Collection Development

Note: For a listing of resources to review, an explanation of the FDLP Electronic Collection, different collection lists, and a review of the content regularly found in collection development policies, please consult the overview of the Collection Development module.

For more information about working with these self study modules and for more information on working with PDFs, please consult the detailed information in our Introduction module.

UNDERSTANDING THE COMMUNITY SERVED BY YOUR DEPOSITORY

This section is meant to highlight very basic information about the community your library serves. Identify the source(s) used to determine the information.

U.S. Congressional District:

| | Population: |
|--------|--|
| | City: |
| | County: |
| | Other geographic area, as applicable: |
| | Source used: |
| Area's | growth (Indicate if none, low, moderate, or high): |
| | Source used: |
| | Major industries/influences on the local economy: |
| | |
| | Source used: |
| | Types of depository library users: |
| | |
| | Source used: |

Depository publications most frequently used, by library user types:

| Publications | Library user type |
|--------------|-------------------|
| | |
| | |
| | |
| | |

Source used:

Library's volume count (Includes Federal depository and non-depository materials, all formats, and all collections and libraries under the administrative purview of your library director):

Source used:

UNDERSTANDING YOUR COLLECTION

The following section asks about your collection scope.

For each column, indicate which statements most closely describe your depository selection.

| A comprehensive, retrospective research collection | Online and tangible |
|---|---------------------|
| A blend of current and retrospective holdings | Primarily tangible |
| A mostly current, 5 year collection (with a few retrospective holdings) | Primarily online |

Do you know which depository resources your library is selecting? Yes No

Note: If you are unfamiliar with your library's depository selections, use Item Lister to identify the item numbers your library selects. Please compare the item numbers with the List of Classes. A useful community-created resource that assists with this process is Documents Data Miner 2.

Also, please note that GPO does not require depository libraries to maintain a specific item number selection rate. The selection rate should be whatever rate meets the U.S. Government information needs of your users. Libraries should be able to demonstrate how this is achieved through a collection development policy or other documentation.

When did the library last conduct an item selection profile review?

Was it a zero-based item number review, where each available item number was reviewed on a one-by-one basis? No

Yes

Describe the process:

Are you familiar with how to update your library's item selection profile? No

Yes

If not, consult the FDLP Desktop article Amendment of Item Selections.

FDLP COLLECTION LISTS AND RESOURCES

Are you familiar with purpose of the different FDLP collection lists and resources from GPO?

| | Yes | No |
|---|-----|----|
| FDLP Basic Collection | | |
| Essential Titles for Public Use in Paper or Other Tangible Format | | |
| Suggested Core Collections By Library Type | | |
| FDLP Electronic Collection | | |
| List of Classes | | |
| U.S. Government Bookstore | | |

Note: For more information about the first four resources listed, see Building Collections and FDLP Electronic Collection. For information about the List of Classes, see the Bibliographic Control module in the Self-Study of a Federal Depository Library or the Collection Management section of the FDLP Desktop. To purchase publications directly from GPO's Sales program, please see the U.S. Government Bookstore.

You may also be interested in making use of collections of publications, such as Core Documents of U.S. Democracy, on GPO Access for collection development purposes.

FDLP BASIC COLLECTION

Which of the following Basic Collection titles does the library select in the FDLP? Check all that apply. Note the format(s) selected when more than one format is available. If the item number is not selected, explain how the library makes that title available for immediate use.

