

Collection Development Policy, Federal Documents
City of Mesa Library, Mesa AZ
Revised 2009

Mission:

The City of Mesa Library Main Branch, located in the U.S. Congressional District 6 (originally District 1), was designated a Federal Depository Library in 1983. The mission of the Federal Depository at this location is to support the collecting activities of the City of Mesa Library system and to serve the government information needs of constituents of U.S. Congressional District 6, U.S. Congressional District 5, and the wider community. The library's goal is to provide free, unimpeded public access to government information.

City of Mesa Library is one of 14 Federal Depository Libraries in the state of Arizona. Depository libraries receive publications from the Superintendent of Documents, Government Printing Office (GPO). These publications are free but remain the property of the U.S. Government and are held at our location "on deposit."

Arizona State Library, Archives, and Public Records is currently a "regional" library for the state; it receives and must retain indefinitely all publications available through the depository system. All other depositories in the state are "selectives," selecting individual items for their collections which may be withdrawn after they have been held for a 5-year period.

Depository collections in libraries are subject to federal law (Chapter 19, Title 44 of the *U.S. Code*). General procedures and basic criteria for collection development of the depository collection are outlined in an online document: the **Federal Depository Library Handbook** (<http://www.fdlp.gov/administration/handbook>). This document also includes legal information, guidance on staffing, transitional issues, and other concerns of the administration of a Depository Library.

The federal documents collection adds significant dollar value to the library's collection because many documents received are used in Reference. If these materials were not supplied through our depository status, we would be required to expend library funds to purchase them and it is uncertain how these materials would be obtained in light of current City of Mesa budget constraints. Participating in the Federal Depository Library Program allows us to obtain new, useful materials that we probably would not otherwise be able to purchase, allowing our limited budget to go farther than it would without our depository status.

I. Criteria for Collection Development

The criteria for collection development and selection of documents for the City of Mesa Library is based on several factors:

- Clientele served and their related information needs

- Library Collection Development Policy/Profile and Mission
- Material availability and reference service
- Geographic proximity to other depository libraries
- Guidelines, recommendations and core collections outlined by the Superintendent of Documents of the Government Printing Office
- Space, budget, and other resource considerations
- Access tools

A. Clientele Served

Our depository was designated to serve U.S. Congressional District 6; we also serve the City of Mesa specifically, containing a portion of U.S. Congressional District 5. Mesa's 2000 Census population was 396,375; according to the Census Estimates Program, it has risen to 452,933 in 2007. The area's projected to grow substantially with estimates to over 600,000 at build-out. Between 2000 and 2007, Mesa has grown 14.3%, compared to a national growth rate of 7.2%. Service is extended to the greater Maricopa County area. Maricopa County is currently the 4th largest county in the nation (American Community Survey, July 2007).

The library primarily serves English and Spanish-speaking library users. Of those residing in Mesa, primary languages spoken are English (75%) and Spanish (21%); other languages comprise the remainder. Of Spanish-speakers, although 42% report an ability to speak English "very well" or "well," 36% of the total Spanish-speakers report an ability to speak English "not well" or "not at all" (American Community Survey, 2007). Those identifying themselves of Hispanic/Latino origin continue to grow (19.7%, 2000 Census; 27%, 2007 American Community Survey). Service to Spanish speakers will continue to be important for our location. The government publishes a number of documents in the Spanish language which we display, and our growing population of Spanish-speaking customers uses information concerning health, education, housing, and other issues.

Primary users are the general public - adults as well as students ranging from elementary through community college level. We also serve City of Mesa municipal departments and business persons. The general public's need for government information is varied. Laws, regulations, consumer information, demographics, career and vocational information, health, current affairs, tax information, military science/security, parks, and grant information are among the most frequently used areas. Student needs range broadly in topic and depth, and greatest demands include statistics, current affairs, demographics, geography, social issues, foreign affairs, government agencies, historical events, laws and regulations. City of Mesa municipal departments and business clientele tend to use economic and trade reports, statistics, demographics, publications of the Small Business Administration and Commerce, laws and regulations, and rely on many online sources of government information.

B. Library Collection Development Policy/Profile and Mission

The City of Mesa Library adheres to a “Community Library” profile for programs, services, and collections. Emphasis is placed on selecting materials to support lifelong learning, to enhance the ability for active participation in life/government, and to facilitate literacy development. We primarily serve general adults’, young adults’, and children’s information needs. Only government documents meeting this criteria and our primary patrons’ needs (more practical, less esoteric) are selected.

