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**GOVERNMENT DOCUMENTS
POLICIES AND PROCEDURES MANUAL**

**WYNDHAM ROBERTSON LIBRARY
HOLLINS UNIVERSITY,
ROANOKE VIRGINIA 24020**

SELECTIVE DEPOSITORY OF GOVERNMENT PUBLICATIONS

Depository Library Number
0628-A

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ALDERMAN LIBRARY, UNIVERSITY OF VIRGINIA REGIONAL DEPOSITORY

According to The Instructions to Depository Libraries, the Regional Depository receives and retains a copy of all government publications offered to depository libraries.

As our Regional Depository, Alderman Library is responsible for providing our library with interlibrary loan and reference services. In addition, the Government Documents Librarian(s) at Alderman Library oversees the discard of government documents by selective depositories. It is their purpose to see that documents of use are kept by the selective depositories or offered to other depositories in the state.

In addition to being a depository for documents from the Federal Government, Alderman Library is also a depository for publications from the State of Virginia, the United Nations, the European Union, and the World Trade Organization. Documents published since 1989 can be found in Virgo, the library's online catalog; for documents published prior to 1989 the government documents staff should be contacted.

Barbie Selby is the Regional Documents Librarian at (434) 924-4963 ; e-mail: bms8z@virginia.edu is available to answer any questions. For more information, see <http://www.lib.virginia.edu/govdocs/>

INSTRUCTIONS TO DEPOSITORY LIBRARIES PROCEDURES MANUAL

The Instructions to Depository Libraries manual (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html), which is distributed by the Government Printing Office states the minimum legal requirements required for depository libraries. The manual is used as a reference tool and is referred to whenever necessary to answer questions and solve problems before contacting the regional depository, Alderman Library at the University of Virginia or the Government Printing Office. It contains instructions, guidelines and lists of documents pertaining to the policies established by the Government Printing Office and the Federal Government. If all of the guidelines in this manual are met, the depository receives only a satisfactory rating. In order to get an excellent or good rating, the depository must go beyond the minimum requirements as explained in the manual.

BIENNIAL SURVEY AND DEPOSITORY INSPECTIONS

According to The Instructions to Depository Libraries, Title 44 of the United States Code, requires that the condition of the depository library be reported to the Government Printing Office every two years. The Biennial Survey questionnaire is distributed in the odd years. Early in the survey year, the Government Printing Office announces the survey and notifies the library that particular statistics will be required on the questionnaire. This information enables the Government Documents Librarian to develop and chart the statistical section of the survey. The Biennial Survey questionnaire arrives in October and is due at the Government Printing Office at the beginning of December.

The completion of the Biennial Survey questionnaire is a joint effort by the University Librarian, Information Technology Librarian and the Government Documents Librarian. The University Librarian provides answers regarding library administrative particulars, and services. The Information Technology Librarian provides answers regarding technical questions involving library systems. The Government Documents Librarian completes sections dealing with document piece statistics. The Government Documents Librarian will be able to enter the answers on-line at the web site provided by the Government Printing Office.

The last Biennial Survey completed by Wyndham Robertson Library was in: **2005**. * For significant findings and results of previous surveys see http://www.access.gpo.gov/su_docs/fdlp/bisurvey/index.html

* No survey has been announced in 2007.

As a Depository Library, Wyndham Robertson Library is subject to periodic inspections by the Library Programs Service's Inspection Team. It is the purpose of the Inspection Team to determine whether Wyndham Robertson Library, a selective depository, is fulfilling its duties under Title 44, United States Code and the Instructions to Depository Libraries.

A professional librarian inspects the library. Interviews with the University Librarian, Public Services Librarian, Reference Librarian and the Government Documents Librarian are conducted as well as on-site inspection of the government document collection. The depository library is evaluated according to the principles and practices outlined in the Instructions to Depository Libraries (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html) and the Federal Depository Library Manual (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html).

Hollins University's library, Wyndham Robertson Library, was last inspected on September 11, 2002. The last inspection before 2002 was of the Fishburn Library, in 1993. Six weeks after the inspection, a copy of the Inspection Report is sent to the University Librarian, the Documents Librarian, and the Regional Librarian. The Inspection report features several categories of actions the library needs to take in order to achieve full compliance with the rules and regulations of the depository program. In 2002, the report contained three corrective actions regarding general compliance, and a number of recommendations made by the FDLP inspector. A copy of the report can be found in the "Inspections" folder, and actions taken to ensure our compliance are recorded in the annual report for FY 2002-03.

Earlier depositories were inspected every three years, but turnover in the Inspection Team staff has made this goal difficult to achieve. As a result, the Government Printing Office came up with a system of Self-Evaluation, whereby the depository must complete an extensive evaluation of their respective depositories. Each spring and fall the Government Printing Office indicates those procedures and the libraries that are due to complete their self-evaluation. Such announcements are placed in the Administrative Notes.

ACCESS AND SERVICE POLICIES FOR FEDERAL GOVERNMENT INFORMATION, INCLUDING ELECTRONIC AND INTERNET FORMATS

Access and Services

Wyndham Robertson Library provides no-fee access by the public to Government information in all formats. We comply with Title 44, Section 1911 of the U.S. Code (http://www.access.gpo.gov/su_docs/fdlp/pubs/title44/chap19.html#1911) to make traditional paper and microform government publications “available for the free use of the general public”. We also extend that policy to apply to documents of any electronic format according to FDLP Internet Use Policy Guidelines (http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html). Patrons of any age or residency status are welcome in the library.

Full-time employees of the library [Reference Librarians, Government Documents Librarian, Information Technology Librarian, etc.] are available to assist patrons with locating and accessing government information in all formats. Fax and e-mail capabilities are available in the library for the delivery of government information to distance users.

Use of Resources and Materials; Identification Requirements

Patrons are not required to present identification to use the library facilities or resources. Identification is required if patrons wish to borrow items from the library. In this case they follow standard library privileges procedures set by the circulation department in its policy for guest borrowers and visiting researchers (<http://www.hollins.edu/academics/library/information/guest.htm>). Identification is also required if a patron wishes to use a library computer, according to the Wyndham Robertson Library Guest Computer Network Access Policy. A record of guest computer access is kept secured by the library’s Reference department.

Materials on Reserve

Government documents which have been placed on reserve by university faculty may be obtained from the circulation desk for in-library use by any patron requesting them, using a manual check-out procedure. Options of a 2 hour, 1 day, 3 day or 7 day check out, the same as afforded to students, and as designated by the professor, will be made available to any person wishing access to the material.

Availability of Electronic Government Resources

The Government Documents Librarian regularly consults Administrative Notes Technical Supplement (ANTS), New Electronic Titles (NET), and the GOVDOC-L and GOVDOC-VA listservs in an effort to review and select applicable electronic records. To capture these resources for the library’s catalog, we purchase bibliographic records from third-party vendor, OCLC, on an ongoing basis. All tangible electronic products and services are made available to the general public in a timely fashion.

Many government information sites and databases can easily be accessed via Hollins’ government documents web page (<http://www.hollins.edu/academics/library/information/govdocs.htm>), which is part of the library’s webpages. The government documents web page and brochure offer links to useful sites for the general public to locate government information without difficulty. This web page is updated regularly. The

Government Documents Librarian keeps abreast of new and retired links via the Federal Government Documents listserv and other resources mentioned below, as well as performing periodic link-checking.

Use of Electronic Government Resources

Although Wyndham Robertson Library has many public computer workstations available, the library also has a Government Information Workstation designated explicitly for the purpose of allowing its patrons free access to electronic formats and the internet. It is centrally located in the government document aisle on the first floor near the reference area. This computer workstation has CD-ROM, DVD, diskette, telnet, and ftp capabilities, and offers direct access to the Worldwide Web and Wyndham Robertson Library's online catalog. Also provided on this workstation is the capacity to download or print electronic government information as well as ample disk space for the temporary storage of electronic government information. All attempts are made to fulfill the Federal Depository Library Program's most current "Recommended Specifications for Public Access Workstation in Federal Depository Libraries" (http://www.access.gpo.gov/su_docs/fdlp/computers/rs.html).

