COLLECTION MANAGEMENT FOR GOVERNMENT DOCUMENTS

Kent State University Library is located in Kent, Ohio, which is in the 13th Congressional district of Ohio. The city’s population is approximately 29,000 citizens. Kent State University is the largest employer in the city of Kent and Portage County. Kent is also the home to the world headquarters of the Davey Tree Expert Company, as well as other small businesses.

The depository library provides government information services to Kent State campus users and the general public in the 13th Congressional district of Ohio. The depository library coordinator serves as a contact person with the GPO and the State Library of Ohio. The coordinator works closely with the Head of Reference Services to ensure the program meets current FDLP regulations and provides adequate user services to patrons.

Selection Criteria and Collection scope
The Library currently selects about 49% of the total items offered through the Depository Library Program. The depository coordinator works with the Head of Reference Service and the Collection Management Librarian to make item selection and weeding decisions. The selection criteria are based on the following factors:

- University Libraries’ mission and academic programs of the University
- A required basic collection titles that are accessible to users
- Suggested essential titles for academic libraries
- Availability of Web resources for Federal government information
- A comprehensive retrospective research collection
- General public interest

Subject strengths of the library’s depository include agriculture, business and finance, education, energy, health and safety, history, geography, politics and law, recreation and travel, social sciences and general reference.

Public Service
The depository emblem/logo is posted on the main entrance door of the University Library building and displayed on the Government information pages of the Libraries’ website. The library building is open to all users over 100 hours weekly; during that time, all depository resources, which are largely shelved on open shelves, though some formats are in storage and must be requested, are free and accessible without restriction. The library provides user services through the reference desk (open 69 hours per week), emails, phone calls, as well as individual appointments with the FDL coordinator, the Head of Reference Service, who is our law librarian, and other subject librarians. Computers are available throughout the University Library building, and many be used by anyone in the building to access KentLINK, our online catalog, our suite of research databases, including government documents heavy resources such as Proquest Congressional, and the open Internet. Members of the local community may become community borrowers for free, and may borrow library materials, including government documents. Federal government information is promoted by the Library website, newsletter, instruction sessions, and subject display cases. The Library meets full ADA compliance and provides handicapped access to depository collections in the building.

Bibliographic Control
The library follows GPO’s guidance and instructions for bibliographic control of depository materials. In addition, the library has established its own procedures guide to reflect Kent State local practice.

The library uses MARCIVE, a commercial vendor, to catalog the ongoing depository materials. MARCIVE catalog records are loaded into Kent’s local system (KentLINK) every two weeks and item records are created according to local practice and requirements. Each depository monograph title has its own bibliographic record and item record. Serial titles have individual check-in records. All depository titles and other information can be found in the local online catalog KentLINK. The processing of depository materials is integrated into the Technical Service which processes general library materials.

**Maintenance**
The depository collection is shelved on the 10th floor of the main library. Some titles are housed in the general collection, reference collection, map collection and local storage facility. Materials housed in the storage facility can be retrieved within two to five business days. The depository collection is included in the library’s disaster plan. All tangible depository items are protected by commercial book detection system. Microfiche, CD-ROMs, DVD/ROMs and maps are stored in metal cabinets in the library.

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