

Collection Development Statement
Government Publications, Maps, GIS and Microforms Department
Fogler Library, University of Maine

Introduction -- Government Documents

As a research library serving users heavily dependent on official documents of national, state and provincial governments, and international and intergovernmental organizations, the Library attempts to collect comprehensively the documents needed by faculty and students for their research and instructional pursuits. This policy statement will only address public documents, and emphasizes those under the control of this Department. (The adjective "public" is used to distinguish these materials from collections of secret official documents, personal and corporate documents and manuscripts.)

PUBLIC DOCUMENTS OF THE USA

Federal Government Documents, Generally

Collection profile -- federal documents of the USA

According to in-house studies, U.S. Government documents are used by virtually all University departments. The graph of correlation of use with age is more relaxed for government documents than for other library materials. This implies a need for building and maintaining a strong retrospective collection. In general, we will attempt to collect any public document of the United States from 1789 to the present, by transfer from other depositories, exchange, gift or purchase to fill gaps in the collection.

Depository Documents Of The USA

The Library is a Regional Depository for U.S. federal documents starting in December 1963 (selective since 1907), and as such receives one copy of every document obtained by the U.S. Government Printing Office (GPO) for depository libraries. In the operations of the depository we are bound by the GPO regulations detailed in the *Federal Depository Library Handbook* <http://www.fdlp.gov/home/repository/cat_view/79-depository-administration>.

Not all U.S. federal documents are distributed in the GPO Depository Library Program. The law (44 U.S.C. §1901 et seq.) exempts distribution of documents "... determined by their issuing components to be required for official use only for strictly administrative or operational purposes which have no public interest, or educational value and publications classified for reasons of national security ..." Nonetheless, many publications that legally should be distributed are not, through the neglect or ignorance of federal agencies. Also, the comprehensiveness of the statute itself was called into question due to a landmark 1983 Supreme Court decision (*Immigration and Naturalization Service vs. Chadha*) and several executive agencies had joined in a move to exempt themselves from the depository program. (This crisis has passed.)

Until 1966 our service area consisted of the state of Maine. That year, with the agreement of the depositories in Maine, New Hampshire and Vermont, our Library took on the Regional role for all three states. The decision to remain a Regional Depository has been reviewed by successive Library administrations and continues to be affirmed as consistent with our collection goals and the hopes of other depository libraries in the tri-state region. Some the pressures of this role were partially relieved by GPO's move to online access for federal documents, and operation called the "Electronic Transition". We list online documents in the URSUS catalog, exactly as is done with on-premises documents. Thus we can continue to fulfill the patrons' expectations of our Library as a full-service depository.

The comprehensiveness of a Regional collection is mandated by law: all depository documents are sent. They must be retained forever, unless specifically allowed to be discarded in consultation with *Superseded List U.S. Documents That May Be Discarded By Depository Libraries, Annotated for Retention By Regional Depositories* <www.gpo.gov/su_docs/fdlp/pubs/suplist/> (Washington, D.C.: U.S.G.P.O., 2002) and as updated) and other official instructions. There had been some discussion at GPO of allowing Regionals to profile a few categories (such as selection and retention of documents relating to their geographic region) under the condition

that they will serve as resource libraries for those documents for interlibrary loan to other Regionals. The idea still floats at library conference but has not yet been implemented.

The online era required adoption of a new term for conventional documents. Those in formats that can be physically shipped to depositories are now known as "tangible documents" and include paper, microfiche, video and audio cassettes, maps, posters, CD-ROMS and DVDs. We have no control over the publication format of tangibles received. About two-thirds are provided in 24X vesicular microfiche in acid-free envelopes. The rest are in the other formats mentioned. This flow – much less than pre-Electronic Transition – drives the need for library furnishings and materials to house them: shelving, cabinets, acid free boxes, and so forth. Regionals may substitute microform or online access for hard copy at any time.

In general, only one copy is available to depositories. The depository copy is housed at point of greatest need or use. No categories of depository documents are duplicated by Library purchases.

However there are certain titles that Regional Depositories receive in both paper and microfiche under the practice of "dual format distribution" thus strictly fulfilling the law:

Congressional publications (except bills, which are in microfiche and online only)
Federal Register
Code of Federal Regulations and related publications

And two copies in paper, one from the Office of the President, the other from Congress:
U.S. Budget
Economic Report of the President

We no longer purchase duplicates of the *Statistical Abstract of the United States* and the *U.S. Government Manual*. The latest edition is transferred immediately to Reference.

