1. Goals and Objectives

The primary goal of the University Library is to provide the information and instructional resources needed by students, faculty, administrators and staff for fulfilling the institution's purposes as stated in its Vision, Mission, and Values. The Agreement between the University of San Francisco and the USF Faculty Association affirms the right of individuals to free inquiry and access to the Library's collections and the freedom to select materials based on sound academic grounds according to the instructional and research needs of the University. The Library endeavors, within its financial and other limitations:

1.1. To provide materials, regardless of format, to support a balance between curriculum, teaching, and research needs;

1.2. To provide carefully selected resources in subject areas not presently covered by instructional and research programs in order to contribute to a general, well-rounded liberal education;

1.3. To obtain reference materials adequate to facilitate instruction and research, and to serve as a gateway to additional resources worldwide;

1.4. To provide materials on topics of high current interest, within and beyond the scope of the curriculum;

1.5. To provide a limited collection of materials to serve the recreational reading interests of the University community at large.

Thus, the acquisitions program endeavors to reflect the educational objectives and curricular needs of the University as well as to provide materials broader in scope than any particular subject area.
2. **Selection Responsibility**

2.1. The ultimate responsibility for the selection of library materials and the policy decisions related to this function rests with the Dean of the University Library. This responsibility is shared with other librarians and faculty.

2.2. Faculty participation in collection development is actively solicited by the library liaison for each discipline as it is an invaluable aid to appropriate selection and makes available the expert knowledge of the subject specialist.

3. **General Parameters**

3.1. Acquisitions emphasis is placed on obtaining current materials. Retrospective materials are acquired only as funds permit. Outdated works and superseded additions are retained only to the extent that they contribute to an outstanding research collection.

3.2. Emphasis is also placed on the acquisition of bibliographic materials such as online indexes, abstracts, and online bibliographic and full text databases which provide access to published materials.

4. **Guidelines**

4.1. Publications in the English language are given highest priority. Foreign language publications are limited to those directly supportive of instructional programs. English translations of such materials are also selected.

4.2. There are no geographical limitations to the collection.

4.3. Acquisition of infrequently used research materials depends on the availability of the material in other libraries.

4.4. Variant editions of a title held are acquired only if they are standard editions or contain substantial changes which are needed for instructional purposes.

5. **Duplication**

5.1. Duplication is generally avoided. Duplicate copies of books and subscriptions to journals may be acquired in accordance with the following guidelines:

5.1.1. Heavy, continuous use of individual titles is the primary consideration for duplication (i.e., patrons do not have reasonable access to a publication without acquiring another copy).

5.1.2. Duplicate copies are not acquired solely for the sake of preservation.

5.1.3. Duplicate copies are not purchased for the sole use of individuals, academic departments, or administrative offices.
5.1.4. Lost items will be replaced if they are available and in demand or standard works or classics.

5.1.5. Duplication of print and electronic formats of the same title is generally avoided, unless there is demonstrated need for both formats.

5.1.6. The cost of any given publication together with budgetary considerations will determine the ultimate decisions.

6. Format of Materials

6.1. The preferred format of journals, magazines, and newspapers is electronic when it is available via IP access. The library does not support access via individual username and password.

6.2. The preferred format of Reference materials is electronic.

6.3. Videos may be purchased in DVD or streaming format, depending on factors including but not limited to availability, suitability to curricular needs, and educational performance or perpetual access rights.

6.4. The library prefers e-books with the fewest restrictions on use, including but not limited to number of users, printing, and downloading functionality.

7. Types of Materials Collected

7.1. Books and Monographs (electronic or print)

7.1.1. Standard works of general reference (i.e., publications which have as their subject matter the total universe of knowledge).

7.1.2. Standard reference works in individual subject fields.

7.1.3. Titles pertaining to each curricular field: the field as a whole, those aspects of the field in which courses are offered, and other significant aspects of the field

7.1.4. Titles in important specific fields that are not treated in the curriculum.

7.1.5. A limited selection of titles appropriate for recreational reading.

7.1.6. Major study guides and standardized test review books such as NCLEX, TESOL, GRE are selectively collected. Tests themselves are not collected.

