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Preface

This document was prepared by the Collection Development Department of the Charles Chesnutt Library in February 1989, revised March 1991, January 2001 and again August 2010. The section on Government Documents was prepared by the Government Documents Librarian. The guideline statement was approved by the Director of Library Services and the Provost & Vice Chancellor for Academic Affairs in January 2001. Special thanks go to the staff of the library for carefully reviewing, editing and providing valuable input into the successful completion of this statement. The Office of Collection Development was established with funds from the Higher Education Act, Title III 2(b) awarded by the United States Department of Education. Title III grant funding continues to fund Library Resources Development and Implementation at Chesnutt Library, and to support the Office of Collection Development. Special acknowledgment must also go to the following colleges, universities and authors, who have published documents on

collection development and acquisitions, and whose works served as models for the preparation of the collection development guideline statement. The colleges and universities are: Appalachian State University, The College of Charleston, East Carolina University, North Carolina State University and the University of North Carolina at Chapel Hill. The authors are Rose Mary Magrill and Doralyn Hickey for the book entitled, *Acquisitions Management and Collection Development in Libraries*, and Blaine Hall for his work, *Collection Assessment Manual for College and University Libraries*. The library is a constantly changing and evolving institution, mirroring the needs of the university. Therefore, the Collection Development Guideline statement is a flexible document and should be reviewed periodically and modified as necessary to reflect changes in university programs and objectives. Charles W. Chesnutt Library Fayetteville State University.

Collection Development Guideline Statement

I. Introduction

Collection development guidelines/guidelines are not based on subjective choice or chance selection, but rooted in the principles of librarianship which use systematic acquisitions guidelines based on meaningful data to build collections. Therefore, collection development guidelines are designed for use as long-range planning tools, as a means of communicating the collection goals of the library, and as guidelines for day-to-day selection decisions.

Since information is a renewable resource, the library must acquire new materials each year, in order to support a modern curriculum. Through collection development, the library must make some effort to anticipate future needs. Therefore, the selection of library materials is not limited to those items required for specific courses or subject areas, but must also include representative materials from emerging and related fields of the curriculum. Because of the relationship between successful teaching and academic research, the library also assumes the responsibility of supporting faculty research, while recognizing that these special needs of individual faculty members can only be met if curricular needs have first been fulfilled. Cooperative loan services are also available to faculty members. In addition, the library is committed to the full support of any faculty Member engaged in lecturing, research related to teaching, and in the preparation of grant proposals. To a lesser degree, the library attempts to select materials which assist the college's administrative and service personnel in the effective performance of their duties. The library also provides some material which encourages recreational reading. Additionally, the resources and services of the library are available to the Fayetteville area community as governed by established guidelines.

A. Goals

The primary mission of the Charles W. Chesnutt Library of Fayetteville State University (FSU) is to develop and maintain library materials collections which are consistent with the present and anticipated teaching, research, and service programs of the university, with the assistance of recommendations for purchase from faculty, staff, and students. The library seeks to accomplish its mission through the following goals: to provide reference, research, and general materials, in print and non-print formats, and the necessary equipment for adequate use of these resources in a desirable environment; to aid and instruct students, faculty, and staff in the use of the library, and to provide bibliographic guides to the contents of the collection; to select and acquire library materials in areas not currently represented in the curriculum but which meet the recreational

needs of students and faculty; to acquire and preserve all publications of departments, schools, and agencies of FSU; To encourage use of the library and facilities by the university and general community, always giving service to the university community first priority; to provide alternate means of access to research collections of significant scholarly importance; to cooperate with other libraries to avoid unnecessary duplication of resources outside primary areas of interest.

