H.M. Briggs Library Federal Documents Collection Policy February 2009
Posted policy will be updated annually to reflect changing statistical descriptions.

Posted at [http://libguides.sdstate.edu/government](http://libguides.sdstate.edu/government)

Full text of policy attached below.
FEDERAL DOCUMENTS COLLECTION POLICY

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FEDERAL DOCUMENTS COLLECTION POLICY

Depository Designation
South Dakota State University’s library has been a depository for U.S. Government publications since 1889. In 1987, it became a selective depository when the South Dakota State Library entered into an agreement with the University of Minnesota to serve as the Regional Depository Library for the state of South Dakota. The library has been a complete depository for South Dakota state government publications since 1975.

Depository Responsibility
The Documents Department of Hilton M. Briggs Library serves as the primary collection selection, processing, maintenance and reference point for government publications. The Documents Department serves as the library’s liaison to the Government Printing Office. The Documents Librarian is responsible for selection of depository series from those available. Selection is made on the basis of the University’s instructional and research needs as well as with regard to the government information needs of the residents of South Dakota.

Documents Collection Development Policy

Collection Philosophy
The Documents Department selects resources in multiple formats—tangible and electronic, which support current and anticipated institutional, research, and extension programs of South Dakota State University. In accordance with the charge of the Federal Depository Library Program, South Dakota State University selects resources relevant to the federal government information needs of the citizens of South Dakota. Hilton M. Briggs Library is not a depository for foreign or international government documents. International government publications may be acquired through the library’s general collection policy to support University curricular and research needs.

Community Analysis
Established by the South Dakota Territorial Legislature in 1881, South Dakota State College was designated as the Agricultural College to be located in Brookings, SD. The 1889 Enabling Act admitting the State of South Dakota provided land grant acres for the use and support of the Agricultural College. South Dakota State University’s comprehensive land grant mission includes providing undergraduate and graduate programs of instruction in the liberal arts and sciences and professional education in agriculture, education, engineering, family and consumer sciences, nursing, pharmacy and other courses or
programs as determined by the Board of Regents. SDSU has the state’s largest student enrollment with over 12,000.
South Dakota State University offers over 200 majors and minors. Undergraduate programs include Associate and Baccalaureate degree programs. Graduate programs include:

- Masters degrees in arts and sciences, agricultural and biological sciences, family and consumer sciences, education and counseling, engineering and technology, and nursing.
- Professional program-Doctor of Pharmacy (Pharm D)

South Dakota State University is classified as a high research university. The Office of Research & Sponsored Programs (ORSP) provides services to the University community in the areas of research development and external funding for research, scholarship, creative activities, and other sponsored projects. Research and educational outreach programs include:

- E.A. Martin Program in Human Nutrition
- Geographic Information Science Center for Excellence
- S.D. Agricultural Experiment Station
- S.D. Cooperative Extension
- S.D. National Science Foundation’s Experimental Program to Stimulate Competitive Research (EPSCoR)
- Water & Environmental Engineering Research Center (WEERC)

The city of Brookings is located in Eastern South Dakota just a few miles from the Minnesota border. The U.S. Census Bureau reports a population of 23,657, with a median age of 23.5 years. Population demographics from the American Community Survey indicates 92.1% white, 1.5% Hispanic, 1.1% black, 3.7% Asian, and 1.0% American Indian/Alaska Native. Major employers outside the University include 3M Manufacturing, Daktronics, Larson Manufacturing, Rainbow Manufacturing, and several other smaller manufacturers. Major retail employers include WalMart, Lowes, and HyVee. Agricultural employers included Valero, Soybean Processors, and Syngenta. 71.4% of the population is in the civilian labor force.

South Dakota has only one Congressional District for the entire state. SDSU Hilton M. Briggs Library is the largest depository out of the nine selective depository libraries across the state:

- South Dakota State University (78.74%)
- South Dakota State Library (.72%)
Federal Depository Selection Levels
South Dakota State University Hilton M. Briggs Library collects approximately 78% of all items distributed in all formats through the federal depository library program. Depository libraries in South Dakota are served by the Minnesota Regional Depository Library, University of Minnesota.

Location of Federal Depository Documents
Most Federal Documents are housed in the Government Documents, Maps, Curriculum and Microforms special collection area of Briggs Library. Some general reference materials are housed in the Reference Collection. Some serial publications are housed in the Current and Bound Periodicals Collection within the library. A small percentage of the collection, approximately 6,000 volumes, is currently housed in remote storage at Lincoln Music Hall on the South Dakota State University campus.