No filtering software of any kind is used on the library computers. There are currently no time limits set on computer use by guests, although guests wishing to use the library computers for purposes other than research or campus-related activities will be referred to the public library. There is currently no charge for printing from the Government Information Workstation or any of the library's public computers, although that may change in the near future.

All tangible electronic products and services circulate in accordance with the library's circulation provisions of other non-governmental tangible electronic products or other depository resources. Additionally, all of these resources may be used in-house at the Government Information Workstation or at other library computers. The Government Documents Librarian and Information Technology Librarian are available to load government CD-ROMs and other electronic products onto the library's Government Information Workstation for patron use.

COLLECTION DEVELOPMENT POLICY

Background Information

The Wyndham Robertson Library at Hollins University has been a selective depository for federal publications distributed by the Superintendent of Documents since 1968. There have been many changes to the Hollins community since the library received depository status in 1968. Founded in 1842 as Virginia's first chartered women's college, Hollins today is a distinguished national liberal arts university, with nationally recognized programs in creative writing, children's literature, dance, education, film studies, screenwriting, liberal studies and psychology. Hollins changed its status from a college to a University in 1998, and a new library facility was built and dedicated on April 10, 1999. The new library is named in honor of Hollins Alumna Wyndham Robertson.

Mission

The primary goal of Wyndham Robertson Library's Government Documents Collection is to locate and disseminate government information for the constituents of Virginia's 6th Congressional district at no fee, in accordance with section 1 of the Instructions to Depository Libraries (http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/in_ch1.html) and section 2 of the Federal Depository Library Manual (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html). Patrons of the government documents collection consist of members of the local community as well as the academic community. We make every effort to meet the needs of the general public, and we simultaneously try to support the academic community's teaching, research, and writing needs. The Government Documents Librarian maintains a good working relationship with its Regional Depository library, University of Virginia. UVA's Government Information Librarian, Barbie Selby, is sporadically consulted regarding policies and government information, including patron referrals. Additional assistance and advice is obtained from the government documents community at large through the use of the GOVDOC-L and GOVDOC-VA listservs.

Promotion

Wyndham Robertson Library continually strives to promote its government documents collection through ongoing outreach efforts. Signage is prominently displayed in the library, and government documents are regularly included in library displays. A prominently located computer workstation is designated for government information research, with user guides nearby and reference assistance close at hand. Outreach efforts to the general public include brochures and target mailings; efforts have also been made to promote the collections at the area's public libraries by distributing posters and by workshops presented by the Government Documents Librarian. The Documents Librarian has also promoted government information to the general public by presenting at professional conferences and meetings throughout Virginia.

The library's government document web page is regularly maintained. Some of its features include: resources sorted alphabetically and by subject, links to useful government information locator tools, outlines for government information workshops, and useful background information regarding the depository program. Our on-line catalog is shared with the depository at Roanoke College, Fintel Library. This arrangement broadens the scope of both depository collections.

Demographic Information

Wyndham Robertson Library is located in Roanoke, VA, which has a population of 90,074 (city) and 85,900 (county) (2005 American Community Survey), and Hollins University has an enrollment of approximately 1030 undergraduate and graduate students (Registrar's Office, Spring 2007 total).

The Roanoke Metropolitan Statistical Area (Botetourt County, VA, Craig County, VA, Franklin County, VA, Roanoke County, VA, Salem, VA, Roanoke, VA and Vinton, VA) total population is an estimated 295,700 with a labor draw of 647,800 (Census figures available via <http://www.roanokeva.gov>). Demographic information for this population is broken down as follows:

<u>Labor:</u>		<u>Gender:</u>	<u>Per Capita Income:</u>
Labor Force	155,587	Female 52 %	\$20,618 (city)
Unemployed	4,625	Male 48 %	\$28,714 (county)
Underemployed	9,010		

Primary Language:
English

Educational Attainment:

Education Level	Count	Percentage
Graduate or Professional Degree	12,499	7.6%
Bachelor's Degree	24,483	14.9%
Associate Degree	11,762	7.1%
Some College, No Degree	34,969	21.1%
High School Graduate	49,514	30.1%
9th to 12th Grade, No Diploma	20,478	12.4%
Less than 9th Grade	10,937	6.6%

[source: <http://www.roanokeva.gov>]

Among the region's major manufacturers are: General Electric, MW Manufacturers, Yokohama Tire Corporation, ITT Night Vision Products, Steel Dynamics, Carter Machinery, Precision Fabrics Group.

Major service companies include: Carilion and Lewis-Gale Health Systems, Norfolk Southern, Roanoke City and County Schools, Kroger Company, Wachovia Bank, City of Roanoke, VA Medical Center, Wal-Mart, Allstate, Advance Auto Parts.

The following chart describes the Roanoke Metropolitan Statistical Area's economic diversity :

Roanoke MSA Second Quarter, 2006				
Economic Category	# of Establishments	Percent of Total	Number Employed	Percent of Total
TOTAL	8,527	100%	157,601	100%
Agriculture	63	.7%	328	.2%
Government	331	3.9%	21,638	13.7%
Manufacturing	367	4.3%	19,250	12.2%
Retail Trade	1,229	14.4%	19,782	12.6%

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FIRE*	956	11.2%	8,811	5.6%
Transportation & Communications	240	2.8%	6,416	4.1%
Construction	1,138	13.3%	10,250	6.5%
Services	3,480	40.8%	60,839	38.6%
Utilities	14	.2%	472	.3%
Wholesale Trade	576	6.8%	6,954	4.4%
Information	122	1.4%	2,640	1.7%
Mining	9	.1%	219	.1%

[source: <http://www.roanokeva.gov>]

There are 19 colleges and universities within a 60-mile radius of the Roanoke Valley, and six public school systems. There are also a number of private secondary schools, and vocational/technical programs.

The land area comprises 1,876 square miles. The region is rich in natural beauty; some of its natural tourist attractions include: Jefferson National Forest, Appalachian Trail, Blue Ridge Parkway, Smith Mountain Lake, and Virginia's Explore Park.

For arts and culture, the Roanoke Valley has:

- Center in the Square (cultural complex housing a science museum, planetarium, fine arts museum, history museum and Mill Mountain Theatre)
- Roanoke Symphony
- Roanoke Ballet Theatre
- Opera Roanoke
- Virginia Museum of Transportation
- O. Winston Link Museum

Depository Libraries

Six other depository libraries are also in Virginia's 6th congressional district, the geographic region which Hollins University's government documents aims to serve. All are academic selective libraries:

<u>Institution</u>	<u>Library</u>	<u>City</u>	<u>1-Way Distance</u>	<u>Sel. %</u>
Bridgewater College	Alexander Mack Mem. Library	Bridgewater, VA	2 hrs.; 98 mi.	0.9 %
James Madison University	Carrier Library	Harrisonburg, VA	1 hr., 45 min; 100 mi.	68 %
Virginia Military Institute	Preston Library	Lexington, VA	1 hr.; 48 mi.	22 %
Washington and Lee Univ.	Wilbur C. Hall Law Library	Lexington, VA	1 hr.; 48 mi.	15 %
Washington and Lee Univ.	James G. Leyburn Library	Lexington, VA	1 hr.; 48 mi.	16 %
Roanoke College	Fintel Library	Salem, VA	18 min, 12 mi.	17 %

Below is our Regional Depository Library, located in the 5th Congressional District:

University of Virginia	Alderman Library	Charlottesville	1 hr., 15 min; 106 mi.	100 %
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Selection Guidelines

Wyndham Robertson Library collects, organizes, maintains and provides public access to publications from the United States government. Government publications contain information compiled, generated, or maintained by a government entity and made available to the public through printing, electronic transfer, or any other form of reproduction via the Federal Library Depository Program. The federal documents at Wyndham Robertson Library are physically maintained as a separate collection arranged by the Superintendent of Documents classification system, and are housed in a prominent location on the first floor. The majority of the government documents are integrated in the library's main web-based catalog along with the general collection, or if not, they are in the card catalog. All are publicly accessible.