B. Limitations

In striving to meet its goals within the limits of its resources, the library will follow these general guidelines: When lack of funds limits purchases, current publications will be given priority over retrospective publications. Materials may be acquired in any format if originals are not available. All requests for more than one copy of a single title must be approved by the Director of Library Services with the assistance of the Associate Director for Collection development. Multiple copies to be used as textbooks will not be ordered. Instructor's manuals will not be ordered or accepted as donations to the collection unless the Textbooks which they accompany are ordered or are in the collection. Publications in English will be given priority for disciplines other than foreign language studies. Collections in non-western languages will be very limited. If library holds materials in microform, hard copy will not be purchased unless sufficient cause is shown. Monographic series will be purchased in sets, whenever possible. Subsequent volumes will be secured through standing orders. All monographs and books will be purchased in cloth. Paperback copies will be purchased only if cloth is not available. Resources in electronic formats will be evaluated for selection according to the same criteria for other formats. Electronic formats will additionally be evaluated for retrieval, access, and user "friendliness".

II. Selection Responsibility

A. Collection Development Department

The selection of library materials is the joint responsibility of the faculty and the library staff. While it is the prerogative of over faculty member to participate in the book selection process in areas of their particular expertise, the primary responsibility for collection development lies with the collection development department, as that department shoulders responsibility for maintaining a balanced collection. The Associate Director for Collection Development heads the Collection Development Department. The Collection Development Department is comprised of the Associate Director for Collection Development and a clerk-typist, who provides administrative and clerical assistance to the Associate Director for Collection Development. It is the Associate Director for Collection Development's duty to screen and to evaluate collections in order to select retrospective and current titles. The Associate Director for Collection Development must also carry the responsibility of selecting titles in order to achieve a balanced collection and to coordinate the resource development of the library as a whole. The Associate Director for Collection works closely with faculty and library staff on the selection of materials for the library, ensuring that selection decisions are within budgetary constraints. While Chesnut Library relies heavily upon faculty selection of titles, the ultimate responsibility for collection development directions and guideline decisions, including adequacy and quality of selection, rests with the collection development department.

B. Faculty

Faculty members are encouraged to submit order request cards for library materials in all formats which support the curricular and research needs of their department (see Sample Order Request Card, page 12). Order request cards can be obtained from the collection development department. The dean of each academic school appoints a faculty member to be a liaison to the library. The faculty liaison should have an overview of the school's curricular aims and emphasis, as well as a strong knowledge of the libraries' collection in the subject areas. Individual faculty members initiate order requests for books and periodicals and forward them to the departmental chairperson. The chairperson approves the requests, signs the order request cards and passes them on to the faculty liaison; who authorizes ordering of the library materials by the Associate Director for Collection Development. Order requests cards that have not been signed and approved by the departmental chairperson will be returned. In addition, faculty members may also screen books received through approval plans and recommend new electronic and periodical titles. From time to time, teaching faculty may assist the library by reviewing and evaluating gift collections.

C. Library Staff

To enable the faculty members to keep up with the literature in their fields and to make it easy for them to request books, the professional library staff will provide the following:

- Supply faculty members with request cards through the faculty liaison.
- Send blurbs, brochures, announcements, dealer's catalogs and publisher's catalogs of
- Available out-of-print books to appropriate departments.
- Route selected bibliographies to selected departments

Recommend titles to be purchased. These functions will be coordinated from the Collection Development Department. There are so many reviewing tools that it is neither impossible nor desirable to check them all. However, it is the responsibility of the collection development department to review as many of these tools as possible to insure that the most resourceful materials are attained.

III. Allocation of Funds

The allocation of funds reflects the intensity and care given to budget preparation in Chesnut Library .Further, this guideline statement provides a framework for spending available funds in a judicious manner, reflecting the instructional and research priorities of the university and emphasizing the quality as well as the quantity of items selected. It also ensures the stability in collection growth and correlates expenditures with user's needs. Traditionally, the library material's budget is essentially divided into three major categories. They are books and monographs, periodicals and non-print materials. The Associate Director for Collection Development with assistance from librarians on staff and the faculty, select from thousands of books published each month, those that have value for the students and faculty at FSU. A large portion of the book budget is allocated by university schools, but a small amount is reserved for reference materials and the bindery.

