

Government Documents Access Policy

Mesa Public Library Government Documents, Main Branch Effective Date: 1/4/2010

Access to Federal Government information, in any format, provided through the Federal Depository Library Program (FDLP) is free to the general public in accordance to Section 1911 of Title 44, United States Code.

Access to Materials

Access to the collection including the electronic collection is available during all operational hours that the library is open. The majority of tangible Depository materials are located on the 2nd floor of the Main Library, accessible by elevator. Any materials held in closed stacks are accessible by making a request at the Reference desk. Internet-accessible materials can be viewed on the Internet terminals on the 1st floor. Reference assistance is available during all hours that the library is open.

Documents are bibliographically accessible through our online catalog. Documents added to the permanent collection are fully cataloged and may be searched by author, title, call number, subject, keyword, or Superintendent of Documents number. Reference staff can help patrons identify documents and online government information using a variety of indexes and databases. If the Depository does not have a particular document, the reference staff can use a variety of online catalogs to locate the item in a nearby depository, or request the item through Interlibrary Loan.

Library Code of Conduct Policy

In order to use the Depository, patrons must adhere to the Mesa Public Library Code of Conduct, ensuring that their behavior meets the standards of the library. Violations can result in loss of library privileges.

Internet Access, Online/Catalog Information

When using the Internet in the library, patrons must adhere to the Mesa Public Library Internet Policy, viewable when logging onto the Internet, with exceptions as listed in this policy. Anyone may access a computer terminal to view government information through the FDLP Electronic Collection (Internet, CD-ROM, electronic format, GPO Access and subscription databases such as Marcive WebDOCS, STAT-USA/NTDB-Globus/USA Trade Online). Government CD-ROMs can be run on a specific computer available on the 2nd Floor of the library; Internet government information can be accessed from any public Internet terminal available on the 1st floor. The online catalog includes live links to catalogued electronic publications that may be accessed in the library or remotely. The online catalog is available throughout the library building, including terminals with no Internet access; links can be opened on these computers.

Mesa Public Library card and PIN are necessary to access Internet on allocated library computers; however, the reference staff will make available at no charge a computer terminal for those patrons

who want to access government information, with or without a Mesa Public Library card. If the patron requires longer than the one-hour time limit exclusively for using government information, reference staff *may* have the option of extending time at no charge, if no other library patrons are waiting.

Library subscription databases are available to the general public during all hours that the library is open. Subscription database use when the library is closed is limited by the licensing agreements for such subscriptions. These databases are available via the Mesa Public Library website through remote access. Access to STAT-USA/NTDB-Globus/USA Trade Online databases is limited to two simultaneous workstations in the Main Library location and accessed by password only. A reference staff person must log the patron in.

Printing, Photocopying, Circulation of Materials

Printouts and photocopies are available for 20-cents per page (the same cost for printing all library and personal materials). If the library is unable to provide adequate access to and technical support of tangible electronic products, circulation of that product will be allowed in accordance to the reference department policies of circulation of reference and government document materials. Decisions to circulate items are made on a case-by-case basis.

Electronic Standards

All attempts will be made to obtain the necessary hardware that meets the latest "Recommended Specifications for Public Access Workstations in Federal Depository Libraries" as published annually in Administrative Notes, to run and operate an electronic product.