A current list of item numbers selected by this library Government Printing Office can be found on the Internet at http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html . This listing is accessible by the Government Depository number that the GPO issues each depository. Wyndham Robertson Library's depository number is 0628-A. We select approximately 25% of the items available for selection.

To ensure that we are meeting the needs of our patrons, a zero-based collection evaluation is done annually prior to the annual selection period for federal documents. While it is the primary responsibility of the Government Documents Librarian, (s)he receives input from the University Librarian, library staff, the reference librarians, other academic staff, as well as library patrons. The Documents Librarian maintains a working list throughout the year of prospective items to add, the SuDoc #, and the reason for consideration. This list is looked into in further detail at item selection time. Questionnaire results are also reviewed for feedback. Criteria for selection is mainly based on regional demographics and academic curriculum needs. Subject content is the main consideration. When a choice of format is given, we select the most practical medium for patron use; frequency and nature of use are taken into account. Works of a time-sensitive nature which are easily accessible on the internet for instance, such as phone directories, will be selected as electronic rather than paper resources. For items available in electronic-only format, decision to select continues to be based on content. Linear space is also a consideration, as well as the potential cost of offering access. The item number system groups publications by both issuing agency and type of publication; thus selection is based on agency and form rather than specific title.

In the case of detailed federal agency reports that are available according to geographic area, we will select documents from Southwest Virginia, Virginia, southeastern and southern states, depending on the scope and amount of material.

In some cases, the selection of an item number will result in the receipt of one specific title, while in other instances the number of receipts attached to an item is significant. There is a five-year retention requirement for depository publications mandated by 42 USC sec. 1911. This retention requirement is given consideration when selecting new item numbers each year. The Government Documents Librarian yearly consults with staff at Roanoke College's Fintel library to coordinate item selections. Sources the Documents Librarian consults in the review process for annual selection include:

- Documents Data Miner (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>)
- List of Classes (http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html)
- Catalog of U.S. Government Publications (<http://catalog.gpo.gov/F>)
- FDLP's Basic Collection (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html)
- FDLP's Suggested Core Collection (http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html)
- GOVDOC-L and GOVDOC-VA listservs

- FDLP'S Guidelines on Substituting Electronic for Tangible Versions of Depository Publications (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html)
- WRL's statistics (circulation, in-house usage, ILL figures, reference demands)

Please note that in some specific instances the library will not select an item because Fintel Library Roanoke College has it readily available and a reciprocal borrowing agreement is in place, making the document freely available to Wyndham Robertson Library patrons through our courier service, without any restriction or the need for identification. This is the case of USA Counties (CD-Rom) : C 3.134/6, item number 0150-C, which is one of the titles in the Federal Depository's Basic Collection.

COLLECTION STRENGTHS BY SUBJECT AREA

This list represents the strongest subject areas of selection, along with representative titles. Note that a format designation of “online” may either indicate that a title is available online in part or completely.

Economics

- Congressional Budget Office publications [Y 10 - print and online]
- Consumer Price Index (CPI Detailed Report [L 2.38/3: - print and online]
- County Business Patterns [C 3.204/3-1 – print, CD-ROM and online]
- Economic Report of the President [PREX, various sudocs ; print and online]
- Employment and Earnings [L 2.41/2: - print only]
- Federal Reserve Economic Data (FRED) [online]
- Statistical Abstract of the United States [C3.134: - print and online]
- STAT-USA database [online]
- USA Trade Online database [online]

Historical

- Journals of the Continental Congress [LC 4.5: - print and online]
- Foreign Relations of the United Sates [S 1.1: - print and online]
- Letters of Delegates to Congress [LC 1.34: - print and online]
- Public Papers of the Presidents of the United States [AE 2.114: - print and online]
- World War II Series [D 114.7: - print only]
- The War of the Rebellion [W 45.5: - print and online]
- Women’s Bureau Bulletins [L 36.103X: - print and online]

Major Statistical Publications

- Agricultural Statistics [A 1.47: - print, CD-ROM and online]
- Census of Population (Virginia) [C 3.223 – print and online]
 - Census of Housing (Virginia) [C 3.224 – print and online]
 - Census of Manufactures (Virginia) [C 3.24: - print and online]
- The Condition of Education [ED 1.109: - print and online]
- County Business Patterns [C 3.204/3-1 – print, CD-ROM and online]
- Crime in the United States [J 1.14/7 – print, CD-ROM and online]
- Economic Indicators [Y 4.EC 7: EC 7/ - print, CD-ROM and online]
- Health, United States [HE 20.7042/6: - print and online]
- Patterns of Global Terrorism [S 1.138: - print and online]
- Sourcebook of Criminal Justice Statistics – [J 29.9/6: - print and online]
- Statistical Abstract of the United States [C3.134: - print and online]
- Trends in the Well-Being of America’s Children and Youth [HE 1.63: - print and online]
- Vital Statistics of the United States [HE 20.6210: - print and online]
- Statistics of the presidential and congressional election of ... [online]

Congressional Publications

- Congressional Record [various formats, see next section]
- Congressional Directory [Y 4.P 93/1:1 – print and online]
- Congressional Hearings [Y 4 – print, microfiche and online]
- Senate Documents [Y 1.1/3: - microfiche and online]
- Senate Reports [Y 1.1/5: - microfiche and online]
- House Documents [Y 1.1/7: - microfiche and online]
- House Reports [Y 1.1/8: microfiche and online]
- Senate Bills, Resolutions (Joint and Concurrent) [Y 1.4/1 – microfiche and online]
- House Bills, Resolutions (Joint and Concurrent) [Y 1.4/6: - microfiche and online]

International Studies

- Background Notes [S 1.123: - online]
- Country Studies [D 101.22: - print and online]
- Foreign Relations of the United States [S 1.1: - print and online]
- Treaties In Force [S 9.14: - print and online]
- U.S. Treaties and Other International Agreements [S 9.12: - print and online]
- World Fact Book [PREX 3.15 – print and online]

Legal Information

- Code of Federal Regulations [online]
- U.S. Code [Y 1.2/5: - print and online]
- U.S. Statutes at Large [AE 2.111 – print and online]
- Public Slip Laws [AE 2.110 – print and online]

THE CONGRESSIONAL RECORD: HOLDINGS AND FORMATS

The Congressional proceedings from the first to present Congress are located in the Government Document Collection in Wyndham Robertson Library. Before becoming known as the Congressional Record in 1873, the debates and proceedings of the Congress of the United States were issued under several different titles: The Annals of Congress, the United States Register of Debates in Congress and the Congressional Globe.

In Wyndham Robertson Library, the Congressional Proceedings may be found in three formats: microfilm, microfiche and paper. The proceedings in microfilm are kept in a cabinet adjacent to the government document microfiche collection. It is important to note the classification number when searching for the Congressional Record in microfiche and paper. The classification number is an X followed by the number of the Congress and the number of the session (X95/2). More recently, the Congressional Record in microfiche has been classified under number X 1.1: and the Daily Congressional Record under X 1.1/A:. In November of 2002, the item number for Daily Congressional Record in microfiche was discontinued, due to the availability of a GPO and FDLP-approved online substitute 1995-present.

Following is a list of the Congressional proceedings held by Wyndham Robertson Library with the formats indicated:

ANNALS OF CONGRESS or THE DEBATES AND PROCEEDINGS IN THE CONGRESS OF THE UNITED STATES

1ST Congress, 1789 -- 18TH Congress, 1ST sess., 1824 (**microfilm**)

REGISTER OF DEBATES IN CONGRESS or CONGRESSIONAL DEBATES

18TH Congress, 2ND sess., 1824 – 25TH Congress, 1ST sess., 1837 (**microfilm**)

CONGRESSIONAL GLOBE

23RD Congress, 1ST sess., 1833 -- 42ND Congress, 3RD sess., 1873 (**microfilm**)

CONGRESSIONAL RECORD (permanent edition)

43RD Congress, 1ST sess., 1873, v.1 -- 99TH Congress, 1ST sess., 1985 (**microfilm**)

note: v. 131 is incomplete: missing pts. 5-8(Mar.20-May 8); 11-12(Jun.5-Jun.25), and 22-23(Nov.1-Nov.20)

95TH Congress, 1ST sess., 1977, v. 123 – 108TH Congress, 1ST sess., 2003 (**microfiche under X and X 1.1:**)

[also: 99TH Congress, 2ND sess., Jan.-April 1986 (**paper**)]

CONGRESSIONAL RECORD (daily edition)

105TH Congress, 1ST sess., 1997 – 107TH Congress, 2ND sess., v.148 (**microfiche under X 1.1/A:**)

ONLINE VERSION

1995-present (**online**); The official version of the Congressional Record, 1995 – most recent, is now fully available online via GPO access: <http://www.gpoaccess.gov/crecord/index.html>

MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS

The Monthly Catalog of U.S. Government Publications is a catalog including documents received by the Government Printing Office and cataloged during that time span. Since, 1974, the Monthly Catalog has been produced by the MARC format tapes made from the online cataloging done at the Government Printing Office. Entries in the Monthly Catalog are indexed by author, title, subject, title keyword, contract number, stock number and series/report number.