Item Number selection
Procedure
New depository item selection surveys are conducted annually by the Government Printing Office. The documents librarian reviews current item selections and new item selections in the context of primary and secondary clientele. Item selection is conducted online via the FDLP Desktop (http://fdlp.gov/).

Basis for Selection
Emphasis in selection is placed on the needs of academic programs at South Dakota State University, University partnerships, and the needs of the residents of South Dakota.

Format Selection
The Government Printing Office distributes over 97% of federal depository publications via the Internet. GPO permits depository libraries to select tangible products that are also available online through FDsys. The library selects items in all formats. When an item is only available via the Internet, the library may opt to provide an additional tangible format such as print, microform or tangible electronic. Other considerations for format selection:

- Electronic access preferred for bibliographic indexing and abstracting publications
- Acceptability of electronic interface
• Usability
• Sustainability
• Need for specific format
• Longevity
• Preference of user

**Rejection of Item Numbers**
• Local relevance
• Academic appropriateness
• Format: posters, loose leafs, Braille, Internet forms, duplications
• Legacy documents

**Review of Item Number Selections**
The FDLP allows item number de-selection throughout the year via the FDLP Desktop: [http://www.fdlp.gov](http://www.fdlp.gov)

**Weeding**
United States government publications are discarded in accordance with Federal Depository regulations. The Documents Librarian and Documents Staff review the collection routinely throughout the year and submit requests for materials withdrawal to the University of Minnesota Regional Depository Library according to the Regional's guidelines. General weeding criteria include:
• Relevance to academic curricula and community needs
• Demand and use
• Currency of information
• Physical condition (discard or replace?)
• Duplicate copies (purchased, gift, extras)
• Duplication of information
• Replacement by another format
• Superseded/latest only volumes are automatically replaced through routine processing procedures
The schedule for discard decisions is based on the regional library’s monthly schedule:

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<tr>
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<td>November</td>
<td>January</td>
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<tr>
<td>R-T</td>
<td>December</td>
<td>February</td>
</tr>
<tr>
<td>V-Y</td>
<td>January</td>
<td>March</td>
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<tr>
<td>A-C</td>
<td>February</td>
<td>April</td>
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<tr>
<td>D-G</td>
<td>March</td>
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<tr>
<td>H-J</td>
<td>April</td>
<td>June</td>
</tr>
<tr>
<td>L-P</td>
<td>May</td>
<td>July</td>
</tr>
<tr>
<td>R-T</td>
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<tr>
<td>V-Y</td>
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<td>A-C</td>
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<td>D-G</td>
<td>September</td>
<td>November</td>
</tr>
<tr>
<td>H-J</td>
<td>October</td>
<td>December</td>
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Once permission is granted to discard, remaining un-claimed titles are posted to the National Needs & Offers List

State documents which are no longer useful may be discarded after five years with approval from the South Dakota State Library.

Federal Documents Collection and Public Access

Collection
South Dakota State University, designated by the South Dakota legislature as the Comprehensive Land-Grant University, is the largest university in South Dakota consisting of nine colleges. Emphasis in selection is placed on the needs of academic programs at South Dakota State University, University partnerships, and the needs of the residents of South Dakota.

Hilton M. Briggs Library has participated in the Federal Depository Library Program since 1889. As a selective depository, the library receives approximately 75% of all publications available through the program.

As of March 29, 2015, the collection contained approximately:

245,235 paper titles  
232,457 microfiche titles  
4438 DVD,’s, CD’s, and disks  
79,506 maps

These materials cover a wide range of topics including agriculture, business, commerce, education, health, social issues, current events, congressional issues, and

- **Print:** Hilton M. Briggs has a rich historical collection of primary documents including over 6,000 volumes of the U.S. Congressional Serial Set; the Annals of Congress and the Congressional Record from 1789 to present; a significant representation of materials from the Department of Agriculture; the Department of the Interior (1800s-present); the Smithsonian Institution (1800s to present); and the U.S. Census Bureau (Census of Agriculture 1800s-present; and the Census of Population 1790-present; Census of Manufacturing, etc.).

- **Maps:** Maps received through the Federal Depository Library Program are housed near the Documents Collection on the lower level of the library. Holdings include USGS topographic maps for all fifty states, Puerto Rico, the District of Columbia, and Antarctica. Other collections of note are USGS survey maps, the Bureau of Land Management land-use and mineral management maps, and the Defense Mapping Agency nautical charts.

