

## AXE LIBRARY GUIDELINES Government Documents

### INTRODUCTION

The Leonard H. Axe Library is a selective depository in the Federal Depository Library System and a complete depository within the Kansas Depository Library System. These two important collections are managed by the Government Documents section of the Library. The depository systems were created to ensure all citizens have access to the information from the respective governments. As a depository library, Axe Library must adhere to the legal requirements of both systems as well as to the needs of Pittsburg State University.

### OBJECTIVES

Although the collection is necessarily limited in size, the goal of the Government Documents section is to provide thorough access to government information for the students and staff at Pittsburg State University and for the citizens of the geographical area served by the University. Such access will be provided in accordance with the guidelines outlined below.

### SELECTION

**Federal Documents:** Items selected from the Government Printing Office (GPO) offerings will be based upon the following ranked criteria:

- 1) The curricular needs of the faculty, students, and staff of Pittsburg State University.
- 2) The needs of the community members living within the geographical area served by the university.
- 3) Support the regional Southeast Kansas Library System requests.

Selection of items for the collection is an on-going process. The government documents staff periodically evaluate the acquisition of appropriate classifications and they periodically review items which receive little or no use and determine if items are retained or weeded.

The format of items selected will depend upon anticipated usage and item format availability. The publication and/or conversion of most items in electronic format has dramatically reduced the number of publications formerly available in paper. The unit will utilize government information in electronic format whenever feasible.

Items which may be received without cost from various governmental agencies will also be requested under the guidelines listed above.

**State Documents:** Axe Library will receive documents of the Kansas government deemed to be “depository items.” Kansas Documents will be considered an archival collection.

### REMOVAL OF ITEMS FROM THE COLLECTION

Periodic review of the government documents items will be made and items that are outdated, or no longer useful to the collection, will be removed. Federal documents removed from the collection will be discarded in accordance with GPO Depository regulations, including offering the items to other depository libraries. Kansas documents will be removed in accordance with instructions from the Kansas State Library.

### AVAILABILITY

**Circulation:** The Government Documents section will abide by the circulation policies of Library Services. An effort will be made to provide the widest possible circulation of items consistent with the preservation and information needs of the university. Items identified as having unique reference qualities will be so labeled and will not circulate. All formats of government documents will be circulated or made available to library users.

**Location and Preservation:** All government documents received on deposit will be housed in the Government Documents section of the Axe Library, with the exceptions listed below:

Some government documents kept for historical purposes or due to preservation concerns will be kept in the Special Collections unit of Axe Library. Selection of such documents will be a joint decision by the documents staff and special collections librarian.

**Classification:** The Superintendent of Documents Classification System will be used on all federal documents housed in the Government Documents section. The “KD” Documents Classification System will be used for all Kansas Documents.

**Cataloging:** As many publications as practical will be cataloged, both federal and state documents. Cataloging will meet the standards of the Axe Library.

**Technical Processing:** All government documents will be checked in and processed through the Government Documents section. Review of holdings and discarding of documents must be done through the Government Documents section. Non-governmental publications

housed in Government Documents will be purchased and processed through the regular Library Services acquisitions process.

### PATRON SERVICES AND OUTREACH

Serving library patrons is a primary goal of the Government Documents section. The Government Documents staff will make answering reference requests a priority function. Instruction on the access and use of documents will be provided. The Government Documents staff will share information about changes and new resources with other Library Services staff to improve services and awareness. The Government Documents staff will also help fulfill information requests through the use of interlibrary loans.

Document depositories are established to meet information needs for more than the institution in which they are housed. The Government Documents section will encourage all the citizens in the region to make use of the documents collection.