Beginning in 1994, the Catalog of U.S. Government Publications went on-line at: <http://catalog.gpo.gov/> This on-line catalog serves as a search and retrieval service that provides bibliographic records of U.S. Government information products. Use it to link to Federal agency online resources or identify materials distributed to Federal Depository Libraries. Coverage begins with July 1976, and new records are added daily.

The following describes indexing available in the print version of the Monthly catalog:

Author Index: Alphabetical list of personal authors, editors, co-authors, corporate authors and conferences including branches of the Government.

Title Index: Alphabetical list of titles, series titles, and alternate or sub-titles.

Subject Index: Alphabetical list of subjects derived from the Library of Congress Subject Headings.

Series/Report Index: Numerical list of report numbers and series statements.

Contract Number Index: An alphanumeric list of contract, grant and project numbers associated with technical report publications.

Stock Number Index: A numerical list of Superintendent of Documents stock number.

Title Keyword Index: An alphabetical list of important "key" words selected from information in the title field.

Our Monthly Catalog Holdings, with Indexing Information

1913-1921

1935-1936 [incomplete.]

1937-1946 Classified by Government Department. These catalogs are indexed by:

1. Government or Corporate authors
2. Personal authors
3. Series titles or titles of publications
4. Subjects

Reference is by page number.

1947 Classified by Government Department. These Catalogs are indexed the same as above but beginning with the September issue, reference is to entry numbers.

- 1948-1973 These catalogs are indexed by:
1. Subjects
 2. Titles
 3. Issuing office
- 1974-1976 Annual Indexes are added to the Monthly Catalog. The Indexes are by:
1. Subjects
 2. Title
- 1977 The Series/report Number Index is added to the Annual Index of the Monthly Catalog.
- 1978 The Classification Number Index is added to the Annual Index of the Monthly Catalog.
- 1979 The Stock Number Index is added to the Annual Index of the Monthly Catalog.
- 1980 The Title Keyword Index is added to the Annual Index of the Monthly Catalog.
- 1983 The Contract Number Index is added to the Annual Index to the Monthly Catalog.
- 1984 The Bill Number Index is included for this year only.
- 1985-2000

CUMULATIVE INDEXES

Cumulative indexes are published semi-annually and annually.

- 1951-1960 Decennial Cumulative Index. Indexed by:
1. Subjects
 2. Titles of unique interest and importance
 3. Names of bureaus or agencies for series
- 1961-1965 Cumulative Index
- 1966-1970 Cumulative Index
- 1971-1976 Cumulative Index. Indexed by:
1. Author
 2. Subject
 3. Titles

All indexes are interfiled in one alphabet.

- 1981-1985 Cumulative Index. Indexed by:
1. Author
 2. Titles
 3. Subject
 4. Series/ Report Number
 5. Bill Number
 6. Stock Number
 7. Classification Number
 8. Title Keyword

This cumulative edition is in microfiche.

BEFORE THE MONTHLY CATALOG: INDEXES FOR EARLY DOCUMENTS

The Checklist of United States Public Documents

This list presents a complete checklist of all public documents issued by the U.S. Government during the first one and one quarter century of its history, 1779-1909. This list is a predecessor of the Monthly Catalog of U.S. Government Publications. Its contents include:

1. American State Papers
2. Congressional Documents and Reports- 15th-60th Congress arranged by serial numbers from 1 to 5561.
3. Departmental Publications- arranged by classification of department publications by government authors.

An index lists the departments, Bureaus, Divisions, Offices, Commissions, Committees, etc. of the U.S. Government, which are represented by classes in the Checklist 1789-1909.

An electronic version of the Checklist can be found at
<http://www.evergreen.edu/library/govdocs/tools/1909checklist/>

Two other useful indexes of early government publications are in our holdings:

Poore, Benjamin Perley. A descriptive catalogue of the Government publications of the United States, September 5, 1774-March 4, 1881. [GP 3.2:G 68/773-881]

Ames, John G. Comprehensive Index to Publications of the US Government 1881-1893 [GP 3.2:G 68/881-893]

ELECTRONIC FINDING AIDS

U.S. Government Bookstore: Browse by Subject

Subject categories have been created on 150+ topics to assist in locating Federal Government publications, subscriptions and electronic products that can be purchased from GPO. These subject categories can be browsed, along with lists of bestsellers, special collections and more, at the U.S. Government online bookstore: <http://bookstore.gpo.gov/>

Wyndham Robertson Library's Government Documents Web Gateways/Directories Page

Many online directories of government information exist online. A selection of useful links is located on the government documents web pages, titles Web Gateways/Directories: http://www.hollins.edu/academics/library/information/gov_resgates.htm

In addition, the links presented on the government documents web pages themselves are browseable by subject from the main page: <http://www.hollins.edu/academics/library/information/govdocs.htm>

Wyndham Robertson Library's Electronic Resources

In addition to the electronic finding aids on the government documents web page, the library maintains numerous major indexes that help support the government documents collection. Among them are:

- Academic OneFile [online]
- Associations Unlimited [online]
- Books In Print [online]
- Columbia International Affairs Online [online]
- Communication and Mass Media [online]
- CQ Weekly [print, to 2000 only]
- CSA [online]
- Ebscohost [online]
- ERIC [online]
- Lexis-Nexis Academic Universe [online]
- Monthly Catalog of United States Government Publications [GP 3.8/8: - print and online]
- NLM Medline Plus and PubMed [online]
- OCLC WorldCat(online)
- PAIS [online]
- Polling the Nations [online]
- Primary Sources in American Women's History [online]

THE LIST OF CLASSES

The List of Classes is a semi-annual publication which lists by class stem, the publications available for selection by title of the publication, the frequency, the format: P(aper), MF(icrofiche), or EL(ectronic) and the item number. The sponsoring bureau and department appear in bold print as headings. Electronic files of data from the List of Classes are updated monthly and uploaded to the Federal Bulletin Board on the first Friday of each month. For more information, see: http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html

You can also access the List of Classes in various formats via Documents Data Miner:
<http://govdoc.wichita.edu/ddm2/gdocframes.asp>

Uses of the List of Classes are twofold:

- 1.) When the annual update is due in the summer, the List of Classes may be examined for possible additions to our selections.
- 2.) The List of Classes may be used as a reference tool. Besides including information for each class stem, the List of Classes contains an item number index and several appendices. The item number index may be used to find the class stems of specific item numbers. The appendices include the Alphabetic Listing of Inactive or Discontinued Items List.

The List of Classes should be compared to our most recent list of item selections. The Government Documents Librarian can then consult the list to make decisions for annual item selection update. The Government Documents Librarian and the Government Documents Assistant keep the most recent editions, and can mark-up these documents as necessary for item selection.

ANNUAL SELECTION UPDATE CYCLE

The purpose of the Annual Selection Update is to review titles that are currently selected in order to determine whether any should be dropped or added from the item list. Titles/items may be dropped at any time during the year; however, only during the Annual Selection Update may items be added, unless new survey items are offered.