| Selected by item number | Not selected so access is provided this way | Title | SuDoc # | Item # | Format |
|-------------------------------|--|--|----------------------|----------------|--------|
| | | American FactFinder | C 3.300: | 0154- B-16 | EL |
| | | Ben's Guide to U.S. Government for Kids | GP 3.39 | 0556- C | EL |
| | | Budget of the U.S. Government | PREX 2.8 | 0853 | Р |
| | | | PREX 2.8/1: | 0853- C-01 | EL |
| | | | PREX 2.8/1: | 0853- C | CD |
| | | Catalog of Federal Domestic Assistance | PREX 2.20 | 0853- A-01 | Р |
| | | | PREX 2.20: | 0853- A-09 | EL |
| | | Catalog of U.S. Government Publications | GP 3.8/8- 9 | 0557- F | EL |
| | | Census of Population and Housing: Population & Housing Unit Counts (all | C 3.223/5: | 0159- C-(#) | Р |
| | | states, U.S. Summary, and Puerto Rico) (Series PHC-3) | C 3.223/5: | 0159- G-(#) | EL |
| | | Census of Population and Housing: Summary Population & Housing | C 3.223/18: | 0159- B-(#) | Р |
| | | Characteristics (all states, U.S. Summary, and Puerto Rico) (Series PHC-1) | C 3.223/18: | 0159- H-(#) | EL |
| | | Census of Population and Housing: Summary Social, Economic, & | C 3.223/23: | 0156- M-(#) | Р |
| | | Housing Characteristics (all states, U.S. Summary, and Puerto Rico) (Series PHC-2) | C 3.223/23: | 0156- O-(#) | EL |
| | | Census of Population and Housing: Social, Economic, & Housing Characteristics (Island Areas) (Series | C 3.223/23- 2: | 0156- M-54 | Р |
| | | PHC-4) | C 3.223/23- 2: | 0156- O-54 | EL |
| | | Code of Federal Regulations | AE | 0572- | Р |

| Selected by item number | Not selected so access is provided this way | Title | SuDoc # | Item # | Format |
|-------------------------------|---|--|------------------|-----------------|--------|
| | | | 2.106/3: | В | |
| | | | AE | 0572- | EL |
| | | | 2.106/3: | B-01 | |
| | | | AE | 0572- | MF |
| | | | 2.106/3: | С | |
| | | Congressional Directory | Y 4.P | 0992 | Р |
| | | | 93/1:1 | | |
| | | | Y 4.P | 0992- | EL |
| | | | 93/1:1 | A-01 | |
| | | Congressional Record (daily) | X 1.1/A: | 0994- | Р |
| | | | | В | |
| | | | X 1.1/A: | 0994- | EL |
| | | | | B-01 | |
| | | | X 1.1/A: | 0994- | MF |
| | | | | С | |
| | | | X 1.1/A: | 0994- | EL |
| | | | | D | |
| | | Constitution of the United States of | Y 1.1/3: | 1004- | Р |
| | | America: Analysis and Interpretation | | E-01 | |
| | | | Y 1.1/3: | 1004- | EL |
| | | | | E-02 | |
| | | County and City Data Book | C 3.134/2: | 0151 | Р |
| | | | С | 0151- | EL |
| | | | 3.134/2: | A-02 | |
| | | | С | 0151- | CD |
| | | | 3.134/2-1: | D-01 | |
| | | Daily Compilation of Presidential Documents | AE 2.109: | 0577- A | EL |
| | | Economic Indicators | Y 4.EC 7:EC 7 | 0997 | Р |
| | | | Y 4.EC 7:EC 7 | 0997- A | EL |
| | | Economic Report of the President | PR 43.9: | 0848- F | Р |
| | | | PR 43.9: | 0848- F-01 | EL |
| | | Federal Register (daily) | AE 2.106: | 0573- C | Р |
| <u> </u> | | | AE 2.106: | 0573- F | EL |
| | | | AE 2.106: | F 0573- D | MF |
| | | CPO Access | GP 3.42: | 0551- | EL |
| | | GPO Access | OF 3.42: | 0551- | |

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| Selected by item number | Not selected so access is provided this way | Title | SuDoc # | Item # | Format |
|-------------------------------|--|--|--------------------------|---------------|-------------|
| | | | | A-02 | |
| | | Bicentennial Edition: Historical Statistics of the United States, Colonial Times to 1970 - Part 1 and Part 2 | C 3.134/2:H 62/970 | 0151 | P and EL |
| | | Occupational Outlook Handbook | L 2.3/4: | 0768- C-02 | Р |
| | | | L 2.3/4: | 0768- D-02 | EL |
| | | Public Papers of the President | AE 2.114: | 0574- A | Р |
| | | | AE 2.114: | 0574- A-02 | EL |
| | | Social Security Handbook | SSA 1.8/3: | 0516- C-03 | EL |
| | | STAT-USA | C 1.91: | 0128- P | EL |
| | | Statistical Abstract of the United States | C 3.134: | 0150 | Р |
| | | | C 3.134: | 0150- A-02 | EL |
| | | | C 3.134/7: | 0150- B | CD |
| | | Subject Bibliographies | GP 3.22/2: | 0552- A | EL |
| | | United States Code | Y 1.2/5: | 0991- A | Р |
| | | | Y 1.2/5: | 0991- A-01 | EL |
| | | | Y 1.2/5-2: | | CD |
| | | United States Government Manual | AE 2.108/2: | 0577 | Р |
| | | | AE 2.108/2: | 0577- A-01 | EL |
| | | United States Reports | JU 6.8: | 0741 | Р |
| | | | JU 6.8: | 0741- A | EL |
| | | United States Statutes at Large | AE 2.111 | 0576 | Р |
| | | | AE 2.111: | 0576- A | EL |
| | | USA Counties | C 3.134/6: | 0150- B-03 | EL |

