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## Purpose and Functions

The Government Documents Unit houses a collection of materials published by various governmental organizations and a related collection of commercially published materials that facilitate their use. It is intended that the collection support the full range of curricular needs and provide a selection of materials for use by the general public.

Materials are acquired through depository agreements, free mailing lists and standing orders from jobbers, as well as by purchase from RIS Department allocations. The unit acquires and processes all federal documents, and most intergovernmental and Pennsylvania state documents. The acquisition and processing of all commercial publications for the Unit is done by the Acquisitions Department or the Serials Unit. The Government Documents Librarian is the designated selector for all materials kept in the Documents Unit. Government publications added to or being considered for withdrawal from the general stacks are the joint responsibility of the Documents Librarian and the appropriate selector.

## General Selection Criteria

1. **Languages:** Predominantly English; other languages to a minimal extent.
2. **Geographical area:** Generally no limitation, but for lesser used materials, emphasis is on the Northeastern U.S.
3. **Chronological periods:** No limitation.
4. **Types of materials:** Predominantly monographs and serials. Generally excluded are posters; patent or trademark materials; environmental impact statements; specifications; speeches; newsletters; Department of Defense technical training and field manuals; laws and regulations. Most foreign government and U.S. state handbooks or manuals are also excluded.
5. **Formats:** Paper, microforms, and electronic. Audiovisual materials and computer tapes, if made available, will be sent to the unit which handles the format.
6. **Subjects:** Selection is based on current courses, faculty research interests, and the subject criteria specified for the general collection. Some horticultural materials are selected for Ambler Library.

Technical literature on medicine and disease, animal research, and agriculture are generally excluded.

7. **Cooperation with other libraries:** There are several federal depositories in Philadelphia with The Free Library, Temple, and the University of Pennsylvania having the largest collections. The University of Pennsylvania is also the United Nations depository in this area. While the Government Documents Librarian participates in local documents groups, little cooperation in collection development exists among these libraries. What there is reflects mainly our effort not to collect little used Materials available at The Free Library. Materials which would duplicate strengths of the Law Library or Health Sciences Library are kept to a minimum.

## Selection Guidelines by Source

### 1. Federal Depository Materials

As a Congressionally-designated depository, Paley Library receives many publications of the Federal government free of charge. Depository collections are developed in accordance with procedures established in Chapter 19, Title 44 of the U.S. Code. Depository libraries must select by broad categories, (called Items), within issuing agencies; the specific publications included in each Item are determined by the Government Printing Office. We select approximately 55 percent of the depository materials available; the remaining 45 percent are excluded primarily by criterion 4 through 6 above. The Federal agencies whose publications we receive and our current collecting levels are listed below:

Level	Definition
5	Comprehensive--Collect everything available.
4	Research--Enough for dissertations and independent research in the area.
3	Instructional Support--Adequately supports under- graduate and some graduate instruction.
2	Basic--Defines and introduces court & work.
1	Minimal--Mostly basic reference tools.

  

Federal Agency	Level
Arms Control and Disarmament Agency Major Boards, Commissions, and Committees	5
Civil-Rights Commission	5
Consumer Product Safety Commission	4
Equal Employment Opportunity Commission	3
Export-Import Bank of the United States	5
Federal Communications Commission	4
Federal Maritime Commission	2
Federal Trade Commission	5
International Trade Commission	4
Interstate Commerce Commission	2
Merit Systems Protection Standard	3
National Labor Relations Board	5

National Mediation Board	5
Nuclear Regulatory Commission	1
Securities and Exchange Commission	4
Congress	5
Department of Agriculture Material selected deals primarily with agricultural production and statistics, (e.g. materials from the Economic Research service and the National Agricultural Statistics Service). Techniques of farming are excluded.	2
Department of Commerce The National Oceanic and Atmospheric Administration, National Ocean Service, Environmental Research, Laboratories, and the National Climatic Data Center are collected at level of 2. Most meteorological materials are collected only for Pennsylvania and its surrounding states.	5
Department of Defense	3
Department of Education	4
Department of Energy	3
Department of Health and Human Services Most medical or clinical publications are collected level of "2" with some materials being sent directly to the Health Science Center Library.	4
Department of Housing and Urban Development	5
Department of Interior Some animal related publications are not collected.	3
Department of Justice	4
Department of Labor Emphasis is on publications of the Labor Statistics Bureau.	4
Department of State	5
Department of Transportation Most pilot oriented publications of the Federal Aviation Administration are not collected. Emphasis is on statistics and materials related to urban transportation.	2
Department of the Treasury	3
Internal Revenue Service	5
Department of Veterans Affairs	1
Environmental Protection Agency	3
Executive Office of the President (including the Central Intelligence Agency, Foreign Broadcast Information Service and Joint Publications Research Service)	5
Farm Credit Administration	4
Federal, Reserve System, Board of Governors Federal Reserve System publications are no longer received on deposit. The Unit has subscriptions to all publications previously received on deposit.	5
General Accounting Office	5
General Services Administration	4
Government Printing Office	5
Information Agency, U.S.	5
Judiciary	4