Depository libraries make decisions in June and July concerning the items. Presently, the amendments are done on-line via the internet. The Amendment of Selections Form can be accessed through GPO Access under the "Tools" section of the Federal Depository Library Desktop page (URL: http://www.access.gpo.gov/su_docs/fdlp/tools/amendment.html).

Any requests or interest in a particular field is noted during the year so decisions may be made about them during the update period. Any discrepancies in items are resolved at this time. All selection recommendations are written up for review by the Reference Librarian and the University Librarian.

After review by the librarians, the Amendment of Selections Page on GPO Access is filled out according to instructions. At the time of annual updates, consult the latest academic catalog to determine changes in curriculum (support needs). An important note: when de-selecting items, is important to always check the required FDLP Basic and suggested Core Collections in the FDLP manual, found respectively at http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html and http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html

THE NEEDS AND OFFERS LISTS

The Needs and Offers list is a compilation of documents offered or needed by other depository libraries across the country.

The government printing office provides the Needs and Offers list through its GPO Access homepage under the TOOLS section of the Federal Depository Library Desktop page. The URL address for the Needs and Offers list is http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html. The paper version of the Needs and Offers list has been discontinued.

The Regional Depository also provides a Needs and Offers List for Virginia depositories, and posts them on the University of Virginia web page under the Virginia Regional Depository Web-page section. The URL address for the Offers web page is <http://www.lib.virginia.edu/govdocs/depos/offrlist.html>. The URL for the Virginia Regional Depository's own Needs List can be found on the Regional GPO Depository webpage at: <http://www.lib.virginia.edu/govdocs/depos/valibres.html>.

Finally, notices for Needs and Offers are distributed on both the national and regional Government Documents email listservs (GOVDOC-L and GOVDOC-VA).

After checking the Needs & Offers lists, the Government Documents Librarian searches for documents which:

1. Have been sought by professors, but have not yet been ordered.
2. We should have received under our item selection profile, but did not due to shortages or errors at GPO.
3. Would complete series in our collection.
4. Would replace lost documents.
5. Would support the needs of Virginia's 6th Congressional District

If some documents are found on the lists that would enhance our collection, the shelves must be checked before requesting the documents. When the list of needed documents is finalized, the offering library is contacted to request the offered items. Some libraries have specific instructions on how they want libraries to request their documents, so special attention should be made to these when requesting documents from them.

It is common for libraries to request postage reimbursement, in stamps or by check, for documents shipped as part of the needs and offers process.

WEEDING AND DISCARDING

Weeding of the collection should be done on a continuous basis. Following are three ways this can be done easily.

1. Discard superseded materials at the time the new ones arrive. A list of superseded items is provided in the Superseded List publication, which was last updated in April 2002. There is also an on-line version of the Superseded List, including revisions and updates, on GPO Access under the Federal Depository Library Program Desktop webpage. Their URL is http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html .
2. Any materials that are separates, preprints or reprints may be discarded upon receipt of the bound edition.
3. Any publication that has been revised may be discarded upon the receipt of the revised edition, and any pages from loose-leaf publications that have been replaced by new pages may be discarded upon their receipt.
4. Documents may also be withdrawn from the collection after they have been kept for five years. From those documents over five years old, the documents to be weeded are determined using the selection process in reverse. For example, the documents that Wyndham Robertson Library selects most should be discarded least, and documents that are used the least and are not in the areas of interest to Wyndham Robertson Library's patrons, are the documents that should be weeded. The Selective Depository must obtain permission from the Regional Depository, UVA, and if permission is granted, the depository must offer these documents to other depositories in the state and then nationwide.

For specific rules, procedures and guidelines for weeding and discarding as set forth by the Government Printing Office consult the Instructions to Depository Libraries Manual, or “Procedures for the Withdrawal of U.S. Government Depository Publications” as posted by UVA’s Virginia Regional Depository Library: http://www.lib.virginia.edu/govdocs/depos/weeds/weed_doc.html. (See pages 25-27).

Regional GPO Withdrawal Procedures

http://www.lib.virginia.edu/govdocs/depos/weeds/weed_doc.html

Procedures for the Withdrawal of U.S. Government Depository Publications
For libraries in the Virginia region

Table of Contents:

I. Introduction

II. Procedures for Withdrawing Depository Publications

III. The Regional "Needs" List

IV. Publications Which Must Be Listed for Statewide Review

V. Disposition of Remaining Publications and Unclaimed Publications

I. Introduction

Selective U.S. depository libraries served by a regional may withdraw depository publications which are no longer needed and which have been held for at least five years from the date of receipt. However, all withdrawal of depository publications by federal depository libraries in Virginia must be according to these guidelines and procedures. They are designed to ensure not only that all legal requirements are met, but also that valuable government information is not lost to the citizens of Virginia. They are based on the [Instructions to Depository Libraries](#) (Rev. August 2000) and Memorandum to Regional librarians dated 04/07/95 from Sheila M. McGarr, Chief, Depository Services, Library Program Services, U.S. Government Printing Office.

All federal depository libraries should have an up-to-date, written [collection development policy](#) which addresses the library's depository status. The policy should contain a description of the scope of the depository collection, including information about which items are selected and how long they are to be retained. It should also include a plan for regular weeding. These guidelines and procedures should be included with that plan.

II. Procedures for Withdrawing Depository Publications

Except for those which are exempt, all publications must be retained for five years from the date of receipt. "Exempt" publications are those listed in the [Superseded List: U.S. Documents That May Be Discarded by Depository Libraries, Annotated for Retention by Regional Depositories](#) (Rev. September 1996 with Supplements) [GP 3.2:Su 7]. Depository library staff undertaking weeding projects should look carefully and thoughtfully not only at the titles listed individually in the Superseded List, but also at the "General Rules: Criteria for Determining Superseded Materials," (pp. vi-viii). "General Rules..." can be used to supplement the individual titles listed in the body of the Superseded List.

Once non-exempt publications meet the five-year retention requirement they may be withdrawn within the purview of the library's collection development policy, provided the guidelines and procedures below are carefully followed. Failure to adhere to these procedures could result in disciplinary action by GPO, including requiring the restoration of improperly weeded publications.

III. The Regional "Needs" List

All non-exempt depository publications designated for withdrawal by the weeding library must be compared individually, title-by-title with the [regional library's Needs List](#). The [regional Needs List](#) is a compilation of all depository publications known to be unavailable in the University of Virginia's Regional collections. The [Needs List](#) will be revised regularly and made available via World Wide Web. The Web edition may always be assumed to be the "current edition."

Any publications among those to be weeded which appear on the [regional Needs List](#) should be forwarded to the regional with a brief note of explanation. Publications should be sent to:

Federal Regional Librarian
Government Information Resources
University of Virginia Library
160 McCormick Rd
PO Box 400154
Charlottesville VA 22904-4154

Libraries requiring postage and handling reimbursement for publications sent to the regional should include a statement with the forwarded publications.

IV. Publications Which Must Be Listed for Statewide Review

Once comparison with the [Regional Needs List](#) is completed, the publications to be withdrawn next must be compared with the Federal Depository Library Manual, Appendix A, "[Suggested Core Collection](#)." Publications listed in the Manual's [Appendix A](#) are considered a starting point for developing depository collections in small to medium public, academic, and law libraries. Publications appearing in [Appendix A](#) should be withdrawn from a library's collection only after thoughtful consideration and careful comparison with the library's collection development policy. When it is deemed appropriate that these publications be withdrawn, they should be offered to other libraries in the Region that wish to supplement their depository collection or to replace lost or damaged depository publications.

[Appendix A](#) should be used primarily as a guide and not as a rigid, inflexible list. Prudence and common sense should always take precedence when deciding whether to include or exclude a specific publication on a weeding list. For example any publication dealing with or relating to the Commonwealth of Virginia or its inclusive geographic region should automatically be included. [Appendix A](#) also should be interpreted within the context of the date of its most recent compilation. Any publications judged to be of potential widespread public or academic interest or importance issued prior to or after the compilation of [Appendix A](#) should also be included on weeding lists. If in doubt about specific situations consult with the Regional Librarian.