7.1.7. Juvenile literature is generally not collected except when the materials has wide appeal for a general audience

7.1.8. Textbooks. The Library does not automatically acquire textbooks adopted as required texts for any given course. Some textbooks and other course-adopted materials, however, are valuable in their own right. These are selected in accordance with the provisions of this policy.
7.1.9. Career materials are located in the Priscilla A. Scotlan Career Services Center. However, the Library collects a number of reference sources relating to college programs and career fields.

7.1.10. Laboratory Manuals in general are not collected with the exception of materials dealing with standard scientific protocols.

7.2. Serials and Periodicals

7.2.1. New serial titles (periodicals, continuations and standing orders) are acquired in accordance with the general collection management goals and selection policy, but with special rigor due to long term cost considerations.

7.2.2. Additional criteria to be considered in selecting serial and periodical titles will include (but not be limited to) the following:

- 7.2.2.1. The degree to which the title adds significant new material and perspectives to the collection.
- 7.2.2.2. Whether indexed in a standard indexing or abstracting service.
- 7.2.2.3. Availability in another library in the area, state, or region, or in full-text electronic packages to which the library subscribes.
- 7.2.2.4. Cost in relation to its projected use.
- 7.2.2.5. Need for and cost of backfiles.
- 7.2.2.6. Format – preference is for electronic format if the version is generally equivalent to print (graphs, images, content, etc.) and the publisher provides for perpetual access.

7.2.3. The Library will generally avoid purchasing:

- 7.2.3.1. Foreign language periodicals not necessary for curricular support or meeting the general information needs of faculty and students.
- 7.2.3.2. Trade journals (except when essential to curricular support)
- 7.2.3.3. Materials requested for the sole use of a faculty member
- 7.2.3.4. Individual issues and scattered and/or incomplete files
- 7.2.3.5. Newsletters

7.3. Government Documents

7.3.2. State of California. The Zief Law Library receives California State Publications selected for
distribution to a limited number of libraries in the state, as prescribed in the State
Depository Law. Some of these materials are passed along to Gleeson Library for
consideration and may be added to Gleeson Library’s collection. Gleeson Library also
orders or downloads additional California documents that are consistent with this
collection development policy.

7.4. Theses and Dissertations

7.4.1. As of August 1, 2014, the library only accepts electronic copies of theses and
dissertations. Existing print copies held by the library will be scanned and made available
electronically to the USF community.

7.4.2. Dissertations/Theses from other institutions are purchased only in rare instances with
special justification.

7.5. Audiovisual and multimedia materials are selectively acquired in support of a
course/curriculum.

7.6. U.S. Geological Survey maps of California and additional government, country, state, and city
maps are selectively acquired.

7.7. Musical scores are selectively collected.

7.8. Gifts. Effective August 1, 2015 the library no longer accepts material or in-kind donations. Once
received, the library becomes the owner of all donated materials and reserves the right to
determine their retention, location, cataloging treatment, and other considerations related to
use, maintenance, or removal. Exceptions to this policy are made at the discretion of the
Library Dean.

7.9. Exchange. The Library may enter into exchange agreements with other institutions if the
publications to be received on exchange meet the evaluative criteria of this policy.