Library of Congress	5
National Library Service for the Blind and Physically Handicapped	1
National Aeronautics and Space Administration	2
National Archives and Records Administration	5
National Credit Union Administration	3
National Science Foundation	5
Overseas Private Investment Corporation	5
Peace Corps	1
Personnel Management Office	4
Postal Service, U.S. Stamp advertising circulars and internal operations manuals are not collected.	1
President of the United States	5
Small Business Administration	4
Smithsonian Institution	4

## 2. Federal Non-Depository Materials

The Federal depository system does not distribute all Federal documents; materials not distributed through the depository program are selectively acquired. The most important collection of non-depository publications we receive is the *American Statistics Index* microfiche collection of non-depository documents. Other non-depository publications are acquired through the Documents Expediting Project, through mailing lists, and by ordering from publications list.

Reports on government-sponsored research and development issued by the National Technical Information Service (NTIS) are purchased individually, usually in microfiche format, at a user's request, if the document is unobtainable through ILL and if the selector for the given subject area approves the purchase.

## 3. State Government Publications

### o Pennsylvania

Paley is a depository for Pennsylvania State publications under the system administered by the State Library in Harrisburg. No true system of selection exists for Pennsylvania State documents. Depositories receive all documents given to the State Library for distribution by State agencies. Guidelines for maintenance of Pennsylvania State Depository Collections are contained in the Pennsylvania Codes Title 229 Chapter 143 and the *Pennsylvania State Plan for Federal and State Documents Service in Libraries*, (DOC-PA) PE 136.2 P415St).

### o Other states

The RIS Department acquires state legislative manuals and statistical handbooks for the general reference area from Delaware, Maryland, New Jersey, and New York. Significant state publications are selected for the general stacks from *Documents to the Peoples*, *Journal of government information*, the year's notable books issue of *American Libraries*, and other sources. Selection and acquisition are coordinated with the appropriate selector or bibliographer. Additional access to state documents for reference purposes is provided

by RLIN and OCLC, as LC catalogs many and several RLG member libraries catalog all documents issued by their states.

#### 4. **Local Government Materials**

The Free Library of Philadelphia is the depository for the City of Philadelphia. Selectors must rely on mailing lists, personal publications, and knowledge of city agencies. Many of the city's publications are classed in the general LC collection. Copies of Philadelphia's Code and Charter are in the Reference area. Some local documents can be found in the Urban Archives.

#### 5. **Foreign Documents**

The Unit does not collect publications of foreign governments systematically. They may be added to the general collection by selectors like any other monograph or serial. On occasion the Government Documents Librarian may recommend purchase of a foreign government document to the appropriate selector. The Reference collection includes reference materials on foreign documents, including any catalogs, indexes, and directories received.

#### 6. **Intergovernmental Organization Documents**

Publications of the agencies listed below are acquired at the levels indicated, primarily in the areas of political science, social science, economics, and statistics. Acquisition is usually by standing order. Publications from intergovernmental organizations are classed and shelved in the general stacks.

<b>Agency</b>	<b>Level</b>
European Union	3
European Free Trade Association	2
International Monetary Fund	4
Organization for Economic Co-Operation and Development	4
United Nations (Standing orders for sales publications)	2
Food and Agriculture Organization (Statistical publications only)	2
International Labour Office	2
UNESCO (Standing orders for sales publications)	2
World Health Organization (Statistical publications only)	1
World Bank	3

Other organizations African Development Bank; Arab Monetary Fund; Asian Development Bank; North Atlantic Treaty Organization (NATO); Organization Petroleum Exporting Countries (OPEC). (Publications from these organizations are generally annual reports, statistical materials, and miscellaneous periodicals).

### **Weeding**

Continued retention of inappropriate materials wastes space and the money it costs to store and maintain them. Thus, every effort should be made to rid the collection of materials that no longer support course work or are not used, when they have no historical value.

