

**Yavapai College Library**  
**Government Documents Material Selection Policy**  
Revised April 2, 2013

### **Mission**

Yavapai College Library's function as a federal depository is to support the curriculum of Yavapai College at all of its locations and to provide public access of Federal Documents to residents of Congressional District 4 (Yavapai County and sections of Coconino, Mojave, LaPaz, Yuma, Gila, Maricopa, and Pinal County).

### **Goal of the Collection**

The goal of the Government Document collection mirrors the Materials Selection Policy of the library. Materials are chosen to ensure that a wide range of library resources are available to enrich and support the curriculum and meet the needs of the students, faculty, and staff. In addition, the Government Document collection strives to meet the government information needs of residents of Congressional District 4.

The collection should include materials at varying levels of difficulty, with diversity of appeal, and allow for the presentation of many differing points of view. The collection strives to support not only the interests of our primary users but also the general population by providing materials for research, cultural enrichment, social growth, recreation, and enjoyment.

### **Responsibility for Selection**

The Documents Librarian has the responsibility for the selection and weeding of depository items. Suggestions of titles to add to the depository collection are encouraged from the community, students, faculty, and library staff.

Decisions regarding collection development for the Government Documents collection follow the Materials Selection Policy for the library and the guidelines of the [Federal Depository Library Handbook, Building Collections](#) and the [United States Code](#), Title 44, Chapter 19.

### **Selection Criteria**

The Library selects the following titles from the [Basic Collection](#) which the Federal Depository Library Program (FDLP) requires each depository to provide access to:

- o American Factfinder
- o Ben's Guide to U.S. Government for Kids
- o Budget of the United States
- o Catalog of Federal Domestic Assistance
- o Catalog of U.S. Government Publications
- o Census of Population and Housing: Population & Housing Unit Counts

- Census of Population and Housing: Summary Population & Housing Characteristics
- Census of Population and Housing: Summary Social, Economic, & Housing Characteristics
- Census of Population and Housing: Social, Economic, & Housing Characteristics
- Code of Federal Regulations
- Compilation of Presidential Documents
- Congressional Directory
- Congressional Record
- Constitution of the United States of America: Analysis and Interpretation
- Economic Indicators
- Economic Report of the President
- Federal Digital System
- Federal Register
- Historical Statistics of the United States, Colonial Times to 1970, pts. 1 & 2
- Occupational Outlook Handbook
- Public Papers of the Presidents of the United States
- Social Security Handbook
- United States Statutes at Large
- United States Code
- United States Government Manual
- United States Reports
- USA Counties

The criteria for selection of additional documents are based on several factors:

- Clientele served and their related information needs
  - Our primary users are students, faculty, and staff at the institution. Government Document materials chosen support the curriculum and are consistent with the general educational goals of the college. Focus areas based on student requests and usage include: health topics, social issues, career exploration, statistics, law, geography, education, geology, current affairs, historical events and primary sources.
  - Materials are also chosen to meet curricular accreditation requirements.
  - Our secondary users are residents of Congressional District 4. Items selected in support of their lifelong learning needs include: legal materials, demographic information, health, military science, homeland security, veterans, geology, recreation, National Parks and Forests, and NASA publications.
  - Materials that directly relate to Arizona and the southwest & the curriculum at other nearby institutions of higher learning are also selected.
- Yavapai College Library Materials Selection Policy and Mission

- The selection of materials in the Government Document collection falls within the parameters of the Library's Policy while also following the guidelines of the FDLP.
- Geographic proximity to other depository libraries
- The Library is one of 13 depository libraries in Arizona and is the only federal depository library within a 100 mile radius, serving approximately 650,000 people in Congressional District 4. The Arizona State Library, Archives, and Public Records in Phoenix is the regional library for the state and as such receives all publications available through the FDLP. The State Library and other depositories can often provide resources via Interlibrary Loan that Yavapai College doesn't own. Even so, some items are considered essential and are collected here.
- Guidelines, recommendations and core collections outlined by the Superintendent of Documents of the Government Printing Office
  - The [FDLP Requirements and Guidance webpages](#) provide basic assistance in collection development, maintenance and weeding including suggested core collections by library type.
- Space and other resource considerations
- Greater accessibility; ease of use
- The service area of the college is over 8,000 square miles and the size of Congressional District 4 is even larger. The College also offers a large number of online courses for distance learners each semester. To provide better access to federal information, titles in electronic format are the preferred format.