7.10. Rare Books/Special Collections. See Addendum titled “Collection Development Policy.
Donohue Rare Book Room”.

7.11. Archives. The University Archivist preserves the documentary records of USF.

8. Deselection of Library Materials

Deselection or “weeding” is the systematic evaluation of the library's collection to identify and discard
those items which are no longer appropriate to the collection. Carried on at intervals or on a continuing
basis, this process is an integral part of collection management. Library staff use standard library
statistics and methods (e.g., circulation statistics, evaluation of the item’s physical condition,
duplication, uniqueness, etc.) to identify candidates for withdrawal. Ultimate responsibility for the
deselection of library materials rests with the Dean of the University Library. Materials may be moved
to an offsite storage location if available/appropriate, or may be completely removed from the
collection.
In general, the same criteria apply to deselection as are used in the selection of new materials. The following criteria should be regarded as flexible guidelines:

8.1. Books and Monographs

8.1.1. Usage: Does the item show evidence of recent or frequent use?

8.1.2. Physical condition: Should a damaged item be repaired or replaced? A regular ongoing evaluation program to renew out of date and worn materials is in place. As worn or damaged items are identified after circulation, they are evaluated for replacement, discard or repair.

8.1.3. Format: Is the content reliably available on the Internet in digital format?

8.1.4. Duplication: Is demand sufficient for multiple copies of the item?

8.1.5. Edition: Is a newer edition available or already held by the library? As new editions are ordered and received, superseded ones are removed from the stacks for a decision to discard or retain.

8.1.6. Intrinsic value: Is the item a seminal work in its field, or considered source material (e.g., the Warren Commission Report)?

8.1.7. Research value: Are older materials still valuable for research interests in this field?

8.1.8. Completeness: Is the item part of an incomplete set or series, or part of a complete set that the library should maintain intact?

8.1.9. Relevancy to the curriculum: Does the item have relevance to current or anticipated programs?

8.1.10. Uniqueness: Is the item held only by USF?

8.1.11. Additional considerations may be made for works by a local author or faculty member and for California and Bay Area material.

8.2. Serials and Periodicals

8.2.1. Format: Is the print title duplicated in electronic format, especially in stable archives such as JSTOR or Project MUSE (to which the library maintains perpetual access)?

8.2.2. Uniqueness: Is the print title archived in WEST? (Western Regional Storage Trust, a distributed print journal repository program serving research libraries, college and university libraries, and library consortia in the Western Region of the United States).

8.2.3. Relevancy to the curriculum: Does the item have relevance to current programs? For ceased titles, does the material still have value?
8.2.4. Usage and cost: Is the price relative to use and to the cost of other titles in the collection justified?

8.2.5. Completeness: Does the library own only fragments of a title?

8.2.6. In general, the print copy is retained for those titles where the publisher does not offer perpetual access, where the print version is more complete than the online version, or where the print contains graphs or images in a better way than the online version; or

8.2.7. The title is a "core" journal in that field of study; or

8.2.8. Retaining a print subscription is a prerequisite for receiving online access, or the title is part of a package with cancellation restrictions.

8.3. Electronic Resources

Ongoing review of electronic resources is a necessity because of the dynamic nature of such resources. Subscriptions to electronic databases or journal packages will be evaluated annually for retention, cancellation or expansion/reduction. Factors such as current cost, price increase, usage and faculty & librarian input will be taken into account. Additional criteria for deselecting ebooks includes but is not limited to superseded editions, outdated materials, the format or internet site is no longer supported, and relevancy to the curriculum.


8.5. The process of deselection

8.5.1. The Library:

8.5.1.1. Notifies all academic Department Chairs that a section of the collection is under review;

8.5.1.2. Identifies items chosen for deselection;

8.5.1.3. Generates a list of the items pending deselection and sends the list to the primary Department Chairs and to other interested individuals, as requested.

8.5.2. Reconsideration of deselected titles

8.5.2.1. Each Department will be given no more than 30 days to request reconsideration of titles chosen for deselection.

8.5.2.2. The Library considers the case for titles in question and notifies the Department Chair of the decision.

8.5.2.3. The Joint University Library Advisory Committee (JULAC) may act as arbiter if the Department disagrees with the Library's decision. Ultimate decision rests with the Dean of the Library.
8.5.3. Processing of deselected items

8.5.3.1. With the exception of government documents, the Library disposes of remaining items by the most appropriate means, including: selling materials, discarding, recycling*, or contacting charitable organizations to pick up and package materials*

*as arranged by interested members of the JULAC (formerly JCLMS)