1. **U.S. Depository Documents** must be weeded in accordance with the provisions of title 44, U.S. Code, sections 1911-1912. It is required that the Library retain documents received on deposit for at least 5 years, unless the publications have been superseded or cancelled. Before being discarded, documents must be offered to other depositories by means of the *Available List of U.S. Government Publications*. Unless otherwise directed by the State Librarian or the Government Printing Office, libraries may then discard publications not requested by other depositories. Because the Unit's collection is fairly small and self-contained, weeding is accomplished on a 5 year cycle. In year one SuDoc numbers beginning with the letters A-G will be weeded; in year 2, H; year 3, I-PM; year 4 PR-V; year 5, Y, except Y4 which consists of prints, hearings and other Congressional materials of continuing interest to historians and researchers. Shelfreading and inventory is accomplished using the same cycle. (The GPO Annual Survey gives the Documents Librarian an opportunity to review and evaluate current Item selections for their relevance to course work and potential for continued use by the public. This survey and other miscellaneous surveys held during the year are the only means by which Items may be selected/added. Items may be deleted at any time.)

#### **Classes of U.S. Documents to Be Considered for Weeding**

- Documents containing their own instructions for cancellation. For example, notices of meetings.
  - Superseded documents.
  - Documents containing outdated or incorrect information that have no historical or reference value.
  - Unused materials that no longer meet curricular needs, having no historical or reference value.
  - Materials whose item numbers have been deselected.
  - Documents returned to Paley from the branch or Health Sciences libraries.
  - Unsalvageable or otherwise deteriorated materials. When possible, those having historical or reference value will be replaced.
  - Pamphlets.
2. **Pennsylvania State Documents** must be weeded in accordance with the provisions of the *Pennsylvania State Plan for Federal and State Documents Service in Libraries*, Appendix G. It is required that depositories retain documents for at least 5 years, unless they have been superseded or cancelled. Before being discarded, documents must be offered to other Pennsylvania depositories by means of the *Available List of Pennsylvania Government Publications*. Then, unless otherwise directed by the State Librarian, publications not requested by other depositories may be discarded. Pennsylvania documents are weeded every five years.

#### **Classes of Pennsylvania State Document to Be Considered for Weeding**

See paragraph 1 above, Classes of U.S., Documents.

3. **Intergovernmental Documents** are classified for the general collection. Weeding is the responsibility of selectors.

### **Government Documents Collections**

1. **Government Documents** reference materials are shelved in the Reference area arranged by Library of Congress classification. The collection is accessible through the public/online catalogs and the Government Documents catalog and shelflist. It includes materials from government agencies and commercial publishers that are designed to explain or direct the user to government publications or information sources. Broad categories are as follows:
  - a. Indexes to State, federal, and Intergovernmental statistical sources

- b. General indexes to local, states, and federal agency, publications and the publications of intergovernmental organizations
  - c. Agency specific indexes (e.g. CIS for Congress)
  - d. Current Population Reports
  - e. U.S. Legislative materials including the Congressional Record, Congressional Reports and Documents
  - f. Pennsylvania State legislative materials
  - g. U.S. Supreme court materials
  - h. Documents related to the Presidency
  - i. PA state federal statutes, codes, and regulations, and
  - j. miscellaneous handbooks and other reference materials
2. **U.S. Depository Documents** are arranged by Superintendent of Documents (SuDoc) number on compact shelving, located on the Ground Floor. They are indexed in *Diamond (the Library's Online Catalog)*, the *Monthly Catalog* (which is also available on the Internet), *CIS Index*, and *American Statistics Index*.
  3. **United Nations and other intergovernmental organization documents** of reference value are cataloged and shelved in the Reference collection. All other intergovernmental publications are catalog for the general stacks. They may be accessed through the online catalog
  4. **Pennsylvania documents** are received on deposit from the State Library. The Government Documents Unit assumed responsibility for these materials in January 1982. Many series cataloged prior to 1982 are located in the general stacks. Most items received after 1982 are located in the Unit's compact shelving, arranged by the State Library call number, a variation on the SuDoc system. They are indexed in the Pennsylvania State Library Online Catalog, which includes the call number, and accessible through a shelflist.
  5. **Current periodicals**, selected from U.S. and Pennsylvania documents and from intergovernmental agency publications received on standing order, are shelved alphabetically by title in Current Periodicals or the General stacks, if bound. Selection is based on curriculum and research needs and inclusion in Indexes received; all are bound and cataloged for the general collection. Less important U.S. document and Pennsylvania state periodicals are shelved in their respective collections.
  6. **Microform Collection** - The Unit purchases commercially produced microform sets for several reasons: (1) preservation (2) to replace worn or fragile paper materials, (3) to save the shelf space necessary to house large multi-volume sets, (4) to complete our holdings of important government publications, and (5) to provide access to non-depository publication, useful for study and research. All are located in Reference.
    - a. *American Statistical Index (ASI)* - Microfiche collection of non-depository documents arranged by entry numbers in the printed index. 1974; 1977-
    - b. *Statistical Reference Index (SRI)* - Microfiche collection of publications issued by associations, business/research organizations, and state government containing statistical data. 1985-
    - c. *Index to Current Urban Documents* - Microfiche collection of local government documents for Pennsylvania cities and New York City. 1972-2000.
    - d. *U.S. Serial Set* - Microprint collection, arranged by serial number. 1817-1969.
    - e. Major Legislative Studies of the Congressional Research Service - Microfilm collection, arranged by supplement no. and reel. 1916- (Cumulative Index, 1916-1989, (MICRO Z1223.Z7 M142x).
    - f. *CIS US Congressional Committee Prints Index* - Microfiche collection arranged by entry numbers in the printed index. Earliest years of Congress-1969.
    - g. *CIS Index to Unpublished US Senate Committee Hearings* - Microfiche collection, arranged by congress number and committee. 1823-1976.
    - h. *CIS Index to Unpublished House Committee Hearings*-Microfiche, 1833-1968.

