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Kent Library Government Documents Collection Development Policy

History and Mission Statement

In 1916, the library of the Third District Normal School was designated the Federal Depository Library for Missouri's Fourteenth Congressional District, and inherited from Saint Vincent's College a collection that had been in existence for the previous forty years. Because the College was a private school and the Normal was a public institution, a major reason for transferring the collection and the depository designation was to provide better public access to the material. Mr. Louis Houck and Congressman Joseph James Russell were instrumental in bringing about the transfer. Since that time, reapportionment and redistricting have changed the Congressional District designation a number of times, and the Normal School has evolved to become Southeast Missouri State University, but the library has remained the designated selective depository for the region.

As a Congressionally designated depository, Kent Library has a legal mandate to collect, maintain, and provide public access to materials that meet the government information needs of the residents of what is now the Eighth Congressional District. As the University's library, it also has responsibility for supporting the curriculum.

Established by Congress to ensure public access to government information, the Federal Depository Library Program (FDLP) is authorized and governed by Title 44, Chapter 19 of the *United States Code*. There are two broad legal responsibilities which must be met by participating libraries:

- Provide free public access to government information.
- Provide proper maintenance of depository materials.

Community Analysis¹

The Eighth Congressional District includes the counties of Bollinger, Butler, Cape Girardeau, Carter, Dent, Douglas, Dunklin, Howell, Iron, Madison, Mississippi, New Madrid, Oregon, Ozark, Pemiscot, Perry, Phelps, Reynolds, Ripley, St. Francois, Scott, Shannon, Stoddard, Taney (part), Texas, Washington, Wayne, and Wright, with an aggregate population of 632,732, of whom 93.4% are White, 5% Black, 0.7% Native American, 0.6% Asian, 0.3% some other race, and 1.4% mixed race. Hispanics comprise 1.2% of the total population. Of the population 25 years or older, 76% have a high school diploma or higher, and 13.8% have a Bachelor's degree or higher. English is spoken at home by 97.9% of the population. Of the remaining 2.1%, slightly more than half speak Spanish at home. The median age of the population is 38.8 years. While 18% of the total population is defined as in poverty, 42% of female-headed households fall into that category.

The largest industries in the Eighth Congressional District are education, health care and social services (24.4%), followed by manufacturing (16.3%) and retail trade (12.1%), while construction accounts for 8.3%, and agriculture for only 4.2%. Median household income is \$34,360.

Southeast Missouri State University, Mineral Area College, and Three Rivers Community College are the primary providers of higher education to the region; however, residents have access to online programs through a variety of schools both in- and out-of-state. Technical education is also available through adult education and certification programs at the Cape Girardeau Career and Technology Center.

Collection Assessment and Management

¹ All figures in this section come from the 2007 American Community Survey tables for Missouri's Eighth Congressional District

Depository selections are made on the basis of categories of materials assigned to collective item numbers. Item numbers can be dropped at any time, but can only be added during the annual Add/Drop period designated by the Government Printing Office. Items are selected based on the anticipated needs of the public and the University's curriculum. The FDLP Biennial Survey is used as a tool in the ongoing evaluation of Depository collections and services. The Government Documents librarian has primary responsibility for item selection and deselection, with input from the Library's Collection Development and Management Committee.

Incoming materials are cataloged and appear in the Library's OPAC. Electronic resources are linked from the catalog record. Retrospective cataloging of earlier acquisitions is an ongoing process. Specific housing locations are indicated on the catalog record.

Except in the case of materials on the Essential Titles list, items made available in both microform and electronic formats will be retained in electronic format only. Where possible, materials on the Essential Titles list are maintained in both paper and electronic format. Piece-level records are maintained for all holdings in compliance with FDLP guidelines.

Identification of materials meriting special handling is ongoing. Material that is so identified may be placed in restricted access and be made available for in-library use only. On an appointment basis, items in restricted access may be used in the Special Collections and Archives Reading Room. The specific items requested will be retrieved by the Documents Clerk and taken to the Reading Room at the appointed time, where use will be supervised by Archives personnel. When notified by Archives personnel that the material is ready for reshelving, the Documents Clerk will retrieve it from the Reading Room and return it to its secure location.

Weeding is an ongoing part of collection management. As a selective depository, Kent Library has the option of discarding materials in accordance with stipulations set forth in the *Depository Library Handbook* and in compliance with the specific procedures established by the Regional Depository Librarian.

In the event that Kent Library does not own a particular document being requested by a patron, efforts will be made to secure a copy from the Regional Depository or from some other depository using either MOBIUS or interlibrary loan.