How is access to the Basic Collection provided? Check all that apply.

| \checkmark | |
|--------------|---|
| | Catalogs all publications separately |
| | Links to each title in the Basic Collection from the library's Web site |
| | Catalogs the Basic Collection using a collection level record and includes a hyperlink to a |
| | Basic Collection Web page |
| | Links to a Basic Collection Web page from the library's Web site |
| | Purchases and makes available commercial equivalents of the Basic Collection titles |
| | Incorporates Basic Collection titles into topical bibliographies or guides |
| | Other |

Note: Providing access to the FDLP Basic Collection, also called the Basic Collection, is a requirement in the FDLP. While access is best accomplished by cataloging the titles and including active or direct hyperlinks in the bibliographic records, other alternatives are available to depositories. A library may select one option or a combination of different options.

If you do not typically serve the general public as your primary users, aside from the Basic Collection, what are some of the resources you select through the FDLP that are specifically collected to help meet the Federal Government information needs of your community?

SUGGESTED CORE COLLECTIONS BY LIBRARY TYPE

Does your library select any of the titles in the Suggested Core Collections by Library Type? Yes No

Does your library select any of the titles in the list of resources in Essential Titles for Public Use in Paper or Other Tangible Format?

Yes No

Note: Your library is not required to select resources on these lists if they do not meet the needs of your library users. The lists, which contain many core titles, were created by the FDLP community and GPO and may provide guidance in collection development.

Note that not all libraries are represented in the library types in the Suggested Core Collections lists.

SUBSCRIPTION-BASED SERVICES AVAILABLE FOR FREE IN THE FDLP

Does the library provide access to any subscription-based online services available at no charge through the FDLP? Check those that are accessible at your library. Check all that apply.

| \checkmark | |
|--------------|---|
| | STAT-USA |
| | USA Trade Online |
| | National Climatic Data Center Online Document |
| | Library |
| | Homeland Security Digital Library |
| | DARTS (NTIS) |

Note: STAT-USA is on the FDLP Basic Collection list, so all depository libraries must provide access to it.

If you do not have the user IDs and passwords for these resources, the library director or designated depository coordinator may request them through askGPO. See the Desktop article Passworded Databases for more information.

ADDITIONAL RESOURCES

Does the library have suitable indexing or adequate database tools to effectively access the resources in the depository collection? No

Yes

If no, what other secondary resources would you like added to the library?

The following is a list of indexes, databases, and other reference resources. Not all of these tools are appropriate for all types of depositories.

Check off the information products and services the library owns or subscribes to and indicate the format. If access is restricted for some resources because of database licensing or other issues, note that fact.

