

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATION: UNITED STATES GOVERNMENT PUBLICATIONS

JULY 1999

General Purpose: To support the general collecting activities of the library which serves cadets, faculty, and staff of the U.S. Air Force Academy and to ensure that the government information needs of these patrons are met. Items are selected in support of academic majors, undergraduate courses, Academy agencies, faculty research, and general library collecting. In accordance with the requirements defined in Title 44 of the U.S. Code, as well as the Instructions to Depository Libraries, Guidelines for the Depository Library System, and the Federal Library Manual, our Government Documents Section, in cooperation with the other selective depository libraries in the area, strives to serve the government information needs of the constituents of the Fifth Congressional District.

Collection Level Intensity: Basic information, general support, and introductory research.

Geographical Areas: No limits.

Chronological Periods: No limits.

Types of Material Collected: Publications generally selected for the collection include basic reference tools, indexed government periodicals, annual reports and statistical series, Congressional publications, and informational publications of most federal agencies.

Format is chosen on the basis of its potential use, type of publication, content, library space available, equipment required, and expertise required to support reference. User needs are, of course, always the primary consideration. There are a growing number of items distributed on CD-ROM or available on the Internet. Whether we have the hardware to support these products is a factor in their selection.

Types of material excluded: Items not selected are posters, training manuals, publications intended for internal agency use, and draft or preliminary reports unless they support the curriculum or contain information of value to the library community.

Other Factors: As a selective Federal Depository Library, the majority of our government publications are distributed to us through the Federal Depository Library Program. Selection of government publications and supporting materials is made by the Government Documents Librarian, taking into consideration format, space, and user needs. Subject librarians and faculty are consulted as appropriate. All members of the Reference Staff consult with faculty members in determining the needs of the academic community. Input received from various agencies on the Academy and from our patrons is also considered in making selections.

Cooperation with area Government Documents librarians is a high priority in both selecting documents and in weeding the collection. The librarians and staff of the three selective

libraries in Colorado Springs meet several times a year to discuss cooperative collection development efforts.

Subjects and Collecting: All materials offered by the military history offices are selected, as well as all publications from the National Defense University. Publications from the Department of Defense and the State Department are heavily selected. Other agency reports are chosen on the basis of support for all academic disciplines, especially History 330, Independent Studies, Political Science courses, and all 400 level courses. CIS and ASI indexes and microfiche augment the government publications collection, as does the Declassified Documents Reference Service. The MARCIVE GPO CAT/PAC CD-ROM can be searched by subject for possible purchases, as well as the Sales Product Catalog available electronically via the GPO Access web site. Selections and deselections are made with some knowledge of the scope of the holdings of the other depository libraries in the area.

A zero-based Item Selection Update is accomplished annually as the primary tool for selection. New survey items are also used as a selection tool. Selections are made from both, with the input of the subject librarians and/or faculty. The “Update to the List of Classes – New Item Numbers” section of the Administrative Notes Technical Supplement is also reviewed. Other tools used for selection are: DTTP: A Quarterly Journal of Government Information Practice and Perspective and the Journal of Government Information.

Weeding Criteria: The collection is maintained in accordance with the guidelines set out in the Instructions to Depository Libraries. The collection is evaluated for compliance with mission goals and priorities usually at the time of the annual item selection update. Superseded documents are withdrawn unless retained for historical purposes in support of the curriculum. Other depository documents must be kept for five years and all weeding is geared to this obligation. Other criteria used in weeding include physical condition, currency of information, age, duplication, use, replacement by another format, and most importantly, patron needs. Selections and deselections are made with some knowledge of the scope of the holdings of the other depository libraries in the area. Decisions concerning retention or withdrawal are made by the Government Documents Librarian, in consultation with subject librarians and/or faculty.

Weeded documents are disposed of in accordance with guidelines established by the Colorado Regional Federal Depository Library, until further notice. Documents not disposed of through this method are then subject to the regulations governing Air Force Libraries.

Last updated by Sharon Johnson, Subject Specialist