



Government Documents Stephen B. Luce Library Procedures Summary or Overview

Introduction

The Luce Library is a “Selective Federal Document Repository,” that is, it receives previously chosen information from the United States Government. The Superintendent of Documents via the Government Printing Office makes available to the college library and other libraries across the country an array of information in paper and electronic form. This information distribution system helps citizens generally comprehend the operation of our country, and in particular helps specialist and student understand our domestic and international marine transportation system. Consequently provision of this material to Luce readers is an essential service.

Operation

In exchange for this free information, the Luce must collect, manage, store and distribute this according to Standards set by the United States Superintendent of Documents. This includes the assignment of a staff specialist, a government documents librarian, to oversee this component of library operations. Alternately to be absolved of these standards the library can purchase these documents just as the Luce buys privately published information.

Collection of material begins with government document librarian collaboration with colleagues in the selection of publications once a year. In the next step librarians process the publications, which arrive at two week intervals. The government document librarian catalogs the publications according to one of several methods employing a hierarchy of importance and anticipated reader need of items. The publications are then shelved. Generally readers must use these irreplaceable materials in the library as part of the reference collection. The government document librarian and other staff also assist readers locate this information using several of the indexes such as the *Monthly Catalog of United States Government Publications* or any of the numerous web sites. Periodically the government documents librarian weeds the collection; before the librarian disposes of older materials, generally publications over five years old, the librarian must follow a fixed procedure to make these available to other libraries should they wish to add these publications to their historical collections.

Guidelines to Procedures

The Federal Government publishes several sources, which underlie most of the operational procedures employed in the management of government documents. Among the most important (citations are abbreviated):

Administrative Notes

FDLP Desktop. http://www.access.gpo.gov/su_docs/fdlp/index.html.

Instruction to Depository Libraries