Microfiche should never be included with other formats on weeding lists even though their paper equivalents may appear in [Appendix A](#). If you want to weed microfiche contact the Regional Librarian in advance of your proposed weeding project. A title-by-title listing is not necessary at this stage. Instead, an overall description of the microfiche weeding project should be sent to the Regional Librarian, including information about issuing agencies, types of publications, and dates involved. For routine microfiche weeding, the Regional Librarian will grant immediate permission for disposal of the weeded fiche. However, if, in the judgment of the Regional Librarian, the weeded microfiche are of sufficient interest to other depository libraries within the region, the Regional Librarian may post notice of the proposed weeding project on govdoc-va or the [Regional Offers Web](#)

[page](#). Such notice will include a reasonable waiting period for claims from other libraries. The waiting period will be not less than a week nor more than a month before disposition of the microfiche will be allowed.

The Regional Library will assist in the efforts to offer these withdrawn publications by posting electronically prepared offers lists on the [List of Virginia Federal Depository Library Offers web page](#). Lists should be sent as e-mail attachments.

Lists should be clearly labeled as to the fact that listed publications are withdrawn depository publications. Citations should be kept as brief as possible without losing meaningful information. Periodical and serial titles should be listed only once with inclusive dates and volume numbers noted for the entire run. For example a series of annual reports from a single Federal agency should be listed once with the inclusive dates of those reports. If a run lacks a few numbers, "with exceptions" (or "lacks nos. ...") may be noted next to the entry to indicate that the run is incomplete. It also may be permissible to group some monographs of a single type together on a list. Contact the Regional Librarian for details

The Regional Library will assist in the exchange of surplus duplicates among depository libraries as well provided the above guidelines are followed. Obviously, lists of surplus duplicates should be clearly labeled as such and should never be mixed with lists of withdrawn depository documents.

Lists should clearly state the name, depository library number, and mailing address of the weeding library. The name, telephone (voice and/or fax), and e-mail address of the individual who is serving as contact for claiming listed publication also must be clearly stated. Listed publications must include the Superintendent of Documents classification number, a meaningful title, and date of publication. Preferred method for entries is to list Sudocs class number, title, and date in a continuous line across a page with double spacing between entries.

Lists should not exceed the equivalent of about 8-10 printed pages (electronic files = about 50k) in length. Generally, shorter lists should be preferred over long ones especially if several different Sudocs classes are included.

V. Disposition of Remaining Publications and Unclaimed Publications

Publications not appearing on either the Regional Needs List or the Federal Depository Library Manual's Appendix A as expanded in paragraph 8 above may be disposed of in accordance with the Instructions to Depository Libraries [rev. August 2000]. Unclaimed core collection publications may also be disposed of once a reasonable claim period assigned by the regional has past. The Instructions direct that selective libraries make a "reasonable effort" to place withdrawn publications in public, school, or other non depository libraries in their area. This mandate should be taken especially seriously for unclaimed publications appearing in Appendix A. Final disposition of withdrawn publications should always be according to the Instructions.

All publications weeded from the depository collection should be clearly marked as "withdrawn" by the offering library prior to any disposition. This will help prevent future misunderstandings.

PROCESSING DEPOSITORY DOCUMENTS

Government documents, regardless of format, arrive at Wyndham Robertson Library in boxes and in separate packages and envelopes. The primary shipment is the box containing all shipping lists for that shipment—this includes shipping lists for items we select as well as items we don't select and shipping lists for separate mail packages (those items not available from GPO at time of regular shipment, but which arrive in separate, usually smaller, parcels and which are designated as Separates by the shipping list number on postage label—ex. **2007-0016-S**). Most microfiche shipping lists accompany the larger microfiche parcels. Each shipping list includes the item number, SuDoc number, and title of each document packed in the box. Since several shipping list shipments are packed in each box or envelope, care should be given to keep shipping lists with their respective documents until the documents have been processed.

When a shipment of documents arrives, check the depository number on the postage label *and* the number written on the box's inside flap, to verify that the shipment was indeed intended for Wyndham Robertson Library, Hollins University—our depository number is **0628-A**. If a shipment intended for another depository comes to us by mistake, we simply forward that shipment and notify the intended depository that their shipment is forthcoming; we then claim the documents (http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html) to ensure that our own shipment will still be delivered to us.

For our shipments, write the date received on the front of the box or parcel. You will refer to this date when you record shipment information in the shipping list log.

Paper/electronic*

- A note on Separates Packages: these can be identified by their number on the shipping label (see above) and must be kept apart until their shipping list arrives. Place separates in the processing area; if a separate has not been processed for over a month, check on the shipping list – it may be available online (<http://fedbbs.access.gpo.gov/fdlp01.htm>).
- Batches of documents are separated by shipping lists within each box—it is easiest to remove documents one batch at a time—that is to say, remove documents along with their corresponding shipping list. Record shipping list information in Shipping List Log (black binder), according to type of shipping list (M=microfiche, P=paper, E=electronic). “Shipping List Date” = date on shipping list; “Date Received” = date on box or envelope, and “Date Processed” = the date you actually open the box. This way, we can keep track of how long it takes to receive and process shipments once they are sent. Be sure to enter each shipping list in the entry blank for its exact number, so that it is evident if a shipping list is missing. If the missing shipping lists don't come in, check online to find out whether any items need to be claimed (<http://fedbbs.access.gpo.gov/fdlp01.htm>).
- Determine which documents on shipping list we should receive. You can do this by comparing each Item number on the shipping list to a current List of Items we select. If the Item number on the shipping list is on our current Items List, highlight that number on the shipping list. To make best use of time, highlight all item numbers for a given shipping list before continuing.
- Match the documents in the box to their shipping list by SuDoc number and title. On the shipping list, check off each document received.

- Write SuDoc number on upper right corner of document with a fine black Sharpie pen (“**GOVT. HE 20.3552:2001**”). If document cover is dark or glossy, open cover and write number on upper right corner of first page of document.
- Stamp each document using the depository stamp, either on the front cover or immediately inside. Make sure to adjust the date so that it agrees with the date the documents were received. (not the date they’re being processed!)
- Keep documents stacked in the order they appear on the shipping list. Now you are ready to pull the next batch of documents from the box.
- Once you have matched all documents in a given shipment to their respective shipping list, you should check for any documents that we should have received (those under highlighted items) but which were not in the box (no check mark). If there are any documents which we currently select but did not receive, consult the Government Documents Librarian to see if we should claim the item—see **Claims**. Likewise, if we received a document that we don’t currently select, consult the Government Documents Librarian to see if we should add the document to our collection or offer it to other depository libraries—see **Offers**.
- Type a label for each document received, based on the SuDoc number indicated on the shipping list--see **Labels** for specific instructions on typing SuDoc labels. Though it might seem easier at this point to pull shipping lists out of the way and refer to the SuDoc that has already been written on the document, it is always a better idea to refer to the shipping list when typing the labels so as to catch any mistakes you might have made in copying the SuDoc to the document the first time.
- Apply security strips, and any special labels at this time: day-glo yellow “Check for disk” labels on all CD-ROM, a red dot and “Do Not Check Out” sticker for non-circulating documents. (a list of serials and recurring items which do not circulate is located on the processing desk; see pg. 31.)
- Download records for Congressional Hearings: as part of the processing workflow, the Government Documents Assistant has been trained to find records for Congressional Hearings, check for spelling and accuracy, control the headings, check the URLs, attach our holdings and download to our local catalog in preparation for cataloging (see pg. 34 - 35 for procedures)
- Once all documents in a box have been processed, place documents and shipping lists on a book-truck so that they are ready for the Government Documents Librarian to add to the catalog. (Government Documents Librarian determines which periodicals/documents will need to be cataloged and/or checked-in in the Serials module of our catalog).
- If a claim was made for any documents, which we should have received but did not, place a copy of the claim in the notebook marked “Needs”. If there are any other unresolved problems concerning an item, write a note on the pertinent shipping list regarding the problem and give the shipping list to the Documents Librarian.
- The shelf list is a paper check-in system for the few materials which are too numerous, temporary or devoid of content to be cataloged in the usual fashion. It is located in the 2nd floor Technical Services area, on top of the library’s shelf list. You should regularly check the folders for items to be checked into and out of the Shelf List. Mark the items to be checked in on the appropriate card, or make new cards for those whose SuDoc numbers are not already in the drawer. Items that have been checked into the shelf list are ready to be shelved. NOTE: Items that are removed from the collection should be removed from the shelf list; so should items that are being cataloged retrospectively. If a card is left empty, remove and destroy it.
- Materials such as museum exhibition notices, calendars of events and NEH/NEA grant applications, and other date sensitive documents may be shelved in the Lewis Reading Room for easy public access and can be

discarded once their date of expiration has passed. Please add a label "Return to Lewis Reading Room Govt. Documents Shelves."

