

The University of Iowa Libraries

Government Publications Collection Policy

Revised November 2005

The University of Iowa Libraries is a designated depository library for the State of Iowa, U.S. Federal documents, the European Union, and the United Nations. Through these depository programs the Libraries receives a wide range of publications available from these agencies. In addition, the Government Publications collection includes a variety of other official and commercial information sources that enhance depository materials and support the information needs of the University community and other researchers. Information formats include paper, microform, and a range of electronic resources and digital products.

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

Access

1. The Government Publications 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 operation which are posted on the Libraries' website.
3. Government publications are housed primarily on the third floor of the Main Library, although government publications are also housed in the general stacks, reference, Map Collection, several branch libraries and storage.
4. There are no restrictions on who may use the Libraries or government resources used on-site. Individuals are expected to demonstrate appropriate conduct while using the Libraries' materials.
5. Public workstations are not filtered for Internet content. However, known game sites are blocked. Web-mail use is restricted to research support purposes only. Also, see The University of Iowa policy on [Acceptable Use of Information Technology Resources](#).
6. Most material may be borrowed in accordance with the UI Libraries' Circulation Policy. Most material may also be borrowed through interlibrary loan.
7. Overdue fines are assessed on all users and all users must pay to make copies and print information from the Internet.
8. Anyone on or off campus may access the Libraries' online catalog and the Government Publications home page and through it many government websites.

9. Off-campus access to paid subscription databases/indexes in the on-line system is restricted to members of The University of Iowa community.

Reference Services

1. A primary responsibility of the Reference and Library Instruction staff is to provide quality reference and information service and instruction for all government publications in the library system to the University community and the people of Iowa.
2. Reference services are provided through various avenues including walk-in, telephone, mail, electronic and virtual reference inquiries.
3. Access to resources is available through the *InfoHawk Gateway* to library information sources, including the on-line catalog and specialized tools.
4. Indexing tools are provided in various formats.
5. When offering assistance to other libraries, both traditional and electronic services will be used as appropriate. Whenever possible reference and collection management tools will be available from the Reference and Library Instruction home page: <http://www.lib.uiowa.edu/ref/>

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. Access will be provided to electronic information resources released through depository programs.
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 documents specialist.
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/documents specialists will acquire and maintain the reference works considered essential to the effective use of the collection.

Collection Management

1. Collection management activities will be divided among documents specialists according to responsibilities outlined in corresponding job descriptions.
2. Maps will generally be housed in the Map Collection or the Geoscience Library.

3. Microforms, audiovisual materials, CD-ROMs, diskettes, and other alternative formats will be treated in a similar manner to print publications wherever possible.
4. Shelflist records via *InfoHawk* will be maintained concerning receipt and placement of materials.
5. Materials are arranged using several classification schemes including Superintendent of Documents Classification System (SuDocs), Library of Congress, Dewey, United Nations and Swank systems. Reclassification when possible to reduce the number of publications in non-standard classification systems is a desired goal.
6. Acquisition of missing serial volumes, revised editions, and active supplementation in strong collection areas will be the responsibilities of documents specialists collaborating with Bibliographers when appropriate.
7. Supplements will be filed/interfiled with the parent publications in a timely manner.
8. The collection will be weeded according to the collection scope and stated collection levels (see Appendix).
9. Only the latest cumulative volumes will be retained.

Preservation Policy

The goal in establishing a preservation policy for the Government Publications 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 Preservation Department, the Government Publications 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 most government publications in accordance with existing University Libraries' interlibrary loan policy.
 - a. As the library of last resort, publications will be loaned directly to other libraries within the state, regardless of any statewide protocols that may be in place.
 - b. When conditions permit and necessity dictates, materials may be faxed to other depository libraries.
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://www.lib.uiowa.edu/govpubs/iowaplan-rev03.html>

Federal Depository Library Manual, http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/

FDL Manual Supplement, "Collection Development Guidelines for Selective Federal Depository Libraries", http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/coldev.html

FDLP Guidelines for Determining Superseded Materials,
http://www.access.gpo.gov/su_docs/fdlp/coll-dev/supersede.html

**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 Publications 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