

You Can Do It:

Successful Stories about Government Documents Collection Reviews

University of Rochester, Rush Rhees Library
Federal Government Documents Collection Review

By Kathy Wu

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You Can Do It: Rush Rhees Library Collection Review

■ History:

- Rush Rhees Library has been a FDL since 1880
- Selection rate prior 1982 was almost 100%
- After 1982 review, the selection rate decreased to 76%
- In 2005, the selection rate was 67%

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- Reasons for the collection review of the federal documents collection
 - To have the collection in better alignment with the curriculum and research needs of the university community.
 - To accommodate the changes in the library:
 - Building renovation
 - Off-Site shelving facility
 - Consolidation of two service desks.

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■ Working Group:

1 Associate Dean of the Library

1 Collection Development Librarian

7 Subject Librarians

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■ Implementation Plan:

- Draft a mission statement and federal government documents collection development policy
- Create a master list for the library's selection profile
- Create a government department assignment list
- Develop and test the project procedures

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■ Goals:

- Re-evaluate the entire collection
- Weed items that don't support the academic needs of the university
 - Determine which essential documents should remain within the library building and which should be sent to the off-site shelving facility.
- Engage the subject librarians
- Prepare for the 2007 FDL P selection updates

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■ Tool packet:

1. Government Documents Collection Review Introduction
2. Personalized Portion of the Master List
3. Explanation for the Master List
4. The Rush Rhees Library Federal Documents Collection Level Overview by Government Department
5. Government Department Assignment List
6. List of Classes of US Gov. Publications Available for Selection by Depository Libraries
7. Blank worksheets

For details, check the following link

<http://docushare.lib.rochester.edu/docushare/dsweb/View/Collection-2965>

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■ Master List:

University of Rochester. Federal Depository Library Profile. Master List. December 2005

Suzanne C

E	K	M	N	O	P	R	V	W	X	Y
Sudoc no.	Title	Agency Name	Frequency	Format	RPL has?	On Special List	Decision (Continue, Stop or N/A)	Current/Latest/Historic	Location	Notes
644	C 1.1: FY ... Performance & Accountability Report	Commerce		Internet	y		C			
645	C 1.1/2: Semi-Annual Report of the Inspector General to the Congress	Commerce		Internet	y		C			
646	C 1.1/3: Annual Performance Report, Minority Business Development Agency (annual)	Commerce	Annual	MF	y		C	H		
647	C 1.1/6: National Export Strategy (annual)	Commerce	Annual	P	y		C	H	stacks de.	
648	C 1.1/8: Budget and Annual Performance Plan of the U.S. Dept. of Commerce (annual)	Commerce	Annual	Internet	y		C			
649	C 1.1/9: Performance & Accountability Report (annual)	Commerce	Annual	Internet	y		C			
650	C 1.1/9: Performance & Accountability Report (annual)	Commerce	Annual	MF	y		S			
651	C 1.2: General Publications	Commerce		P			C	H		(not on list) (but need little pamphlets/some govt stuff here)
652	C 1.8/3: Handbooks, Manuals, Guides	Commerce		P			C	H		- some stuff NEED!
653	C 1.32/8: United States Department of Commerce News (irregular)	Commerce	Irregular	P			Not Found.			
654	C 1.39: Commerce Budget in Brief (annual)	Commerce	Annual	MF	y		C	H		C 1.75 - Fed Statistical Directory - need
655	C 1.54: Bibliographies and Lists of Publications	Commerce		P	y		S		withdraw all: 0126-A	only old stuff there
656	C 1.88/4: USA Trade Online (Online Service available on Internet)	Commerce		Internet	y		C			
657	C 1.89: Electronic Products (misc.) (E)	Commerce	Misc.	E	y		C			
658	C 1.91: STAT-USA (Online Service available on Internet)	Commerce		Internet					BASIC	
659	C 1.91/2: STAT-USA: The Newsletter	Commerce		Internet			C			
660	C 1.94: PACESETTER (newsletter)	Commerce		Internet	y		S		0128-M	
661	C 1.95: Recent Trends in Federal Lab Technology Transfer, Fy ... Biennial Report	Commerce		Internet	y		C			
662	C 1.96: Emerging digital economy	Commerce		Internet	y		C			
663	C 1.97: Ephemera	Commerce		Internet	y					can't find in Voy.
664	C 1.97: Ephemera	Commerce		P	y					Did not find any.
665	C 1.102: General Publications	Commerce		P	y		S		0128-A-03	Withdraw stuff there
666	C 1.108: Handbooks, Manuals, Guides	Commerce		P	y		S		0231-B-04	
667	C 1.108/2: Franchise Opportunities Handbook	Commerce		P	y		C	L		see item form 93