| ✓ | Format | Access | |
|---|--------|--------|---|
| | | | ASI (American Statistics Index) |
| | | | Ames, John G. Comprehensive Index to the Publications of the U.S. |
| | | | Government, 1881-1893 |
| | | | Gale, Guide to U.S. Government Publications (AKA "Andriot") |
| | | | CCH Congressional Index |
| | | | CIJE (Current Index to Journals in Education) |
| | | | CIS Index to Presidential Executive Orders and Proclamations |
| | | | CIS Index to U.S. Senate Executive Documents and Reports |
| | | | CIS U.S. Government Periodicals Index |
| | | | CIS Index to the Code of Federal Regulations |
| | | | CIS Federal Register Index |
| | | | CIS American Foreign Policy Index |
| | | | CIS Index to Publications of the United States Congress |
| | | | CIS Congressional Masterfile CD-ROM |
| | | | CIS LexisNexis Congressional |
| | | | CIS U.S. Serial Set Index |
| | | | CIS U.S. Congressional Committee Hearings Index |
| | | | CIS U.S. Congressional Committee Prints Index |
| | | | CQ Weekly |
| | | | CQ databases (specify) |
| | | | Checklist of United States Public Documents 1789-1909 |
| | | | Cumulative Subject Index to the Monthly Catalog of U.S. |
| | | | Government Publications, 1900-1971 |
| | | | Declassified Documents Index |
| | | | Documents Catalog, 1893-1940 |
| | | | EPA Reports Bibliography |
| | | | ERIC |
| | | | Hein Online databases (specify) |
| | | | Index Medicus |
| | | | LexisNexis Congressional |
| | | | LexisNexis Government Periodicals Index |
| | | | LexisNexis Statistical |
| | | | MARCIVE Web Docs |
| | | | Monthly Catalog CD-ROM (what brand?) |
| | | | Monthly Catalog, loaded in online system, available from OPAC |
| | | | (what brand?) |
| | | | NLM Medline |
| | | | NLM MedlinePlus |
| | | | NTIS Government Reports Announcements and Index |

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| \checkmark | Format | Access | |
|--------------|--------|--------|--|
| | | | NTIS Online |
| | | | OCLC |
| | | | OCLC FirstSearch |
| | | | PAIS |
| | | | Poore, Benjamin P. A Descriptive Catalog of the Government |
| | | | Publications of the United States, September 5, 1774-March 4, 1881 |
| | | | RIE (Resources In Education) |
| | | | Westlaw (specify) |
| | | | U.S. Code Congressional and Administrative News |

List other indexes or databases accessible via the OPAC or library Web site:

List other reference tools purchased:

List other resources, such as microform collections, that support access to or consist of Federal information products:

REPLACEMENT OF MISSING OR DAMAGED DEPOSITORY RESOURCES

Are you aware of any major publications or series that were lost or damaged in a disaster or that are missing? No

Yes

If yes, determine what these missing publications are, if you have not already, and identify processes to work toward replacement of the lost publications, as feasible.

SELECTIVE HOUSING SITE(S)

Does the depository have any selective housing sites, which are libraries that house selected depository materials but are not under the depository library director's administrative purview or management? Yes No

If yes, list name(s) and titles or collection focus:

For each selective housing site, do you have current, official documentation of each agreement in place at the depository, GPO, and the regional depository library?

Yes No N/A

If not, please download the Selective Housing Agreement template (Federal Depository Library Handbook. Appendix D) and develop and submit the agreements for official approval. Please amend the form as needed to fit the needs of your libraries.

Have you at the depository and your contacts at the selective housing site reviewed the agreement within the past year to confirm that the publications selected for the selective housing site are still needed at the site?

Yes No N/A

STATE PLAN

Is your library governed by a State Plan or similar document? Yes No

If yes and the State Plan has guidance about cooperative collection development between the State or region's Federal depository libraries, describe that agreement here:

COLLECTION DEVELOPMENT POLICY

The following section focuses on evaluating your institution's collection development policy (or policies). Answers to questions should be evident in the collection development policy.

If you do not already have a policy including information about the depository collection, you are encouraged to develop one. If you do not have a policy, or if it is not library practice to create such a policy, you may wish to consider all of these questions in relation to your everyday depository collection practices.

For more information, see the section on Collection Development Policies in the online portion of this Self-Study Module.

Does the library have a written depository collection development policy, either separate or part of a general library-wide policy?

Yes

If yes, when was it written?_____

When was it last reviewed?_____

Do you find that the policy or policies still accurately reflect the library's collection development practices?