  Indexes for identifying names and numbers of specific maps are located in the Documents Office. Assistance is available from Documents Department staff.

- **Microforms:** The library's collection of microforms is arranged by SuDoc, Dewey, and LC call numbers. Federal publications are classified in SuDoc. Microform materials typically include older issues of newspapers and magazines, ERIC documents, and government publications. Consult the Library Catalog to find the call number for each title. Machines for viewing and printing from microfilm, microprint and microfiche are available. Documents Department staff are available for assistance with microforms.

**Public Access**

Materials received through the Government Printing Office and reference services are available free of charge to all users of government information in accordance with Title 44 of the U.S. Code. The general public may access government information in all formats in the library including print, microform, tangible electronic, and via the Internet. The library provides access to government publication bibliographic information via the library catalog, FDsys, Marcive WebDocs, and LexisNexis Academic and Congressional.

**Accessibility (ADA)**

The library has three levels. An operating elevator is available for accessing all three levels. Library staff are available to retrieve materials beyond the reach of
patrons and to assist in the use and copying of government materials in the library.

**Circulation**
Briggs Library provides free access to government materials in multiple formats: paper, audio/visual, CD, DVD, VHS, microfiche, microfilm, and web based. Most government publications can be checked out at the Circulation Desk with a valid SDSU ID card or a guest patron card. Library Circulation services and policies ([http://www.sdstate.edu/library/docsandpolicies.cfm](http://www.sdstate.edu/library/docsandpolicies.cfm)) apply to most tangible government publications (excluding microforms). Non-circulating government materials may be used in the library during regular library hours. Assistance is available either from Documents Department Staff or the Information Desk.

**Collection Access**
Documents staff include one full-time professional Documents Librarian, one half time Documents Technician, and 1-3 part-time student assistants. The Documents Technician provides public service, technical processing of materials, organization, maintenance and preservation of government publications, including participation in digitization projects. Student assistants help in the physical maintenance of the collection and simple public service for library materials.

All permanent (1.5 FTE) Documents Staff are highly trained and knowledgeable regarding federal and state government publications and the requirements of the Federal Depository Library Program.

Print, microform, and map resources may be directly browsed in open stacks within the library. Bibliographic information is freely available for all formats via the library catalog, FDsys and GovInfo.gov (future replacement of FDsys). The library subscribes to bibliographic and database services from Marcive. The LexisNexis Academic subscription provides expanded access to news, legal and business resources. Library subscription databases may be accessed via public computers in the library by all library users. FDsys and the library catalog are freely available from any computer with an Internet connection.

Tangible electronic materials (CDs, DVDs, VHS, floppy discs) may be requested from the Documents Department during regularly staffed hours, or at the Information Desk. Most may be checked out according to the library’s circulation policy or may be used in the library. Library computers and library equipment are freely available for using electronic government information products.
Consultation and Reference Services
Reference services are available in the Documents Department from a qualified Documents Librarian and experienced staff Monday-Friday 8 a.m.-5 p.m.

Reference services are available from the Library Services Desk Sunday-Saturday (variable hours).

Reference services are available via e-mail, chat, Fax and toll free telephone. Contact information is available at http://www.sdstate.edu/library/askus.cfm.

Reference services are available by appointment with the Documents Librarian and Information Services Librarians.

Department Web Site
The Documents Department maintains a web site for identifying and finding state, federal, and international documents at http://libguides.sdstate.edu/government

The FDLP logo is prominently displayed on the main library homepage (http://www.sdstate.edu/library), the Government Documents web sites http://libguides.sdstate.edu/government, the Documents Department, and the entrance to Hilton M. Briggs Library.

Electronic Access
Library computers are freely available to all library users to access electronic government publications either in tangible format or via the Internet. There is no filtering software or personal authentication requirement for library computer users. The library provides free wireless Internet access in addition to the free high speed Internet access available on public computers.

Interlibrary Loan
Lending of circulating government materials through interlibrary loan is allowable under most circumstances. Considerations for determining whether an item may be lent to patrons inside and outside the state of South Dakota include:

- Microforms: The Government Publications microform collection is non-circulating. Up to 50 pages may be photocopied or scanned for electronic delivery without charge to interlibrary loan requestors. If the document exceeds 50 pages and SDSU is the only known holder, the Documents Librarian will consider lending the original microform to requestors outside the South Dakota region. South Dakota libraries may request interlibrary loan from these collections.

