

SURVEY QUESTIONS FOR UC/STANFORD LIBRARIES

This is a survey of the UC/Stanford government collections in order to obtain general statistics and information about the various governmental collections on the campuses, covering collection size, document processing, cataloging, and housing, and service. Please complete the sections for which you have data available and return the survey by **Friday, November 22, 2002** to:

Janet Martorana, UC/Stanford GILS Steering Committee Chair
 Information Services
 Davidson Library
 University of California
 Santa Barbara, CA 93106

Questions? martoran@library.ucsb.edu
 805/893-8724

Thank you.

Name of person completing survey: _____

Campus: _____

1. Do you have depository agreements other than U.S. and California? Yes ____ No ____
 If yes, please specify with whom, dates, and parameters.

2. Receipts. [We have selected these years in order to assess the impact of the electronic environment on receipts. These years are prior to and after the federal mandate in 1996 to become primarily electronic.]

Government collection	Number of receipts (Number of volume equivalents or pieces—please specify)					
	# of Print		# of Microform		# of Multimedia (CD-ROM, etc.)	
	1994/95	2001/02	1994/95	2001/02	1994/95	2001/02
U.S.						
California						

3. Collection size: Number of cataloged and uncataloged or brief listed documents. [We recognize that campuses count collections in a variety of ways. We're trying to get counts of total documents collections, and the size of specific collections. If you have different counts, e.g., count state/local together, please specify and give the most specific available counts. If a count is not available, put N/A.]

Government collection		Approximate size of collection (Number of volume equivalents or pieces—please specify)					
		# of Print		# of Microform		# of Multimedia (CD-ROM, etc.)	
		Cataloged	Uncat	Cataloged	Uncat	Cataloged	Uncat
U.S.							
California							
If not available for California only, give and specify what counts are available							
	Specify collection						
International/ Foreign							
Other collection categories							
Total Documents; please specify included collections	Collection(s) included:						

4. Cataloging of *tangible* documents, e.g., paper, microform, floppy disks, CD-ROMS, etc.

Government collection	Tape loads? Please specify source and whether for current and/or retro collections	OCLC/ RLIN/copy cataloging? Please specify	Other? Please specify	Separate or integrated with other library processing?	Most bound with permanent binding (as opposed to unbound or pamphlet-bound)?
U.S.					
California					

5. Cataloging of *online only* documents

Government collection		Tape loads? Please specify source.	OCLC/RLIN/copy cataloging? Please specify	California Shared Cataloging Project?**	Do not catalog <i>online only</i> documents
U.S.					
California					
United Nations					
	Specify collection				
International/ Foreign					
Other (e.g., specific agency)					

**If yes, you do use California Shared Cataloging Project records, please answer the following:

a. Do you accept the records "as is" and "overlay" completely? Yes _____ No _____
If no, how do you use them?

b. Do you treat the document monograph records differently from the document serial records?
Yes _____ No _____
If yes, how?

c. Is there anything else you do with the records? If yes, what?

6. Classification System and Housing: Please provide approximate percentages of each of the specific collections (U.S., California, United Nations).

Government collection	Doc no. (SuDoc, etc.) Approx % of the total of each collection				LC Approx % of the total of each collection			
	Separate GP unit	General collection	Selective housing (other libraries on campus, etc.)	Reference	Separate GP unit	General collection	Selective housing (other libraries on campus, etc.)	Reference
U.S.								
California								
United Nations								

7. Storage

Government collection	Percent (approx) storage Please specify	
	Regional facility	Local facility
U.S.		
California		
International		
Foreign		

8. Weeding and Collection Usage Data

a. Does your library have a weeding policy? Yes _____ No _____
 If yes, please attach a copy of the policy.

b. Do you retain any specific categories or collections perpetually? Yes _____ No _____
 If yes, please specify:

Government collection	Last weeded? (approx date)**	What kind of usage data do you have or can you obtain? Answer Yes or No.		
		Circulation data?	Reference statistics?	Reshelving statistics?
U.S.				
California				
United Nations				
	Specify collection			
International/ Foreign				
Other (e.g., specific agency)				

**If recent, please provide detail:

9. What is the strength of your U.S., California, and international collections? (For example, do you have historical documents of note?)

10. What do you consider to be the strongest agencies, topics, or subjects within the Government Documents collections?