University of South Florida, Tampa

Federal Depository Library

Collection Development Policy

1. Introduction

The University of South Florida is a comprehensive metropolitan university founded on December 18, 1956. Since opening for classes in 1960, USF has developed into one of the nation's major public research universities. USF is classified as Doctoral/Research Extensive by the Carnegie Foundation for the Advancement of Teaching, and is ranked among the top 100 public research universities in the annual report "The Top American Research Universities." The University receives more than $200 million a year in external funding to support research and development projects.

With 39,000 students from all 50 states and 116 countries, USF awards more than 4,650 bachelor's degrees and 1,700 master's degrees annually on campuses in Tampa, St. Petersburg, Sarasota/Manatee and Lakeland. The University confers more than 160 doctorates in 31 fields, and more than 90 Doctor of Medicine degrees a year. In its short history, USF has awarded more than 180,000 degrees.

The USF Tampa Library serves as the University of South Florida Libraries research center. The USF Tampa Library is a state-of-the-art facility. Over 300 public access PC's, open-access student computer labs, electronic post office, networked teaching labs, full-text electronic resources and the state's first full-text electronic reserve put the USF Libraries in a position to offer students, faculty and staff the best possible instruction and research support to assist in their academic achievements.

The USF Tampa Library was designated a Federal Depository Library in 1962 and has since strived to support the academic and informational needs and goals of the University and the surrounding community. Within that effort, the general subject areas of the depository collection reflect and complement the degrees offered by the University. USF currently offers almost 200 degree programs at all levels — bachelors, masters, specialty, doctoral and doctor of medicine. Major academic colleges and schools include:

Architecture & Community Design

Arts & Sciences

Business Administration

Louis de la Parte Institute

Education

Engineering

Health Sciences

Honors College

Marine Science

Medicine

Nursing

Public Health

Visual & Performing Arts

2. Mission Statement

University of South Florida Mission Statement
The University of South Florida is a multi-campus national research university that supports the development of the metropolitan Tampa Bay Region, Florida, the United States and the world.
The university is dedicated to excellence in:

- Teaching and lifelong learning in a student-centered environment.
- Research to advance knowledge and promote social, cultural, economic, health and technological development.
- Service based on academic excellence and the ethic of community responsibility.
- Engagement of the resources of the university in partnerships that respond to university and community issues.
- Building upon unique strengths inherent to Florida's population, location, and natural resource issues.

USF Tampa Library Mission Statement

To support and strengthen the University's research, teaching, and service missions, the Tampa Library acquires, preserves, and provides access to resources and services for the research community.

In support of the Tampa Library's mission, departmental staff and faculty strive …

- To provide and promote physical and electronic access to library collections and service.
- To acquire/lease, receive, and pay for library materials in all formats in a fiscally responsible and efficient manner.
- To provide intellectual access to library collections.
- To build collections in all formats to meet the information needs of the University's academic programs and community.
- To promote arts and humanities education on Florida and its people to students, teachers, and the general public in the Tampa Bay area.
- To encourage partnerships by providing opportunities for meaningful and enduring engagement among the University's communities through communication, educational and cultural programming, community outreach, and fostering philanthropic investment.
- To provide and promote access to a broad range of media collections and services.
- To assist and instruct users in accessing and utilizing information in all available formats.
- To identify, acquire, preserve, and provide access to rare and unique research materials of cultural and historic significance.
- To provide network administration and staff support for the Tampa Library and secure, error-free and responsive systems.

In support of the USF Tampa Library's mission, the federal depository will strive...

- To serve the needs of its patrons by collecting and organizing government information products and providing access, and assistance in the use of these products under the purview of the USF Tampa Library and in accordance with the guidelines for Federal Depository Libraries as defined by the Government Printing Office's Federal Depository Library Program.
- To build a collection of government information and resources, in all formats, to meet the information needs of University's academic programs and the community.
- To assist and instruct users in accessing and utilizing government information in all available formats
- To enhance the Library's ability to meet the research and instructional needs of faculty, staff, student, and community users by maximizing access to government information and resources.
- To assist the Library's technical services department in efficiently and accurately processing materials received from the Federal Depository Library Program.
- To enhance the services offered to citizens of the USF service area as well as other communities through cooperation with local and regional libraries.

3.   Selection Responsibility

The responsibility of selecting depository materials resides with the Government Documents Librarian. The USF Tampa Library currently selects approximately 68% of the materials offered by the Federal Depository Library Program. The Government Documents Librarian is responsible for maintaining the Tampa Library's federal depository profile by selecting or deselecting depository items as warranted. Changes in the selection profile will reflect changes within the greater academic community to ensure that the collection continues to be relevant and supportive of the University's research and scholastic needs.