A. General Book Fund

A modest percentage of the state appropriated book and periodicals budget is allocated for use by the library staff to purchase books needed for the reference collection and general reading. Selections are made through the Associate Director for Collection Development, by the appropriate library supervisors. Requests for multiple copies of general books are subject to approval of the Director of Library Services. Recommendations are also welcomed from the faculty.

B. School Departmental Fund

Particular titles may be requested by several departments within a school. Therefore funds are further broken down by academic department. These allocations are made with the understanding that the Director of Library Services has the final decision regarding expenditure of these funds. Some factors that are important in making allocations are the following: (1) size of faculty; (2) number of students; (3) existing quality of the collection; (4) cost of materials in subject area; (5) numbers and types of materials published in a particular field; (6) relative importance or need for books as tools in a particular discipline; and (7) comprehensiveness with which a field is to be covered.

C. Back Journal Files

Each year a portion of the budget is allotted for back sets of journal literature to support research and instructional programs. Back sets or microform copies are frequently purchased.

D. Binding

A portion of the budget is allocated to the preservation of periodicals, serial literature, and other library works. The binding of hundreds of periodical titles is funded from this budget.

E. Grant Monies

From time to time, in addition to the library budget may be made possible by the awarding of federal grants, supplemental projects, or development of advanced degree programs.

IV. General Guidelines

As has been previously stated, the library will acquire those library materials necessary to support the teaching and research programs of the university in whatever form seems most appropriate to the need. However, certain kinds of library materials require special consideration. Collection guidelines are summarized for those materials in the following sections. Additionally, requirements for library materials vary in the different subject areas. In many scientific and technological fields the primary needs are met by scientific periodicals. In the social sciences and humanities, books are still of main importance. The library will attempt to follow current and projected degree and research programs in meeting the needs of the academic department. The university catalog or long-range plans will be used to document the levels of collection development intensity. However, future plans include developing selection criteria for each subject area with staff librarians serving as subject specialists. Materials at Chesnut Library will be collected at three levels: general; instructional; and Comprehensive. At present, Chesnut Library does not purchase materials at the general-research or research levels except for selected materials on African-Americans. However, research materials can be acquired through interlibrary and resources needed to support the doctorate in education major loan. The general

level includes materials on a general and cultural level. The instructional level includes materials needed to support an undergraduate program in those subject areas where the university offers degree programs. The comprehensive-level-one provides for a collection of materials to support research in subject areas where the university offers master's degrees.

A. Gifts

Chesnutt Library maintains an active gifts program with the help and support of the faculty, staff, students and the community at large. The library accepts gifts with the understanding that the university becomes the owner of the materials and reserves the right to determine retention, location and disposition. The library accepts gift materials with the further understanding that they will be added to the collection only if they meet the existing selection criteria for purchased material(s). Donors are entitled to an acknowledgment of gifts received, but the library cannot provide an evaluation. The library will accept gifts that strengthen the collection and that are useful to the teaching and research programs of the university. Duplicates of existing holdings not useful to the collection, or materials not appropriate for library collections will not be accepted. Outdated textbooks, elementary manuals, workbooks, and old reference books are not useful to any library and should not be offered. Old editions of popularly held periodicals cannot be used by any library. Gifts that are particularly welcome include: (1) publications by the university faculty; (2) works published by departments of the university; (3) scholarly or popularly held journals of the current year or immediate past year; (4) supplemental textbooks on an advanced level if they are recent or are landmark editions; (5) scholarly journals if they are not commonly held; and (6) many other works of value. A gift becomes the property of the library upon acceptance. The library will determine whether the gift will be retained and where the gift will be housed. The donor must clearly label all cartons sent to the library with name, address and include an inventory list. Inventory list forms may be obtained from the circulation and reference departments. No member of the library staff may give an appraisal. The donor must determine the fair market value of a gift as defined in the a gift was defined in the Department of the Treasury, Internal Revenue Service Publication 56, Determining the Value of Donated Property. However, the library will forward a copy of the inventory list along with a letter of acknowledgment to the donor.

