

GOVERNMENT INFORMATION POLICIES

I. Collection Policy

A. Federal Depository

1. Statement of purpose.

Chalmer Davee Library of the University of Wisconsin - River Falls (UWRF) was designated as a selective depository for U. S. government publications in 1962. The Library is committed to making depository items available to and useful for the public-at-large while serving the curricular needs of the University. UWRF's federal depository collection serves the Third Congressional District of Wisconsin and surrounding areas in the St. Croix River Valley.

The Library administers and develops the collection according to the requirements of Title 44, of the [United States Code](#) and [The Legal Requirements & Program Regulations of the Federal Depository Library Program](#) issued by the, Superintendent of Documents, U. S. Government Printing Office and applicable sections of the [Wisconsin Administrative Code](#) and the [Laws of Wisconsin](#).

1. Collection information

a. Currently the Library selects approximately 45% of the available item numbers in a variety of formats; approximately 10% of the selected resource continue to be made available in a tangible format.

(1) Areas of special interest include: Agriculture, Banking, Economics, Geology, and Education.

(2) The percentage of selected documents may change annually due to decisions to add or deselect documents based on the following factors: changes in the academic mission and programs, availability of information in other sources, geographic area covered by the material and general public interest.

b. The tangible government information collection of the Chalmer Davee Library is separate from the main collection. Publications included in this collection are in any format issued by the agencies of the United States government and the state of Wisconsin.

c. Acquisition. Materials are obtained for the Government Information Collection through depository arrangements, gratis,

or at the lowest possible cost.

(1) Gifts. Gifts are accepted in accordance with the Library's [Collection Development Policy](#), Part IV, A, 4.

(2) Duplicate Copies. Requests to purchase items which duplicate material already in the Library, in an electronic format or microform, will be considered by the Government Information Specialist on an individual basis.

(3) Additional items are purchased on an as needed basis.

d. Access to electronic publications is provided through [Search@UW](#). Bibliographic records from Marcives Documents Without Shelves are loaded in the online catalog. Additional access is provided by activating resources in the Primo Central Index and/or the open url link resolver.

2. Materials Selection

a. The Government Information Specialist has the principal authority for such selection decisions.

(1) Selection of depository items is based on a combination of anticipated usage, format, ease of access, and timeliness.

(a) Superintendent of Documents Policy Statement 301 [Dissemination/Distribution Policy for the Federal Depository Library Program effective June 2006](#), describes the criteria for distribution of tangible items via the Federal Depository Library Program (FDLP).

(2) Input from Library Staff, the UWRF faculty and students, and community patrons is considered.

(3) Government publications received which are not included in depository agreements are retained selectively.

(4) Exceptions. Exceptions to the general definition and policies for government publications occasionally must be made. Major exceptions which affect large amounts of materials or the entire output of an agency shall be presented to the Library Director for a policy decision. A record of exception will be maintained by the Government Information Specialist.

b. The Government Information Specialist will review items available for selection on an annual basis.

(1) The Government Printing Office places no limits on the number of items which may be selected.

(2) The items selected will be amended to meet the changing information needs of UWRF and the community at large.

(a) At least one format of the item numbers in the [Essential Titles for Public Use in Paper or Other Tangible Format](#) is automatically selected.

(b) Substitution of electronic for tangible formats will comply with the [FDLP Guidelines on Substitution Electronic for Tangible Versions of Depository Publications](#).

c. Exclusions. The following publications will not be selected.

(1) Forms, other than IRS materials.

(2) CD ROMs which contain only flat files.

d. Collection Development with other libraries in the region.

(1) UW-Eau Claire is the closest depository library in Western Wisconsin. UWRF and UWEC consult on items to serve the needs of third Congressional district of Wisconsin and other policy issues.

3. Maintenance

a. Federal government publications receive the same level of bibliographic control, protection and care as commercially acquired materials.

b. Tangible materials are recorded in the library's online catalog by staff in the cataloging department, see Cataloging.

c. Tangible Periodical titles are checked in by Serials staff.

d. Stacks maintenance maintains all stack areas including the Federal Collections.

e. Lost or damaged government publication follow the Library's Lost/Missing and Damaged Procedures.

(1) Materials are replaced if the publication is available from the GPO or suitable reproductions can be found.

4. Weeding decisions are made by the Government Information Specialist based on the following criteria:

a. Is the material relevant in the context of the general collection and the curriculum at UWRF?

b. Does the material carry a significant historical value?

c. Is the document of value to the community and the 3rd Congressional District?

d. Is the material held in another UW library?

e. Is there an authentic digital version of the material?

f. Does the item duplicate materials found in commercial resources? Which resources is easier for users?

5. Disposal of FDLP materials : As a selective depository served by a Regional Depository the Chalmer Davee Library may dispose of government documents after retention for five years (44 U.S. Code §1911) and upon the approval of the Regional depository after first offering them to other libraries (44 U.S. Code §1912).

