

**Library Self-study
Reports from Departments**

10/12

Government Publications Department

Name of reporting department

Marg Whalen

Name of coordinator

Cathy Palmini, Sue Marie Rendell,

Liz Zentner

Names of other staff involved in unit self-study

1) Description of department or service

The Government Publications Department consists of U.S. Government publications, Wisconsin Documents and four special collections.

Our department has over a million publications, both historic and current on all topics, in a wide variety of formats from pamphlets to books to periodicals to electronic resources. Our outstanding historical collection includes many of the official documents of the U.S. Government from 1789 to the present and the State of Wisconsin from 1848. We have been an officially designated federal depository library since 1954 and a Wisconsin depository since 1976.

The federal collection is maintained in the SUDOCs numbering system used in indexes, databases, and the online catalog and the Wisconsin collection in the unique Wisconsin call number system. Currently we select 75% of available federal depository items in support of the UWSP curriculum and our patrons. Most of the collection circulates. Among other regulations, depository status requires us to provide a biennial report, and complete an annual collection review of selections which, because of our size, is quite intensive. As a Wisconsin State Census Affiliate, we must also submit an annual report.

In 1988, we were the first library, not only in the state but the Midwest area, to integrate access to government publications into the library's online catalog. This includes all serials holdings and the monographic materials from 1976 to the present. We load commercial cataloging records into our online library catalog that are regularly reviewed, revised, combined and deleted; and holdings are maintained. The subscription profile for determining these is reviewed annually. Wisconsin documents and special collections are cataloged by the library cataloging department.

With the government's switch to electronic publishing we continue to provide direct access to these electronic resources through maintained records in our online catalog. The conversion to electronic records management has changed our emphasis but not decreased our workload. Changes are frequent and providing current access is labor intensive. However, with depository tools and skilled staff, we've developed systematic approaches to keep on top of this new format. In addition, selected Government web resources are a major presence on the library's Virtual Reference Desk.

We provide comprehensive reference services for Government Publications at point of access within the department. Paper and electronic indexes/databases, reference tools, web resources, the online catalog and knowledgeable staff are utilized. Documents reference questions tend to run the gamut from general to specific topics, historical and current, interpretation of information and multiple formats. Providing access to this body of information requires expertise in government reference tools and collections, an awareness of user needs, and well developed skills for providing research guidance.

Instruction in Government resources is provided for university classes tailored to each. As an exposure to the potential uses of Government resources, these sessions are an important factor in the use of the collection by students throughout their academic careers. Due to campus faculty retirements and the Government Publications Librarian's pending retirement these have decreased significantly in the last few

years. The emphasis is currently on staff development workshops on Government resources. All Library Resources 101 sections are also provided with class sessions on Government information. Our two newest staff members create monthly displays in the main library lobby of topical Government resources effectively increasing public awareness of the area.

Special Collections: are housed in separate rooms on the 6th floor for preservation and research purposes. They are maintained by the department staff who provide access and reference assistance.

- **Rare Books:** non-circulating collection defined by their age or uniqueness.
- **Native American Collection:** contains sources on government relations, policies, and treaties with special emphasis on Wisconsin tribes. These include federal historic primary publications, National Archives microfilm series, and supporting non-governmental materials.
- **Assassination Collection:** provides researchers and students a non-circulating archive of collected materials with an emphasis on the assassination of President John F. Kennedy.
- **U.S. Census Collection:** As an official depository for U.S. Census materials and an affiliate member of the Wisconsin State Data Center, the department maintains and provides access to all available census data including the Economic Censuses and the decennial Census of Population, which dates back to the first enumeration of 1790.

2) Who is served

- As a depository we are required to provide access and services to meet the needs of the citizens of the 7th Congressional district.
- University faculty, staff, and students.
- Community, local area students, businesses, and institutions.
- The patrons of our sister institutions and the public library through Universal Borrowing.
- Patrons around the country through Interlibrary loan services since our retrospective collection is noted on OCLC's national database.

3) Staffing

- Library faculty: Government Publications Librarian , full time
- Library faculty: Wisconsin Documents Librarian, half time (Main reference and Marketing also in job description)
- Library Services Assistant-Advanced, full time (with MLS)
- Library Services Assistant-Senior, half time
- LTE Community Industries employee who shelves materials, 10 hours/wk.
- 7 student assistants, 45 hours/week
- Additional Reference Support from Library Faculty, 9.5 hrs/week

With the pending retirement of the Government Publications Librarian, the major concern is for the future. There is a critical need for a specialist who knows the structure, operation, and publishing pattern of the government, and who can build on that expertise to provide the reference, instruction, cataloging, collection development, supervision and problem solving necessary for Government Publications collections, services and staff. The department strongly urges the appointment of a Government Publications Librarian either internally or by hiring a new faculty librarian in a timely manner. Turnover: During the past 5 years, our previous LSA Advanced became a library faculty member and our previous LSA senior resigned. Intensive training of new classified staff members was required to meet department needs and depository guidelines.

