic needs of the University community and the perceived importance of any given publication in supplementing or complementing the depository collection. One of the primary sources for non-depository is a comprehensive standing order for non-depository publications indexed in the ASI portion of Lexis-Nexis' Statistical Universe. Non-depository publications are merged into the Federal depository collection.

Generally, GIR does not collect the publications of quasi-official or Congressionally-chartered organizations that are not under the direction or supervision of an agency or branch of the United States government. Specifically excluded under this section are publications of the National Academy of Sciences and the National Research Council.

(2) Commonwealth of Virginia Publications. The Virginia government publications collection consists of Virginia state depository publications and information sources including access to those on the Internet/Web, "non-depository" publications and information resources acquired through gift or purchase, and commercially produced reference works which

supplement, enrich, or provide access to Commonwealth information and data sources. All publications produced by agencies of the Commonwealth in all formats, intended for statewide distribution, and that are of statewide interest are included. Publications from any agency intended for the limited interest and use of its own constituency and which have no statewide interest or appeal are excluded. Examples of such publications are college catalogs, college campus literature, course announcements, announcements of meetings, and other materials of purely local or dated interest.

Since the program began in 1981 the Library's primary source for publications of the Commonwealth has been the Virginia state depository program (*Code of Virginia* 2.1-467 to 467.2, 467.7 to 467.8 and 42.1-19). Prior to implementation of the depository program the Library received two copies of certain state documents through a longstanding arrangement with the Virginia State Library dating from at least the 1920s and perhaps earlier. The second copy was provided for archival purposes. The Library continues to keep two copies of Commonwealth publications determined to be substantive

Although the scope of the collection includes materials dating from the founding of the Virginia Colony in 1619 only secondary copies and reprints of pre-1865 publications are actually included. Primary copies of publications issued prior to 1865 are maintained by Special Collections. Commonwealth publications acquired from any source issued prior to 1865 are checked against Special Collections holdings prior to adding them to the Virginia state collection. Only secondary copies and those titles returned by Special Collections staff as not appropriate to Special Collections will be added.

(3) International Governmental Organization (IGO) Publications. . An IGO is defined by GIR as an organization to which only governments belong. GIR regularly collects the information and data sources of approximately seventy-five IGOs. This number is not fixed, however, and depends on the academic needs of Library users. Development of the IGO collections is achieved through depository status; comprehensive standing order; title-by-title firm order; and gifts. English is the preferred language for all information sources, but other languages are accepted when English is not available.

Depository status. The Library serves as a depository for three IGOs: United Nations, the European Union, and the World Trade Organization.

United Nations: Appointed depository in 1969. The United Nations charges the Library an annual fee to be a depository and an additional fee to receive UN "mast head" (working) documents. (Mast head documents were also formerly known as "mimeograph" documents.) This entitles the Library to receive publications distributed from New York, Geneva, and some other UN commission and regional offices. However, Since the UN is very much a decentralized body, depository distributions are diffuse and the acquisition of depository publications must be monitored continually. Failure to receive an important UN publication through the depository system is all too common an occurrence. Also, because of space limitations, the newsprint quality of the paper on which they are printed, and the too often haphazard distributions, the Library retains mast head documents for only three years (two full years plus to-date of the current year). In order to ensure the comprehensiveness of the UN collections the Library maintains a standing order with Readex/NewsBank Inc. for a comprehensive collection of UN publications in microfiche. An additional point: although the UN continues to release

increasing quantities of information and data electronically via the Internet, depository status appears to have little impact on access to electronic data. The Library is frequently being asked to pay for access to electronic data with at best a token discount for depository status.

European Union: Appointed to depository status in 1969. Although the amount of published information and data received as a part of the Library's depository status from the Union's Brussels Headquarters is considerable, the organization is large, decentralized, and diffuse in terms of its publishing patterns. As with the United Nations the acquisition of depository publications must be monitored continually. Also as with the UN fee-based access to electronic data is becoming common with only token discounts, if any, for depository status. The European Union's Washington Information Office provides an excellent source of assistance in identifying and acquiring fugitive EU publications.