B. Monographs

A monograph (book) is a single title, dealing systematically and in detail with one subject or class of subjects. The library adds monographs to its collection through faculty and staff requests, approval plans, standing orders and gifts.

C. Periodicals

All requests for periodicals (serials) are forwarded to the collection development department. This includes requests for new subscriptions, renewals, single orders and back sets or fill-ins. The Periodicals Librarian and the Associate Director for Collection Development will gather all pertinent information (i.e., cost information, review and area holdings) before ordering the materials. Periodicals are publications released in successive parts, usually in numerical or chronological order and intended to be continued for an indefinite period. Journals, newspapers, magazines and societal publications obtained through memberships are secured as subscriptions. Annual and monographic series are secured as standing orders. Periodicals are costly and

therefore are monitored regularly. The large numbers of periodicals make it impossible to purchase all titles needed. The library will attempt to acquire:

- Complete holdings of the leading periodicals in all subject fields.
- Selected African, Caribbean, Latin American education and African American periodicals of research value.
- Periodicals of research value published by government agencies.
- Back sets of periodicals in original format or microform.
- Complete files of periodicals published by FSU.

Purchase of individual issues and scattered or incomplete files will be avoided. Periodical back issues may be purchased in microfilm or electronic formats. The Periodicals Librarian and the Associate Director for Collection Development will make the determination. As a general rule, the library will obtain only one copy of any given periodical. Decisions on duplication will be made on a title by title basis. Special guidelines will be observed for the following types of periodicals:

Only the Fayetteville City Directory will be acquired. A back file will be maintained in the Archives. Newsletters of societies and associations of subject interest will be retained. The library will retain latest issues of university and college catalogs. Complete back files of FSU catalogs will be maintained in hard copy in the Archives. Copies of current catalogs in hard copy will be received as gifts. The college catalogs will be housed in the reference area.

FSU will acquire on a current basis newspapers for the purpose of meeting the teaching and research needs of the university by attaining the following coverage: (1) foreign newspapers on a highly selective basis, with particular emphasis on the Caribbean, Latin America, and Africa; (2) domestic newspapers on a relatively selective basis usually those of major cities of the country; (3) African American newspapers on a selective basis; and (4) North Carolina newspapers from major towns and cities.⁷ The retention scope of newspapers will be maintained at the following levels:

Back issues on microfilm/fiche and current month retained until microfilm/fiche received. Current subscription; short retention period not exceeding one month. Extensive back sets on microfilm/fiche will be retained only of a highly selective group of significant newspapers which are needed on a frequently recurring basis. The original copies of these papers will be recycled after receipt of the microfilm/fiche. Labor, political and underground newspapers of significant and national interest will be considered for retention.

D. Reference

The reference department has the responsibility for selecting materials for the reference collection. Reference Librarians review appropriate reviewing media to request reference items. They also review materials received for the general collection (prior to the cataloging of these materials) to decide if some books are more appropriate for the reference collection. The Head of Public Services, along with the Director of Library Services has the final authority for reference collection decisions. However, all members of the library staff and faculty are encouraged to recommend books for the reference collection. The reference collection includes but is not limited to: almanacs and yearbooks; annual reports; bibliographies; biographical dictionaries;

college catalogs; concordances; dictionaries; encyclopedias; geographical sources; handbooks/manuals; indexes; abstracts; legal materials; plot summaries and literary surveys; style manuals; telephone directories; and U.S. censuses. Material is acquired and weeded according to the same criteria set down for monographs and periodicals.

E. Government Documents

FSU is designated as a partial depository of publications distributed by the Superintendent of Documents since 1971. Documents are acquired following the guidelines for the depository system in selecting United States federal documents. Books, periodicals, pamphlets, other printed monographic or serial publications, maps, posters, and microforms are acquired using this guideline, as well as through the selection criteria for related materials. Requests are submitted through the Government Documents Librarian, with the assistance of the Associate Director for Collection Development. North Carolina state documents may be selected from the Checklist of Official North Carolina State Publications and are requested individually from the appropriate state agencies. (For a more detailed explanation of the guidelines/guidelines for the Government Documents Department, see Appendix 1).

