GOVERNMENT DOCUMENTS:
COLLECTION DEVELOPMENT POLICY

The University of Mount Union Library has been a depository library since 1888. The depository collection represents and serves the constituents of the 13th Congressional District within the State of Ohio.

As stated in the Collection Development Policy for the Library:
Mount Union College is a private undergraduate institution, and its holdings are designated for the students, faculty, administration, and staff of the college. Since the Library plays a central role in the educational process of our students and the research for the faculty, our first priority is to insure that materials are available whenever requested from the above constituents.

However, with the designation of depository status, the Library also assumes responsibility for acquiring, maintaining and providing access to information collected, processed and published by the federal government for the general public of the 13th Congressional District.

Thus, while the University of Mount Union Library maintains a collection development policy the University community, an additional collection development policy exists to serve the needs of the general public exceeding the focus of a collection supporting an institution of higher education.

The 13th Congressional District (see attached map) includes farming regions, urban and suburban regions, highly industrialized regions including small local businesses, chain store operations, franchises, national and international industrial organization and institutions of higher education. The University of Mount Union Library is situated near the eastern edge of Stark County and serves a mix of the constituencies listed above. Due to recent redistricting, these depository libraries also serve the 13th Congressional District: University of Akron, University of Akron Law Library, Akron-Summit County Library, Youngstown State University, Kent State University.

I. ACQUISITIONS

Documents are selected using a variety of resource aids: Instructions to Depository Libraries, Guidelines for the Depository Library System, Federal Depository Library Manual, List of Classes, all published by GPO. Various listservs, the FDLP website, and national news feeds all provide insight into appropriate titles for acquisitions. Documents Data Miner is also of significant help with acquisitions but is provided by Wichita State University, it too, can be found linked to the FDLP website.

In consultation with our congressman's representatives, professional staff from the public library, and professional staff from local and statewide depository organizations, the Mount Union Library has pursued development of the documents collection most aggressively in the areas of agriculture, congressional publications, census information, business and labor statistics, education, ecology, geology. State documents are included in the online library catalog based on monthly lists provided by the state library of Ohio. Recommendations are also solicited from faculty, staff and the public on a regular basis.

Documents are acquired in paper, microfiche and electronic formats (CD-ROM, DVD, and internet resources).
Selection of online publications is done at the same time as the annual Selection of Items. Guidelines are similar to that for hard copy. Since many documents are simply published online, i.e. straight to the internet, hard copies are often not provided by GPO. New Electronic Titles is a research tool provided by GPO. The librarian reviews those titles on a regular basis at which time pertinent titles are selected for download and inclusion in the documents collection as hard copy.

II. HOUSING

Government Documents are housed according to Superintendent of Documents classification on the ground level of the Kolenbrander Harter Information Center.

III. ACCESS

Documents can be accessed by using a variety of finding aids available in paper and electronic format. *The Catalog of Government Publications* is a link on the library’s web page for government documents. *Marcive Web Docs* is a link on the library’s web page for government documents, and is also found on the library research page for general interest. The Monthly Catalog is shelved on the reference shelves with the documents collection. Internet access is available to the public from any of the workstations in the public areas of the library. The web link [http://www.mountunion.edu/government-documents-federal-depository](http://www.mountunion.edu/government-documents-federal-depository) provides access to a number of web resources to provide ease of use.

IV. CATALOGING

A variety of documents have been cataloged using the Dewey Decimal Classification System. Some of these documents are included in the Reference Collection, others in the general collection. Publications of a statistical nature such as *Statistical Abstracts*, *The Government Manual*, and *The Economic Report of the President* where content draws high usage, are considered first for cataloging into the Dewey System.

In 2000, the University of Mount Union Library, along with other OPAL depository libraries, contracted with Marcive to receive cataloging records for documents of a monographic nature. Serial records and monographic serial records are considered for inclusion in the online catalog on a case by case basis where determination for inclusion is based on the historical nature of the document as well as value to the curriculum and current general public interest. The cataloged records are included in the library's on-line catalog.

V. RETENTION

Documents are retained as required by law for a minimum of 5 years. Materials of an historically significant or scientific nature such as Census publications, Geological Survey publications, and Congressional publications, are retained and maintained using archival processes such as binding and storing in archival boxes.
VI. BINDING

Currently, binding includes certain publications heavily used for Reference such as Statistical Abstracts, census materials, The Budget of the United States, Consumer Price Indexes, Producer Price Indexes, Economic Report of the President, periodicals which are indexed in mainstream indexes, and Geological Survey Professional Papers. Documents which have been retained for historical purposes may also be bound depending on the condition of the original binding. The Documents Department retains for review the list of publications which are bound each year.

VII. WEEDING

Weeding is accomplished on a semi-annual to annual basis. Additional weeding may occur during the year due to space considerations. The Regional Librarian has a guideline for weeding which may be viewed here http://www.library.ohio.gov/LPD/fed_state_docs. Documents which are weeded are included in the state and national Needs and Offers lists before being discarded as per their respective guidelines.