C. Material Availability and Reference Service

The library provides access to the documents collection during all open library hours. The Federal Documents Librarian, Federal Documents Library Assistant, and reference staff assist with document-related questions and concerns. Many, though not all, documents including CD-ROMs are eligible for circulation in accordance with general circulation policies; however, patrons borrowing these items must obtain special permission and paperwork prior to checkout. The decision of which items to circulate is made on a case-by-case basis.

The Government Documents Department trains staff and library users on government information. We keep abreast of changes to publications, databases, and government websites and pass these changes on to users as well as to other library professionals, so that optimum reference service may be provided. Training and collection knowledge are shared statewide in face-to-face, online, and other training formats, and incorporated into individual library encounters. Depository items concerning use and value of particular sources or which supplement our training activities are highly desirable. Selecting a variety of sources and formats provides the ability to serve and educate our customers.

D. Proximity to other Depository Libraries

City of Mesa Library is located in an area served by several other depository collections - the Arizona State Library, Archives, and Public Records, Arizona State University (Hayden and Law Collections), Phoenix Public Library, and the small collection at Apache Junction Public Library. We refer patrons to these depository libraries when we are unable to meet their information needs. Most needs can be adequately served in-state by referral visits or through Interlibrary Loan. So long as the State Library remains a regional depository, we may comfortably weed non-essential items, since holdings at the State can provide whatever a patron may desire to use. Our emphasis is on selecting and retaining materials that will be demanded by our local users and those which have broad enough interest to spare our patrons the need to drive elsewhere and offer convenience of immediate use.

E. Guidelines, Recommendations and Core Collections

Chapter 5 of the *FDLP Handbook*, “Depository Collections,” provides basic, overall assistance in collection development, maintenance and weeding including suggested core collections by library type. A core collection list is not mandatory, but provides guidance to selections we may wish to make based on library size. The

Federal Documents Librarian consults the GOVDOC-L and AZDOC-L (Arizona Documents) listservs and Administrative Notes for guidance and updates on handling of the collection or choices we may wish to make. The Federal Documents Assistant consults these, and additionally consults the TECH NOTES listserv and MARCIVE emails for information related to collection maintenance.

F. Space, Budget, and Other Resource Considerations

The majority of federal documents are held at the Main Library in a section of the second floor. Selected documents are also integrated into the general and reference collections of the Main Library. Periodicals are kept in the Periodicals section, and back-issues circulate similar to other periodical items. Additionally, we house Spanish-language government publications near the library's other Spanish-language materials. City of Mesa Library pioneered locating Spanish-language materials in such a way and our library has become a model for libraries across the nation. We will continue to utilize space in this fashion.

At present, space for most federal documents is sufficient. Each year, government information is more obtainable online than in the past, so generally, the need for shelf space is decreasing. Since many government information users require current information, materials older than 5 years are often withdrawn. However, archival considerations and retention of materials with lasting historical or preservation-related significance mean that our decreasing need for space is balanced with required space for items that are retained. Weeding to reclaim usable library space is performed simultaneously with judicious selection of only items expected to be used by our patrons.

Selection of some depository items may mean receipt of many documents in the effort of obtaining just one or two desired titles. Shelf space and processing time/resources vs. the expenditure for one or two titles must be considered.

Recent staff shortages and the need to process fewer materials have now required selection of only those print items deemed essential. The library's selection rate will be maintained at or around 20% to prevent more work than can be smoothly accommodated (workload includes processing, electronic catalog work, shelving, etc.). Keeping the revised, lower level in mind, we still aim to maintain a level that allows us to receive necessary/advantageous print items, that reflects our Community Library profile, and that is manageable by existing staff.

Another recent development is our depository's decision to transition to a primarily-electronic depository. Electronic items require much less hands-on work than print items do. One philosophy might be that in the current electronic environment, it is unnecessary to be a depository or to select electronic items. It must be remembered, however, that although many documents exist online and although patrons may be able to locate or stumble upon government information on their own, it is only by the *active selection of electronic items* that we receive searchable and integrated catalog records complete with subject headings and PURL/URL links.

This helps create awareness of sources, makes them bibliographically accessible, and directs and/or directly links users/reference providers to these items. Catalog records add value and improve reference assistance.