Yes No

No

Indicate whether the collection development policy addresses the following. Check all that apply.

| \checkmark | | | | | |
|--------------|--|--|--|--|--|
| | Library mission statement | | | | |
| | Community analysis of the U.S. Congressional District or local areas served to help identify the | | | | |
| | U.S. Government information needs of the community | | | | |
| | Strategies for meeting the Federal Government information needs of the library users | | | | |
| | Depository selection responsibility | | | | |
| | Subject areas, including intensity levels and subject strengths | | | | |
| | Collection arrangement | | | | |
| | Formats selected and format selection decisions | | | | |
| | Selection tools, non-depository items, retrospective resources, including selection responsibility | | | | |
| | Management of maps/GIS resources/cartographic resources | | | | |
| | Management of electronic resources | | | | |
| | Resource sharing (e.g., ILL, use of a shared catalog) | | | | |
| | Collection development responsibilities according to the State Plan | | | | |
| | Collection evaluation | | | | |
| | Collection maintenance, including weeding | | | | |
| | Access to resources (e.g., cataloging sources, indexes available, etc.) | | | | |
| | Other (describe): | | | | |

MISSION STATEMENT

Does the mission statement express the commitment of the institution to provide free, public access to Government information for primary users and non-primary users?

Yes No

Does the collection development policy include strategies that the library uses for meeting the U.S. Government information needs of the primary library patron community and, if different, the general public or non-primary users?

Yes No

Describe.

Indicate whether the collection development policy includes a community analysis with the following. Check all that apply.

| \checkmark | |
|--------------|---|
| | A brief history of the service area, including the U.S. Congressional District number and the |
| | date the library was designated a Federal depository. |
| | Demographic statistics, including, for example, age, sex, income, employment, languages |
| | spoken, etc. |
| | An economic profile including a description of area industries and business opportunities. |
| | A description of the geographic area, including physical growth, transportation patterns, and |
| | population distribution. |
| | Other. Describe: |
| | |

DEPOSITORY SELECTION RESPONSIBILITY

Indicate whether the collection development policy describes or lists the following. Check all that apply.

| ✓ | |
|---|---|
| | All library personnel who make item selection decisions for the depository collection. This |
| | may include committees, library staff, patrons, faculty, etc. |
| | The library position with the primary responsibility for item selections. |
| | Library personnel who make selection decisions for support or secondary resources, such as |
| | indexes. |
| | Any collection development cooperative efforts or coordination that the library has with |
| | other area depositories in order to eliminate unnecessary duplication and ensure adequate |
| | coverage of the area. |
| | Personnel responsible for collection maintenance, including supersession |
| | Other. Describe: |
| | |

SUBJECT AREAS

No

Does your collection development policy contain a worksheet, chart, or other similar evaluation of collection strengths and weaknesses as described above?

Yes

COLLECTION ARRANGEMENT

Does the collection development policy identify the classification scheme(s) used? Yes No

Does the collection development policy outline where depository publications are housed? Yes No

If yes, does the collection development policy also indicate who has responsibility for the depository publications in those collections? Yes No

If your library participates in any shared housing arrangements, does the collection development policy include the following?

The name(s) of the selective housing site(s)? Yes No

Describe or list the resources shared? Yes No

Describe the duration of the agreement(s)? Yes No

FORMATS SELECTED AND FORMAT SELECTION DECISIONS

Does the collection development policy have practical guidelines for format selection decisions based upon your library users' needs?

Yes No

Does the collection development policy have guidelines for official depository substitution according to the information found in Guidelines for Depository Libraries: Substituting Online for Tangible Versions of Depository Publications by Selectives?

Yes No N/A since the library is a regional depository

SELECTION TOOLS, RETROSPECTIVE RESOURCES, AND NON-DEPOSITORY MATERIALS

Indicate whether the collection development policy identifies the depository resources the library uses for collection development. Check all that apply.

| \checkmark | |
|--------------|---|
| | GPO Access |
| | Catalog of U.S. Government Publications |
| | FDLP Desktop |
| | FDLP Community |
| | New Electronic Titles (NET) |
| | Needs and Offers |
| | List of Classes of United States Government |
| | Publications Available for Selection by |
| | Depository Libraries |
| | Basic Collection |
| | Suggested Core Collections |
| | Essential Titles for Public Use in Paper |
| | Format |
| Γ | Other: |
| | |

List the non-depository resources used to identify materials for adding to the collection.

List the resources used to identify retrospective materials needed for your collection (e.g., Needs and Offers).