In addition to the responsibility of selecting depository materials, the Government Documents Librarian is also an active member of the USF Tampa Library's Collection Development Unit. In this capacity, the Government Documents Librarian provides collection development support for one or more academic subjects areas and consults with other collection development librarians whenever there are subject-specific collection development issues pertaining to the documents collection.

4. Subject Areas & Collection Strengths

The Federal Depository Collection is housed in the basement of the USF Tampa Library and the materials are arranged on the shelf by the Superintendent of Documents Classification System. Frequently used documents reference materials are given Library of Congress call numbers and are shelved in the Reference Collection on the first floor of the Library.

To meet the information needs of University's academic programs and the needs of the surrounding community, the USF Tampa Library's Depository Library Selection Profile includes item numbers from the following Departments and Agencies:

Department of Agriculture (Biology, Environmental Science & Policy, Marine Science)

Department of Commerce (Business, International Marketing, Marine Science)

Department of Defense (ROTC, MacDill Central Command)

Department of Education (Education)

Department of Energy (Math, Physics, Engineering)

Environmental Protection Agency (Environmental Science & Policy, Biology, Marine Science, Engineering)

Department of Health and Human Services (Medicine, Public Health, Nursing)

Department of Homeland Security (Public Health,

Department of Housing and Urban Development (Anthropology, Architecture, Sociology)

Department of Interior (Biology, Geology, Anthropology)

Department of Justice (Criminal Justice)

Department of Labor (Business)

Department of State (Political Science, History, International Affairs)

Department of Transportation (Engineering, CUTR)

Department of the Treasury (Business, International Marketing)

Department of Veteran's Affairs (Medicine, Public Health, Aging Studies, Social Work)

Historical Collections

American State Papers

Congressional Record (Annals of Congress, Congressional Globe)

Congressional Hearings

Census publications

Foreign Relations of the United States

United States Geological Survey Papers, Reports, Investigations

United States Serial Set

War of Rebellion Records

Map Collections

The main strength of the USF Tampa Library's depository map collection is the large collection of topographic maps for all 50 states, Guam, Puerto Rico, and the Virgin Islands. The Library retains the superseded 7.5, 1:24,000 topographic maps for Florida, particularly ones for the quadrangles in the USF service area. Whenever space is a consideration, the selection emphasis is on collecting maps for Florida, the Gulf Coast, and the Southeastern United States.

Current selection of maps is determined by a periodic review of the *Federal Depository Library Manual: Appendix B* "Maps Available for Selection".

The federal depository map collection includes:

USGS Topographic Maps

USGS Geologic and Miscellaneous Investigations Maps

Hydrologic Investigations Atlases

National Park Service Maps

National Forest Service Maps

Bureau of Land Management Maps

Central Intelligence Agency Maps

Defense Mapping Agency Maps

Army Mapping Service Maps

Nautical Charts

5.   Formats

The USF Tampa Library receives federal documents in all available formats. For archival purposes or when costs for storage are prohibitive, the Library selects materials on microfiche, CD-ROM or DVD. Paper is the preferred format for heavily used items, such as congressional hearings and legal or regulatory materials, but in keeping with the Federal mandate to reduce the number of items distributed in tangible format, the emphasis has shifted to expanding the number of items that are available in electronic format.

The Government Documents Librarian follows the guidelines established in the FDLP Guidelines for Substituting Electronic for Tangible Versions of Depository Publications and makes adjustments to the item selection profile, as appropriate. The Government Documents Librarian routinely browses the list of New Electronic Titles looking for items in electronic format that are not currently selected. The item numbers for relevant electronic publications are added to the item selection profile each year during the Annual Update Cycle.

The USF Tampa Library subscribes to Marcive's Ongoing GPO Database Service. Once a month, new and updated bibliographic records are loaded into the Library's web-based library management system. The records for resources that are electronic or electronic only, contain a Persistent Uniform Resource Locator (or PURL) in the 856 MARC field. The web-based library management system promotes direct online access to these materials.

6.   Selection Tools, Non-Depository Items, Retrospective Sources

Selection Tools

The following standard selection tools are used:

Documents Data Miner

Essential Titles for Public Use in Paper Format

Federal Depository Library Manual, Appendix A, "Suggested Core Collection Annotated for Small to Medium Public and Academic Libraries and for all Law Libraries"

Federal Depository Library Manual. Appendix B. "Maps Available for Selection."