Note: Deselection section - Approved draft 4/26/95
Joint Committee on Library and Media Services
Federal Depository Collection Development Policy

Federal Depository Library Program
University of San Francisco Depository Description
  • Depository History
  • Profile of the User Community
Mission Statement
Selection Responsibility
Selection Criteria
Selection Tools
Collection Scope
  • Subject Areas
  • Retrospective Sources
Collection Arrangement
  • Selective Housing Agreement
  • Shelving Locations and Bibliographic Access in Gleeson Library
Formats
Non-depository Collecting
  • Selection Tools for Non-depository Materials
  • Non-depository Items Which Support the Depository Collection
  • Gifts
Collection Evaluation
  • Selection Profile Review
  • Weeding
  • Replacing Lost or Stolen Items
Public Service
  • Access Policies
  • Electronic Information and Internet Use
  • Reference Service
  • Lending and Borrowing
  • Interlibrary Loan
  • Resource Sharing
  • Referrals
  • Public Awareness
Training
  • New Staff Orientation
  • Ongoing Training
FEDERAL DEPOSITORY LIBRARY PROGRAM

The Federal Depository Library Program, administered by the Superintendent of Documents at the U.S. Government Printing Office, provides for public, no-fee access to information produced by Federal agencies. Congressionally designated selective depository libraries select Federal government publication titles to meet the information needs of their primary clientele and the residents of the Congressional District in which the library resides.

UNIVERSITY OF SAN FRANCISCO DEPOSITORY DESCRIPTION

Depository History

The University of San Francisco became a Congressionally designated selective depository in 1963. The depository serves the students, staff, and faculty of the University of San Francisco and the residents of the Twelfth Congressional district in California.

Profile of the User Community

University of San Francisco community of students, staff, and faculty: The University awards bachelor's degrees, master's degrees, Doctorate of Education, Doctor of Nursing Practice and Juris Doctor. Total enrollment is approximately 11,000 students: 7,000 undergraduates and 4,000 graduates.

Congressional District: The Twelfth Congressional district falls entirely within the city of San Francisco's borders and includes a large portion of the geographic area and population of San Francisco. 2010-2014 American Community Survey 5-year estimate for the population of the Twelfth Congressional District is 720,093. The 5-year estimate for the population of the entire city of San Francisco is 829,072.

Several other depositories exist in the Twelfth Congressional district. The largest depository collection in the Twelfth Congressional District is located at the San Francisco Public Library (SFPL). SFPL selects approximately 80% of available items through the Federal Depository Library Program. San Francisco State University, in the neighboring 8th Congressional district, selects about 58%. Another large nearby depository is the University of California at Berkeley, which selects approximately 84%.

MISSION STATEMENT

The Government Documents Unit federal depository mission is to provide no-fee, public access to its depository publications, regardless of format. The depository supports the academic programs and research interests of the University of San Francisco community and the government information needs of the surrounding community in the 12th Congressional district of California. The Government Documents Librarian administers and develops the depository collection in compliance with Title 44, Chapter 19 of the U.S. Code and all guidelines for the Federal Depository Library Program developed by the Superintendent of Documents of the U.S. Government Printing Office.

SELECTION RESPONSIBILITY
The Government Documents Librarian, in consultation with other Reference and Research Services Department librarians and University of San Francisco School of Law Library librarians, assumes responsibility for selecting depository materials and commercially published sources to support the collection. The Government Documents Librarian reviews items currently selected on a continuous basis. All faculty, staff, students, and the general public may submit recommendations for selection. The Government Documents Librarian maintains current awareness of possible materials to collect through various sources, including but not limited to the following: library reference questions, topics of requested and circulated government documents, GOVDOC-L, participation in local government documents librarian associations, attendance at GPO conferences, and the news media.

**SELECTION CRITERIA**

Items in the selection profile are examined to see if they meet the government information needs of the University of San Francisco community and the residents of the 12th Congressional district. The information needs are defined in the following Collection Scope section. Because of space constraints, the selection profile is especially reviewed for unused and, therefore, unneeded items.