F. Archives

The Archives and Special Collections section of Chesnut Library contains materials directly related to the history of FSU and of African Americans in Fayetteville, Cumberland County, and the U.S. There is also some material of rare and monetary value. Materials are collected in all forms and DO NOT circulate and are not discarded or weeded. The Archives Librarian is primarily responsible for the development of the Archives; however, both the Associate Director for Collection Development and the Director of Library Services, work closely with the Archives Librarian.

G. Juvenile Collection

The Juvenile Collection is designed for prospective teachers and other adults who are being trained to work with young people. The collection contains a variety of materials from a cross-section of various disciplines to support the curricula. The collection is very selective and all materials are collected in book form only and in library binding whenever possible. Selection tools from children's, junior high and elementary catalogs will be used to gather materials. The Associate Director for Collection Development with requests from faculty members has the responsibility for selection of these materials. Emphases will be placed on the following categories:

- Newberry and Caldecott winners and other significant award winners (one copy of each)
- ALA notable books
- Representative international books
- Controversial books
- Transitional books (teenagers)
- Nonfiction (poetry, biography, science, etc.)
- Books which deal with popular or trendy topics (sex, death, dating, etc.)

H. Media Center

Audio-visual materials are selected and acquired the same way books are selected and acquired. The library staff as well as the faculty may recommend the selection of media materials. However, the Media Technician, along with the Associate Director for Collection Development, are responsible for the coordination and organization of the Media Center's collection/ Format of materials may include, but is not limited to: disc recordings, reel-to-reel tapes, cassette recordings, slides, slide/soundsets, filmstrips, filmstrip/sound sets, 1/2" videotape, 3/4" video cassette, 16 mm films, and transparencies. The Media Center also has the capability to make short feature videos for on campus functions and activities.

I. Microforms

When purchasing material in microform, format, Chesnutt Library uses microfilm and microfiche. Microfilm is purchased in 35mm if available (16mm may be purchased if 35mm is not available). Reduction ratios between 12x and 24x and positive film are preferred for all microforms.

J. Rare Books

Due to financial constraints and as a general rule, Chesnutt library does not actively purchase rare books. However, if there is a strong research or instruction all need for a particular title, the library will consider such a request.

K. Theses

Two copies of all FSU theses will be retained by the library. One copy will be bound, fully cataloged, and put in the reference collection. Another copy will be bound and retained in the Archives and Special Collections Department. As a general rule, the library will acquire dissertations in microform and will not purchase dissertations for individual use.

It is the responsibility of the Archives Librarian to make sure that each theses is microfilmed before being bound. Theses should be arranged by year and alphabetically by last name within the year. The archival copy of a thesis should be microfilmed immediately upon loss of the reference copy. The archival copy of a thesis should be used only if the reference copy is not available.

L. Textbooks

Normally, Chesnutt Library does not purchase textbooks. However, if a textbook has been identified as a valuable reference and research work in a given field and is necessary to support the programs of that particular department, it will be obtained in accordance with collection development guideline. Instructor's manuals will not be ordered or accepted as donations to the collection unless the textbooks which they accompany are ordered or are in the collection.

M. Maps

Maps are collected very selectively and will be acquired as the need is identified. The library acquires atlases and other non-depository map sets recommended by the Reference and Government Documents Departments. Many other maps are received as depository items through the Government Printing Office (GPO) in the Government Documents Department. These include U.S. Geological Survey topographic maps for the United States, North Carolina and surrounding states and the Defense Mapping Agency maps. City maps and state highway

maps are also collected. No card for maps will be filed in the Public Catalog or in the computer system. Two sets of files will be kept on maps; one in the reference room, the other in cataloging. The Catalog Department will define Cataloging procedures for maps. Entry however will be by place. There will be an individual number for each map. The data supplied should be brief.

