

Apache Junction Public Library

Government Information Collection Development Process

Approved March 1, 2011

Library Mission Statement

The Apache Junction Public Library offers resources, programs, and services to our community and visitors of all ages and backgrounds. We provide quality customer service through caring, friendly, and well-trained staff. We serve as a community destination and are a valuable asset to our patrons.

Purpose

The purpose of Apache Junction Public Library's Government Documents Collection exists to serve the needs of the Apache Junction community as articulated in the mission statement above. The information needs of Arizona residents and guests requesting Government information will be met in accordance with requirements defined in the Instructions to Depository Libraries, Guidelines for the Federal Depository Program, and The Federal Depository Library Manual.

Role

Apache Junction Public Library is committed to providing free and unimpeded access to government information, both for its primary users and for every citizen. The library is accessible to persons with disabilities, as are the Government documents collections which are shelved in open stacks on the Library's only floor. Anyone may come in and use our collections or facility. Any registered cardholder with the Apache Junction Public Library may borrow materials from the library free of charge. Any citizen with valid identification may apply for a library card and obtain access to Internet computers and obtain Government information. Mediated searching via library staff is available during library hours.

Depository and Community Profile

The Apache Junction Public Library currently selects government documents primarily in electronic format. Selection is based on current and potential information needs of the community and library users. As the Federal Depository Library Program increases electronic access to government information, the Apache Junction Public Library will do its best to provide access to electronic formats and monitor new developments. The depository library logo is posted at the Library's outside entrances and on the library's website.

The patrons served by the Apache Junction Public Library live primarily within the city limits of Apache Junction. Apache Junction has a small-town atmosphere and has a population estimated at 37,588. The library is part of the Pinal County Library Federation, which has eleven member libraries. Arizona is the nation's second-fastest growing state.

Subject Areas of the Depository Collection

Subject selection for the Apache Junction Public Library Depository Program will be done in accordance with the needs of the Apache Junction community including residents, businesses, and governmental entities.

Responsibility for Collection Management

Materials selection and management activities are coordinated by Librarians and shared among trained library staff who shall discharge this obligation consistent with this process, the library's mission, and established procedures. Materials selection and management of the specific collections in our library is performed by staff familiar with local patron needs.

Selection of item numbers and collection development for the Apache Junction Public Library Federal Government Documents collection is the responsibility of an assigned Depository Coordinator, a full time MLS degreed reference librarian who works in conjunction with other reference staff, library administration, and the cataloging, acquisitions and processing division to maintain the collection. As appropriate, other staff may be consulted for subject and item recommendations. Final selection decisions are made by the Depository Coordinator.

Item number selections are reviewed annually during the FDLP update cycle. Deselection of item numbers is done at this time and also throughout the year as needed.

General Collection Priorities

The following considerations are applied to the selection of Federal Government materials.

1. Currency. Collection emphasis is on up-to-date and current information.
2. Materials about Arizona and Arizona issues are given priority.
3. Subject materials that support local needs and interests, such as known school assignments.
4. Subject strengths reflect the needs of the surrounding community.
5. Apache Junction Public Library will avoid selecting paper when electronic versions are available unless need warrants an exception.

Exclusion of Materials

The following considerations are made when considering items for selection or deselection in the collection:

1. Format – As a rule paper will not be selected unless need warrants an exception. The Library can provide access to information in any format currently available, including, microform, electronic, and CDROM. Online electronic is the preferred.
2. Availability – Physical materials may be excluded because of availability elsewhere, in an effort to avoid excessive duplication among local depository libraries.
3. Space Considerations – Materials such as microfilm and daily serials may be excluded because of the limited physical space available for storing such materials.

General Selection Criteria

The following criteria are used to evaluate materials and items under consideration for inclusion in Apache Junction Public Library collections (not in prioritized order):

1. Artistic, literary, historic, and/or scientific merit
2. Community requests and/or anticipated popular demand
3. Practical usefulness
4. Relationship to existing materials in collection
5. Relative importance in comparison with other materials
6. Availability of material elsewhere in the geographic area
7. Currency of information
8. Permanent significance.
9. Level of subject representation in the collection.

Selection Tools

The primary selection tool used for collection development is the current issue of the List of Classes of United States Government Publications Available for Selection by Depository Libraries. Online tools, such as Wichita State's Documents Data Miner 2, may be used to gather information about the current collection and other local depository collections.

In addition to these tools, input is welcomed from library employees and users alike.

Collection Evaluation

Evaluation is an important, ongoing element of collection development. The primary source for collection evaluation of the Apache Junction Public Library Depository Program is during FDLP's annual selection cycle and on an ongoing basis.

Withdrawal and Weeding Process

Weeding of the collection is done on an ongoing basis and as space limitations dictate. Considerations that may be used in discarding/weeding are (not in any order):

1. Need for the information contained in the document.
2. Currency of the information.
3. Age.
4. Apparent and expected use.
5. Physical condition of the document.
6. Availability of more current equivalent on the Internet.
7. Historical value.

Discard procedures established by the regional are followed when withdrawals have been identified.

Indexing

As the Federal Depository Library Program increases electronic access to government information, the Apache Junction Public Library will do its best to provide access to online documents on its website and monitor new developments.

Promotion

A number of techniques are used to inform users and the public of the availability of government documents.

1. Logo -- The depository library logo is displayed at the front entrance to the library.
2. Promotional Materials -- A number of brochures and bookmarks have been made available to the public that include information about how to find Government Information.
3. Displays -- Displays have featured government information from Federal agencies.
4. Website -- The Documents Coordinator has put together and maintains a Government Information website that includes links to Federal, State, and Local information organized by topic.
5. Public Training -- The Library provides workshops to the public on popular topics on an as needed basis.
6. Staff Training -- Training is provided to staff and colleagues on Government information topics.
7. Email Notifications -- The Documents coordinator sends out emails that highlight Government Information resources.

Assistance for Users

The assigned Depository Coordinator, a full time MLS degreed reference librarian, works in conjunction with other reference staff, library administration, and the cataloging, acquisitions and processing division to assist with staff and patron questions regarding government information. In addition, other MLS degreed librarians are able to assist with Government Information requests during normal library operating hours.