

Joyner Library Procedure Manual

500.15

Subject: Collection Development Procedures

Title: Federal Documents Collection Development Procedure

Operational Policy - Date Adopted by the EHRA Assembly: November 9, 2000

Date Revised: October 2, 2014; April 2, 2020

Introduction:

J.Y. Joyner Library, East Carolina University is a member of the Federal Depository Library Program (FDLP), and has been a federal depository library since 1951. Joyner's Federal Documents Collection includes both current and retrospective federal government publications in a variety of formats, and is designed to meet the government information needs of residents of North Carolina's Third Congressional District, as well as ECU students, faculty and staff, residents of the First Congressional District, and the population of eastern North Carolina as a whole. Joyner Library was first designated a Federal depository library for the First Congressional District, but after redistricting in 1991, it now lies in the Third Congressional District. In accordance with FDLP requirements the collection serves the federal information needs of the constituents of the Third U.S. Congressional District. However, because of its size and location, the collection continues to serve the needs of the residents of both districts. Depository documents are available in all formats for free access by the public. The Federal Documents Collection is managed in compliance with FDLP guidelines and regulations.

East Carolina University is one of 13 UNC-system institutions that participate in the FDLP. Joyner Library is a selective depository, one of 33 selective depository libraries in North Carolina and over 1,200 nationwide. As of March 2020, Joyner selects 67% of items available through the FDLP. Joyner Library also has an abridged United Nations documents collection covering 1986 to 1996 and is a select North Carolina depository library; selected state and international documents are in the general collection. The federal documents librarian is responsible for making collection decisions for federal depository documents, based on consultations with library administration, other library colleagues, and teaching faculty.

Selection Policy:

Since the start of the 21st century, the FDLP has distributed virtually all new and recent federal government publications in freely available online digital format. Thus, they are accessible to our users regardless of whether or not they are included in our selection profile. For

those items that are still available for selection in multiple formats, electronic is the preferred format, due to both space limitations and ease of access. Certain items, such as heavily used essential titles, items of unique or historic importance, and lengthy monographs, may continue to be selected in print as long as that format remains an option.

Elements of the Federal Documents Collection:

1. Legacy Federal Documents Collection

With almost all new FDLP documents distributed in electronic format, Joyner's residual collection of print federal documents is now primarily an archival resource, made up mostly of items published between 1950 and 2000. This Legacy Federal Documents Collection is therefore a primary source archive of tangible federal publications covering the political, military, economic, social and environmental history of America in the second half of the 20th Century. Areas of focus for the legacy collection include key historical events and selected subject areas of direct relevance to the research needs of the ECU community and the interests of eastern North Carolina residents. Such topics include:

- Major historical events, such as the Vietnam War, space exploration and the Civil Rights Movement
- Documents of enduring historical interest, such as reports on Watergate and the Iran-Contra Affair
- Military and strategic affairs, such as Department of Defense and House/Senate Armed Services Committee publications, in support of ROTC, Security Studies, History, Political Science and the region's large military population
- Coastal and maritime related publications, such as Army Corps of Engineers reports, in support of Maritime History and Coastal Resources Management
- Materials that directly support other Joyner Library collections, such as the CWIS Collection (see below), which supports the J. Edgar Hoover Collection on International Communism in the Manuscripts & Rare Books Department.
- Publications that directly provide background and context on major contemporary issues and trends, such as crime, the environment, energy, the growth of the Internet and immigration

A limited amount of retrospective collection building will be done for the Legacy Collection, based on the above criteria, demonstrated need for onsite access to the materials and

space limitations. Also, as noted above, certain noteworthy or heavily used publications, such as *Occupational Outlook Handbook*, will continue to be selected in paper.

2. Cold War & Internal Security Collection

The Cold War & Internal Security (CWIS) Collection is a special collection within the Legacy Collection. It is intended to serve as a comprehensive repository of FDLP publications documenting 20th century congressional countersubversion investigations. The core of the CWIS Collection includes several thousand volumes of congressional hearings, committee prints and committee reports from the House Un-American Activities Committee (HUAC), its successor the House Committee on Internal Security (HCIS), the Senate Government Operations Committee's Permanent Subcommittee on Investigations (SPSI), and the Senate Judiciary Committee's Subcommittee on Internal Security (SISS), covering the years 1918-1977. Relevant publications from other congressional committees and executive branch agencies will also be collected.

The CWIS Collection is intended as an archival resource. The collection, however, is open stack and can be used in the building by any interested patrons. Documents from the CWIS Collection cannot be checked out, but secondary copies of many of these volumes are available in the regular Documents Stacks and can be checked out. When complete, the CWIS Collection will contain at least one copy of every in-scope document published and distributed by the FDLP.

The CWIS Collection is part of the Association of Southeast Regional Libraries' (ASERL) Collaborative Federal Depository Program. Joyner Library is also a Government Publishing Office Preservation Steward for the material in the CWIS Collection.

3. Electronic Federal Documents Collection

Joyner Library's Electronic Federal Documents Collection consists of all federal government publications available to Joyner Library users in digital format, from both government and commercial sources. The Electronic Collection is our main source for 21st Century federal government publications while also offering substantial retrospective access to 19th and 20th Century materials, thus expanding our access to historic federal documents well beyond the holdings of the Legacy Documents Collection. The Electronic Federal Documents Collection consists of both freely available items from federal websites and content portals, as well as documents from relevant commercially purchased databases. Access to the Electronic

Federal Documents Collection is provided by a variety of means, including, but not limited to: records in the online catalog; subject guides and database lists; federated searching tools; and links to FDLP resources.

4. Federal Documents Microforms Collection

The Federal Documents Microforms Collection serves as an additional archival resource, supplementing both the Legacy and Electronic Collections. The Documents Microforms Collection primarily consists of large retrospective sets of federal publications purchased from commercial vendors such as CIS (now part of ProQuest). The current selection preference is to purchase electronic versions of documents microforms sets if funding permits. As a result, the Documents Microforms Collection mainly serves to fill gaps in the Legacy and Electronic Collections.

5. Joyner Library Map Collection

Joyner Library's Map Collection is a primarily retrospective resource with only very limited acquisition of new materials. Areas of focus are county maps, certain topographic maps, nautical charts, aeronautical charts, and historic US and British military maps.

Additional Collection Guidelines:

1. Languages

English is the major collected language for U.S. documents, as distributed by the Federal Depository Library Program. Materials in other languages will not be actively collected, except under extraordinary circumstances.

2. Weeding

Weeding of FDLP materials is conducted in accordance with established FDLP guidelines.

3. Resource sharing

Joyner Library participates in federal documents resource sharing by working directly with other depository libraries, especially our regional depository library at UNC-Chapel Hill; through collaborative arrangements such as ASERL; and by making documents available to other institutions via Interlibrary Loan.