Because several large and medium-sized depositories exist in the Bay Area, the University of San Francisco Government Documents Librarian is committed to working with the selectors at neighboring depositories to provide as much access to relevant information through the Federal Depository Library Program as possible. The selectors also strive to prevent duplicating less frequently used selections at several depositories.

The library relies on the California State Library and neighboring depositories for comprehensive selection in areas such as agriculture and technical reports. The Internet may also be used to access some unselected materials.

**SELECTION TOOLS**

The following tools are used to aid in selection decisions of depository materials:

- "Suggested Core Collection for Academic Libraries" and "Suggested Core Collection for Law Libraries"
- FDLP "Basic Collection List"
- List of classes of U.S Government Publications Available for Selection by Depository Libraries
- Catalog of United States Government Publications (CGP)
- GPO Browse Topics
- GPO New Electronic Titles
- U.S. Government Bookstore
- Agency indexes and bibliographies
- GOVDOC-L
- book reviews

**COLLECTION SCOPE**

**Subject Areas**
Subject area focuses are as follows:

**Academic Community**

- Education
- Business and economics
- Foreign affairs
- Law
- Nursing
- Pacific Rim studies
- Sciences, specifically environmental management, biology, chemistry, and computer science
- Sports and fitness management
- General undergraduate liberal arts curriculum

**General Library Users**

- Economic information
- Education information (for parents, students, and teachers)
- General Accounting Office reports
- Laws and regulations
- Public policy (including Congressional hearings, prints, report, and documents)
- Presidential Commission reports
- Science and technology
- Statistical information in all fields
- Tax forms, publications, and instructions

**Retrospective Sources**

Because of space constraints in the Government Documents Unit and the proximity to several depositories at research libraries that have large historical collections, the Government Documents Librarian does not actively pursue documents for a retrospective collection. This policy is comparable to the overall library collection management plan. Retrospective materials are acquired only as time and space permits. The Government Documents Librarian may acquire retrospective materials as replacement copies or at the request of a researcher. Outdated works and superseded editions are retained only to the extent that they contribute to the research needs of the university community and general public and are clearly marked as superseded.

**COLLECTION ARRANGEMENT**

**Selective Housing Arrangement**

The University of San Francisco Dorraine Zief Law Library has been a selective housing site of the Government Documents Unit at Gleeson Library I Geschke Center since Gleeson Library became a federal depository library in 1963. The Law Library staff selects, catalogs, and houses federal government documents of a legal nature. Gleeson Library I Geschke Center and the Dorraine Zief Law Library share their online catalog, Ignacio.
Shelving Locations and Bibliographic Access in Gleeson Library I Geschke Center

The majority of depository documents at Gleeson Library are shelved in Gleeson Stacks by LC classification.

Documents in pamphlet format are stored in a filing cabinet. Posters and large maps are stored in a map cabinet. Depository CD-ROMs and DVD-ROMs are stored in a cabinet behind the Circulation Desk.

Exceptions to the above are as follows: 1) some government document periodicals are shelved in the Periodicals section alphabetically by title; 2) government documents that assist the library catalogers are shelved in the Catalog Department; 3) some older and infrequently used government documents are housed in off-site storage with the LC classification system and may be retrieved within one day; and 4) a small collection of government documents to be offered to other libraries upon meeting retention requirements are shelved on the 3rd Floor (perimeter shelving) by SuDoc classification.

All federal depository documents regardless of format may be located through a catalog search in the library’s online catalog, Ignacio, and through the library’s discovery service, Fusion.

All depository documents in the collection are cataloged to the piece level in Ignacio. Full cataloging provides access by title, author, subject, keyword, Library of Congress classification number, and Superintendent of Documents classification number.

FORMATS

Gleeson Library I Geschke Center selects depository documents in the following formats: paper, map, CD, DVD, and online. If a document is available in more than one format, a choice of format is based on the content and purpose of the document.