Other staffing issues:

- Continuing need for Staff Development
- Student hours will be decreasing

4) **Facilities**

- Aging, outdated facilities, furniture and equipment in serious need of rehabilitation
- Slow response to maintenance problems
- 43% of federal publications on compact shelving, which are unstable at times and have become a library building problem. We just shifted 493 linear feet of congressional hearings into compact. (shelving sections: 441 compact, 580 free standing for U.S. Collection)
- Lighting in workroom needs improvement

5) **Technology**

- Internal support provided by two assigned Information processing/technology consultants with an emphasis on specific library services and needs is critical
- Need for newer, faster computers for staff and public work stations
- Non-filtered Internet access is critical

6) **Supporting statistics (last 5 years if available)**

PART A -- Acquisitions

Gross cumulative total for U.S. depository Collection from 1970 – June 2007:

Paper: 532,893

Fiche: 351,887

CDs: 4,228

U.S. Total: 889,008

U.S. Discard (1970-June 2007) Totals: 147,926

Gross Cumulative total for Wisconsin Documents from 1976-June 2007: Total: 77,341

GROSS TOTALS OF ACQUISITIONS FOR U.S. PUBLICATIONS AND WISCONSIN DOCUMENTS FOR LAST 5 FISCAL YEARS; AND U.S. DISCARDS:

Fiscal Year	U.S Paper	U.S. Fiche	US CdRom	<u>U.S. Total</u>	<u>Wisconsin Total</u>	U.S. Discards in all formats
FY 02-03	5,710	3,503	240	9,453	1,824	-858
FY 03-04	5,117	2,309	269	7,695	1,117	-2,309
FY 04-05	4,116	1,512	179	5,807	1,112	-1,842
FY 05-06	3,742	835	165	4,772	965	-1,730
FY 06-07	4,316	850	140	5,306	1,291	-1999

PART B – Catalog records

Within the library’s catalog there are 285,535 records for U.S. Government Publications. Most are shelved by SUDOCS number in the government stacks or microfiche cabinets. However, 29,343 fall into the following special categories and/or locations:

1. 22,622 are “web access only” records for electronically published Government Publications. (Currently we have 57,505 URL links for Government Publications in our online Catalog)
2. 2,567 are overnight circulation materials such as Periodicals, U.S. Soil surveys and other miscellaneous.
3. 2,127 are a special collection of the Census of Population and Housing and the Economic Censuses, historical to the most current. (shelved separately as a group because of many changes in SUDOCS numbers)
4. 975 are CD Roms including serial titles.
5. 622 are posters and some large maps that are located in our map cases.
6. 264 are in Compact Storage A and are basically serial titles for long runs of government agency decisions and reports. Compact B only contains the Congressional Records, its historic predecessors and the U.S. Serial Set which is not catalogued. Compact C contains historical, defunct agencies and bureaus that are not catalogued and Congressional Hearings, which are included in the above initial count and have never had their location changed to compact.
7. 159 are miscellaneous microform materials which, for the most part, are historic government resources.
8. With few exceptions, we have not gone back and catalogued materials prior to 1976.

The Wisconsin Documents Collection has 14,382 records included in the library’s online catalog of which 480 are web access only materials. There are still some historical and/or pre-1976 Wisconsin documents that have not been catalogued.

PART C -- Special Collections Statistics

Cataloged Title records in Special Collections include:

Assassination	271
Native American	821
Rare Books	1039
+Rare books oversize	160

Please note: The National Archives Film within the Native American Room represents Wisconsin tribes and were specifically selected from fifteen different series. In addition, we have 17 other microfilm series dealing with Native Americans within this collection for a total of 890 reels of film. The filmed Wisconsin Public Land Records and identifying charts are also kept within this special collection. Assassination statistics do not include material in vertical files.

PART D – Public Services

The following statistics represent some of the Department’s Public Services and also our use of compact storage for spacing needs.