- Tangible electronic products: Tangible electronic products (CDs, DVDs, floppy discs, VHS) are circulating materials within the South Dakota region. The nature of these products may pose user challenges that include adequate hardware, software, and user support. It is
recommended that the Documents Librarian be consulted prior to lending of tangible electronic products.

- Condition of the materials: SDSU's Documents Collection is a rich historical legacy of the Federal Depository Library Program. Many documents date to the 1800s. The fragility of some documents may preclude participation in interlibrary loan activities. The Documents Department will make every effort to assist in providing alternative access to our in-state patrons.

- Restricted databases: Some government publications databases prohibit the interlibrary loan of materials retrieved from them. Consult with the Documents Librarian regarding database access for interlibrary loan.

Instruction
Regular library instruction is scheduled throughout the year for topics involving government information materials. The Documents Librarian is a member of the Instruction Team delivering 10% of all Library Information Literacy and Instruction Program sessions. The Documents Librarian and staff also engage students in six “Drop In” sessions each semester. These voluntary attendance sessions include general instruction for finding government information and specialized instruction for conducting legislative and legal research. Instruction regarding government materials for any topic may be requested by the University community or the general public. The Documents Librarian consults with the University faculty on integrating government resources in their curriculum.

Printing/Downloading
Network printing is available in the library. Patrons must have money loaded on a University issued ID card or Department Card (debit cards). Guest patrons may purchase a card for printing and photocopying in the library. Printing and photocopying charges are 5 cents per black & white; 15 cents per page for color (printing only).

All public computers within the library are Internet accessible with temporary download and read capabilities for most common applications (MS Office, Adobe, PowerPoint, audio, video). Each has one or more USB ports suitable for portable storage device downloads.

Technology
There are over 40 public computers available for patron use within the library. Basic application software (MS Word, Excel, PowerPoint) is loaded on each PC. Each computer has a CD/DVD drive as well as one or more USB ports suitable for portable storage devices, headphones, or other peripherals. All public computers are Internet accessible without filters or restrictive logins. The library delivers instruction in two “smart classrooms”. One classroom is equipped with 20 PCs for hands-on learning. Each classroom contains multimedia equipment, an overhead projector, and an instructor computer workstation.
The library also hosts a University Computer Lab featuring 22 PCs, a scanner, a network printer and additional software applications.

**Binding**
The Bindery Department at H.M. Briggs Library is responsible for the binding of journals, magazines, and pamphlets. Federal Documents Serials that are considered permanent additions to the collection are included in the library’s binding activities. The items are gathered regularly to be sent to the commercial bindery. Publication frequency determines the binding schedule.

Documents staff continually identify aging and damaged materials for binding, repair, and preservation.

**Depository Claims and Replacements**
Selected items that are missing from shipping lists are claimed according to GPO guidelines. If the item is not available via GPO or is in need of replacement, documents staff will attempt to secure items via the National Needs and Offers List, photocopies of non-copyrighted publications borrowed through Interlibrary Loan, or paper copy of non-copyrighted digital item.

Replacements of existing collection items may be considered based on the historical or regional significance, uniqueness, usefulness, or popularity of the item.

**Depository Cooperation**
The Documents Librarian is a member of the FDLP Community. All Documents Department staff participate in discussion lists GovDoc-L, Doctech-L and the FDLP listserv.

Interlibrary Loan: Hilton M. Briggs Library participates in state-wide and nation-wide interlibrary loan activities. Services are provided through ILLIAD, OCLC, DOCLINE, and ALEPH.

Regional Depository: South Dakota State University H.M. Briggs Library is served by the Regional Depository Library at the University of Minnesota. Services include inter-library loan, discard facilitation, and staff training.


Briggs Library is also a member of the state wide library consortium, the South Dakota Library Network (SDLN). SDLN provides a statewide shared catalog to over seventy libraries in South Dakota.
Disaster Plan
Briggs Library Documents Department participates in library-wide disaster planning. The library's Disaster Preparedness and Response Plan last updated 2003 is currently undergoing review. The plan outlines actions to be taken in the event of a disaster affecting the collections of H.M. Briggs Library and/or library remote storage. During an emergency, human safety is of paramount concern and is addressed in the Library Emergency Manual and in the South Dakota State University Emergency Operating Plan, published separately. The Disaster Preparedness and Response Plan focuses on the library's collections, aiming to minimize damage by providing the information necessary to facilitate a promptly executed, well-organized disaster recovery operation. Included are prevention procedures, response procedures, salvage procedures, salvage priorities and collection restoration.