

Government Documents Collection Maintenance and Preservation Policy *(2020 revision)*

Tennessee State University Brown-Daniel library government documents' serials are preserved through an ongoing binding schedule of one to two times per year. Microfiche are kept in a microfiche file cabinet. Loose leaf and pamphlets are kept in file boxes at the end of each Superintendent of Document agency range on the shelves. Replacement pages are inserted as needed. Superseded items are discarded after receipt of newer editions.

Weeding

The depository coordinator is responsible for weeding and maintenance of the documents collection. The paper collection is weeded on a regular basis. CDs/DVDs are weeded as time permits. Documents in electronic format are not weeded and an item is discarded only when a revised edition is available or when it no longer supports the criteria described above.

Superseded documents identified using the Superseded List published by the Federal Depository Library Program (FDLP) are withdrawn and discarded. Items not identified on the Superseded List must be retained in the collection five years before they can be considered for discard in accordance to the standards outlined in the [Legal Requirements & Program Regulations of the Federal Depository Library Program web site](#).

Weeding is irregular. The depository is maintained as an archival, research collection. Publications are not automatically withdrawn after five years as permitted for selective depositories. Since the collection is small and more online items are selected, space is no longer an area of concern. When there is a need to weed items, the government documents librarian will notify the regional librarian to obtain permission to post them to the Association of Southeastern Research Libraries' (ASERL) Documents Disposition Database. When permission is received, the list is sent out following the disposal guidelines. If ASERL depositories do not claim weeded items, they will then be offered on the Federal Depository Library Program eXchange.

Promotion

The government documents collection is promoted in various ways.

1. The depository logo is properly placed on the front glass at the entrance to the library, and the logo can be found on the end of every stack in the government documents area to differentiate the collection from reference materials.
2. Through promotional materials that are made available from the FDLP. Promotional flyers and handouts are displayed in clear file display boxes and are placed on the reference desk and in front of the two government documents bulletin boards that are routinely changed. New documents are also displayed on shelves and promotional posters are posted around the government documents collection. A select few current periodicals

are placed in periodical display stands. There are two bulletin boards in the area that are routinely changed.

3. Through bibliographic instruction taught by the government documents librarian when requested by university professors. When instruction is held in the library, a pre/post-test, which includes questions on government documents, is given.
4. Through the government documents LibGuides ([Government Documents](#) and [Governments for Kids & Teens, 2020 Census](#), etc.)

Disaster recovery procedures can be found here:

[Tennessee State University Libraries and Media Centers Emergency/Disaster Plan](#)