- i. *U.S. Congressional Committee Hearings Index* - Microfiche collection arranged in groups by years and entry numbers in the printed index. 1869-1953.
- j. *Federal Register and Index* - Microprint collection, arranged by date, and page number. 1956-1979; IHS microfiche collection, 1981; UMI Microfiche collection, located at SuDoc no. GS 4.107. Arranged by volume and page number.
- k. *U.S Statutes at Large* - Microfiche collection, arranged by Congress/year. 1789-1984.

## **Documents in Collections Outside of the Unit**

Government documents selected for other Paley departments or branches are acquired by the Government Documents Unit. If they are purchased, the cost is charged against the appropriate general or departmental budget. Decisions about retaining or binding such materials are made by the bibliographer or department heads responsible for the collections for which they purchased. In case of depository materials, the Government Documents librarian will consult with the appropriate bibliographer or unit head to decide on the best location for materials that he/she considers candidates for collections outside the Government Documents Unit. Decision about retaining or binding depositories materials in other collections are also made jointly. Weeded depository materials must be returned to the Government Documents Unit.

### **1. Other RIS Department Units**

Reference materials from government publishers are housed in the collection which includes that subject or form. For example: Maps and related materials from the U.S. Geologic Survey, Defense Mapping Agency, and other government agencies (excluding census tract maps), are housed in Map Reference. The Documents Librarian may recommend publications from other categories for inclusion in the Reference or Map Reference collections. Such recommendations are generally limited to dictionaries/encyclopedias, travel materials, miscellaneous handbooks, and directories. Recommendations are made to the RCD Committee for the Reference collection. Commercially-published bibliographies which include government documents, but are primarily guides to political science rather than to documents per se, are in the General Reference Unit.

### **2. General Stacks**

Most publications of intergovernmental organizations and of foreign, state, (other than Pennsylvania) and local governments are in the general collection. Any Federal or Pennsylvania document added to the general collection should be (a) closely related to the curriculum and of broad general interest to the University community, and (b) of long-term historical or research value

While the Government Documents Librarian makes recommendations, no publication may be added to the general collection without approval by the appropriate selector. Selectors make requests for acquisition of government documents for their collections to the Documents Unit.

### **3. Branch and Departmental Libraries**

Some Federal Depository Item numbers or monographs series within Items are inappropriate for Paley's collections. They may be offered to branch and departmental libraries. For example, various cultural series are sent to Ambler Library. The branch libraries also receive duplicate copies of important government reference works on standing order.

Branch libraries may use their own depository accounts to purchase U.S. documents; however, all accounts are maintained in the Government Documents Unit. Departmental Science Libraries should make purchases through the Government Documents Unit.

#### 4. **Health Sciences Center**

Paley Library collects very little medical or dental literature. Thus any Federal Depository Item number or monograph and series within Items not of interest to any CLS library may be offered to the Health Science Center libraries to be added to their collections.

#### 5. **Selective Housing Agreements**

Occasionally, documents received by Paley Library through the Government Printing Office's depository program are housed in locations other than Paley Library. When this is done, a selective housing agreement must be signed by both parties. This may be done to facilitate use of the document. For example, the Bureau of the Census's Tiger/Line Files on CD-ROM, infrequently used in Paley Library, were needed for a long-term project in the Social Science Data Library.

A selective housing agreement may also be used because the subject matter of a document is more appropriate for another library. For example, the Journal of the National Cancer Institute is housed in the Health Sciences Campus Library rather than in Paley Library. (A sample of a selective housing agreement is attached.)

**(Revised 9/2/98)**

**(Revised 1/9/04; b.c.wright)**