Collection Development

A critical topic
presented in a flash

Library Services and Content Management

What is collection development considering … ?

- FDLP regulations
- Community served by each depository
- Scope of the FDLP and non-depository Federal publications
- Available formats, including (EL) or born digital – do electronic need to be "developed"?
- Item number system, or method of depository selection ≠ collection development

Importance of collection development

- Helps to fulfill the purpose of the FDLP – to meet the Federal Government information needs of your community.
  - Basis for depository designation, a legal commitment.
- Identifies the community served - primary and non-primary patrons, current and potential patrons.
- Increases the quality of the resources provided through thoughtful selection and management of resources.

Collection development broadly defined

- Planning, or identifying information needs
  - * Collection Development (selectives and regionals), Cooperative Efforts
- Selection of appropriate resources
  - * Collection Development, Cooperative Efforts
- Maintenance and evaluation
  - * Physical Facilities and Maintenance of the Collection, Cooperative Efforts

Every library – selective or regional, mostly electronic or not – performs depository collection development.
  - * See also Regional Depository Libraries.

* Sections within *Legal Requirements and Program Regulations of the Federal Depository Library Program*

Identifying information needs

Each community has different information needs. What is your community like?

Find out in order to serve your users most effectively and gain the most value out of the investment in the depository.

Community analysis

Describes characteristics of users, often in groups, with the goal of determining their information needs.

Components of an analysis include:

- Library mission statement
- Brief history of the service area, including the U.S. Congressional District
- Demographic and economic statistics
- Economic profile
- Description of the geographic area
- Other libraries in the area, including any consortial arrangements

More strategies to identify needs

- Review publication purchase requests.
- Gain knowledge from subject matter expertise of library colleagues.
- Review reference questions.
- Track depository resources used in answering questions.
- Review daily news sources.
- Review other library Web pages or guides.
- Employ library user surveys that include questions about Federal government information needs.
- Review use of PURLs from your catalog and library Web pages. See the PURL Referral report for more information.

Additional strategies

- Review user comments submitted electronically via email, Web forms, chat, or other communication tools.
- Review college or university curriculum.
- Contact government agency personnel.
- Gain knowledge from participation in library associations or other library networks.
- Review data about patron collection use within the library building (e.g., in-house use or circulation).
- Review data about remote patron collection use (e.g., OPAC usage, Web counters and site usage, virtual reference questions that include U.S. Government information in the question or answer, or interlibrary loan).

Document/demonstrate knowledge of your community's needs

- Either solely or in conjunction with neighboring depositories.
- A well-written collection development policy documents decisions made about current selections as well as any known plans for the depository collection.
  - May be a separate depository policy or part of a larger library-wide policy.

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Suggested policy components

- Mission statement
- Community analysis
- Selection responsibility
- Subject areas/intensity levels and related issuing agencies
- Format "selection" guidelines
- Selection tools
- Collection housing arrangements
- Resource sharing and other cooperative activities
- Collection evaluation
- Collection maintenance, including retention and weeding
- Access policy

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Selection of depository resources

Process involves selection by item numbers.

- Drop item numbers and add (EL) anytime.
- Add tangibles anytime, go into effect October 1st.
- Selectives may select only one tangible format of a publication or series.
- Regionals must select at least one tangible format of a publication or series.
  - Exception: patent and trademark publications if PTRC
- All libraries must select 0556-C and 1004-E.

Consider reasons to select item numbers associated with (EL).

- See Item Number System article on fdlp.gov.

Selecting item numbers with (EL)

Considerations (not requirements):

- Facilitates GPO's addition of new item numbers.
- May assist with acquisition of third party vendor bibliographic records.
- Relates to the CGP Locate in a Library feature.
- May aid in identification of publications in NET.
- Facilitates continues access to changing formats.
- Relates to other FDLP tools, e.g., the non-GPO resource Documents Data Miner 2.

When "mostly electronic" …

- Maintain a commitment to identify and meet the Federal Government information needs of your community, who you have determined prefer digital content.
- Focus is on access to digital content over custody of tangible formats.
  - May still have a historic tangible collection.
- Consider how access is provided (cataloging, use of library guide, other?) whether or not item numbers with (EL) are selected.
- If not "selecting" by item number, take advantage of tools which identify publications in ways other than by item number, e.g., subject searches in NET or CGP's SDI.

Foundation of a FDLP collection

- Includes both tangible and online content.
- Depositories must provide access to FDLP content, including:
  - Publications selected, distributed, and received.
  - FDLP Basic Collection
  - Publications available through official FDLP partnerships
  - Online publications cataloged in the CGP, including publications found in FDsys, regardless of your library's selection profile

Collection lists

- Basic Collection
- Essential Titles List
- Suggested Core Collection
- "Passworded databases", or subscription based resources available through IP or password and at no charge
- Content and hybrid official partnerships
- GPO's MetaLib resources (CGP)
- New Electronic Titles (CGP)
- FDsys authenticated collections
- Additional resources, e.g., Federal agency publication lists
  - May be source of Lost Docs

Basic Collection

- A depository library list and accompanying policy.
- Titles are vital sources of information that support the public's right to know about the workings and essential activities of their Federal Government.
  - Each depository library is **required** to have the titles in the Basic Collection **accessible** for immediate use by your users.
  - Your library is **not required to select ANY item numbers** for titles in the Basic Collection.