Describe how your library identifies replacements for missing or damaged depository publications.

| If you are | at a selective | e library, has your library been authorized by your regional depository to |
|------------|----------------|--|
| substitute | a commercia | al source for a depository resource? |
| Yes | No | |

If yes, if access to a resource is being provided electronically via a commercial source, what provisions are being made to provide access to the non-primary or public users?

If yes, have you deselected the official source, or the depository copy, from your Item Selection **Profile?**

Yes No

Does the collection development policy describe or list all of the information above? Yes No

If no, describe what is missing:

MANAGEMENT OF CARTOGRAPHIC AND GIS RESOURCES

Indicate which tangible maps your library selects using the following list. Check all that apply by noting the geographic coverage, as applicable.

| | Nation | State | County | City | Other |
|----------------|--------|-------|--------|------|-------|
| USGS | | | | | |
| NGA | | | | | |
| NOAA | | | | | |
| Forest Service | | | | | |
| CIA | | | | | |
| FAA | | | | | |
| Other | | | | | |

Which map formats do your users generally prefer?

____print

____online

electronic media (DVD)

Has your library explored Geographic Information Systems (GIS) for your users? Yes No

Are GIS services available at another location at your institution? Yes No

What level of access to GIS resources does your depository provide?

_____ Minimal - provide the raw data only, mostly through free depository resources

_____ More - provide the data and limited software packages for using the data

- _____ Most provide the data, more robust software packages for using the data, and training sessions or one-on-one training for users to guide them through the process
- N/A

Does the collection development policy describe or list the above?

Yes No

If no, describe what is missing.

MANAGEMENT OF ELECTRONIC RESOURCES

For any tangible electronic media, check off how your library provides access to the resources.

| | Networked or on a "tower" | Usage on public access computers, as long as they do not require installation | Usage on public access computers, installation allowed | Circulate to library users affiliated with the institution | Circulate to any library user |
|--------------------|---------------------------------|--|--|--|--|
| CD-ROMs | | | | | |
| DVDs | | | | | |
| Floppy disks | | | | | |
| Media that | | | | | |
| accompanies | | | | | |
| print material or | | | | | |
| is a part of a kit | | | | | |

Note: If you library cannot install media on public access computers, another option or options must be provided to ensure free, public access to these resources.

List the most frequently used CD-ROMs and DVDs selected by your library.

For online only materials, how does your library identify materials to add to your collection? Select all that apply.

| \checkmark | |
|--------------|--|
| | Third party vendor supplied catalog records that mirror your library's item selection profile |
| | Third party vendor supplied catalog records that "push records" using parameters for inclusion |
| | that your library has set up regardless of your item selection profile |
| | Staff regularly scan New Electronic Titles (NET) using the library's item selection profile as a |
| | basis for identifying publications to copy catalog |
| | Staff regularly scan New Electronic Titles (NET) utilizing the library's collection development |
| | criteria to identify records to copy-catalog |
| | Staff regularly scan the community created resource Documents Data Miner 2 "URL Locator" for |
| | appropriate item numbers, subjects, etc., for records to copy catalog |
| | Staff utilize a variety of sources to copy catalog online records for online resources. |
| | Mixture of the above |
| | None of the above. Online depository resources are not identified for cataloging |
| | Selected digital publications are downloaded to a local server. |

Does your library incorporate online depository resources into the following? Select all that apply.

| ✓ | | | | |
|---|----------------------------------|--|--|--|
| | Catalog | | | |
| | General library Web pages | | | |
| | Government information Web pages | | | |
| | Database lists | | | |
| | Federated searching software | | | |
| | Serial or Journal listings | | | |
| | Other. Describe: | | | |
| | | | | |

Regarding the previous question and answer, how many of the library's "collection" or "selection" of online depository resources, those that match the library's collection development scope, does this represent? Select one.

- _____ Minimal very few online depository resources are identified for cataloging or inclusion in other Library resources
- Many at least half or more of the online depository resources that match the library's collection development scope are cataloged or included in other library resources
- _____ Most or all- 90% or more of the online depository resources that match the library's collection development scope are cataloged or included in other library resources.
 - _____ N/A the library does not identify online depository resources

Note: Every Federal depository library must provide access to the FDLP Electronic Collection.