Non-Depository Documents Of The USA

Many documents are never available in the Depository Library Program. As alluded to above, some are not forwarded by the responsible agencies to the Government Printing Office, as required by law. There is an unbelievable number of these. (Privately published indexes to public documents are full of examples.) In library jargon these are "fugitive documents." Others – because of the special status of the given agency – are only available by requesting to be placed on the mailing lists of the agency, (example: the Federal Reserve Board) or through purchase (examples: books and catalogs from the National Gallery of Art, some museums of the Smithsonian Institution; photographs; contracted research reports and other documents from the National Technical Information Service; some computer software and data files.)

Some formats were restricted by format, e.g. audiovisual materials and maps. However the provision of non-print documents has significantly improved over time. Finally, some documents, such as Congressional hearings, were not selected by our Library in the past (pre-1964), presenting a research and instruction gap for our present users. Some have been obtained by transfer from other libraries, but most can only be obtained now in microform or online databases from commercial sources.

In our attempt to fill the gap of fugitive documents, we formerly subscribed to the Document Expediting Service ("DocEx") of the Library of Congress, which provided some non-depository documents on demand. This was given up around 1975 and does not exist any longer. National Technical Information Service, Readex Corporation and Congressional Information Service, Inc. each sell subscription services for selected categories of non-depository documents, which can be profiled or subscribed to in totality. These organizations also offer retrospective collections of non-depository documents. The Library has considered and rejected each of these in the past for economic reasons, except for the Greenwood Press *Declassified Document Retrospective Service* and the *Readex Microprint JPRS (Joint Publication Research Service) Non-Depository Document Collection*. The former was never renewed after a base set of microfiche was purchased and the latter is virtually defunct, now that all JPRS documents are depository items.

Documents of state and local governments of the USA

This Department collects no state and local government documents except Agricultural Experiment Station publications of any State of any State. (See Special Collections collection statement and other statements).

Agricultural Experiment Station publications

This Department collects Agricultural Experiment Station publications of any State of any State. In particular, we attempt to maintain a complete collection of all A.E.S. publications of the New England States. Further, we are the archive for the Maine Agricultural and Forestry Experiment Station, and need to maintain archival copies as well as reference and publicly circulating copies of their publications.

DOCUMENTS OF FOREIGN NATIONAL GOVERNMENTS

Federal Government Documents Of Canada, Generally

In general, we will attempt to collect any public document of the federal and provincial governments of Canada from colonial times to the present, in the subjects listed below, by obtaining on deposit from the governments, transfer from other depositories, exchange, gift or purchase, to maintain and build the collection and to fill gaps.

Federal Depository Documents Of Canada

The Library is a selective depository for Canadian federal government documents since about 1968. Our status as a federal depository is, of course, strictly subject to the continuing willingness of the government of Canada to maintain depositories in foreign countries, to foster the study of their country. This privilege is especially cherished since the United States, by law, does not reciprocate! (There are no GPO federal depositories outside the USA, but the Library of Congress does maintain a number of agreements for foreign government document exchange partnerships.) Although the topic has been reviewed from time to time in Canada, no serious challenge has appeared yet.

Selective depositories are sent a *Weekly Checklist of Canadian Government Publications* (the "pink list") from which selections are made and an occasional *Special List of Canadian Government Publications* ("green list") from which free selections or purchases are made. Selection is done by Canadian Studies Librarian in consultation with the Department Head. Our selection profile is as follows:

Do select:

- Subject areas collected: all subjects of interest to the University of Maine community (see above), emphasizing the primary subjects listed (in case of doubt, do select):

agriculture	communications	forestry	marine sciences	anthropology
economics	geology	politics	archaeology	environment
government	popular culture	bibliography	fisheries	history
quaternary studies	census			
- Agencies: all agencies are of potential interest.
- Format: paper if offered, otherwise microfiche. Videotapes and computer diskettes are offered in the Canadian depository program. Select in accordance with other library guidelines for these formats, and house accordingly.
- Duplication: In general, only one copy is available to depositories. The depository copy is housed at point of greatest need or use. The practice of purchasing a duplicate of the *Canada Year Book* for use in the government document Open Stacks was discontinued
- Language: English preferred unless only French is available, or when the French language and culture are the subjects of the document. In the latter case, select both.

