

## COLLECTION DEVELOPMENT POLICY FOR FEDERAL AND STATE DOCUMENTS

### Collection Description and Location (Federal and State)

The Federal and State documents collection are located on the second floor of the Library in the compact shelving area. The Federal documents are arranged by Superintendent of Documents classification and State documents are arranged currently by Dewey classification.

### Access

Federal and State documents have the same access as other Library materials. All federal and state documents circulate, except those that are periodicals or Reference materials. There are some documents that contain statistical information: United States Reports and Statutes at Large. These are not housed in the Reference Collection, and they do not circulate.

### Mission

Ross Pendergraft Library has been a selective depository for U.S. documents since 1925. It is a selective State of Arkansas depository, as well. The primary mission of the federal documents collection is to support the curriculum of the University and the needs of the surrounding community, which supports industry, agriculture and tourism. Some university departments that we try to support with documents include: Education, Agriculture, Parks and Recreation, Nursing and Emergency Management, for example. The depository program meets the requirements defined in the Federal Depository Manual and Instructions to Depository Libraries. The U.S. documents collection strives to serve the government information needs of the constituents of the 3<sup>rd</sup> Congressional District.

The Documents Librarian is responsible for making recommendations regarding the replacement of lost, damaged, missing, or worn-out monographs. The Documents Librarian will determine whether to replace a specific item or purchase the item, and may consider the following:

- a. Does the material being replaced meet the general Library collection policy?
- b. Does the frequency of use justify replacement?
- c. Is the material out of date?
- d. Is the material superseded?

Document monographs are bound on an "as needed" basis. Document periodicals are bound on the same basis as other Library periodicals.