Federal Depository Library Manual, Basic Collection. "Basic Collection."

GovDoc-L and *Map-L* listservs - for listings of additional items to add to the collection

GPO Access Resources

GPO Item Lister

List of Classes of U.S. Government Publications Available for Selection by Depository Libraries

Monthly Catalog of United States Government Publications, 1976 to present

> *Catalog of Government Publications (CPG)* - GPO produced online edition, 1994 to present

Marcive WebDocs - online edition of the *Monthly Catalog*, 1976 - present (vendor - Marcive)

GPO Monthly Catalog - online edition of the *Monthly Catalog,* 1976 - present (vendor - OCLC FirstSearch)

[Substitution List: Official FDLP Permanent Full-Text Databases](#)

[*United States Government Manual*](#)

[University of Florida Disposition Guidelines](#) - Guidelines for disposition of depository materials established by the University of Florida, Regional Depository for selective depositories in the Florida-Caribbean area.

Non-Depository Items

YBP Approval Plan / GOBI

Commercial Catalogs (e.g. Bernan, Congressional Quarterly, CIS, and Scholarly Resources)

Lexis/Nexis Congressional

Lexis/Nexis Statistical

NTIS Database

Reviews of reference materials found in the following publications:

Choice

Documents to the People

Journal of Government Information

Government Information Quarterly

Retrospective Sources

[*Needs and Offers List*](#) from other libraries are routinely reviewed for possible acquisitions for the collection.

The USF Tampa Library's collection of U.S. Government Publications on microcard from 1953 to 1980 provides access to all depository and non-depository documents during those years. Other microform collections include the *American State Papers*, 1789 - 1830, the *United States Serial Set,* 1817-1969, the *American Statistics Index Non-depository Documents*, 1974 to date, the *U.S. Committee Hearings to 1969*, Groups 1-4 covering the years 1789 - 1953, and the *CIS Annual Microfiche Collection,* covering the years, 1970-1981.

LexisNexis Congressional Indexes 1789–1969, provides online access to an expanded range of citations to historical congressional documents. This extended indexing enables the librarians and the patrons to

identify historical documents that are not currently available in the USF federal depository collection. This comprehensive database includes information from the following CIS Indexes:

- CIS U.S. Serial Set Index, 1817–1969, includes the American State Papers, 1789–1830s
- CIS U.S. Congressional Committee Hearing Index
- CIS Indexes to Unpublished Congressional Committee Hearings
- CIS U.S. Congressional Committee Prints Index
- CIS Index to U.S. Senate Executive Documents and Reports

7. Resource Sharing

The USF Tampa Library's federal depository (established 1962) is one of three depository libraries serving the constituents of the 11th Congressional District. The other federal depository libraries in the 11th Congressional District are the MacDonald-Kelce Library at the University of Tampa (established in 1953) and the John F. Germany Public Library, flagship library for the Tampa-Hillsborough County Public Library System (established 1965).

As the largest Federal depository library in the Tampa Bay area, USF Tampa Library Government Documents unit recognizes its role primarily as lender to other depository libraries within the area and will make every effort to provide these libraries with the materials needed upon request. In addition, the USF Tampa Library receives a large number of interlibrary loan requests from patrons at other libraries throughout the State of Florida and across the nation.

The USF Tampa Library relies on resource sharing to obtain federal depository materials that are not available in its government documents collection. The state-wide online public access catalog, the *Monthly Catalog of United States Government Publications*, and other online indexing services greatly facilitate the process of searching for these materials. The USF Tampa Library often obtains a copy of the requested document from the Regional Depository located at the University of Florida in Gainesville or from one of the other federal depository libraries located in the State of Florida. Patrons wishing to obtain materials not owned by the USF Tampa Library or other local depository libraries are encouraged to utilize the Library's Interlibrary Loan service to obtain copies of requested Federal Depository materials.

8. Collection Evaluation

Zero-Based Collection Review
Zero-based collection review is conducted throughout the year. Item numbers are evaluated on a one-by-one basis and are added or deselected from the item selection profile, as appropriate, during the Annual Item Selection Cycle. More extensive collection analysis is conducted throughout the calendar year in preparation for the Annual Update Cycles which runs from June 1st - July 31st every year.