- To check on a document's status, use Documents Data Miner at <http://govdoc.wichita.edu/ddm2/gdocframes.asp>
- To identify an item which has come without a shipping list: check the GPO Access Catalog of Government Publications at <http://catalog.gpo.gov/F> ; you can also search for an OCLC record. Find the item's shipping list, item and SuDoc numbers to determine whether the item is within our selection profile. If it is not, the Documents Librarian will determine whether to add the item to our collection or offer it to other libraries.

Microfiche Processing:

- 1.) Open envelope and remove all microfiche and shipping lists.
- 2.) Organize shipping lists by Shipping List numbers. Only the -M- shipping lists represent Microfiche.
- 3.) Record the shipping lists in the log folder (see **Paper** instructions for details)
- 4.) Using the shipping lists and the item list, highlight all of the item numbers that match our selections **EXACTLY**. Numbers will be included on both lists if we have the item in our collection. Follow this same procedure for all of the shipping lists.
- 5.) Some shipping lists may not contain any of the items from our collection. Mark these \emptyset and give them to the Documents Librarian for review.
- 6.) Using the shipping lists, find the microfiche that correspond to the highlighted item numbers. There are two ways to do this: (A) Use the SuDoc number located on the microfiche cards to find the same item on the shipping list. SuDoc number is located on the upper left corner of fiche cards; (B) Look at the microfiche title and use that to find the item's location on the shipping list. Now that you have found a match, write "Govt." in front of the fiche's SuDoc # using a Sharpie Black pen.
- 7.) Remove the fiche from the pocket and check for missing pages or damage. Stamp the pocket with the depository stamp. Make certain that the stamp is showing the correct date and month: the date the shipment was received.
- 8.) Place fiche and shipping lists on a book-truck so that they are ready for the Government Documents Librarian to add to the catalog
- 9.) If we did not receive any microfiche that we select, we will need to make a claim. Circle the missing item on the shipping list. The Government Documents Librarian fills-in the necessary information on the claim form located at the bottom of the shipping list and sends it via fax to the # indicated. NOTE: microfiche needs to be claimed from the contractor, not from GPO. DO NOT use the web claim form to claim microfiche.
- 10.) Once the fiche has been cataloged or placed on the shelf list, shelve it in the microfiche cabinets on the first floor. Before shelving the fiche, record numbers and linear footage statistics.

Processing Map sheets:

Map sheets usually arrive by mail in tube containers. Maps may be listed as a shipping list labeled Separates. If so, the map sheets are processed as any other paper document, with SuDoc number and Depository/property stamp.

If the Interior Department, U.S. Geological Survey, published the map sheets, they will have their own shipping list. These maps are the 7.5 and 15-minute series for Virginia. The shipping list does not include a SuDoc number. Thus, you may have to wait to catalog the map until an OCLC record has been created that includes a SuDoc number; or, you can derive the SuDoc number using previous maps as examples.

USGS Virginia Quadrangle Maps are housed in map cabinets drawers 14-15.

**LIST OF NON-CIRCULATING GOVDOCS:
RED DOTS AND “DO NOT CHECK OUT” STICKERS**

AE 2.110:	PUBLIC LAWS (SLIP LAWS)
AE 2.111:	U.S. STATUTES AT LARGE
ED 1.303/4:	THE LINK
ED 1.326:	DIGEST/MINI-DIGEST OF ED. STATISTICS
HE 20.30:	PUBLIC HEALTH REPORTS
I 29.136:	NCPTT NOTES
JU 6.8:	U.S. REPORTS
L 2.41/2:	EMPLOYMENT AND EARNINGS
NF 3.11:	HUMANITIES
S 9.10:	TREATIES AND OTHER INTERNATIONAL ACTS
S 21.15:	FORUM
T 22.25:	INTERNAL REVENUE CUMULATIVE BULLETIN
Y 1.2/2:	CALENDARS OF THE US HOUSE OF REPRESENTATIVES & HISTORY OF LEGISLATION
Y 1.2/5:	U.S. CODE
Y 3.AP 4/2:	APPALACHIA
Y 10.19:	AN ANALYSIS OF THE PRESIDENT’S BUDGETARY...

EASY DOCS PROCESSING CHEATSHEET

1. Date stamp everything
2. Shipping list: log in notebook
3. Shipping list: highlight our item numbers
4. Documents: mark w/SuDoc numbers
5. Documents: security strips
6. Documents: labels
7. Some documents:
 - a. Cd-Rom labels
 - b. Do Not Check Out labels / Red Dots

FICHE

1. Date stamp everything (remove fiche!)
2. Check # and condition of fiche.
3. Mark 1st page: **GOVT.**

SHELVING

1. Put docs in SuDoc order
2. Record statistics
3. Measure fiche
4. Check for superseded items
5. Look for repair/shifting needs

Labeling Rules

SuDoc numbers are not like LC or Dewey call numbers. A SuDoc number starts with letters that indicate which agency in the government produced the publication, followed by numbers which determine the sub-branch of that agency, item identification, year of publication, volume and part. (all used as needed.)

For instance, HE 20.3162:978/V. 5/PT. 3 was issued by HE 20, sub-branch 3162, in 1978; it is volume 5 part three of the particular title.

In recording SuDoc numbers, try to keep the series of letters and numbers between a full stop and a colon together. Also try to end each line you type with its punctuation (rather than *starting* a line with punctuation.) Put spaces after letters and abbreviations; do not put spaces after a punctuation mark unless it is part of an abbreviation.

Example: **Y 4.B 22/3:B 23**

(notice the spaces): **Y_4.B_22/3:B_23**

Correct form for label:

GOVT. Y 4.B 22/3: B 23

Or:

GOVT. Y 4. B 22/3: B 23
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CLAIMS

Shipping Lists should be checked for missing documents within one or two days of a depository shipment's arrival. The most thorough procedure is to check each item number on the shipping list with the current item list of Wyndham Robertson Library's selections.

If a document is missing, a claim must be filed with the government. The time limit to claim a document is 60 days from receipt of the list; however, since the government has only 20 claim copies available, it is best to claim an item as soon as possible. Do not claim items for which a rain check has been issued.

All documents are claimed on-line except for contractor microfiche and USGS lists. The FDLP Desktop site has a web claim form under Processing Tools at http://www.access.gpo.gov/su_docs/fdlp/tools/webclaim.html. To claim a document, fill in the form our depository library number (0628-A). Make sure to check the instructions carefully as the FDLP will only answer legitimate claims. Use Webclaim for all claims except microfiche. File a photocopy on the claim in the folder marked "Needs" recording the date on which the claim was submitted. Per section 1 of the Instructions to Federal Depository Libraries, when claiming a missing separate wait 7 working days from receipt of the shipping list before sending a claim.

If a claim is sent too late or the Government Printing Office receives too many claims for a particular document, they declare the claim "Exhausted." This means that they do not have enough copies left to send, so Wyndham Robertson Library will not receive a copy of that document. It is then added to the Needs list. Also, check listserv offers and the "Needs and Offers" lists for exhausted claim items.

Microfiche claims to a contractor service are made by circling and clearly marking the missing item on the shipping list, filling out our contact information at the bottom of the list and faxing the list to the number provided.

When a claimed item is received, process it as usual; the item should be accompanied by a copy of the original claims request. Bring the processed item and copy of the claims request to the Documents Librarian for cataloging.