GovPub Public Service & Facilities FY Statistics					Facility Requirements		
FY Year	Circulation Out of house	Turnstyle In house	Biblio Classes*	Class Student Numbers	Ref. Quest. Per week	Compact Docs. **	Compact Linear ft.
July '02 to June '03	9,059	12,601	14	282	483	735	90
July '03 to June '04	8,329	7,702	16	341	435	1,871	182
July '04 to June '05	5,758	14,675	14	297	332	1,389	123
July '05 to June '06	3,289	12,419	9	193	209	510	49
July '06 to June '07	2,286	12,901	14	290	191	14,282	556

*Includes Learning Resources 101 sessions.

**Major shift of Congressional Hearings into compact storage occurred in 2007.

7) Results of recent assessment activities

No recent assessment activities.

8) Special projects underway or major changes being implemented

- Continuation of electronic conversion of serials and older publications as Web access expands and material becomes digitized
- Public displays of topical Government Publications in the Library lobby
- Wisconsin serials projects reaching completion
- Continuation of staff development workshops in Government Web Resources

9) Goals or desired directions of the unit

- Weeding/deselection of Federal Collection requiring comprehensive analysis of content and current knowledge of patron needs
- More Government resource instruction to university classes and faculty
- Greater visibility of resources through outreach and promotion
- Stability and orderly transition following pending retirement

10) Other information

11) SWOT analysis of the department – see attachment.

12) SWOT analysis of the Library – see SWOT appendix



Department: **Government Publications Department**

Participants: **Marg Whalen, Cathy Palmini, Sue Marie Rendall, Tom Reich, Sybil Strupp, Liz Zentler**

S.W.O.T. Analysis

<p>STRENGTHS (Internal)</p> <ul style="list-style-type: none"> • Rich Collection • Dedicated, knowledgeable, service oriented staff • Access provided to Government Resources • Government Resources Reference service • Specific Government Resource instruction 	<p>WEAKNESSES (Internal)</p> <ul style="list-style-type: none"> • Collection underutilized, needs weeding • Pending Faculty Retirement • Increase and nature of Government electronic publishing • Time required to master Government Resources & procedures • Insufficient instruction services • Department facility aging
<p>OPPORTUNITIES (External)</p> <ul style="list-style-type: none"> • Government Electronic Publishing • Retirement • Depository Status • Outreach/promotion/marketing • Staff Development 	<p>THREATS (External)</p> <ul style="list-style-type: none"> • Electronic publishing • Pending Retirement • Budget cuts • Uncertain support from new campus Administration

Strengths: UWSP has one of the most comprehensive documents collection in the state both in its historic holdings and the depository retrospective (federal from 1954- , Wisconsin from 1976-) and current collections. Depository status gives us the tools, timelines and guides to manage our collection, even more important now since electronic resources are not tangible materials. Department staff are well-trained in the peculiarities of Government publishing, cataloging & access. We provide access through our services, maintained records in the online catalog, primary databases, reference tools, & selected Government web resources. We provide comprehensive reference services at point of access within the department and instruction to University classes upon request. Regular library staff development workshops are held on various aspects of Government Information.

Weaknesses: Our collections are underutilized and need weeding. We have a pending faculty retirement and, in spite of careful analysis and advance planning, have been unable to plan for an internal shift of responsibilities to assure stability to meet these and other needs. The Government’s shift to more electronic publishing has created problems due to the changing nature of technology & web access. We need to delegate more time to acquiring necessary skills & knowledge and do more outreach to departments and faculty for instruction in Government information resources. Our facility needs serious rehabilitation and there is no apparent source of funding for replacement of aging furniture, equipment & other facility needs.

Opportunities: The increasing shift to Government electronic publishing has potential for different kinds of outreach and services, and may provide access to more digitized government resources. The pending

retirement can provide potential for new perspectives and strengths. Depository status gives us opportunities for new products, tools, training and workshops; and access to a community of collegial support. Our collection, staffing and services lend themselves to opportunities in outreach, promotion, and marketing. There are staff development opportunities.

Threats: Electronic publishing and web access can lead to the misconception that everything is on the web. This can result in the perception of less need by library users and others for appropriate reference and circulation services. The amount of Government information that is being provided on the web can be overwhelming. The assumption that the public all have access to computers is worrisome to information access in a democracy as is the disappearance of Government web resources for political or national security reasons. The pending retirement will be a substantial loss of knowledge and experience. Budget cuts have caused the loss of some primary databases and the non-replacement of aging or obsolete equipment. We are uncertain of support from new campus administration especially for replacing the pending retirement in a timely fashion which jeopardizes our depository status.