World Trade Organization: Appointed to depository status in October 1991. This organization was previously called the General Agreement on Trade and Tariffs (GATT).

Comprehensive standing order. Through GIR the Library maintains comprehensive standing orders with these IGOs for all publications:

- Organization for Economic Cooperation and Development (OECD)
- International Bank for Reconstruction and Development (World Bank)
- International Monetary Fund (IMF)
- Council of Europe (CE)
- United Nations Educational, Scientific, and Cultural Organization (UNESCO)
[Excluding UNESCO Press imprints]

Firm order. The extent to which the information and data sources of all other IGOs are collected depends on the teaching and research interests of the academic faculty and the perceived importance of the IGO to world events and U.S. interests. Many IGOs distribute their publications free of charge, and whenever feasible efforts are made to obtain publications without charge before they are ordered from a vendor.

(4) Maps. Maps, atlases, and cartographic products in all formats are collected and housed in the affiliated Geospatial and Statistical Center (Geostat). The core of the collection is maps, atlases, and electronic data products of the U.S. Geological Survey, the Department of Defense, and other federal agencies distributed via the Federal Depository Library Program. However, these collections are extensively supplemented and complimented by data and print products from a wide range of other sources including both public and proprietary. The scope and depth of the collections beyond depository distributions depends on the teaching and research interests of the academic faculty as monitored and assessed by the Geostat Center Director. Note: GPO policy requires that all publications and data products acquired via the Federal depository library Program be clearly distinguishable from those acquired by other means. All depository information and data sources are marked with labels and dated ownership stamps indicating the depository status of the publications.

(5) Reference Works. The Government Information Resources Section regularly acquires reference tools in all formats that index, abstract, catalog, list, analyze, summarize, retrieve, or interpret government information and data sources. Such tools are identified and

their quality assessed through standard review media.

IV. Subject Description

Government publications are not limited by subject.

V. Cooperative Agreements

As has been noted elsewhere in this policy, U.S. government depository library procedures mandate cooperative activities with other libraries in the state of Virginia. (See **Section III** above.)

Revised 2002

**Appendix 1: Regional Depository Services Offered by
The University of Virginia Library**

Regional Service:	Service Available from:
Regional Depository holdings since 1976	<u>Virgo WebCat8</u> http://virgo.lib.virginia.edu
Regional Depository holdings prior to 1976	<u>Contact Government Information Desk</u> Government Information Alderman Library University of Virginia Charlottesville VA 2203-2498 804-924-3133 email: wln@virginia.edu
Interlibrary Loans (Service available to libraries only; requests from individuals not honored. Requesting library must use ALA form or letterhead stationary for FAX and U.S. mail requests)	<u>Requests accepted by:</u> OCLC - VA@ FAX - 804-982-2307 Aerial - 128.143.166.34 or 128.143.166.41 Mail requests: Interlibrary Loans; Alderman Library; University of Virginia; Charlottesville VA 22903-2498 Requests not accepted by email or telephone
Reference Services (Available to both libraries and individuals)	<u>Contact Government Information Desk</u> (See address above)
Consulting Services	<u>Contact</u> Walter Newsome Federal Regional Librarian Government Information Alderman Library University of Virginia Charlottesville VA 2203-2498 804-924-4963 email: wln@virginia.edu
Directory of Federal Depository Libraries in Virginia	<u>World Wide Web URL</u> http://www.lib.virginia.edu/govdocs/depos/directory/mstrlist.html
Listserv for Virginia Depository Libraries (govdoc-va)	<u>World Wide Web URL</u> http://www.lib.virginia.edu/govdocs/depos/govdocva.html
World Wide Web Home Page	<u>World Wide Web URL</u> http://www.lib.virginia.edu/govdocs/
Depository Library Information Web Page	<u>World Wide Web URL</u> http://www.lib.virginia.edu/govdocs/depos/

June 28, 2002