N. Reprints

The same selection standards used in ordering new publications are used in ordering reprints except that it may be necessary to make a judgment whether to order the reprint, the microform, or the original. Usually monographs are purchased in reprint rather than microform. Comparison of prices will determine which format to purchase. Reprints of articles from current journals, broadcast transcriptions, and other ephemeral materials will not be added to the collection.

V. Weeding

A. Overview

Weeding is the process of withdrawing obsolete or damaged materials from the libraries' collections. This process is recommended by the American Library Association, the national accrediting agency for professional librarians and libraries. The mission statement for the library is, of course, the basic framework for weeding decisions, and the formal collection development guideline should follow upon that mission statement to provide guidelines for deselection as well as selection. The weeding of the library collection shall be done on an ongoing basis by the entire library staff, in conjunction with the academic department liaisons and coordinated by the collection development department. The responsibility and coordination of weeding the collection rests with the Collection Development Department, with the understanding that each library department will have its own guidelines and guidelines unique to their areas.

Some general criteria which are considered in weeding titles from the collection are as follows:

- significance of publication;
- age and currency of the publication;
- availability of later editions;
- physical condition of the publication,
- duplication of the contents in more recent works; and
- language of the publication.

Further, one must also take into consideration the relationship of the book to other books on the same subject; money available for more satisfactory titles; consideration of the degree to which the library wants to represent older material; and possible usefulness of the particular title to some special group or individual in the community, etc. Weeding requires judgment, albeit weeding requires judgment based on factors which are known only to the librarian, faculty and staff of that particular library. The general guidelines for weeding, like the general guidelines for selecting, must be interpreted and adapted in accordance with the guidelines common to our library. Keeping that in mind, we have come up with general guidelines/guidelines for weeding. Librarians will use sound judgment and common sense and be familiar with the literature of the subject before attempting to weed, giving full recognition to the historical importance of the work to its discipline. Librarians will also be aware of cross-disciplinary use of evaluated

materials. Further, materials will not be discarded solely on the basis of physical condition, rather the preservation and repair of valuable materials will be considered. Librarians will consult with the academic faculty to take full advantage of their expertise and make them aware of what the library is doing in terms of weeding the collection. Librarians will also consider the information content of the work, fully considering the availability of the information in other, more current works on the subject.

B. Procedures

It is difficult and impractical to consider individual titles for weeding; therefore Chesnutt Library has developed general guidelines for weeding, incorporating circulation and use records for each title. Plans for the future include setting up guidelines and rules for groups of materials. Chesnutt Library understands that this method of weeding is highly subjective; therefore the library will make every effort to review all library tools as well as soliciting the assistance of the academic faculty. More specifically, librarians will pull those titles from the shelves, determined to be possible candidates for weeding. Those titles will be placed in a designated area on the third floor of Chesnutt Library. This area will serve as an open storage area for outdated and obsolete titles awaiting disposition. Titles will be arranged in open storage, on the shelf, by subject, then by call number. Open storage allows patron's access to the title, and faculty members a chance to review that title before discarding. After careful examination and consultation with faculty, fully utilizing guidelines set forth in this guideline statement, those titles on the shelf in the open storage area on the third floor, determined to be of little use to library patrons, will be withdrawn from the collection. Librarians will follow guidelines set forth below in determining titles that would be possible candidates for weeding.

C. Guidelines

General guidelines for weeding and discarding titles from the collection are as follows:

Out-of-date scientific and technological material. A determination of what designates "out-of-date" will be made in consultation with faculty. Titles over a certain age or for which there is little or no demand. Older editions of works for which new editions exist, especially when the new editions have been revised or updated. Second and additional copies of titles with no demand. Older books obviously unused, uncut, etc. Student course outlines, lab manuals, textbooks, etc., no longer being used or having little reference value. Books on highly specialized topics that are covered or duplicated in more extensive studies. Books in any discipline in which information is now considered dated. Books covering periods of time not useful for the discipline. Potential replacement copies, duplicates of heavily used titles not presently needed. Early imprints not wanted in special collections. Multiple copies of non-contemporary minor authors, particularly when unused. Books not needed on a given academic area (i.e., too elementary).