Has your institution registered its catalog and Web pages for the GPO PURL Referral report? Yes No

Note: See The PURL Referral Report for the reports on Federal Depository Library PURL Referrals and to register your institution.

Does your institution have another mechanism to track usage of online depository resource usage? Yes No

If yes, describe.

Does your catalog display URLs and PURLs to catalog users? No

Yes

If yes, are users able to click on the links to hyperlink? Yes No

Are users expected to copy and paste the link into a separate Web browser? Yes No

Is your library affected by any log-in or authentication, filters, or other online or electronic resource policy issues that you should take into consideration when developing your electronic collection? Yes No

Does the collection development policy describe or list the above about management of electronic resources?

Yes No

If no, describe what is missing.

RESOURCE SHARING

This section includes questions about procedures for providing depository publications requested by your library users but not selected by your library.

What methods are available to share depository resources between your library and other libraries (e.g., ILL, document delivery, scanning, fax, etc.)?

Is your library in a purchasing or other non-depository consortium that supports cooperative collection development?

Yes No

If yes, what other libraries in this consortia are also Federal depository libraries?

Do you have formal or informal cooperative collection development arrangements with these libraries?

Yes No

Do you have formal or informal cooperative collection development arrangements with nearby Federal depository libraries which are not part of any of the library's consortia? Yes No

If your library has cooperative collection development arrangements, describe how your library works cooperatively with other depository libraries to help build collections that meet the needs of library users.

Does you library share its catalog with another library or libraries? Yes No

If yes, what other libraries who share this catalog are also Federal depository libraries?

Describe any sharing of facilities with a parent institution or non-affiliated organization, e.g., several institutions share use of a remote storage facility that includes some of the depository collection.

Describe any sharing of equipment with a parent institution or non-affiliated organization, e.g., institutions share specialized equipment, such as large-scale printers for map copying or printing that supports the depository collection.

If the library is a selective library, is the selective able to ILL resources with the regional library?YesNoN/A (my library is a regional library)

Does the collection development policy provide information about resource sharing? Yes No

If no, describe what is missing.

COLLECTION EVALUATION

Numerous methods of collection evaluation exist. Libraries are encouraged to engage in more than one type of review.

Does your library engage in any of the following? Check all that apply.

| \checkmark | |
|--------------|---|
| | Statistical analysis of depository materials, including circulation records, ILL records, |
| | reshelving statistics, and reference questions. Note where depository resource statistics |
| | cannot be separated from general library statistics. |
| | Patron satisfaction polling, including questionnaires, surveys, or interviews that assess the |
| | impact of the depository collection. It may be a part of a library wide assessment. |
| | Zero-based collection review. This means evaluating item numbers on a one-by-one basis, |
| | which should result in adding or deleting items from the selection profile. |
| | Evaluation of standard bibliographies and lists, including subject bibliographies, core |
| | collections (e.g., the Basic Collection), etc. |
| | Evaluation of library-created Web resources that include online depository resources. |

Is the output of these evaluations incorporated into the collection development policy after review? Yes No

EVALUATING YOUR ANSWERS

Responses to each question relate to your library's collection development practices and policies. You and your library colleagues should have answers for each question, even if the question is not applicable to your library's situation. If you were unable to answer any questions, address the lack of documentation or procedures. Share this information library-wide, as appropriate.

TRACK PROGRESS

Identify components you wish to include in a new or updated collection development policy. Identify the individuals at your library who should be involved and set a draft and final completion date for the policy development.

Based on an updated collection development policy:

- Conduct a zero-based review of your library's item selection profile, if you have not done so over the past 5 years. Identify item numbers related to depository publications that you wish to add to your library's item selection profile in the next annual item number selection update cycle.
- Also identify item numbers no longer meeting your users' needs and flag them for deselection from your item selection profile. Remember that item number deselections may be submitted to GPO at any time in the year.

Meet with neighboring depository libraries and libraries in your library's consortium and discuss future cooperative collection development opportunities. Formalize decisions made in a written document and in your own library's collection development policy. Note: Documents Data Miner 2, a non-GPO resource, may be particularly useful in comparison of current depository selections at different depository libraries as you may download each library's selections through the Tools section.