Essential Titles for Public Use in Paper or Other Tangible Format

- A list that supports GPO content acquisitions. Libraries may use it for collection development.

- Titles that are to remain available for selection in paper or other tangible format in the FDLP as long as the Federal agency continues to publish the resources.
  - Many of the titles on this list are also in the Basic Collection.
  - Your library is **not required to select ANY item numbers** for titles in the Essential Titles List.

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Collection Development Tools and Secondary Resources

- Development tools include:
  - *List of Classes*, Documents Data Miner 2 (includes GPO publication data), GPO's Needs and Offers List, Federal agency publication lists, textbooks, etc.

- Secondary resources support bibliographic access and help users make sense of depository resources.
  - Use depository resources such as the CGP as well as online searches.
  - If available, use commercially acquired indexes, databases, reference resources, etc.

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Maintenance, including retention

- Involves preservation activities, where appropriate, and the selection process in reverse to maintain a useful collection.
- Ongoing maintenance and planning minimizes the impact of any sudden call for significant changes to the collection.
- FDLP regulations govern publication deaccession since tangible depository materials are Federal property.
  - Supersession guidelines
  - Official substitution
- Use sources such as GPO's Needs & Offers List and other library publication discards lists/resources to fill in gaps in your collections.

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Collection evaluation

- Evaluation is important to maintain a useful collection that continues to meet information needs.
- Measures cover activity, performance or effectiveness, impact, cost, outcome, and benefit or value.
  - E.g., count number of reference questions, find Web page and catalog data, use PURL Referrals, etc.
- Based on feedback, adjust the collection development policy and practices where appropriate.

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Cooperative collection development

- A single depository typically does not meet all its community needs.
- Cooperative arrangements, formal or informal, address this.
- Formal agreements include:
  - State Plans
  - Selective housing site agreements
  - Shared regional collection housing agreements
  - Multi-state arrangements
- To start, contact/visit your regional depository and neighboring depositories and share your library's collection development policy.

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Regional depository collection development

- Principal responsibility is to ensure the comprehensiveness and integrity of a State's or region's Federal depository resources.
- Regional depositories select all or almost all item numbers.
- Regional depositories manage the selective depository publication withdrawal process and provide reference and interlibrary loan services to selectives, so their collection is important to all depositories in their State or region.

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Best practices

- Update your community profile and review collection development policies or practices on a regular basis and when a major change occurs within your parent institution or community.
- Review item numbers based on an updated collection development policy.
- Perform collection review regularly and properly weed publications no longer needed.
  - Consult your regional depository.
- Regularly assess the usefulness of the collection.
- Report fugitive documents through askGPO's Fugitive Publications/LostDocs category.

When you have questions

Consult GPO and your regional depository library staff.

- Contact GPO about:
  - Current resources
    - Please note that GPO does not have a tangible collection.
  - LostDocs
  - FDLP policy and regulations
- Contact your regional library about:
  - Previously distributed depository resources
  - Collection maintenance and disposition
  - FDLP policy and regulations

Thank you!

Your depository's collection development activities are vitally important to meet the Federal Government information needs of your community.

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GOVERNMENT INFORMATION *AT YOUR FINGERTIPS*
FEDERAL DEPOSITORY LIBRARIES

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Depository Library Council Meeting and Federal Depository Library Conference

October 15, 2012 Collection Development program

Resources

On www.fdlp.gov

Legal Requirements and Program Regulations of the Federal Depository Library Program
(under Depository Administration)

Basic Collection list
Essential Titles list
Suggested Core Collection list
Accessing Federal Information Using MetaLib's Federated Search
"Passworded databases", or fee-based resources available through IP or password at no
charge to depositories
Linking to Federal Resources using Persistent Uniform Resource Locators (PURLs)
(also known as PURL Referrals)
(Resources above under Collection Management > Building Collections)

Content and hybrid official partnerships
(under Outreach > Partnerships)

List of Classes
Item Number System
(under Collection Management > Selection Profile)

Needs and Offers (N&O) List
Superseded List and Guidelines
Substituting Online for Tangible Versions of Depository Publications by Selectives
(under Collection Management > Collection Maintenance)

*Collection Development Guidelines for Selective Depository Libraries. Federal Depository
Library Manual Supplement. September 1994.*
(in the File Repository > Historical Publications)

Catalog of U.S. Government Publications (CGP) (http://catalog.gpo.gov/)
- Locate in a Library
- MetaLib
- New Electronic Titles
- Selective Dissemination of Information (SDI) through FDLP Login

Documents Data Miner 2 (http://govdoc.wichita.edu/ddm2/gdocframes.asp)

Federal Digital System (FDsys) (http://www.gpo.gov/fdsys/)

LostDocs (via askGPO) (http://www.gpo.gov/askgpo/answers.htm)