Policies and Procedures Manual for Government Documents

The University of the Cumberlands is designated a selective Federal Depository Library through the Federal Depository Library Program (FDLP), and follows all rules and regulations of the program. The librarian in charge of the Government Documents collection should be a member of the Kentucky Government Documents Roundtable and follow all policies, procedures and mandates as given by the regional library, University of Kentucky.

Selection of Materials

The librarian in charge of government documents oversees the selection of materials printed or published by the Government Printing Office (GPO). The selection remains under 30 percent of the total items printed or published by the GPO, and the following criteria is used to select and deselect items on a yearly basis.

Preference is given to materials that support the research interest of students, faculty, and staff at the University of the Cumberlands, as well as, the local population of Whitley County, Kentucky.

For materials of a research interest to the students and faculty, librarians consider the needs of each academic department on campus but preference is given to programs that regularly use government documents for research including:

- Business Administration and Management Information
- Criminal Justice
- Education
- Health, Exercise and Sports Science
- History and Political Science

For materials of a local interest, preference is given to topics including:

- Geography
- History
- Health

Online electronic versions of these materials are given preference in selection except for certain titles that have a longer research life; for example, the Public Paper of the Presidents.

Physical versions of these materials are placed in the Government Documents section, with select titles put into the Reference collection until superseded or weeded and then can be placed into the Main circulating collection if it is history or military history title in durable binding.

Checking in Physical Documents

1. Open the box. You should see document items as well as item lists. Item lists are labeled “P” for paper items, “E” for electronic items, and “S” for special items which are sent in separate packages.
2. Sort item lists to match items. Set aside “E” items and lists and “S” lists.

3. On the “P” item lists, pencil checkmark all items received.

4. Check item numbers against a current item numbers received list. Highlight on “P” item list the numbers which we are supposed to get. If everything is going well, these will be the same items you have pencil-checked.

5. Label all items received with appropriate GovDocs call numbers (called SuDocs numbers).

6. Stamp each item with two stamps (depository and date).

7. If we have not received items which we are supposed to have received, these need to be set aside as “Rain Checks.” (Rarely occurs)

8. Shelve paper items in Gov Docs area of the library (Group Study Room).

Congressional Records. Many of the items we received are congressional reports. These have the same SuDocs call numbers except for date. Process them as you do the other Gov Docs except for the “E” microfiche. Stamp the outside envelope of these with two stamps, but do not label these. Rather, shelve these in the GovDocs fiche cabinet according to SuDocs number which is at the top of the fiche.

**Weeding of Physical Documents**

Once a year, Gov Docs clerks will examine the physical documents for purposes of weeding. All documents with a stamped date of over five years are pulled from the shelves and given to the Gov Docs librarian for listing and removal, or possible incorporation into the Main or Reference areas of our library.

**Listing and Removal of Physical Documents**

All physical documents that are weeded and fit the criteria for removal are listed monthly on the ASERL Documents Disposition Database, following the policies and procedures laid out by the regional library, University of Kentucky. Any item that is claimed is sent in the mail at our expense to that requesting institution and items that are not requested are recycled after they have expired from the database.

**Cataloging and Access**

All government documents selected from the GPO are cataloged in UC Cat and available for use by any patron of the Hagan Memorial Library. Currently MARC records are obtained through Marchive and uploaded into the catalog by the appropriate contact for the shared library at the Appalachian College Association. Monthly records are downloaded from a review file and used to double check our catalog accuracy and selection profile.
Additional electronic titles may be linked in library guides, with particular importance placed on titles from the Basic Collection as designated by Federal Depository Library Program.

**Kentucky Governmental Documents**

Documents sent from Kentucky governmental printing, such as those from the Kentucky Legislature or the Kentucky Department of Education are placed in the Reference or Main circulating collection per librarian discretion.