Do not select:

- informational folders and pamphlets and other short popular documents which:
 - a) do not detail the actions of government agencies, e.g. annual reports
 - b) duplicate similar popular information available in U.S. federal documents, e.g. Agriculture Canada,

unless the subject is uniquely Canadian, e.g. growing spring wheat in Manitoba.

c) contain mainly administrative information not in our primary areas and not collected under a), b) or c), e.g. unemployment insurance pamphlets from Employment and Immigration;

- standards and specifications of the Canadian General Standards Board. (This was decided in consultation with the Head of the Science and Engineering Center, based on a lack of patron interest.)
- statistical periodicals other than those highlighted in blue in office copy of Statistics Canada Catalogue 1987-1988 (Decision based on informal assessment of past use by Department Head and advice of interested Canadian Studies faculty in representative disciplines)

Deselection, weeding: we are conservative in deselecting series, especially statistical periodicals, once they are selected. In general, we may discard superseded material. However, previous editions of all Canadian federal documents are kept, for historical research, (except for old editions of loose-leaf services, when new base volumes are received.)

Selections are not static, of course. The above decisions may be reviewed at any time, as need arises. New categories of documents listed under "New Mailing List" in the pink lists are brought to the Department Head's attention routinely, for possible selection.

Non-Depository Documents Of Canada, Federal And Provincial

As mentioned above, we became a Canadian federal depository about 1968. We have never been able to become a depository for the documents of any Canadian province, although we are on permanent mailing lists to receive selected titles from a few provinces.

In cooperation with the University's Canadian-American Center, we circulate desiderata lists and actively solicit gifts of Canadian federal and provincial documents from libraries, government agencies and individuals, and solicit funds to make purchases of:

- a) federal documents, including maps, published prior to the year of our becoming a Canadian federal depository or
- b) provincial documents never obtained from the provinces directly nor from other sources and needed to fill gaps in the collection in the primary areas mentioned above.

Publishers' catalogs and publicity sheets are reviewed in cooperation with the and the Canadian Studies Librarian and the Collection Services Librarian to recommend documents for purchase.

Documents Of Foreign National Governments Other Than Canada

The Department collects no documents of foreign national governments other than those of the federal government of Canada. See other collection development statements for profiles.

DOCUMENTS OF INTERNATIONAL AND INTERGOVERNMENTAL BODIES

The Library considered becoming a depository for United Nations (UN) documents in the early 1970's. No library in the state of Maine ever obtained this status. (Bowdoin College is a UN customer for standing order purchases, not an official depository, as previously rumored).

In lieu of this status, a decision was made, evidently near the same time, to subscribe to the *Readex Microprint United Nations Document Collection* (provided in microfiche since 1982 and online since 1998). This collection includes most official documents of the United Nations General Assembly, Secretariat, Security Council, its committees and agencies reporting directly to the United Nations organization itself. It does not include most UN "sales documents" -- statistical and other popular publications compiled for mass distribution. Nor does the Readex collection include most documents of the "member organizations" of the UN, e.g. Food and Agricultural Organization (FAO), United Nations Educational, Scientific, and Cultural Organization (UNESCO), and the World Health Organization (WHO).

The Library has never purchased standing orders from the UniPub service of the UN, or other vendors to address this gap. Occasional purchases are made for the Reference and Science Reference collections and for general circulation, (See the Reference Department and Science and Engineering Center collection statements).

A few periodicals from the UN and other international organizations are subscribed to or received on free mailing lists. Examples of gift subscriptions include:

The Courier (UNESCO)
Finance and Development (International Monetary Fund)
NATO Review

Individual UN documents and documents of other international and intergovernmental organizations, e.g. International Bank for Reconstruction and Development (World Bank), European Economic Community ("Common Market"), Permanent Court of International Justice (World Court), are purchased for the general collection and cataloged in the LC call number system upon recommendation of faculty and librarians. See other collection development statements for these profiles

MAPS

The Library collects maps from a variety of sources, but those of the federal governments of the USA and Canada are most numerous. Since 1985 we are profiled to receive all maps distributed in the GPO Depository Library Program, including -- among others -- the U.S. Geological Survey (USGS), National Oceanic and Atmospheric Administration (NOAA) and the Defense Mapping Agency (DMA). Our collection of topographic maps in the 7 ½' series (scale 1:25,000) is about 80% complete. The collection of the older 15' series maps, most acquired before 1982, is about one third complete and overlaps the new 7 ½' series. Between the two we have coverage of about 90% of the USA.

