

Milne Library, SUNY College at Oneonta
Government Documents Collection Development and Access Policies
January 2006

Introduction

SUNY Oneonta is a state-supported, comprehensive, coeducational college of the liberal arts and sciences. The college enrolls over 5,700 students in 69 undergraduate majors, ten graduate programs and several specialized certificate programs. Major programs offered at the college include education, business, music industry, communications and human ecology.

Milne Library plays an important role in the educational mission of SUNY Oneonta. Milne Library is located in the 24th U.S. Congressional District of New York and was designated a selective Federal depository in 1967. Milne Library currently receives 39% of the Federal publications available through the Federal Depository Library Program. The primary mission of the Library's depository is to collect, organize and provide free and unimpeded public access to U.S. Government publications in support of the college's mission. The library's mission statement affirms that the library "contributes to the overall mission of the college by providing resources and services to meet the intellectual and academic needs of students, faculty, and staff. Our primary focus is to support the instructional program of the college." The depository also serves members of the Oneonta community.

The City of Oneonta has a population of about 15,000. Major employers and influences on the local economy include SUNY Oneonta, Hartwick College, A.O. Fox Hospital, the Oneonta Job Corps Center, New York State Electric and Gas (NYSEG), Verizon, Corning Corporation, Wilber National Bank, the Association of Retarded Citizens (ARC), The Daily Star and Key Bank.

Selection Guidelines

Special consideration is given to lists such as "Basic Collection" in Appendix C of the *Federal Depository Library Manual* and "Suggested Core Collection" in Appendix A of the *Federal Depository Library Manual*. Documents are selected that will serve the information needs of our users. In order to determine these needs, Milne Library considers the College's mission, the major programs offered by the College and government documents deemed to be of general interest to the college community and to the local community. As a result of the above stated considerations, the library concentrates document selection in the areas of agriculture, business, education, the environment, foreign policy, geology, geography, and health. We also collect government publications that focus on statistics and demographics across topics, Congressional issues, legal issues, public policy, and tax and budget matters.

Access

Government publications are accessible for public use in Milne Library and are distributed throughout the library. Users may consult "United States Government Documents List of Items Received" to determine if the library receives a particular publication. The manual is located at

the Reference Desk. Government publications are located in the Reference and Circulating Collections and are cataloged by Library of Congress call numbers and can be located using the Library catalog. Documents are also located in the Periodicals, Map and Dewey Rooms. The remaining documents are shelved in the Government Documents and Map Room on the 3rd floor and are arranged by Superintendent of Documents number. Items in the Federal Document Collection are entered into the library catalog as they are received. Non-cataloged items can be located using the Catalog of U.S. Government Publications at <http://catalog.gpo.gov/F>.

Items are retained five years in the Document Collection. With respect to serials, new editions will replace previous editions without the need to re-catalog. All titles in the Federal Document Collection, the cataloged collection and the map collection may be checked out for the standard loan period.

The Government page on the library's web site at <http://www.oneonta.edu/library/govdocs/> includes links to government information including the "Basic Collection," "Core Documents of the United States," "Catalog of United States Government Publications," and "GPO Access."

Community members, as well as students, faculty and staff, have borrowing privileges, and may borrow circulating documents. The library has over 30 computers from which community users can access web-based government information at no charge. Community members can print web-based documents for \$.05 per page. Assistance in locating government documents is available from the Reference and Information Desk during all hours that the Desk is staffed. The library provides electronic access to documents to the handicapped through an ADA compliant workstation.

Format Selection

Paper copy is the preferred format for core/essential documents. When available as electronic (EL) items, essential documents are selected in electronic format in addition to paper format and PURL (Persistent Universal Resource Locator) links are included in the library catalog. Electronic versions of essential items are also organized and linked on the library's Government Documents web page. The format for non-core documents is selected based on a variety of factors including ease of use for patrons and storage space within the library building. In general, when an electronic or paper version is available, this is preferred over microform or CD-ROM.

The Government Documents Collection Policy is reviewed annually to ensure that it is still relevant and allows the Library to meet the government information requirements of its patrons.