

The University of Iowa Libraries
Government Information Collection Policy
(rev. 7/12)

The University of Iowa Libraries is a designated depository library for the State of Iowa, U.S. Government (*Federal Depository Library Program*), the European Union, and the United Nations. Through these programs the Libraries receives a wide range of information types and ensures no-fee access to those wishing to use these resources. In addition, the Government Information collection includes other official and commercial information sources that complement depository materials and support the information needs of the library researchers. Formats include paper, microform, and a range of electronic resources and digital products.

This policy is intended to articulate the UI Libraries Government Information collection strategy for identifying and meeting the information needs of the University community and citizens of Iowa.

Access

1. The Government Information collection serves the University community, as well as the general public, particularly the citizens of the State of Iowa by providing free and unimpeded access to government information.
2. The collection may be accessed during regular hours of library operation which are posted on the UI Libraries' website.
3. Tangible resources are housed primarily in the Main Library, although selected government information resources are also located in other libraries on campus. The Libraries' online catalog reflects the location for individual items.
4. Public workstations are not filtered for Internet content. See The University of Iowa policy on [Acceptable Use of Information Technology Resources](#).
5. Use and care of materials in the Government Information Collection conforms to policies of The University of Iowa Libraries including circulation, printing, preservation, interlibrary loan and user conduct.
6. Anyone on or off campus may access the Libraries' online catalog and the Government Information home page <http://www.lib.uiowa.edu/govpubs/>.

Reference Services

1. Reference services are provided through various avenues including walk-in, telephone, mail, electronic and virtual reference inquiries through the Libraries' central service point in the Research and Library Instruction unit. Government Information librarians are available to respond to more complex research inquiries and in depth consultations.
2. Online identification and access is largely available through the Libraries' home page, including the on-line catalog, specialized finding tools and proprietary databases. Although some older titles have not been inventoried, progress is moving forward to identify each piece in the Government Information Collection to ensure that each title is represented in online holdings.

Collection Development

1. Depository material in tangible formats will be retained as a resource for the State of Iowa and in accordance with depository program requirements.
2. Other materials will be acquired selectively as needed for instruction and research purposes in support of the depository collections and the research mission of The University of Iowa Libraries. Gifts will be added to the collection at the discretion of the appropriate Government Information librarian.
3. Every attempt will be made to fill gaps in serial holdings in order to maintain the integrity of publication titles.
4. The collection managers will acquire resources considered essential to the effective use of the collection.

Collection Management

1. Collection management activities will be divided among Government Information librarians according to responsibilities outlined in corresponding job descriptions.
2. Maps will generally be housed in the Map Collection.
3. Records of holdings and bibliographic data will be maintained through the UI Libraries' online catalog.
4. Materials are arranged using several classification schemes including Superintendent of Documents Classification System (SuDocs), Library of Congress, Dewey, United Nations and Swank systems. Reclassification will occur when possible to reduce the number of publications in non-standard classification systems.
5. Acquisition of missing serial volumes, revised editions, and active supplementation in strong collection areas may be accomplished in collaboration with Bibliographers when appropriate.
6. The collection will be weeded according to the collection scope and stated collection levels (see Appendix).

Preservation Policy

The goal in establishing a preservation policy for the Government Information collection is to ensure the usability, durability and longevity of government information resources and hence, access to government information in varying formats to all library users in accordance with the [American Library Association Preservation Policy](#).

In close partnership with and guidance of the UI Libraries' Preservation Department, the Government Information collections will be preserved through various methods including but not limited to the following:

1. routine utilization of commercial binding services for serials and monographic publications.
2. appropriate and non-damaging storage including use of pamphlet shelving, non-acid

- pamphlet boxes, shrink wrap, binders to house loose-leaf materials, archival quality envelopes and slings for small or fragile pamphlets, and the use of non-damaging shelving methods.
3. remedial treatment of damaged and fragile items such as hinge tightening, and shrink wrapping of fragile infrequently used material.
 4. preservation of materials in their original format when possible (paper to paper, fiche to fiche, electronic to electronic).
 5. replacement or reformatting of deteriorated materials using methods such as photocopying on acid free paper or possible digitization.
 6. application of appropriate security measures such as the use of security strips and standardized circulation practices to help assure collection accountability.
 7. creation and/or supplementation of bibliographic records to enhance security, access, and preservation, and to facilitate collaborative efforts to protect government information.

Interlibrary Cooperation

1. The University of Iowa recognizes its depository resource sharing responsibilities and will loan government information resources in accordance with existing University Libraries' interlibrary loan policy.
2. As the Federal Depository Library Program regional library, the University of Iowa Libraries recognizes its responsibility to consult with and advise Iowa selective depositories.
3. As a member of various library consortia, The University of Iowa Libraries will, whenever contractual agreements permit, contribute appropriate bibliographic records, including records of government documents, to such utilities such as OCLC, RLIN, and SILO.

Background Resources

Iowa State Plan for Federal Depository Libraries:

http://lgdata.s3-website-us-east-1.amazonaws.com/docs/100/116034/IA_stateplan.pdf

Legal Requirement and Program Regulations of the Federal Depository Library

Program: http://www.fdlp.gov/component/docman/doc_download/1984-legal-requirements-and-program-regulations-of-the-federal-depository-library-program

Iowa Depository for Iowa Publications Purpose

http://www.legis.state.ia.us/ACO/IAChtml/286.htm#rule_286_3_9

**Government Publications Collection Policy Appendix:
Evaluation Criteria for Non-Depository Material Not
Held in Branch Libraries**

Collection Themes:

Census and populations studies, public policy, development and economics, foreign policy, U.S. and Iowa legislation

Collection Scope:

The Government Information collection will:

- not include U.S. territories, possessions or state materials other than Iowa and the surrounding states (Illinois, Wisconsin, Minnesota, South Dakota, Nebraska and Missouri)
- limit foreign materials to high-quality, key publications that directly address the collection themes
- legislative materials such as bills, statutes, hearings, and reports will not be routinely collected for jurisdictions other than Iowa or U.S. federal. Resources held by the Law Library will be relied upon for this category of materials.

Note: ALA's *Guide for Written Collection Policy Statements* (Z 687 .A518 1996) was used in defining levels of collection (Comprehensive, Research, Introductory, Basic, Minimal)

Levels of Collection:

Research Level

- Iowa
- U.S. Federal
- United Nations

Study or Instructional Support Level, Introductory

- European Union materials
- British Parliamentary debates, reports, and statistical sources including the British Parliamentary papers
- India Census and parliamentary debates, reports, & statistical sources
- International census materials
- International Labour Organisation publications – reports, serial titles, monographs
- International Monetary Fund publications (duplicated by IIS microfiche collection)
- Foreign country statistical abstracts
- OECD publications
- World Bank publications

Basic

- State materials other than Iowa (Illinois, Wisconsin, Minnesota, South Dakota, Nebraska and Missouri)

Minimal

- local and regional government information – rely on I.C. Public Library
- legislative materials for jurisdictions other than Iowa or U.S. federal – rely on Law Library