- a. Materials are prepared for disposal in accordance with requirements of Wisconsin's [Federal Depository Library Discard Procedure and Lists](#).
- b. Certain items are exempt from this process.
 - (1). Microfiche. In May 2009 the Madison Regionals instructed selective depositories, "...not send lists of microfiche items. We do NOT check these lists..."
 - (2) Superseded materials that conform to the [Superseded List and Guidelines](#).

B. State of Wisconsin Depository Collection

UWRF was designated as a Selective Depository Library in 1964.

UWRF's status changed to a Regional Depository in June 1995.

1. The [Wisconsin Document Depository Program](#) is administered by the [Resources for Libraries and Lifelong Learning](#), of the [Wisconsin Department of Public Instruction](#).

- a. The statutory basis of this program is [Wisconsin Statutes § 35.81-35.84](#).
- b. All policies and procedures conform to the requirements of the current Wisconsin Law and the *Wisconsin Document Depository Program* and the [General Responsibilities and Guidelines for All Types of Depository Libraries](#).

2. Maintenance

- a. Wisconsin government publications receive the same level of bibliographic control, protection and care as commercially acquired materials.
- b. Tangible materials are recorded in the library's online catalog by staff in the cataloging department.
- e. Stacks maintenance maintains all stack areas including the Wisconsin Collections.
- f. Lost or damaged government publication follow the Library's Lost/Missing and Damaged Procedures.

(1) Materials are replaced if the publication is available for purchase or suitable reproductions can be found.

3. Documents that are outside the depository program.
 - a. The Government Information Collection in cooperation with Area Research Center/University Archives should collect all "official UWRF publications."
 - b. A reasonable effort will be made to obtain state documents which are of interest to the UWRF community but are not included in the Wisconsin depository system. Such publication will be obtained gratis or at the lowest possible cost, e.g., Wisconsin Geological Survey and Wisconsin Extension documents.
4. Wisconsin depository items are added in the libraries inventory by the Cataloging department.
 - a. Printed materials upon receipt.
 - b. Electronic materials in the [Wisconsin Digital Archives](#) are added monthly after the distribution lists are also posted.
 - c. Tangible periodical titles are checked-in by Serials.
5. Disposal of State Depository publications. This process conforms to General Responsibilities and Guidelines for All Types of Depository Libraries and follows the same criteria as in A. 4.

II. Access

A. Federal

1. Supplemental materials are purchased to enhance access to government information and legal materials.
 - a. Database Access is provided through Ex Libris' Primo, known locally as [Search@UW](#) and the library's database [A-Z list](#). Major databases and key resources are listed in the Government Information, Legal and Statistics [Categories](#).
 - b. Recourses that are not restricted by license agreements with Commercial publishers are searchable by the public.
 - c. Some depository databases require access using a password.
 - (i) Remote access cannot be granted to such databases nor can the password be shared with the user.
 - (ii) Intervening web pages are maintained that link the bibliographic records and web page references to instructions on how to gain no-fee access.
 - d. Resources are selected based on utility, usability and cost.

2. Specialized web pages and user guides are also maintained to support broad access to government information.

3. The Book and Media@UWRF scope of Search@UW reflects bibliographic records in the UWRF inventory. Materials in UW System libraries are reflected in the Books and Media@UW scope.

- a. UWRF contracts with Marcive Inc. for full-level cataloging for the federal electronic only publications; the library does not house a tangible copy of such publications. Since online products are not physically distributed to depository libraries for retention, GPO assumes responsibility for the provision of [permanent public access](#) to these materials.
- b. The Cataloging Department inputs records for all tangible items into Search@UW. Materials are input according to the Catalog Department Policies.
- c. The Federal documents are classified using the [SUDOCs](#) classification System and are housed in the Government Documents Stacks.
- d. The inventory in the online catalog serves as the shelf list.
- e. A historical paper shelf list of older uncatalogued publications is housed in the Cataloging Department.

B. Wisconsin Documents are maintained in the online catalog.

1. The inventory in the online catalog serves as the shelf list for the state documents collection.
2. Original cataloging will be created for UWRF publications.
3. Materials are input according to the Catalog Department Policies.
4. Cataloging houses a paper shelf list of older Wisconsin documents.
5. This collection is classified according to the [Guide to Wisconsin State Agencies and Their Call Numbers](#) and is housed in the Government Documents Stacks.

C. Statistics

1. Data that can be gleaned for the integrated library system will, any additional data will be collected manually.
2. PURL referral data is available from the GPO.
This data does not conform to the [Counter standard](#).
3. Reference statistics are gathered at the Research Help desk, but government information queries are not recorded in any manner to distinguish them from other types of questions.

D. Bibliographic Instruction. The Government Information Specialist will actively participate in the Library's instruction and Liaison programs in order to promote the use of government information and to make the wide availability of these resources known to UWRF students and faculty.

Related Policies see <http://www.uwrf.edu/Library/Policies.cfm>

- Cataloging Policy
- Circulation Policy
- Collection Development
- Disability Services Policies
- Internet Usage Policy
- Library Conduct
- Reference Policy

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