Online resources provide the following benefits: currency of information, ease of storage, and capabilities for searching and retrieval of information.

Paper is preferred for maps and other items that are deemed to have long-term value.

NON-DEPOSITORY COLLECTING

Several non-depository materials are selected to supplement the depository collection. The Government Documents Librarian orders major federal government documents when the library does not select the document’s corresponding item number. Indexes, bibliographies, directories, periodicals, and monographs which aid in locating government information are also selected.

Selection Tools for Non-depository Materials

Selection tools include:

- book reviews
- U.S. Government Bookstore
Non-depository Items

Examples of non-depository items that support the depository collection include:

- Proquest Congressional Database
- Proquest Statistical Database
- Proquest Statistical Abstracts
- ERIC Database (via EBSCO)
- Ames, John G. *Comprehensive Index to the Publications of the United States Government 1881-1893*
- Poore, Benjamin P. *A Descriptive Catalogue of the Government Publications of the United States, September 5, 1774-March 4, 1881 / compiled by order of Congress by Ben Perley Poore*
- *Checklist of United States Public Documents 1789-1909*

Gifts

Some government documents are mailed directly to the library as gifts. As these are not part of the depository program, they are clearly marked as "ND", or non-depository. The Government Documents Librarian reviews all other gifts to determine if their content matches the collection scope of the depository collection. If they do, they are cataloged and added to the library’s collection in an appropriate shelving location.

COLLECTION EVALUATION

Selection Profile Review

The selection profile is evaluated on an ongoing basis. Tools that assist in the profile review include Item Lister and Documents Data Miner 2.

Weeding

The collection in the Government Documents Unit is weeded on a regular basis. As depository materials must be retained for use for five years, only depository materials received more than five years prior to the day of weeding are considered for discard. Non-depository documents may be weeded at any time. A list of items selected for removal from the collection is typically distributed to library liaisons, Government Documents Unit staff, and select Zief Law Library staff. Any requests to retain specific items are reviewed by the Government Documents Unit staff.

The Government Documents Unit follows the California State Library guidelines for proper disposal of government documents. Information to be considered when weeding is: 1) relevance to academic curricula and community needs; 2) use; 3) currency of information; 4) age; 5) duplication; 6) replacement by another format; and 7) physical condition. Government Documents located at the selective housing site are returned to
the Government Documents Unit for proper disposal when they are weeded by the library staff managing that site’s collection.

**Replacing Lost or Stolen Items**

The Government Documents Librarian attempts to replace lost or stolen items received less than five years ago. The Government Documents Librarian replaces older documents on a case by case basis after determining their potential use. Replacement copies are requested or purchased directly from the issuing agency or are purchased through the U.S. Government Bookstore website. If a replacement copy is unavailable or if it is not available in a timely manner, the document may be downloaded from an electronic source or ordered through Interlibrary Loan and photocopied.

**PUBLIC SERVICES**

**Access Policies**

Gleeson Library I Geschke Center supports no-fee public access to the federal depository library collection as outlined in Title 44, Chapter 19 of the U.S. Code and the Instructions to Depository Libraries. Gleeson Library I Geschke Center's depository collection is available to all members of the university community and the public during the hours the library is open, with the following exception: the Library is reserved for current USF students, staff, and faculty from 8 PM to 8 AM. Those researching government information have access to all depository materials shelved throughout the library. The staff at the Reference Desk is available to assist all library patrons, including accommodating those with disabilities.

**Electronic Information and Internet Use**

Gleeson Library provides no-fee access to the Internet and provides guest accounts for utilizing computers in the library’s computer labs. The library has a website at https://www.usfca.edu/library/governmentinfo to assist patrons with their online research.

Consistent with the university’s policies, there is a charge for printing and photocopying. There is no charge for scanning.

The library does not use filtering software on its public work stations.