Practical duplicates with identical collation except for date of publication or place of publication. Sample Order Request Card¹⁴ Collection will reside with the Government Documents Librarian subject to the final approval by the Director of Library Services. U.S. Government publications which are not available through the depository system will be acquired selectively if needed for instruction or research purposes. Such items, if available, will be purchased from the Government Printing Office. Non-depository publications are available from the Center for Research Libraries in microprint Unsolicited gifts and mailing from various

congressional offices will be added or not added to the collection at the discretion of the Government Documents Librarian subject for review by the Associate Director for Collection Development. Technical reports to support instructional and research needs will be purchased by special request from the Technical Information Services (NTIS) on microfiche (e.g. of NTIS publications: Government Reports Announcements and Tech Notes). In accordance with section 4-1, "Guidelines for the Depository Library System", October 18, 1977, Appendix A, p. 10, the library will maintain a basic collection available for immediate use consisting of the titles specified. Appendix A is attached as Figure 1.

Appendix I - Government Documents Guideline/Guidelines

The library will collect U.S. government publications in the following subject areas and formats:

A. Subjects

- Air Force ROTC
- Art
- Biology
- Black Studies
- Careers and Occupations
- Communications
- Computer Science
- Criminal Justice
- Demography
- Economics
- Education
 - Elementary
 - Secondary
 - Higher
 - Special
 - Physical
- Environment
- Foreign Affairs
- Health
- Music
- Nursing
- Political Science
- Recreation
- Trade and Commerce
- U.S. History

B. Format

Bibliographies and lists of publications Directories
Statistics Congressional hearings
Annual reports Yearbooks

C. Form

- Paper Microfiche
- Pamphlets and ephemeral Maps
- Posters

D. Reference

In accordance with Section 4-2, "Guidelines for the Depository Library System", October 18, 1977, the library will acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential for the effective use of the U.S. Government publications. This will also include selected non-governmental reference tools.

E. Lost Publications

In accordance with Section 6-2, "Guidelines for the Depository Library System", October 18, 1977, lost depository materials can be replaced by ordering replacement copies from Government Printing Office (GPO) at the price listed in the "Publications Reference File". If an item is not in print, it may be considered for replacement from an "Out of Print dealer at the discretion of the Government Documents Librarian or after consultation with appropriate librarian and faculty.

F. Cancellation of Items

Items will be considered for cancellation from the library's item list at the discretion of the Government Documents Librarian. After consulting with the Director of Library Services and appropriate faculty, items will be cancelled in accordance with Section 8 of "Instructions to Depository Libraries", November 1977. To insure that U.S. Government publications remain actively responsive to the needs of the university and the general public, all sections on the current active item list will be reviewed once a year during the summer. This evaluative process is to be done in accordance with Section 8 of "Instructions to Depository Libraries", November 1977. Items which have been deleted from the item list will be considered for withdrawal from the collection in accordance with Section 6-5, "Guidelines for the Depository Library System", October 18, 1977. Items deleted from the item list cannot be withdrawn from the collection until five (5) years after the date of receipt.

G. Withdrawal of Publications From the Collection

Withdrawal of U.S. Government publications from the library collection should be in accordance with Section II of "Instructions to Depository Libraries", revised June 1984, and Sections 6-4 and 6-5, "Guidelines for the Depository Library System", October 18, 1977. The decision to withdraw a U.S. Government publication from the collection will be made by the Director of Library Services with consultation from the Government Documents Librarian, other librarians and the appropriate faculty. Superseded material should be withdrawn immediately at the discretion of the Government Documents Librarian and in accordance with the latest edition of "Instructions to Depository Libraries" and Section 6-7, "Guidelines to the Depository Library System", October 18, 1977.

