

*Government Documents Collection Development Policy
Mary & John Gray Library
June 2005 Revision*

I. Introduction

The Mary & John Gray Library has been a selective depository for federal documents since 1957. Government publications are acquired to support, in varying degrees, the research and teaching interests of the university community and the needs and interests of the Texas Second U.S. Congressional District. In addition, the library also serves as a depository for Texas State documents.

II. Objectives

To establish procedures for acquiring new documents, evaluating and maintaining the collection and determining the scope of the collection for selection purposes

III. Purpose/Mi

V. Population and Industry Statistics

According to the **Fast Facts for Congress Census 2000 data**

2nd U.S. Congressional District

Population: 651, 620

Economy: Government/services, petrochemical, other chemical

and stored in appropriate cabinets in the Microforms area. Microforms are cataloged

those items identified for withdrawal. The availability list will be distributed electronically on the State Library's list. A copy of the disposal list will be kept in the files of the Documents Librarian but will not be distributed to other library faculty per their request.

The department keeps daily collection totals. The circulation department maintains the circulation statistics for documents.

The department also monitors usage statistics by classification number.

XI. Community Outreach

Web Page

To accomplish the goal of community outreach the documents department has mounted a web page providing access to government web resources. Links will be added as needed and checked for accuracy every month. Suggestions for links may be submitted by staff, faculty and students and will be evaluated by the Documents Librarian before they are added.

Presentations and Displays

Library instruction sessions are offered to classes on campus. Training sessions on various government information topics and resources are offered during the long semesters and open to campus faculty and staff. Periodic displays in the library will also promote the collection. Subject guides and search guides will also be created to assist researchers.

Library Newsletter

The Documents Librarian will compose an article about government documents and information for each edition of the library newsletter. The newsletter is published twice a year in print and is made available via the library home page.

XII. Review Frequency

This policy will be reviewed annually for accuracy. A copy will be dist

Master of Education Elementary
Education Counseling and
Development Secondary
Education
Special Education
Supervision
Administration

Master of Engineering

Master of Engineering Management

Master of Engineering Science

Master of Music

Master of Music Education

Master of Public Administration

Master of Science

Audiology
Biology
Chemistry
Community Psychology
Computer Science
Deaf Studies/Habilitation
Environmental Engineering
Environmen

