

Federal and State Government Publications

Information Access Policy
Clemson University Libraries

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I. Primary Focus of Collection and Access

a. Purpose

- i. The Clemson University Libraries federal and state government publication collections is developed to serve the needs of the Clemson University community, the constituents of the 3rd Congressional District of South Carolina, and members of the general public.

b. Primary Users and Secondary Users

- i. The primary users of the collections are the faculty, staff, and students of Clemson University. As of Fall 2021, there were 21,653 undergraduate students, 5,688 graduate students, 1,918 faculty, and 3,780 staff.
- ii. Secondary users include residents of the 3rd U.S. Congressional District, residents of South Carolina, and members of the general public.

II. Background on the Depository Library Programs

- a. The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to its Government's information. The mission of the FDLP is to provide free, ready, and permanent public access to Federal Government information, now and for future generations. Since 1813, depository libraries have facilitated that access by organizing, maintaining, preserving, and assisting users with information from the Federal Government. The FDLP provides Government information at no cost to designated depository libraries throughout the country and territories. These depository libraries, in turn, provide local, no-fee access to Government information in an impartial environment with professional assistance. Clemson University was first designated as a depository library in 1893.

- b. The South Carolina State Documents Depository System was established in 1982. The program provides free and public access to publications produced by South Carolina state agencies, departments, and state-supported institutions.

III. Centers of Excellence

- a. Clemson Libraries serve as a Center of Excellence (COE) as part of the Association of Southeastern Research Libraries Collaborative Federal Depository Library Program. As a Center of Excellence, the library works to collect, preserve, and catalog all documents issued in agreed upon areas.
- b. Clemson Libraries is a Center of Excellence for the following agencies: the National Park Service, the Fish and Wildlife Service, and the Forestry Service. The National Park Service was selected because of Clemson's academic program in Parks, Recreation, and Tourism Management. The library is actively working to build this collection because it supports the Open Parks Network project, an IMLS-funded project to digitize documents from southeastern national parks. The Fish and Wildlife Service was selected as it is closely allied with subjects of interest in the Open Parks project and in support of the academic curriculum. The Forestry Service was chosen given the library's strong pre-existing collection for this agency and Clemson's traditional emphasis on agriculture.
- c. As a Center of Excellence, the Library is responsible for the following:
 - i. To abide by the common set of collection management and disposition policies and procedures
 - ii. To inventory holdings and ensure accurate cataloging and holdings records
 - iii. To identify and to fill gaps in COE collections
 - iv. To develop and maintain expertise to facilitate use of the COE collections.
 - v. To facilitate access to FDLP and COE titles through Inter-Library Loan.
 - vi. To facilitate cooperative training initiatives

IV. Scope of the Collection

- a. The collections are housed in Cooper Library with a limited number of publications located in off-site storage. The majority of the Federal and State Documents collections are housed on the 3rd floor of Cooper Library. Maps, microfiche and microfilm, and other audiovisual formats are housed separately. Federal documents are arranged according to the Superintendents of Documents (SuDoc) classification scheme while state documents are shelved according the South Carolina State Documents classification scheme. Digital

publications are made available through the library catalog or as links on government information subject guides.

- b. As a selective depository, the library currently receives approximately 60% of publications issued by the U.S. Federal government publications and a selection of South Carolina state government publications, in both print and electronic formats. The library holds significant collections for the following federal agencies: Department of Agriculture, Department of Energy, Environmental Protection Agency, Department of the Interior (National Parks Service), and the Department of Labor. Decisions about the items selected are informed by the curriculum, educational, and research needs of the Clemson University community.

- c. Format Guidelines

- i. Materials in the depository library programs are distributed in a variety of formats, including print, electronic, maps, CD-ROM, and more. The library will select primarily paper and electronic formats along with maps. Other formats may be selected if deemed appropriate, or if it is the only format distributed through the depository library program. As of 2022, the FDLP will no longer distribute microfiche to depository libraries.
- ii. Subscription databases supporting the government information collections include the following:
 - 1. ProQuest Congressional
 - 2. U.S. Congressional Serial Set (1817-1994)
 - 3. U.S. Congressional Serial Set Maps
 - 4. MarciveWeb Docs

- V. Selection Tools

- a. List of Classes of U.S. Government Publications
- b. Monthly Catalog of United States Government Publications
- c. ASERL Documents Disposition Database (primarily for Center of Excellence collections)
- d. FDLP eXchange (primarily for Center of Excellence collections)
- e. WEBTech Notes
- f. GPO Subject Guides
- g. Documents Data Miner 3

VI. Deselection Guidelines

- a. Decisions about deselection will be based on a number of factors, including circulation or usage history, historical value, item condition, and relevance to the curriculum and the community. Selections and deselections are made with some knowledge of the holdings of the other depository libraries in the state of South Carolina.
- b. All deselection processes must adhere to the legal requirements of the depository library programs. Both the FDLP and the South Carolina depository programs require that tangible items be held for a minimum of 5 years from the date of receipt unless superseded or substituted.
- c. For FDLP publications, deselected items must be offered first to the regional depository library and then to other depository libraries in the region. As of April 2022, the Southeast region utilizes the ASERL Documents Disposition Database to manage this process.
- d. State publications should follow the process detailed in the most current version of the South Carolina State Documents Depository Library Manual.

VII. Collection Evaluation and Management

- a. Zero-Based Collection Review
 - i. A zero-based collection review should be at regular intervals. During the review, item numbers are evaluated on an individual basis to determine if the item should be selected for the collections. This review should take place every 3-4 years to ensure the selection profile is maintained.
- b. Circulation Statistics
- c. PURL usage reports
- d. Appropriate bibliographies will be checked against our holdings

VIII. Resource Sharing

- a. Active participation in Interlibrary Loan is a key component of the Depository Library Program and a requirement as a Center of Excellence. Therefore, Cooper Library both loans and borrows depository materials through Interlibrary Loan under the same guidelines as the rest of the collection.
- b. For items not owned by the library, Interlibrary Loan and PASCAL Delivers are the primary means of access to books and other materials. This service is free of charge to Clemson University students, faculty, and staff. This service is not available to members of the public.

IX. Public Access to the Collections

- a. Free public access is a core component of both Depository Library Programs, and members of the public have access to the government documents collections. Members of the public may also utilize general reference services or specialized research help with the Government Information librarian. Government Information staff are generally available Monday-Friday 8:00 am until 4:30 pm. In addition, members of the public may utilize onsite technology to access government information available in digital formats.