## Requests

The Documents Librarian accepts requests from the constituents of the college and the community. Every reasonable effort is made to acquire the requested items if they fall within the collection development parameters. If we are not able to acquire the item, every attempt is made to provide a copy electronically or through Interlibrary Loan.

## Purchased Docs

Occasionally, an important work is published that falls outside of our item selection profile and is deemed necessary to acquire. Or, a significant title in our collection becomes damaged and needs to be replaced. If the budget permits, these items are purchased.

## Format Selection

English is the predominant language in the collection. The Library, occasionally, receives publications from the Library of Congress and other agencies in other languages.

Electronic access is the preferred format. The size of the College District and the Congressional District necessitate that materials be accessible to the greatest number of individuals. With the college's focus on providing more online classes it is imperative that students and faculty have access to materials online. The selection of electronic titles also gives us greater flexibility in choosing individual titles to meet the needs of our users. By choosing electronic titles, we eliminate receiving and processing of numerous print publications in an effort of obtaining just one or two desired titles.

Print publications are chosen if the material is needed for instructional purposes or accreditation requirements. Print is also chosen if the content is better suited in print (e.g., plates, maps) or is of a topic that we wish to keep long-term.

CD-ROMs are chosen when the document is available only in that format or when that version offers greater flexibility of use than print.

Microfiche is no longer selected. Titles that were previously selected in microfiche are now selected in electronic format.

Maps from the Central Intelligence Agency are chosen to support the study of geography, history, and political science. Topographic maps of Arizona are still chosen but the United States Geological Survey is not distributing any at this time.

## Multiple Copies and Gifts

Multiple copies and gifts are evaluated for their contribution to the collection and are dealt with accordingly.

## Retention

The law governing depository libraries requires that documents received through the depository system be retained for five years (excluding superseded items). The decision to retain materials longer than the minimum period of time is at the discretion of the Documents Librarian and his/her superiors.

The guidelines for long-term retention are as follows:

- Items that have historical or research value
- Items that pertain to the state of Arizona and the Southwest

Electronic titles are not constrained by the same legal requirements as tangible

documents. They can be weeded at any time. The long-term retention guidelines that we follow for tangible documents are used for electronic titles.

### Weeding and Deselecting

Weeding is an important part of maintaining a vital, useful collection. Weeding is done on an ongoing basis. Tangible items that have not circulated within the last 5 years are removed from the collection unless they fall within the long-term retention guidelines.

Standard procedures of offering the weeded items to the State Library and other Arizona depositories are followed. After that, the items may be offered to other libraries. Any remaining materials cannot be sold and are offered to the general public for free on a first-come first-served basis during the first full work week in the months of February, May, August and November. Any remaining documents are discarded.

Electronic titles that have been in the catalog for more than 5 years are deleted unless the materials covered are of lasting value to the college & constituents of the Congressional District, of regional interest, or have been used. The FDLP provides the [PURL Referral Tool](#) as a means to track on a month-by-month basis usage of titles with PURLs in our catalog. This tool is the main means to identify electronic documents that are being used.

Records of electronic titles with broken links are replaced if possible or deleted.

Deselecting federal documents is another means to improve the usefulness of the collection. Item numbers of documents that no longer match our collection development policy are deselected.

### Review of Policy

A review process for the Government Document Collection Development Policy is scheduled every 3 years.