H. Security

Items added to the reference collection and classified according to Library of Congress Classification System (LC) and any other items deemed by the appropriate librarian to be of lasting value to the collection will be "tattle taped" in order to insure their security.

I. Maintenance of Collection

16 Binding and repair of U.S. Government publications will be undertaken as needed. Such items should be deemed to have long term value to the collection and be undesirable in micro format. The quality of maintenance for U.S. Government publications will be consistent with the guideline for maintaining the library's main book and periodical collections.

J. Revision of Collection Development Guideline

This guideline statement will be reviewed once a year and amended as deemed necessary by the Government Documents Librarian, Director of Library Services, and other appropriate Librarians and in accordance with updates of "Guidelines for the Depository Library System" and "Instructions for Depository Librarians".

K. Disposition of Depository Publications

Libraries cannot materially benefit from the disposal of depository holdings as these materials remain government property. If depository materials are sold as publications or as waste paper, the proceeds with a letter of explanation must be sent to the Superintendent of Documents. Depository materials can never be bartered for goods or services. The following is a schedule as to the disposition of government publications. Daily Congressional Record after bound volume is received or microform copy. Slip laws after the bound volume is received. House and Senate bills and resolutions, one year after the adjournment of Congress. Any materials which are cumulated in later issues, such Supplement to the U.S. Code, the Code of Laws of the District of Columbia, Digest of Public General Bills, Internal Revenue Bulletin after receipt of the cumulative issue. Any publication upon receipt of a revised edition. Pages from loose leaf publications that are replaced by new pages. Separates, upon receipt of final bound volumes. Senate and House reports and documents upon receipt of the serial set volumes. Lists and indexes of publications of various agencies upon receipt of complete new edition (e.g. List of Publications of the Bureau of Mines, indexes of Congressional Committee Hearings issued by the Senate Library, etc.). Small spot lists such as publication announcements may be discarded after six (6) months or when they have lost their timeliness.

Annual or biennial publications of a statistical nature which merely revise figures of information and bring them up-to-date, such as Index to Specification Standards, Light Lists, etc., upon receipt of a new issue. This permission does not apply to annual reports of departments and agencies, each of which covers the activities of the organization for a specific period of time. Material which has an expiration date, such as Civil Service examination announcements. With such materials, only the latest issue need be kept. Any publication which is superseded by another which is stated to contain similar information. Weeding process will continue on an ongoing basis.

LC Guidelines For The Depository Library System Basic Depository Collection

Call number	Title
Ref. HJ 2051 .A5976	Budget of the United States Government Supplements
Ref. 338.973 Un4c (Ref. HC 110 .P63 U53a)	Catalog of Federal Domestic Assistance
C 3.163/3:	Census Bureau Catalog
C 3.224/3:	Census of Housing (North Carolina only)
C 3.223/5:	Census of Population (North Carolina only)
AE 2.106/3:	Code of Federal Regulation
Ref. 328.73 Un4	Congressional Directory (Library of Congress classification number Ref.
JK 1341 .c63)	Congressional Record (Microfiche - Documents Collection)
X 96/2:	Congressional Record (Paper Issue - Located in Periodicals Dept.)
Ref. HA 202 .A36	County and City Data Book
AE 2.106	Federal Register (Vol. 50-54 on microfiche. Current paper volumes located in the Periodicals Dept.)
Ref. Ha 202 .A385	Historical Statistics of the United States (Ref. 371.3 Un4)
	Gov't. Docs Monthly Catalog
AE 2.110	Slip Laws
Ref. HA 202 .N58	Statistical Abstract
Ref. KF 380 .U54	Statutes at Large
GP 3.22/3-2	Subject Bibliographies (S.B. Series)
Ref. 345.4 Un4	Supreme Court Reports
Ref. 345.2 Un4	United States Code (Ref. K44 .C4)
R 353 Un4	United States Government Manual
Periodicals Dept.	Weekly Compilation of Presidential Documents