Public Access

As a designated Federal depository, Kent Library is required to provide free public access to depository materials. Electronic information that is included in Kent Library's Selection Profile appears in and is linked from the Library's online catalog. Additional electronic information may be accessed through the Library's web page; specifically the documents subpage at <http://library.semo.edu/get/govdocklinks.shtml>. Library personnel will assist patrons with both approaches.

- Service is provided through the Library's reference desk.
- Assistance in printing, downloading, or otherwise securing copies of electronic documents is provided by reference desk personnel.
- No fees are charged for the use of the public access OPAC terminal or for downloading; however, patrons must provide their own burnable CDs, DVDs, or flash drives.
- Nonaffiliated users will be charged the same per page printing fee as affiliated users.
- Tangible documents that circulate may be checked out by any public patron presenting a valid Missouri Driver's License or Missouri Non-Driver ID.
- Tangible documents that circulate may be requested through Interlibrary Loan.

Selection Profile

Current selection patterns are illustrated in the following table, which gives both the total item numbers selected by agency and the percentages of that agency's output that those totals represent.

A	Agriculture Department - 384 (29%)
AE	National Archives and Records Administration - 33 (68%)
B	Broadcasting Board of Governors - 3 (60%)
C	Commerce Department - 688 (55%)
CC	Federal Communications Commission - 11 (52%)
CR	Civil Rights Commission - 6 (66%)
D	Defense Department - 311 (32%)
E	Energy Department - 161 (53%)
ED	Education Department - 114 (62%)
EP	Environmental Protection Agency - 117 (50%)
FA	Fine Arts Commission - 1 (100%)
FCA	Farm Credit Administration - 5 (55%)
FHF	Federal Housing Financing Board - 5 (35%)
FM	Federal Mediation and Conciliation Service - 2 (100%)
FMC	Federal Maritime Commission - 7 (43%)
FR	Federal Reserve System Board of Governors - 6 (100%)
FT	Federal Trade Commission - 26 (76%)
FTZ	Foreign-Trade Zones Board - 1 (50%)
GA	Government Accountability Office (formerly General Accounting Office) - 12 (48%)
GP	Government Printing Office - 17 (47%)
GS	General Services Administration - 19 (26%)
HE	Health and Human Services Department - 493 (53%)
HH	Housing and Urban Development Department - 30 (41%)
HS	Homeland Security - 72 (40%)
I	Interior Department - 246 (29%)
IC	Interstate Commerce Commission - 1 (100%)
ID	US Agency for International Development - 10 (83%)
ITC	International Trade Commission - 18 (90%)
J	Justice Department - 218 (73%)
JU	Judiciary - 40 (60%)
L	Labor Department - 127 (37%)
LC	Library of Congress - 109 (66%)
LR	National Labor Relations Board - 2 (16%)
MS	Merit Systems Protection Board - 3 (37%)

NAS	National Aeronautics and Space Administration - 47 (55%)
NC	National Capital Planning Commission - 2 (66%)
NCU	National Credit Union Administration - 3 (18%)
NF	National Foundation on the Arts and the Humanities - 27 (64%)
NMB	National Mediation Board - 3 (60%)
NS	National Science Foundation - 22 (47%)
OP	Overseas Private Investment Corporation - 4 (44%)
P	United States Postal Service - 12 (31%)
PE	Peace Corps - 4 (57%)
PM	Personnel Management Office - 26 (44%)
PR	President of the United States - 7 (87%)
PREX	Executive Office of the President - 89 (78%)
PRVP	Vice President of the United States - 1 (50%)
RR	Railroad Retirement Board - 9 (47%)
S	State Department - 61 (60%)
SBA	Small Business Administration - 15 (50%)
SE	Securities and Exchange Commission - 8 (50%)
SI	Smithsonian Institution - 31 (65%)
SSA	Social Security Administration - 84 (81%)
T	Treasury Department - 94 (47%)
TD	Transportation Department - 181 (42%)
TDA	U.S. Trade and Development Agency - 3 (75%)
VA	Veterans Affairs Department - 25 (40%)
X	Congress - 8 (61%)
Y	Congress - 351 (46%)

Kent Library takes as a serious responsibility its mandate to collect, maintain, and provide public access to government information. Whether the patron is a member of the University community or a general resident of the Eighth Congressional District, he or she can expect to receive assistance and support in using government documents, regardless of format. Such access and support are critical to the traditions of any democracy. As Thomas Jefferson stated in his letter to Dr. Price of 8 January, 1789:

"... whenever the people are well-informed, they can be trusted with their own government; that, whenever things get so far wrong as to attract their notice, they may be relied on to set them to rights."²

²The Letters of Thomas Jefferson: 1743-1826. Convening the Estates General. To Richard Price, Paris, January 8, 1789. <http://www.let.rug.nl/~usa/P/tj3/writings/brf/jefl73.htm>