



CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL LIBRARY BOARD POLICY

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Government Documents Policy	2020-001	5	04/16/07	1

BACKGROUND

The Shasta County Library was designated a selective federal depository library in 1956 to serve the Congressional District. The Shasta Public Libraries assumed that designation, effective January 2007.

PURPOSE

This policy is written to define the goals and handling process of the Shasta Public Libraries federal depository library.

POLICY

The goals for the Shasta Public Libraries depository program are as follows: To provide resources to meet the government information needs of the Congressional District; To inform residents of Redding and Shasta County about the policies and programs of the United States Government; To maximize public use of government documents; To enrich the collection of the Shasta Public Libraries.

The Federal Documents Collection provides a current and historical record of the workings of the Federal Government; Federal statute, code and regulation materials; statistical data; and information on topics of interest to the general public, local government agencies, and businesses.

Classification and organization of the collection:

The documents collection is filed using the Superintendent of Documents (SuDocs) classification system or the Dewey Decimal classification system. Microfiche are filed by SuDocs number in the fiche cabinet and CDs are filed by SuDocs number in the CD cabinet. Federal documents are identified by the depository number, SuDocs number, item number, and a "Government Documents Depository Library" stamp.

Selection of U.S. Government publications:

The Documents Librarian has the primary responsibility for the selection, deletion, receipt, and claiming of depository items in accordance with the Instructions to Depository Libraries and the Library's "Materials Selection Policy" adopted by the Redding Municipal Library Board. Suggestions from the library staff and the general public are encouraged. The final responsibility for the selection rests, by law, with the Library Director (California Education Code, 19146).

Documents are selected which best suit the needs and interest of library users and the community.

Subjects currently shown to be of interest to residents of Redding and Shasta County include: Agriculture, Foreign Relations, Arts, Health, Business/Economics, Geography/Country Information, Census Data, Geology, Consumer Information, Labor, Copyright Circulars, Laws &



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SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Government Documents Policy	2020-001	5	04/16/07	2

Legislation, Criminal Justice, Mining, Defense, Patent/Trademark Information, Demographics, Space, Education, Tax Information, Energy, Travel, Environment, and Water Resources.

Item numbers which are labeled "Catch All" will generally be avoided since they may result in unwanted material and there is a limited amount of space available to house documents. The Shasta Public Libraries does not routinely collect technical or specialized materials. Customers in need of this kind of material can be served in the following ways: Referral to the California State University, Chico, Library; Referral to other appropriate government agencies.

Upon request, U.S. Government publications not available through the depository program will be acquired at the discretion of the Documents Librarian. Unsolicited gifts and mailings will be added to the collection at the discretion of the Documents Librarian.

Format:

Paper format is selected for popular and heavily used items. Electronic format is preferred for voluminous or little-used materials. CD ROM and Internet workstations provide access to electronic data. Microformat will be selected when electronic format is not available.

Maintenance:

Depository materials are mended as needed, consistent with the policy for the general collection.

Multiple copies:

In general, only one copy of each title will be held with the following exceptions: Titles that are heavily used; Titles that are recommended for branch use.

Cancellation of items:

Items may be canceled at the discretion of the Documents Librarian after consultation with reference and staff. Items will be cancelled in accordance with Instructions to Depository Libraries.

To remain responsive to the needs of the residents of the Congressional District, all selections on the current active item list will be reviewed once a year.

Withdrawal of items from the collection:

Withdrawal of items from the Shasta Public Libraries documents collection is done in accordance with Instructions to Depository Libraries. With the exception of superseded materials, all items must be retained for five years from their date of receipt before they may be withdrawn. Items of lasting significance are kept indefinitely or for appropriate lengths of time as determined by staff.

The decision to withdraw items from the collection will be made by the Documents Librarian after consultation with reference staff. The final decision rests with the Library Director.



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SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Government Documents Policy	2020-001	5	04/16/07	3

Superseded material should be withdrawn immediately at the discretion of the Documents Librarian in accordance with the latest edition of Instructions to Depository Libraries and "Superseded List."

Security:

Items of local significance will be placed in the Boggs Local History Collection in locked cabinets. Customers may access with the assistance of Library staff.

RFID:

Radio frequency identification (RFID) tags will be applied to all documents for inventory purposes, if possible.

California State Depository:

Shasta Public Libraries is a California State Depository and receives and maintains State documents according to the same criteria as for federal documents and the general collection.

Local Documents:

The Library collects and maintains local documents from the County of Shasta and the cities of Redding, Anderson, and Shasta Lake. Most local documents are permanently retained in the collection.

The Shasta Public Libraries is a United States Environmental Protection Agency public information repository for the Iron Mountain Mine, Region 9 Superfund.

Adopted by the Redding Municipal Library Board April 16, 2007

Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-05

Amended by the Redding Municipal Library Board on 1/27/2020 by Resolution Number 2020-001