We possess adequate storage for fiche, CDs and paper documents in the Federal Documents area, and receive nearly no fiche items. Posters on most topics are selected and used for displays to promote the collection and for their valuable content, and these are stored with maps. Storage is adequate for maps and posters, but is less than ideal in quality; materials experience some damage that proper storage would alleviate. The public has unrestricted access to these materials and they are well used, creating wear.

G. Access Tools

The following means are used to direct users to government publications and/or to allow bibliographic access to them:

- **Library Catalog:** The primary tool used to access the documents collection at the City of Mesa Library is the online catalog (Horizon system). All documents received by the federal government (tangible and electronic) are cataloged and can be searched using many different access points (title, subject, issuing agency, SuDoc/GPO#). Catalog records serve as a gateway to electronic resources by offering URLs and remote linkage by patrons using the catalog from outside of the library.
- **GPO Access web site** (<http://www.gpoaccess.gov/>): Provides easy access to many online indexes and titles.
- **Marcive Web DOCS:** The library subscribes to this electronic database used internally by the processing staff and internally/externally by staff and patrons searching for documents.
- **Web Links Section, Library website** (<http://www.mesalibrary.org>): Patrons have easy access to the most useful federal sites determined by librarians based on types of questions asked. These include tax form and government service links and agency links.
- **Database Section, Library website** (<http://www.mesalibrary.org>): Patrons can learn about/access *Government Publications Index*, *GPO Monthly Catalog*, *Marcive Web DOCS*, *SIRS Government Reporter*, and *STAT-USA*.
- **Government Documents Computer at Main Library:** The dedicated computer that allows usage of federally-produced CD-ROMS selected by the library.
- **Subject Bibliographies produced by librarians:** In print and on library webpage, these bibliographies direct users to paper/electronic government publications pertinent to subjects being discussed.
- **One-on-one training and consultation** for business start-up patrons and other patrons; patrons are made aware of and able to use government publications and resources pertinent to question asked or subject researched.

II. General Selection Areas

The library currently selects approximately 34.70% (and dropping, from a high of 57% in 2007) of all depository items offered. A majority of these are exclusively electronic. We are working towards dropping non-essential items to maintain a level of approximately 20%. In determining items to be selected, all collection criteria detailed in Section I of this policy are considered. Taking these factors into account, the City of Mesa Library selects documents in the following areas (ranked by use/importance to our customers):

A. General Guide for Categories Selected

- Laws and regulations (Statutes-at-Large, Public Laws, Code of Federal Regulations, Federal Register, Supreme Court Rulings)
- Tax forms and related information
- Census and demographic materials
- Government Programs (Federal assistance, Social Security, volunteer programs)
- Basic statistical sources in major fields (Statistical Abstract, education, transportation, crime)
- General publications in the areas of health, nutrition and safety, education/career and vocational information, geography, geology, law enforcement and criminal justice, emergency response and safety, minority concerns, climate data, economics, trade, labor, energy, transportation, veterans, technology, and business
- Materials pertaining to Arizona, including maps
- Consumer-oriented publications
- Military science and history
- History of other areas of the government
- Current topics and social issues (homeland security, terrorism, homelessness, etc.)
- Business of the government (including various services and programs; excluding agency annual reports, budgets, etc.)
- Posters and country/world maps for library displays and patron use
- Travel information for National Parks and historic sites, including maps and guides
- Limited foreign relations

B. General Guide for Categories Not Selected

Because of the proximity of other large depositories and lack of expressed local interest, it is unnecessary for Mesa to select the following types of materials which are either seldom used, take up too much space, require very special access tools, or are too technical:

- Annual reports, annual performance/progress reports, project summaries, strategic plans, work plans (unless tied to essential items by item number)
- Forms, grant notices, and applications (can be found online)
- Freedom of Information Act reports

- Agency newsletters and fact sheets (except those most accessible/relevant to our users)
- Technical reports, conference proceedings, and other scholarly/scientific materials
- Bibliographies and publication catalogs and course catalogs
- Handbooks, manuals, and guides for agencies lacking broad general interest
- Bills and hearings
- Presidential committee and commission reports
- Specifications and standards
- Patent information
- Historic runs of certain annuals or series
- Compilations which duplicate material found in the U.S. Code or the Code of Federal Regulations
- Manuals, guides, and newsletters produced primarily for the internal workings or employees of an agency
- Maps for places other than Arizona (some exceptions)
- Special census material for areas outside Arizona (some exceptions)
- Detailed information on states other than Arizona (such as crop reports, climate information, mineral reports, etc.)

