

Iowa State University Library
Collection Development Policy--Draft
State Documents

I. General Purpose

The primary mission for government publications is to support the general collecting activities of the Iowa State University Library, which serves the faculty staff and students. The Library seeks to provide the University with a leading resource for teaching, research, outreach and service. As a federal and state of Iowa depository library, these collections also serve the government information needs of the constituents of the state of Iowa. The purpose of depository libraries is to make government publications easily accessible to the general public and to insure their continued availability in the future.

II. History

In 1978, the Sixty-seventh Iowa General assembly passed “An Act relating to the establishment of a depository library center within the Iowa library department.” The State Documents Depository Program (SDDP) operates under the following law:

256.51 Division of libraries and information services—duties and responsibilities.

1. . . . The division shall do all of the following:

- c. Establish and administer a program for the collection and distribution of state publications to depository libraries.
(Code of Iowa. 1997)

The State Documents Center, a unit within the State Library’s Technical Services Bureau, manages the SDDP. At the time of its inception, no library in Iowa had a complete collection of state documents. The program established three categories of state depository libraries:

- 1) Permanent depositories, which receive and permanently retain two paper copies of all publications distributed by the SDDP.
- 2) Full depositories, which receive and maintain, for at least three years, a copy of all publications distributed by the SDDP.
- 3) Core depositories, which receive and maintain, for at least three years, those titles which are on the selected “core list” of Iowa state documents intended to meet the basic document needs of libraries.

The State library of Iowa and the University of Iowa serve as the permanent depositories. In November 1997, forty-five depository libraries were participating in the program.

Initially, all state documents were distributed in paper. As cost cutting measures during the early 1980's, all documents, except those on the "core list", were issued in microfiche. Only the permanent depositories received paper copies of all items. In 1995, the state experienced problems with the firm responsible for producing most of their microfiche. Since that time, the full and core depository libraries have been receiving only legislative fiche and items on the "core list".

In 1997, a task force was charged with evaluating and providing future direction the depository program. Technological advances have made many of their recommendations obsolete. In 1998, access to current legislative information was changed from microfiche format to Internet access. Items on the "core list" are the only depository items currently being distributed by the SDDP.

III. Iowa State University Program

From 1969 until 1990, the ISU Library had a state documents librarian whose responsibilities included evaluation and selection of state documents (.5FTE) and reference (.5FTE). During 1969-1984, that librarian was part of the Government Publications Department and from 1984-1990 that librarian was in the Reference Department. Since 1990, state documents have been incorporated into the Government Information Specialist position.

In 1979, Dean of Library Services, Warren Kuhn, authorized the ISU Library to become a full state depository. The feeling was that being a full depository would minimize selection duties and maximize the possibility of having what patrons desired.

State documents have been cataloged using the Swank numbering system, a system for classifying state publications. Titles which meet collection development guidelines receive LC call numbers and are integrated into the General Collection. All state documents received since 1987 appear in the Library Catalog. Prior to 1989, access to state depository documents was through a library-produced KWOC Index. Serials titles received prior to 1987 also appear in the Library Catalog.

IV. Subject Boundaries

In addition to depository items, some non-depository state documents are collected. Some state documents are also received as gifts. It is the responsibility of the subject bibliographers to identify and obtain documents which are not a part of the depository program and which require payment.

V. General Collection Guidelines

A. Linguistic.

All state documents are in English.

B. Geographical Areas.

For Iowa we try to collect all documents. We also have an interest in the surrounding states (Missouri, Kansas, Nebraska, South Dakota, Wisconsin, Minnesota and Illinois). Depending on the topic, the Library may select all 50 states, only Iowa, Iowa and the surrounding states, or a combination of states

C. Types of Materials Collected.

Over the years, the Library has collected statistical information, agricultural statistics, bluebooks, manufacturers directories, and agricultural publications for all fifty states. As privatization and electronic publishing have proliferated, budget constraints have become a concern, and states have begun charging for these items, the emphasis has switched to the surrounding states (Missouri, Kansas, Nebraska, South Dakota, Wisconsin, Minnesota and Illinois). We also collect the Codes for the surrounding states. For topics of current interest Colorado and Kentucky are also considered because of their excellent research and depository programs..

D. Format of Materials Collected

Paper, microforms and electronic are the formats collected for state documents. Core Iowa documents are still collected in paper, but electronic format is the only format available for other Iowa documents through the depository system. Electronic is also the preferred format for states other than Iowa.

VI. Specific Collection Guidelines

It is the responsibility of this collection to meet the information needs of the general public.

VII. Detailed Subject Areas

As a full State of Iowa depository library, the ISU Library receives in paper the following core items:

Calendar of summer arts fairs
In Iowa's job insurance program employers have rights too
Oppportunities in apprenticeship
State Roster: List of State Officers
Iowa Capitol Complex telephone directory
Iowa educational directory
Quick reference guide to postsecondary education in Iowa

Directory of alcohol and drug abuse services in Iowa
Directory of Iowa manufacturers
Licensed occupation in Iowa: an index of current occupational licensing requirements.
Iowa official directory of state and county officers
Iowa official register
Health care facilities in Iowa
Acts and joint resolutions
Code of Iowa
Iowa Administrative Code (Includes Iowa Administrative Bulletin)
Iowa Court Rules
The Iowa General Assembly: Our Legislative Heritage
Lawmaking in Iowa
Three Branches of Government
Iowa driver's manual
Iowa Motorcycle Operator Manual
Subject Index and Status of Bills for Senate and House Journals
Subject Index and History of Bills (microfiche only)
House, Journal (daily—bound after close of session)
Senate, Journal
House, Maps
House, Members
How a bill becomes a law
Visitint the Legislature
Forms of city government in Iowa
A Handbook for Iowa council members
A Handbook for Iowa mayors
State government in Iowa
Election laws of Iowa
Iowa fishing regulations
Iowa hunting and trapping regulations
A Bibliography of Iowa newspapers, 1836-1976
Iowa local history—a teacher's guide
Census data for Iowa
Official state transportation map
Iowa events
County conservation are directory
Iowa state parks and recreation areas
Iowa agricultural statistics
Statistical profile of Iowa
Iowa Local Government Salary and Benefit Survey
The Quality of Life in Iowaan economic and social report to the Governor
Budget in brief
Vital statistics of Iowa State University Iowa withholding tax guide
Iowa individual income tax return and general instructions (long and short)
Iowa documents Catalog and Index

Under the Golden Dome

VIII. Other Resources Available

Iowa General Assemble home page:

<http://www2.legis.state.ia.us/>

State of Iowa home page:

<http://www.state.ia.us/>

IX. Cross-references to Collection Policies

ISU Library General Collection Development Policy

ISU Reference Collection Development Policy

ISU Library Electronic Materials Collection Development Policy

Depository Library Handbook for Iowa State Documents

X. Creation date: September 2000

XI. Revision History

XII. LC Class(es), if applicable.

XIII. Bibliographer name: Joyce A. Lindstrom