GOVERNMENT DOCUMENTS POLICY

Statement of Purpose:

Houston Cole Library is a selective depository of Federal United States Government Publications. It became a member of the Federal Depository Library Program (FDLP) in 1929 and provides no-fee, unimpeded public access to United States Government publications which serve the current and anticipated instructional, research, and service needs of the University and of the community at large within the Third Congressional District of Alabama. The University of Alabama and Auburn University, Montgomery, serve as the full regional depositories for the state of Alabama.

The FDLP is governed by 44 USC 1901-1916 enacted by Public Law 90-620. In addition, there are publications that explain expectations and requirements of the program and cover procedures, methods, and service levels. The primary governing document for FDLP libraries is the Federal Depository Library Handbook, which supersedes the Instructions to Depository Libraries and the Federal Depository Library Manual.

1. Criteria for Selection

A. The FDLP recommends that each depository library subscribe to a group of core documents that make up a basic collection for academic libraries. This list of publications is included in the Federal Depository Library Handbook (Appendix A). Format selections are based on user needs and space constraints; priority will also be given to collecting in print those titles found on the Essential Titles for Public Use In Paper of Other Tangible Format list.

B. Other documents are obtained by making selections once a year from the List of Classes of United States Government Publications Available for Selection by Depository Libraries and the Union List of Item Selections.

For additional collection guidelines see the Houston Cole Library Collection Management and Development Policy (GPO1-GPO6).

2. Bibliographic Control

A. All depositories are the legally responsible custodians of Federal Government property received through the FDLP. As such, each depository is required to maintain a holdings record to the piece level of all depository selections received in tangible format.

B. The Library maintains a comprehensive shelf-list through the Library Catalog for all tangible (print, microform, DVDs, CDs) and intangible items that are selected and received.
3. Maintenance

A. The security for government documents to guard from theft, deterioration, mold, etc. is of the same level given to commercially purchased publications, as explained in the Library Security Policy.

B. Discards are handled according to the guidelines in the *Federal Depository Library Handbook*, by using disposal lists and with the approval of our regional library at Auburn University, Montgomery.

4. Human Resources

A. The Dean of Library Services' designee as the documents coordinator is to be a professional librarian who is responsible for all depository activities within the Library. These activities include bibliographic control, reference services, training, collection development, maintenance, and other administrative responsibilities.

B. Both professional and paraprofessional staffing levels are maintained at a level that is sufficient to meet depository responsibilities.

C. The Library provides training for all staff involved in depository operations by providing opportunities and resources for the initial and continuing education of the staff, and by the staff's participation in local and state meetings devoted to depository-related material.

5. Access

A. United States Government publications circulate in the same manner as other materials.

B. With the exception of vertical file materials and microfiche pieces, Government Documents are cataloged using the Library of Congress Classification system.
State of Alabama Publications

State of Alabama publications are a separate province from documents received through the FDLP:

5. Criteria for Selection

Acquisition of State of Alabama publications is under the direction of the Acquisitions Department. Selection criteria are found in the Acquisitions Policy and the Alabama Gallery Policy.

6. Circulation

State of Alabama publications will not be circulated when the Library owns only one copy.