III. Selection Process

Federal documents are organized by the SuDocs (Superintendent of Documents) classification scheme which arranges by agency rather than by subject (Dewey arrangement). One must consider the agency as well as the subject when selecting items. The **List of Classes of United State Government Publications Available for Selection** (http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html) is the basic tool for outlining classes by agency and the items available. A good knowledge of the function of each agency is needed for effective collection development. The **U.S. Government Manual** (<http://www.gpoaccess.gov/gmanual/index.html>) provides descriptions of agencies and their workings. The librarian also uses **Documents Data Miner 2** (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>), an online library management system for US Government Documents, to research materials, holdings, active/inactive items, and profiles.

A. Responsibility

The responsibility for selection lies primarily with the Federal Documents Librarian. Suggestions from the Federal Documents Library Assistant, other staff, and the public are accepted. However, decisions concerning additions and deletions from the list of items selected are those of the Documents Librarian.

B. Selection of Items

The annual selection update is the only opportunity to add existing items. This is also a good time to review the library's current item selections. Using the previously mentioned criteria and guidelines in conjunction with the **List of**

Classes and Documents Data Miner 2, the Documents Librarian can select potentially useful materials geared to the library users' needs. Each year, the documents staff carefully completes a zero based review of the collection. Items are judged individually to match current user needs and selected or dropped accordingly. Throughout the year, notes are taken as new needs arise and government items that have circulated are tracked for trends in interest. Consideration is given to selecting electronic-only items for new selections to ease the burden on processing staff and housing needs. The library will also attempt to select within the depository guidelines, including core items and recommended classes.

Deletions of items selected can be made at any time.

C. Format

Documents are available in a variety of formats including print, microfiche, CD-ROM, and on the Internet via GPO Access, various agency Internet sites, and the FDLP (Federal Depository Library Program) bulletin board. In some cases, documents are available in only one format; in other cases, items are offered in dual or a variety of formats. Item-by-item selection decisions regarding format will be made taking into account several factors, including:

- Depository guidelines
- Format availability
- Expected or demonstrated frequency of use
- Currency of information
- User-friendliness/ease of access of materials
- Staff expertise and public need for assistance to use materials
- Space requirements
- Equipment requirements (computers, software, technical support)
- Availability of appropriate cabinets, reader/printers, storage
- Cost of providing access (electronic and processing)
- Prior library holdings
- Processing time

The library provides links to electronic/Internet items via the library webpage to maximize use by patrons in formats favored by them. The library also utilizes displays and the library catalog to point users to materials in various formats.

The City of Mesa Information Technology Division imposes citywide computer systems restrictions, and at times, these limitations impact public access to government information. These restrictions are beyond the control of the depository library. In these cases, we will do our best to provide alternate means of access and to work to resolve issues which impede the access to government information in the formats in which it is offered.

D. Purchased Documents

It may be necessary to purchase federal publications for added copies of received documents, to replace missing documents, to add titles issued under unselected items, or for addition to our library branches. Efforts will be made to replace missing depository documents and to purchase other items as needed.

E. Weeding, Preservation, and Maintenance

Libraries served by a regional depository may withdraw documents that have been retained at least five years after permission is given from the regional library and materials have been offered to other libraries. It is not required, however, that these documents be discarded if a perceived need exists for them; documents may be retained indefinitely. Beyond five years, weeding occurs as needed by the Documents department if material is time-sensitive and outdated, or has no lasting value to our patrons. Superseded documents are removed according to Federal Depository guidelines.

In the case of most serials, the City of Mesa Library retains five years only because of space constraints and because most clients request current information. When the infrequent need arises for archival information, referrals will be made to one of the state's larger depositories or the patron will be encouraged to use our library's interlibrary loan program to borrow from a lender.

According to a Report on the Meeting of Experts on Digital Preservation, an attempt is being made to identify target materials for digital preservation since many publications are a primary part of US government history and should be preserved. As per new mandates, we would examine the collection on an ongoing basis to identify historic items we never want to lose and which we would be able to share for purposes of preservation and digitization as needed.

In terms of maintenance, materials and their storage units are kept in good condition and repaired as needed. We promote use of the collection while trying to prevent vandalism and continue to care for damaged items to keep them from further damage or wear.

IV. Continual Review of Policy

It is recommended that this policy be reviewed and updated periodically by the Federal Documents Librarian. This policy will be reviewed and revised biennially, or more frequently if necessary, to reflect changes in the GPO, laws, formats, and users.

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