

AXE LIBRARY GUIDELINES  
Government Documents

INTRODUCTION:

The 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 housed and maintained by the Government Documents section of the library. The depository systems were created to ensure all citizens maximum exposure to the information from the respective governments. As a depository, the Axe Library must adhere to the legal requirements of both systems as well as to the needs of Pittsburg State University. The Documents section also solicits and houses selected documents from other governmental units.

OBJECTIVES:

Although the collection is necessarily limited in size, the goal of the Government Documents section is to provide thorough access to governmental information for the students and staff of Pittsburg State University and 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 Government Printing Office 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 business community of the geographical area served by the university.
- 3) Support to the Southeast Kansas Library System.
- 4) The recreational and leisure needs of the university and surrounding communities.

The selection of "item numbers" is an on-going process. The staff will note item numbers for materials requested which the library does not hold and will periodically evaluate the acquisition of appropriate classifications. Similarly, periodic review will be made of the value of items which receive little or no use.

The format of documents to be selected will depend upon anticipated usage and the nature of the material. Due to the rapid conversion of many items to microfiche by GPO, this format will replace many publications formerly available in paper. The unit will make full effort to utilize government information in electronic format whenever feasible.

Items will be purchased from GPO or NTIS (National Technical Information Service) when identified as items needed by the faculty to support the curriculum of the university. Other items which may be

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

State Documents: Axe Library will automatically receive all documents of the Kansas government deemed to be "Depository Items". The library will make an effort to collect all other items produced by the various state agencies through contact with the issuing agency. Kansas Documents will be considered an archival collection. An effort will be made to obtain documents from other states which have been identified as pertinent to the curriculum of the university.

International Documents: Documents from foreign countries and/or international organizations which support the curricular needs of the University will be acquired for the collection.

Non-governmental Publications: The Government Documents section of the library will recommend for purchase products of non-governmental publishers which will enhance the usage of government documents, i.e., indexes, bibliographies, etc.

Weeding: Periodic review will be made of documents which are out-dated or otherwise no longer useful to the collection. They will be discarded in accordance with GPO Depository regulations. Kansas Documents will be disposed in accordance with instructions from the Kansas State Library.

#### AVAILABILITY:

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

Housing: All governmental documents received on depository will be housed in the Government Documents section of the library with the exceptions listed below:

- 1) Periodicals which are widely used will be housed with the general periodical collection on the first floor. Selection of such periodicals will be a joint process by the Periodicals and Government Documents Librarians. The complete run of all periodicals will be housed in one location, except GPO-issued microfiche. Periodicals which have been superseded by microforms or are no longer desired will be returned to Government Documents for disposition in accordance with GPO Guidelines.
- 2) Some legal publications will be housed with other such materials in the Reference Collection on the first floor.
- 3) Certain limited reference tools will be housed in the most appropriate location in the library upon consultation with the Government Documents Librarian. All such materials will be returned to Government Documents when no longer needed in the area to which they have been assigned.

Classification: The Superintendent of Documents Classification System will be used on all documents housed in the Government Documents section. The "KD" Documents Classification System will be used for all Kansas Documents beginning in October 1981. The "Lemon" Kansas Document Classification will be frozen and eventually incorporated into the "KD" System as time and resources

permit. Documents of other governmental units will be classified in a manner consistent with the Government Documents collection.

Cataloging: In an effort to increase the ease of use of government documents, as many publications as practical will be cataloged.

Due to the lack of other access, virtually all Kansas Documents will be cataloged. Cataloging will be done to meet the standards of the Axe Library as determined by the Coordinator of Technical Services.

Reference Materials: Items which are heavily used for reference and non-governmental publications will be housed in a readily accessible "Reference" section of the Government Documents collection.

Microforms: Due to increased use of microfiche by GPO, efforts will be made to house these materials and provide necessary equipment to allow convenient access.

#### TECHNICAL PROCESSING:

All government documents will be checked in and processed through the Government Documents section. Care will be taken to ensure that the processing of government documents is consistent with and maintains the quality of the Axe Library as a whole. Disposal of government documents must be done through the Government Documents section. Non-governmental publications housed in Government Documents will be purchased and processed through the regular Axe Library channels.

#### PATRONS SERVICES:

Service to the patron is a primary goal of the Government Documents collection. The following patron services will be offered:

- 1) Reference: The staff of Government Documents will be available to service reference requests as a priority function.
- 2) Library Resources Instruction: Instruction on the use of the materials available in Government Documents, both in and out of the library, will be provided. It is the philosophy of the Government Documents staff that the teaching of the proper use of resources of the collection is an important function of the university library.
- 3) Faculty Awareness: Efforts will be made to make the faculty aware on a continuing basis of the resources available in Government Documents. Faculty input in the selection process is an important aspect of increasing use of the collection.
- 4) Library Staff Awareness: The Axe Library staff will be brought up-to-date on changes and new resources available in the Government Documents section in order that they may help to provide adequate service to patrons when the Government Documents staff is not available.
- 5) Microforms: Efforts will be made to make the patron better aware of and more comfortable with documents available in microform.
- 6) Interlibrary Loan: Cooperative efforts will be made with the Interlibrary Loan section to help provide the patron with materials which are not held in Axe Library.

## OUTREACH:

The function of documents depositories is to serve more than the institution in which they are housed. As there is a wide geographical area served by Pittsburg State University and similar documents resources in this area are lacking, the Government Documents section will endeavor to encourage all of the citizens of the area to make use of the documents collection.

The Government Documents Librarian will work closely with the Southeast Kansas Library System, the various school systems, the junior colleges, and other libraries in the service area. In addition, through the use of the news media, service organizations, local governmental units and other local resources, the Government Documents Librarian will attempt to make known and encourage the use of the documents collection throughout the region.