



Government Documents - Collection Development Stephen B. Luce Library Procedures

NOVEMBER, 2001

The Government Documents Librarian in consultation with the Librarian and the Associate Librarian for Reader's Services will be responsible for the selection of all depository US government documents. The Associate Librarian for Technical Services will be responsible for the selection and acquisition of non-depository US government publications, foreign, UN, state and local documents.

The library will collect various formats of documents: monographs, serials, charts, posters, photographs, etc. Monographs and serials which have reference, reserve or controlled circulation value will be cataloged and receive LC classification. Occasionally and only on a highly selective basis, general interest monographs and serials will be cataloged for the LC circulating collection. An exclusive Maritime Collection containing monographs, serials and congressional hearings will be cataloged and classified by Sudocs #. These documents will be kept in a location separate from the book collection and may be asked for at the Circulation Desk. Periodicals of general interest will be processed and shelved with the regular Periodicals Collection. Nautical charts will be folded and kept in vertical file drawers arranged by Chart #. They will be entered into a local database and will be made available as needed. Pamphlets emanating from certain agencies (e.g., Maritime Administration, U.S. Coast Guard) may be selected for the merchant marine vertical file and arranged by subject.

For the most part, one copy will be kept in the collection. If a duplicate comes to the library via an outside source and it is pertinent to the merchant marine collection, a second copy will be retained.

The library will comply with the retention law of five years (Title 4a), with exception to superceded editions. At the end of the 5-year period each document will be reviewed as to its future value in the collection. Those documents which are determined to have no further usage will be listed for gift and exchange. The library will retain all those documents from the Maritime Administration and The Federal Maritime Commission. The bulk of the U.S. Coast Guard documents will be kept as well.

U.S. Depository Government Documents

The library will seek to obtain various levels of intensity of government documents which will closely reflect the curriculum taught at the college. Academic programs and their courses outlined in the college catalog will serve as a primary source in the selecting process.

Government documents in the fields of shipping and navigation will be areas of predilection.

Levels of Coverage as of September 1983

Minimal Level (1):

This broad category includes those documents which will not directly cover a curriculum at our college but may have indirect value. Reference materials as yearbooks, directories, annual reports, handbooks, guides, manuals, atlases, etc. would be inclusive under this group.

Median Level (2):

This category will attempt to surpass the peripheral coverage of group I and collect in those areas which may have a direct link with an academic program or individual course. Reports, acts, periodicals, rules, regulations and instructions are those types of materials which provide a middle-of-the-road coverage.

Comprehensive Level (3):

A comprehensive level is one in which all the documents of a particular agency will have pertinent value and are vital to the library's need for thorough coverage in a particular subject area. Therefore all depository as well as non-depository items will be acquired.

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| Agriculture Dept. | 1 |
| Arms Control Agency | 1 |
| Commerce Dept. | 1 |
| Census Bureau | 2 |
| Civil Aeronautics Board | 1 |
| NTIS | 1 |
| NOAA | 1 |
| National Weather Service | 2 |
| Environmental Data and Information Service | 1 |

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| National Oceanographic Data Center | 2 |
| National Marine Fisheries Service | 1 |
| National Ocean Survey | 2 |
| Environmental Research Laboratories | 2 |
| East-West Trade Assistance Bureau | 1 |
| Economic Analysis Bureau | 1 |
| International Trade Administration | 1 |
| Industrial Economics Bureau | 1 |
| Federal Communications Commission | 2 |
| Defense Dept. | - |
| Defense Mapping Agency | 1 |
| Engineers Corps (Army) | 2 |
| Military Academy, W. Point | 1 |
| Navy Dept. | 1 |
| Naval Operations Office | 2 |
| Naval Military Personnel Command | 1 |
| Naval Academy | 1 |
| Naval War College, Newport | 2 |
| Oceanographies of the Navy | 1 |
| Air Force Dept. | 1 |
| Air Force Academy | 1 |
| Energy Dept. | - |
| Energy Information Administration | 1 |
| Education Dept. | |
| National Center for Educational Statistics | 1 |
| Federal Maritime Commission | 3 |

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| Foreign-Trade Zones Board | 2 |
| Government Printing Office | - |
| Superintendent of Documents | 2 |
| General Services Administration | - |
| National Archives and Records Service | 1 |
| Federal Register Office | 2 |
| Health and Human Services Dept. | - |
| Social Security Administration | 1 |
| Interior Dept. | 1 |
| Mines Bureau | 1 |
| National Park Service | 1 |
| Heritage Conservation and Recreation Service | 1 |
| Interstate Commerce Commission | 2 |
| International Trade Commission | 1 |
| Labor Dept. | - |
| Labor Statistics Bureau | 1 |
| Occupational Safety and Health Administration | 1 |
| Library of Congress | 1 |
| Descriptive Cataloging Division | 3 |
| Subject Cataloging Division | 3 |
| Readers' Services | 2 |
| Processing Services (Includes Cataloging Distribution Service Division) | 3 |
| Science and Technology Division | 1 |
| National Aeronautics and Space Administration | 1 |
| National Science Foundation | 1 |

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| U.S. Postal Service | 1 |
| Finance and Administration Bureau | 1 |
| President of the U.S. | 1 |
| Executive Office of the President | 1 |
| Central Intelligence Agency | 1 |
| State Dept. | 2 |
| Smithsonian Institution | 1 |
| National Portrait Gallery | 1 |
| Treasury Dept. | 1 |
| Customs Service | 1 |
| International Trade Commission | 1 |
| Transportation Dept. | 2 |
| National Transportation Safety Board | 2 |
| Federal Aviation Administration | 1 |
| Coast Guard | 3 |
| Materials Transportation Dept. | 1 |
| Research and Special Programs Administration | 1 |
| Maritime Administration | 3 |
| Interagency Committee on Intermodal Cargo | 2 |
| Ship Structure Committee | 3 |
| Congress | - |
| House of Representatives | 1 |
| Committee on Commerce, Science and Transportation (Senate) | 1 |
| Joint Economic Committee | 1 |
| Committee on Merchant Marine & Fisheries | 3 |