CORRECTIONS

The Government Printing Office will issue Administrative Notes Technical Supplements (ANTS) to depository libraries advising them of certain corrections that need to be made on recently received documents. These are yellow, like the Administrative Notes that are also sent to depositories informing the library of important information. Corrections may also arrive in the form of an email announcement to GOVDOC-L or GPO-FDLP-L , the Govdocs discussion and GPO announcements lists.

When ANTS and/or email announcements are received, they are checked against the item list to see if any of the documents that Wyndham Robertson Library selects are affected by the changes.

The corrections may concern item numbers, classification numbers, and even mistakes made on the document itself such as a misprint in the title. Any correction that affects our collection must be checked. The corrections that demand the most attention are SuDoc number changes and title changes. These changes must be made on the document itself and also in the catalog and/or on the shelf list card.

For examples of the proper format for such changes, see the cataloging procedures section, pg. 48.

STATISTICS

To prepare the monthly statistics, the numbers should be recorded for paper, map, microfiche, and electronic depository documents. Counting is done when documents are ready to be shelved; counting for electronic documents is done at time of cataloging. In addition any documents that were superseded and were withdrawn from the collection also need to be counted and recorded. Any documents that were cataloged retrospectively should also be counted and recorded.

Statistics are also kept for in-house usage. Any documents found on the “to be re-shelved” tables or loose within the stacks area should be recorded as having been used in-house. Depending on the nature of the document, this is done as follows:

- Single barcoded items are scanned into Millennium under “Count Use – INTL Use”.
- Serials, journals and other red-dot items (CFR, U.S. Code, Slip laws etc., are scanned in using the mock barcodes kept on index cards behind the reference desk. Scan the barcode once for each volume/item.
- Items which are not barcoded, nor do they have a mock barcode, are counted on the “Monthly Statistics of in-house usage” sheet which is kept on the first range of govdocs shelves downstairs. Note: these documents have not been cataloged and should be taken to the Documents Librarian to consider for retrospective cataloging! This sheet is also used to record usage for microfilm and microfiche.

When the monthly statistics have been completed for the fiscal year, the numbers are totaled for each category. These statistics are reflected in the fiscal year statistics and are presented to the University Librarian. A copy is kept for the govdoc's files. The final statistics are due in the University Librarian's office at the beginning of July.

BINDING POLICY

In an effort to keep the Government Document collection included in the library's major preservation and conservation activities, Government Document periodicals and some monograph series are bound on an annual basis, funds permitting.

Bound titles include (but are not limited to):

- Agricultural Outlook
- Alcohol Health and Research World
- Appalachia
- Area Trends in Employment and Unemployment
- Digest of Education Statistics
- Economic Indicators
- Economic Report of the President
- Employment & Earnings
- EPA Journal
- FBI Law Enforcement Bulletin
- FDA Consumer
- Federal Probation
- Humanities
- Journal of Research of the National Institute of Standards and Technology
- Journals of the Continental Congress
- Monthly Energy Review
- Monthly Labor Review
- Mosaic
- Occupational Outlook Quarterly
- Physical Fitness/Sports Medicine: A Publication of the President's Council ...
- Public Health Reports
- Public Roads
- Schizophrenia Bulletin
- Social Security Bulletin
- Sourcebook of Criminal Justice Statistics
- Statistical Abstract of the United States
- Survey of Current Business
- U.S. Dept. of State Dispatch
- U.S. Dept. of State Magazine

For titles to consider binding should future funds permit, check the latest Binding Master List in the "Serials" files.

CATALOGING DOCUMENTS

Summary:

1. **Guidelines for selecting government documents for cataloging:**
Generally, items are cataloged which are separately published monographs and which have substantive subject content. There is no hard-and-fast rule, but most materials should be cataloged, except for those without much use for patrons, in which case de-selection should be considered.
2. The Government Documents Assistant receives and processes all documents. She then gives them to the Government Documents Librarian to determine if it merits cataloging.
3. Items which are not selected for cataloging are added to the shelf list.
4. The document is cataloged according to standard rules. The document number is used in place of LC class number.
5. Serials are checked in using Millennium

SHELVING

After documents have been cataloged, the Documents Librarian will return them to the Assistant for shelving. Additional items to be shelved are the items which have been entered onto the shelf list.

The Government Documents are shelved in several places throughout Wyndham Robertson Library. They can be found in:

1. the Government Documents stacks on the first floor.
2. the index area in front of the Government Documents collection on the first floor.
3. the microfiche file cabinets in the Government Documents microfiche/map corner of the first floor.
4. the map cases on the first floor in the same Government Documents microfiche/map corner.
5. the "Ready Reference" shelves located by the Reference desk on the first floor.
6. the CD-ROM carousel behind Reference, and drawer #14 (Census CD-ROMs)
7. in the Lewis Reading Room (new and time-sensitive materials; grants and financial aid information.)

While shelving, you should make sure to keep an eye out for items that are:

1. Damaged: carry label tape with you for loose labels. If the item needs repair, bring it upstairs.
2. Falling: reshelve any messes you find and if an area needs boxes or placeholders, make a note of it.
3. Loose: if an item needs to be reshelved, make sure you also scan it for in-house usage (see **statistics**).
4. Superseded: you should always have your copy of the superseded list with you. If you are shelving an item and there is a previous volume or issue, check to see whether the current issue supersedes the previous. If it does, bring the previous issue to the Documents Librarian to be withdrawn from the catalog/removed from the shelf list.

PROTECTING AND RESTORING COLLECTION DUE TO UNLAWFUL REMOVAL OF PUBLICATIONS:

Consistent with Wyndham Robertson Library's policy of protecting the collection from the unlawful removal of publications, all items receive security strips when they are cataloged or retrospectively cataloged, and any items that do not circulate are clearly marked as such.

Also consistent with Wyndham Robertson Library at large is an effort to monitor missing items. The Government Document department changes the status field of the item record to "m" (missing), and inserts a note ("x") field in the ITEM RECORD that says MISSING MM/YY. Periodicals in Millenium Serials software application that are marked as "Missing" and have a fixed holding span also have an item record attached, only it is suppressed – this is for the sole purpose of generating lists. Item records marked as such are researched on a regular basis* to determine whether they should be:

- (a) kept on the Needs list, as attempts are made to acquire replacement copies
- (b) removed from the Needs list, on an individual basis, after careful decision to not replace and after the five-year retention period has passed.

The Government Document Department attempts to acquire replacements of missing documents on an on-going basis either from other depository libraries' offers (via: Federal listserv GOVDOC-L, State listserv govdoc-va, FDLP website's Needs and Offers list at http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html), from the U.S. Government On-line Bookstore, directly from the agencies or elsewhere.

Weeding missing item records from the catalog is handled according to library circulation policy: after three years, the record is removed. The item remains on the Needs list, however, and regular attempts at replacement shall continue. Items may only be removed from the Needs list after the FDLP's mandated five-year retention period has passed.

Technical Note:

* [On a regular basis, run item list in iii asking for all items location < i AND "x"(note field) = MISSING MM/YY , then create a separate list (drawing from 1st list) asking for govdoc # > 0].

NON-DEPOSITORY DOCUMENTS

Gift/purchased

The procedure for adding non-depository documents to the collection involves:

- 1.) Checking to see if the document in hand is a duplicate
- 2.) Physically processing the document

To determine whether the document is a duplicate of a document already in the collection, check our catalog, the shelf list, and the stacks. If the document is not a duplicate, it may be processed. If the document is a duplicate, it may be offered by way of the Govdoc-L and Govdoc-VA listservs. Or, the item can be discarded. The library does not need to request permission to discard a non-depository document. (Note: If a gift or purchase item replaces a depository document we had originally received through the depository program, that document becomes a depository document.

Sometimes a gift comes from the issuing agency itself and has not been cataloged by the Government Printing Office, so no SuDoc number is available at the time the document is received. If this is the case, the document is received a homemade SuDoc number, using the general guidelines of the Superintendent of Documents. This is done using the classification number of the issuing agency, subordinate committees and bureaus, and "cutter" numbers determined by key words in the title. An "x" is inserted at the very end of these numbers to distinguish the "homemade" number from an official classification number. A list of these numbers is kept in a file in the Government Document Assistant's desk.