We are not a depository of the Canada Map Service but have selectively purchased topographic maps at scale 1:50,000, working westward, starting from the Atlantic Coast of Canada. Our collection is only about one-third complete.

A Map Area handled jointly by Reference Department and this department includes a few reference sources, atlases from commercial and government sources, and a representative collection, including high-use categories of maps. For a profile of government map collections from non-government sources, see other collection statements, particularly the Special Collections Department statement.

MICROFORMS

Microforms, Generally

Selection of microforms is accomplished as an incidental part of collection development in all subject disciplines, by various faculty and librarian recommenders, in consultation with the Head of Collection Services. Our Department Head may be consulted on some purchases. In a few cases microforms, per se, are reviewed as a category or format:

- Reviewing special research collections newly available in microform
- Current decisions to acquire backfiles of periodicals
- Swapping formats for existing hard copy of monograph or document collections or periodicals runs (to save space, to replace deteriorating materials)
- Filling gaps in monograph or document collections

There is a hierarchy of preference among microformats, based on the availability and relative reliability of viewing and printing equipment, savings of storage space and ease of use.

Opaque media such as microprint and microcard are no longer produced by microform publishers. But the Library has several valuable collections in these formats. The medium consists of carbon ink on acid free card stock and is very stable. So there was little motivation to buy sets in microfiche to replace them. Until the recent demise of our microprint/microcard scanner we could claim to have equipment for viewing and printing all microformats owned by the Library. There are expensive multi-microformat available> One is under consideration for purchase. When and if available we can postpone conversion some more, thus saving money.

The following preferences are for public-use collections. Transparent media (microfilm, microfiche, ultrafiche) are preferred over opaque media (microprint, microcard). A slight preference is expressed for microfiche over microfilm, based on ease and compactness of storage, and simplicity of viewing equipment. We presently have no equipment to read or print cartridge microfilm.

Microfilm - 35 mm preferred over 16 mm; positive over negative. Silver halide is recommended for infrequently handled archival collections of microfilm or microfiche and for master copies, but is rarely offered by commercial publishers. So our preference is for vesicular-base film on American size film reels (3½" diameter) rather than metric size reels (95 mm. diameter). Size preferences is based on both compatibility with existing microform reading and printing equipment as well as the drawer widths of standard American microfilm cabinets.

Microfiche - For text: 24X positive vesicular or diazo rather than silver halide. Higher magnifications, up to 48 X, are acceptable for computer output microfiche, lists and tables of data. Either American size fiche (4½" X 6") or metric size fiche (11 X 15 mm.) can be handled by our viewing equipment and the standard American microfiche cabinet will accommodate both sizes.

Replacement of damaged or missing microforms is handled by the Library Clerk, in consultation with the Department Head. Other acquisitions are recommended or selected by appropriate persons, in consultation with the Collection Development Librarian.

Original filming is undertaken from time to time by departments of Fogler Library, notably Special Collections and Government Documents and Microforms. This is a special case of collection development inasmuch as unique materials are filmed, or a uniquely complete collection is gathered from many sources for filming.

GIS AND NUMERICAL ANALYSIS SOFTWARE, AND ASSOCIATED GUIDES, SPATIAL AND NUMERIC DATABASES

The Library maintains annual contracts for the major spatial and numerical analysis software and makes it available for patron use on the GeoStats workstation. The purchase of up-to-date guides and handbooks is needed to support this service. Most spatial and numeric databases are costly. We rely heavily on the depositories and the Internet to meet patron's needs for data files.

BIBLIOGRAPHIES, GUIDES AND INDEXES TO GOVERNMENT DOCUMENTS

Another category under continuous study, in cooperation with Reference Department and the Science and Engineering Center is the class of publications which aid in the identification and retrieval of government documents: indexes, guides, directories, bibliographies and data bases. Despite the relative strength of the Library's government document collections compared to its other collections there has been no concerted effort to collect bibliographies and indexes specifically for those categories of materials. On the other hand, we have most of the basic retrieval tools. Remaining to be addressed are indexes, bibliographies and other tools for identification and retrieval of:

- state documents
- recent federal statistical publications (we subscribe only to the Statistical Universe database)
- foreign national, international and intergovernmental statistical publications
- machine-readable information from U.S. and Canadian federal sources
- reference sources for maps
- bibliographies and guides to eighteenth and nineteenth century government documents
- special subject areas, as covered in government documents, e.g. acid rain, marine studies

(created 2/20/89, slightly rev. 8/24/00, updated 3/20/09)