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■ Collection Level Overview by Federal Government Department

	A	B	C	D	E
1	Agency		Total # items possible	# items UR received	Percentage
2	Agriculture Department		1332	594	44.59%
3	National Archives and Records Administration		49	44	89.80%
4	Broadcasting Board of Governors		5	4	80.00%
5	Commerce Department		1252	1149	91.77%
6	Federal Communications Commission		20	16	80.00%
7	Civil Rights Commission		12	11	91.67%
8	Defense Department		947	458	48.36%
9	Energy Department		223	210	94.17%
10	Education Department		194	165	85.05%
11	Environmental Protection Agency		210	198	94.29%
12	Fine Arts Commission		1	1	100.00%
13	Farm Credit Administration		9	0	0.00%
14	Federal Emergency Management Agency		28	16	57.14%
15	Federal Housing Financing Board		1	1	100.00%
16	Federal Mediation and Conciliation Service		2	2	100.00%
17	Federal Maritime Commission		11	10	90.91%
18	Federal Reserve System Board of Governors		3	1	33.33%
19	Federal Trade Commission		21	16	76.19%
20	Foreign-Trade Zones Board		2	2	100.00%
21	Government Accountability Office		29	24	82.76%
22	Government Printing Office		44	39	88.64%
23	General Services Administration		77	34	44.16%
24	Health and Human Services Department		867	555	64.01%
25	Housing and Urban Development Department		77	48	62.34%
26	Homeland Security		126	77	61.11%
27	Interior Department		843	666	79.00%
28	Interstate Commerce Commission		1	1	100.00%
29	US Agency for International Development		4	4	100.00%
30	International Trade Commission		17	17	100.00%

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■ Government Department Assignment List

	B	C	D	E	F	G
	SuDo c Stem	# Items Current ly Receive d	Current Collecti on Level	UR Departments potentially interested	Subject Librarians assignments	
1	A	594	44.59%	EES	Isabel	
2	AE	44	89.80%		Helen, Margaret	
3	AE 2	4	80.00%	Poli Sci	Ann	
4	C	1149	91.77%	Business; Engineering; Earth Science; Econ	Brenda Isabel Suzanne, Diane	
5	CC	16	80.00%		Helen, Margaret	
6	CR	11	91.67%	Poli Sci	Ann, Vicki, Kathy	
7	D	458	48.86%	Engineering; Optics; Physics; Poli Sci	Isabel; Pat; Ann, Sue, Diane	
8	E	210	94.17%	Engineering; LLE; Physic; Astronomy	Isabel, Kenn, Pat, Sue	
9	ED	165	85.05%	Education	Kathy, Pat	
10	EP	198	94.29%	Engineering	Isabel, Sue	
11	FA	1	100.00%	Art & Art History	Stephanie	
12	FCA	0 (out of 9)	0.00%		Vicki?	
13	FEM	16	57.14%		Helen	

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■ Procedures:

1. Divided 59 federal government departments and assigned to 14 subject librarians
2. Called a meeting of the subject librarians on 12/7/05
3. Handed out the tool packet to the librarians
4. Demo on useful websites
5. Troubleshooting and tips
6. Librarians marked individual decisions on their own copies of the master list
7. Submitted the decisions to the Collection Development Librarian by 2/1/06.

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■ RESULTS:

➤ Collection:

920 shelves (63%) remain

531 shelves (32%) selected for transfer to offsite location

93 shelves (5%) selected for withdrawal

➤ Selection:

Before Review: 67%


After review: 57%

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