The following schedule is used as a guide for this evaluation process:

Monthly Collection Assessment Schedule

October - Agriculture/National Archives

November - Commerce/CIA

December - Defense

January - Energy/Education/EPA/FEMA/Federal Reserve/Federal Trade Commissions/GAO/GP

February - Health and Human Services, Homeland Security, Housing and Urban Development

March - Interior

April - Justice/Judiciary

May - Labor/NASA/NSF/USPS/PrEx

June - State/Treasury

July - Transportation/VA

August - Congress X/ Y1-Y3

September - Congress Y4

Documents Data Miner is an indispensable database that is used extensively in the management and evaluation of the federal depository library collection. Documents Data Miner combines files from the latest version of the List of Classes of United States Government Publications available for Selection by Depository Libraries, the Item Lister's Current Item Number Selection Profiles for Depository Libraries, and the Federal Depositories Library Directory. Originally developed at Wichita State University, Documents Data Miner 2 is now a cooperative partnership between WSU and the Federal Depository Library Program. Update information on inactive and discontinued items is periodically added to the database to facilitate the collection evaluation process.

9.   Weeding & Maintenance

The federal depository collection is maintained in accordance with the guidelines set out in the *Instructions to Depository Libraries, Chapter 4*.

The USF Tampa Library follows the Revised Guidelines for Disposition of Depository Documents mandated by the University of Florida, the Regional Depository Library for the State of Florida and the Caribbean. These guidelines are based on the Instructions to Depository Libraries from the Government Printing Office.

Lost or stolen materials, when identified, are purchased from GPO's online Sales Products Catalog, if the item is still available. National Needs and Offers Lists and the Disposition Lists sent out from the University of Florida are checked for replacement titles.

Weeding of the federal depository collection is an on-going process. Routinely weed superseded materials that are listed in the Superseded List following the FDLP Guidelines for Determining Superseded Materials.

As a selective depository library, the USF Tampa Library may discard depository items that are more than five years old. However, the USF Tampa Library strives to maintain a research level collection of government publications and therefore does not routinely discard materials based solely on the length of time since acquisition. Periodic weeding is conducted, as needed, based on the following criteria:

1) Effective date of the publication has expired;

2) No evidence of usage can be determined or foreseen;

3) Runs of serials that have major gaps that are not likely to be filled;

4) Manuals or transmittals that are incomplete or lacking base copy;

5) Publications are out-of-date and have no historical interest or research value;

6) Physical condition is damaged beyond repair.

Binding of documents is not included in the normal library binding procedures. When there is a need to bind materials, they are sent to handled in the same manner as other library materials.

10. Access

The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to its Government's information. For more than 130 years, depository libraries have safeguarded the public's right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government. The Government Printing Office provides government information at no cost to designated depository libraries throughout the county. These depository libraries, in turn, provide local, no-fee access to government information in all formats in an impartial environment with professional assistance.

The USF Tampa Library selects, acquires, and organizes approximately 68 percent of the government publications that are distributed by the United States Government Printing Office through the Federal Depository Library Program. This information is disseminated free of charge and is available for public use in the library during regular library hours. Government information is distributed in the form of books, pamphlets, magazines, report monographs, CDs/DVDs, online electronic resources, or microforms. USF faculty, staff and students can check out materials with a valid USF ID card. Members of the community may check out materials if they purchase a Special Borrower's Card.

The Federal Depository Collection is located in the basement of the USF Tampa Library. Reference service for the Government Documents Collection is provided by the Reference Librarians at the Reference Desk, located on the first floor of the Library. The Government Documents Librarians maintain a documents email service where patrons can submit their documents questions from a remote location. Also provided is *Ask-a-Librarian for Government Information*, a reference referral service that allows patrons to leave their research request at the Reference Desk so that the Government Documents Librarians can locate the information that is needed.

Holdings for the Documents collection, from 1976 to present, are integrated into the online catalog system using standard search retrieval methods. The SuDoc call number, the format of the document, and the location code clearly indicate where the document is located in the library. Prior to 1976, the print *Monthly Catalog of United States Government Publications* and all related access tools provide the patron with bibliographic citations.

The USF Tampa Library's web page provides access to the electronic collection of government information at http://web.lib.usf.edu/tampa/govdocs/

The major commercial databases that can be used to retrieve citations to government documents include:

Marcive WebDocs - 1976 - present

Lexis/Nexis Academic

Lexis/Nexis Congressional - 1970 - present, 1789-1969

Lexis/Nexis Statistical

Web LUIS

GPO Access Databases

STAT/USA

USA Trade

CenStats

WestLaw Campus

PAIS International