

Foreign Documents Survey

Part 1 - Campus Level

This is a survey of the UC/Stanford campuses foreign documents collections and recent changes in levels of collecting. This survey has come about as a result of concern voiced by various campuses about the levels and intensity of collections. For part one, there should be only one survey done per campus (unless other units, not under the same director/authority) have significant foreign documents collections.

Name of Person completing Part I of Survey:

Campus:

1- Does foreign documents selection occur in one unit or is it distributed among many?

What principals are used to make foreign documents selection assignments: subject expertise, knowledge of government information access/interpretation issues, language/geographic area expertise, vendor-knowledge, or some combination of the above?

2- Where are the foreign documents collections housed?

Integrated into general collection

With Government Documents Collection

Other (please explain):

3- How are your foreign documents classified and cataloged:

Foreign Documents Survey Part 2 - Selectors

This is a survey of the UC/Stanford campuses foreign documents collections and recent changes in levels of collecting. This survey has come about as a result of concern voiced by various campuses about the changes in the levels and intensity of foreign documents collections.

- A- Name:
Institution:

- B- Countries/Areas for which you are responsible:

- C- Please describe the areas of your foreign national collection development responsibilities:
(be as specific as possible)

- D- Please describe, for each of these countries/areas, your level of collection (See "Levels of Collecting for National Documents" below).

- E- How do you acquire publications? (Please specify vendors used)
 - LC Acquisitions (formerly PL-480)
 - gift
 - mailing list
 - depository
 - exchange
 - individual purchase
 - approval
 - blanket orders

- F- What are the problems you experience in collecting for these areas? (feel free to use the back of this page, or to append a separate page)

- G- What co-operative agreements are you aware of for your area? (e.g. Berkeley-Stanford Cooperative Agreement on Collecting Latin America Material)
- H- What co-operative agreements do you participate in?
- I- Have you dropped out of any previous cooperative collection agreements in the past five years?
- J- What has been the impact of serials cancellation projects on foreign documents collecting in the past five years?
- K- Is there any other information you feel is relevant for this survey that was not covered?

Explanatory Information and Supplemental Guidelines for Government Documents Conspectus

(Section I had background material specific to the survey they were involved in)

II Guidelines for Assessment of Collection Intensity Indicators in Government Documents Conspectus

A. Definition of Categories to be included.

In "RLG I" the government documents group, in attempting to define what documents content should be understood in primary collecting responsibilities, identified the following as basic categories of documents (this is NOT an exhaustive list):

1. Executive and legislative documents not otherwise specified below
2. Annual reports of government departments and subdivisions
3. Statistical publications, including census material
4. Development plans
5. Major special commission reports and studies
6. Bibliographies of government publications
7. Parastatal organizations (i.e., State Corporations and semi-public enterprises).

B. Levels of Collecting for I.G.O.'s

Although the nomenclature may differ, most I.G.O.'s have organizational units and publications roughly analogous to those of national governments listed above. The following definitions are offered as guidelines for I.G.O. collection levels:

Level 1 = founding charter
 descriptive brochure
 Publications list

Level 2 = *the above* +
 annual report
 general periodical
 basic statistical compendium

Level 3 = *the above* +
 major monographs
 monographic series
 specialized serials
 conference proceedings
 special statistical compilations

Level 4= *the above* +
 documents, budget, proceedings of the organization
 working papers
 technical papers

Level 5 = *the above* +
 Everything that can be acquired

C. Levels of Collecting for National Documents

Drawing on these categories, the subcommittee suggests the following definitions in using RLG collection intensity indicators:

Levels 1 and 2: Relatively basic, introductory collections insufficient to support sustained research

Level 3: Collect significant documents in categories II A, 2-7, on a more selective basis than level 4, to serve most local instructional and research needs.

Level 4: Acquire, as a minimum, all significant documents in basic categories II A, 2-7, supplemented by a broad range of documents in category II A 1.

Level 5: Acquire all significant government publications of research value. It is unlikely that many, or any, Level "5" collections exist, except in very narrowly defined and limited fields (for example, 4E for U.S. documents, 5E for publications of the U.S. Forest Service).