

## Collection Development Policy Statement for Government Documents

**Subject Specialist responsible:** Celina McDonald, (301) 405-3643, [cnichol5@umd.edu](mailto:cnichol5@umd.edu)

### I. Purpose

The purpose of the Government Documents collection is to support the information, research and teaching needs of the University of Maryland and make government information available for free use to the general public.

Established in 1856 as the Maryland Agricultural College, the University of Maryland College Park is the flagship university for the state of Maryland. The University's mission is to:

*"Provide excellent teaching, research, and service. The University educates students and advances knowledge in areas of importance to the State, the nation, and the world. The University is committed to being a preeminent national center for research and for graduate education, and the institution of choice for Maryland's undergraduates of exceptional ability and promise."*<sup>1</sup>

As of February 2018, the University:

- Had 40,521 students enrolled (29,868 undergraduate, 10,653 graduate students).
- Awarded 10,714 degrees.
- Had 4,467 faculty including 3 Nobel Laureates, 6 Pulitzer Prize winners, and 60 members of the National Academies
- Is ranked 22<sup>nd</sup> in the Top Public Schools according to the *U.S. News and World Report*

The Government Documents collection also makes government information accessible to the general public. The University of Maryland is a member of the [Federal Depository Library Program \(FDLP\)](#) through which the Government Publishing Office distributes federal publications to participating libraries. Established by an act of Congress (44 U.S.C. §§ 1901-1916), the FDLP ensures public access to information published by the Federal Government. The University of Maryland has been a Federal depository library since 1925 and became the Regional Federal Depository Library for Maryland, Delaware, and the District of Columbia in 1965.

**Coordination and Cooperative Information:** To ensure users have comprehensive access to information, the Government Documents subject specialist works with institutional, regional, and national partners. Users directly feel the impact of these agreements when they borrow materials by using interlibrary loan and UBorrow.

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<sup>1</sup> The University of Maryland History and Mission webpage <https://www.umd.edu/history-and-mission>. Retrieved August 30, 2018.

Library Partners: Because the University of Maryland government documents collection covers a broad spectrum of areas, the subjects listed below represent only those to which government information is explicitly integral:

- Criminology and Criminal Justice
- Education
- Government and Politics
- Health Services Administration
- Law
- Patents and Trademarks
- Public Policy
- Social Work
- Sociology
- Technical Reports
- University of Maryland Extension

To ensure the University of Maryland's information needs are met, subject specialists for the related fields are consulted while making collection management decisions.

External Partners: The University of Maryland's regional and national partnerships make it possible to provide comprehensive access to the information. The University of Maryland Libraries also has reciprocal borrowing agreements, which grants users access and in-person borrowing privileges with participating institutions. Key partners include all selective Federal depository libraries in Maryland, Delaware, and the District of Columbia, [University System of Maryland and Affiliated Institutions \(USMAI\)](#), [Big Ten Academic Alliance \(BTAA\)](#), [Chesapeake Information and Research Library Alliance \(CIRLA\)](#), and [Center for Research Libraries](#).

**Diversity:** The Government Documents collection is comprised of materials and resources that mirror and support the intellectual pursuits of a community comprised of individuals of all ages from a multiplicity of racial and ethnic backgrounds, economic and educational levels, and physical and mental abilities. The Government Documents collection is an inclusive collection designed to provide equitable access to all expressions of ideas on a variety of political, economic, religious, social, minority and sexual issues through which any and all sides of a question, cause or movement may be explored. For more information, see Collection Development Diversity Statement - <https://www.lib.umd.edu/collections/policies/collection-development-diversity-statement>.

## II. Summary of Collection Scope at Current Collecting Levels

The Government Documents is comprehensive. As the regional Federal depository library, the University of Maryland is required to:

- Make Government publications available to the general public (§1911)
- Retain Government publications permanently in a tangible format, except superseded publications (§1911).
- Receive copies of all new and revised Government publications authorized for distribution to depository libraries (§1912).

- Provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications (§1912).<sup>2</sup>

In addition to publications received from the Government Publishing Office, the library collects supplemental materials to support the informational, curricular, and research needs of the University of Maryland. The collection's print materials are primarily housed in McKeldin Library, but is also be housed in at Hornbake Special Collection or the Libraries' off-site storage facility. Content is evaluated on the following criteria: authority, comprehensiveness, validity, language, date of publication, and geographical areas.

### III. Developing the Government Documents Collection

1. Language(s): English language materials constitute the majority of the Government Documents collection. Materials that are Major works covering the subject in other languages may be selected, but translations will be preferred over non-English materials.
2. Geographical areas: The major focus of items in the collection is the United States; however a significant portion of the collection relates to international affairs and other countries.
3. Chronological periods/Imprint dates: All materials are received from the Government Publishing Office as they are published; however new publications about the history of government agencies or the federal government may be acquired.
4. Materials selected
  1. Included materials: The following formats or types of materials are collected for this collection: books, periodicals, newspapers, databases, microforms, maps, pamphlets, posters, audio/visual materials, software, and datasets.\
  2. Excluded materials: The following formats or types of materials are not purchased for this collection: textbooks, dissertations, pamphlets, children's/juvenile literature, reprints, exam-preparation books, and self-published work. Materials from predatory publishers will also be excluded from this collection (See [Beall's List](#) to learn more about predatory publishing and publishers).
    - Levels of Collection Intensity: Materials for this collection is collected at a comprehensive level. In addition to publications from Federal agencies, materials from commercial vendors are also included. This collection is extensive and exhaustive.<sup>3</sup>

### IV. Additional Collection Information

The Government Documents collection adheres to requirements set forth in the US Code (44 U.S.C. §§ 1901-1916) and the [University of Maryland Libraries' policies](#) for duplication, gifts, deselection and preservation.

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<sup>2</sup> *Legal requirements and Program Regulations of the Federal Depository Library Program*. U.S. Government Printing Office. Superintendent of Documents, Washington DC, 2011

<sup>3</sup> Biblarz, Dora, Marie-Joelle Tarin, Jim Vickery, and Trix Bakker. *Guidelines for a collection development policy using the Conspectus model*. International Federation of Library Associations and Institutions, Section on Acquisition and Collection Development, 2001.

1. Duplication: The library will purchase and retain one (1) copy of a publication. Duplicate copies in other formats will not be collected. Print copies will be withdrawn from the collection when they are superseded by newer version.
2. Gifts: Gift items are added to the Government Documents collection in accordance with the [University of Maryland Libraries Gifts-In-Kind Policy](#). Materials should supplement the existing collection, be in good condition, and be of scholarly interest. The subject specialist for Government Documents is ultimately responsible for deciding whether or not a gift is added to the collection.
3. Deselection/Withdrawal: The relevance of materials in the Government Documents collection can and will change over time. Periodic weeding of the collection is done to identify items which meet the criteria for supersession which includes: expired, earlier editions, reprints, or corrected copies. The Libraries are not permitted to substitute electronic versions for print copies; however the Libraries are not required to have materials in more than one tangible format.
4. Preservation: The subject specialist will work with the Preservation unit at the University of Maryland Libraries when individual titles are brought to their attention that need rebinding, repair or replacement.

**Implementation and Revision Schedule:** This policy has been reviewed by the Collection Development Council ([lib-cdc@umd.edu](mailto:lib-cdc@umd.edu)) and is considered effective on the date indicated below. It will be reexamined regularly by the subject specialist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

**Date:** 8/31/16 CM; Rev. 8/31/18 CM

CDC 9/25/18