

November 9, 2005

**From: University of California Government Information Librarians**

**To: Nancy Kushigian, Director, Shared Print Collections**

**Proposal to develop a University of California Shared Print Collection  
of Federal Government Publications**

**Statement of purpose**

A UC shared print collection policy statement will provide a means for campus libraries to:

- Manage historical and future print collections
- Provide a framework for campus libraries to weed local collections when space is needed and to meet local needs by sharing little used materials
- Develop a UC “last copy” collection of Federal documents
- Centralize catalog records for consistency, and to compile complete collections of serial runs for a UC collection.

**Assessment**

The federal depository collections at the UC campuses are a major source of research interest for our communities. Distribution of documents from the Government Printing Office includes publications that are essential, core materials for research libraries as well as ephemeral materials that can be weeded at local discretion. We see the collections as consisting of three types:

1. Core collection: those publications that are used to support research interests on local campuses. These should be kept on each campus, or weeded judiciously at the discretion of the Government Information Specialist.
2. Important to maintain at least one copy in the UC system, but shared access in one or more RLF is sufficient.
3. Publications of ephemeral interest; local campuses may discard these after five years, following depository instructions. [We note that some ephemeral publications record events of our past history and should be considered as type 2 so that we maintain our historical record.]

**Proposal**

The government information librarians would like to be assured that publications in the Type 2 collections are permanently accessible to all campuses when they are in a shared collection or at an RLF. This would allow local campuses to elect to discard publications, being confident that their users would be able to acquire publications in the RLFs or from the holding campus. We propose that these publications be designated as a shared print collection.

**Recommendations**

- All U.S. depository publications presently in an RLF will be designated as part of the UC shared print collection.
- They would be persistent deposits, using the definition from the document: *Persistent Deposits in UC Regional Library Facilities*:  
[http://libraries.universityofcalifornia.edu/planning/RLF\\_Persistence\\_Policy.pdf](http://libraries.universityofcalifornia.edu/planning/RLF_Persistence_Policy.pdf).
- In order to comply with depository requirements, the campus depositing a publication would retain ownership.

- A campus may elect to declare publications part of the shared collection, but retain them in their library.

### **Recommendations (contd.)**

- Records for those federal publications currently in the RLFs would not retrospectively be revised to indicate that the publications are part of the shared print collection. Individual campuses may add the designation at their discretion.
- Publications added to the shared collection in the future:
  - will have complete bibliographic access (comply with minimum standard for cataloging records in Melvyl).
  - would contain a shared collection designation in the record. This would include those in special collections, branch libraries, and medical libraries.
  - should be in a form that can be loaded into each catalog
  - each title in a monographic series would have a title entry to facilitate direct borrowing.
- Publications would circulate to all campuses. If a publication is designated as non-circulating, it would be sent to campuses for in-library use only, in order to comply with federal depository requirements for public access.
- Campus libraries may store one copy at each RLF at the discretion of the Government Information Librarian when appropriate. Situations when this might occur include:
  - A stored copy may not be complete, e.g. maps may have been lost or pulled out.
  - The RLF copy is in poor condition and use might further endanger the document.
- Campuses withdrawing publications from local collections would check Melvyl for RLF access. If publication is not in an RLF, campuses would either:
  - retain on campus
  - send to RLF
  - offer to other UC libraries (after first offering publications to California State Library per depository requirements)

### **Issues to Resolve**

- There are a number of publications in the RLFs with brief entries. Recognizing the expense that would be involved in updating records retrospectively, we recommend that as publications are added to the shared collection in the RLFs, the campus contributing the publication create a complete record. If a campus, in accessing publications already in a RLF, finds that there is a brief record, that record should be upgraded by the owner of the materials deposited.
- There are a number of publications in NRLF that appear in GLADIS but not MELVYL. Where will these fit in a shared print collection?
- We request the creation of a unique location code for shared government information publications, for statistical collecting purposes.
- Multiple copies: costs and benefits should be estimated for 3 scenarios:
  - One copy retained in the shared print collection
  - Two copies retained, one in each RLF
  - One copy retained in the RLF, a second copy at a campus
- There remains the need to work on delivery of stored, shared documents; such as establishing a use policy for last copy, and when to consider digitization for preservation.
- Provide for preservation storage. Many Federal documents are old and valuable, and are deteriorating in our open stacks. As these documents are digitized, the originals could benefit from storage in a controlled environment.

## **Future Projects**

- Explore methods of enhancing access to a non-browsable collection, such as enhanced records that would contain a digitized table of contents or index.
- Digitization efforts, such as:
  - Digitization upon demand at an RLF
  - Depositing digitized copies into the CDL preservation repository
- Libraries could embark upon projects to complete volume sets, series, and serials runs already in the RLFs.
- Service: collaborate on improving ways to provide fast and efficient service, such as:
  - The above projects: scanning tables of contents and indexes, and digitization upon demand to be able to deliver publications with a fast turn-around.
  - Establishing two major points of service, one in the north and one in the south, to provide quick, overnight scanning.
  - Expand our reference services through collaborative efforts of the government information librarians.