**Reference Service**

All government documents reference service is currently conducted at the library Reference Desk in the Reference and Research Services Department. Librarians, library assistants, and student assistants staff the desk almost the entire time the library is open. Experienced student assistants staff the desk alone in the late evening hours. The Government Documents Librarian conducts training sessions for the Reference and Research Services Department staff members and provides current awareness notices as the need arises.

The Government Documents Librarian is always available to assist with a reference question when he/she is at the library. Any depository user from the university
community or general public may make an appointment to meet with the Government Documents Librarian to discuss his or her research.

The Gleeson Library Government Documents website at https://www.usfca.edu/library/governmentinfo is a useful starting place for government documents research.

**Lending and Borrowing**

The university community and registered Special Borrowers may borrow most government documents in print format at the main library Circulation Desk. Tangible electronic documents (disks, CDs, and DVDs) and maps are also allowed to circulate. Selected government documents in paper format, such as any bound periodicals and the U.S. Serial Set, are library use only. The circulation period for government documents matches that of materials from the General Stacks.

**Interlibrary Loan**

Gleeson Library I Geschke Center has an Interlibrary Loan program managed by an ILL Coordinator. The library is part of a consortium of Jesuit colleges and universities. The library is also part of a consortium with 51 other California and Nevada libraries for exchange of materials at no cost to the patron (LinkPlus). Depository materials may be borrowed via ILL.

**Resource Sharing with Law Library**

Gleeson Library I Geschke Center has a Selective Housing Agreement with the University of San Francisco Dorraine Zief Law Library. The Government Documents Unit at Gleeson Library | Geschke Center sends almost all documents of a legal nature with the exception of the U.S Code to the Law Library. The Government Documents Librarian is familiar with the legal documents and makes referrals to the Law Library for access to those materials. The Reference Department library staff from both libraries work together to answer reference questions.

**Referrals**

The Federal Depository Library Program is a cooperative program that enables libraries to share access to collections and expertise. In situations when a depository user requests government information which is not available at Gleeson Library | Geschke Center, the library refers the user to other libraries that have access to the desired information. Likewise, Gleeson Library | Geschke Center offers its own unique expertise, collections and resources to users referred by other depositories or organizations.

Through attendance of conferences and local meetings and informal contact with other depository libraries, the Government Documents Librarian participates in information exchange and learns about referral opportunities. The librarian also visits other nearby depositories to learn more about their collections and policies and participates in information exchange on GOVDOC-L.

**Public Awareness**
Gleeson Library | Geschke Center pursues many strategies to increase public awareness of our depository collection. Outlined below are some of the specific means used to promote our collection:

- Complete cataloging of government documents in the library’s online catalog, including indexing by subject, title, government agency and SUDOC number.
- Placement of the FDLP logo on Gleeson Library | Geschke Center’s entrance to the library and the library’s website homepage.
- Maintenance of a Gleeson Library | Geschke Center government information website which also displays the FDLP logo. The website facilitates access to online resources, as well as to our print collection through the various subject guides and finding aids.
- Networking with other libraries via local meetings and conferences.

**TRAINING**

The Government Documents Librarian is responsible for providing an orientation for new library staff and ongoing training for all library staff. The goals of the orientation and training are to familiarize library staff with the Federal Depository Library Program, educate staff about public access issues, and enhance our provision of public services relating to government information.

**New Staff Orientation**

The Government Documents Librarian meets with all new library staff to orient them to the Federal Depository Library Program and Gleeson Library’s participation in this program. The orientation includes the following:

- Overview of the FDLP
- Explanation of the principle of free public access for depository patrons
- Explanation of the principle of comparable service for depository patrons
- Overview of the public services we provide
- Online tour of the USF Government Documents Website

**Ongoing Training**

The Government Documents Librarian keeps the library staff informed regarding new or revised federal policies relating to the Depository Program. The Government Documents Librarian also updates staff regarding noteworthy new government information sources and services. These updates may take the form of email, blog posts, Reference Department Meetings, Town Hall Meetings, etc.