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Introduction

Albert R. Mann Library, of Cornell University, is a selective depository library of publications distributed by the Superintendent of Documents. Mann Library is located on the University campus in Ithaca, N.Y. The depository collection at Mann Library serves the New York 28th Congressional District, represented in the U.S. Congress by Representative Maurice Hinchey, and Senators Kristen E. Gillibrand and Charles E. Schumer. This district includes part of Broome County, including the City of Binghamton; part of Delaware County, part of Tioga County; part of Tompkins County, including the City of Ithaca; and part of Ulster County, including the City of Kingston.

Mann Library is the New York State land-grant library for agriculture and the life sciences, and human ecology; and the documents collection is regarded as a valuable and necessary part of the Library’s holdings. Publications are selected to support the educational and research mission of the University, while at the same time attempting to be responsive to the various information needs of the local area. The collection is relied upon to provide a record of government activity, legal code, regulations, and serve as a primary source of statistical data. Government information acquired by the Library is integrated into the collection for use by citizens in the State and nation, and preserved for the use of future generations.

Mann library is one of five depository libraries which serve the 28th district. The other libraries are: Olin Library, Cornell University; Cornell Law Library, Cornell University; Bartle Library, SUNY at Binghamton; and Sojourner Truth Library, SUNY College at New Paltz. Another depository library at SUNY Cortland (26th District) is located less than 30 miles from Ithaca, and is considered an alternative resource for patron referral.
Information Fact Sheet

 Depository Library name: Albert R. Mann Library

 Location: 180 Tower Road
 Ithaca, NY 14853-4301

 Depository library number: 0428
 Depository status: Selective (20%)
 Depository appointment: May 19, 1943

 Director: Mary Ochs
 Administrative telephone: 607-255-2285
 Administrative fax: 607-255-0318

 Library reference: 607-255-5406
 Library reference email: mann-ref@cornell.edu

 Depository librarian: Gregory Lawrence
 GWL1@cornell.edu
 607-255-3242

 Technical Svcs assistant Elizabeth Elswit
 EEE6@cornell.edu
 607-255-3418

 Preservation librarian: Joy Paulson
 JP243@cornell.edu
 607-255-7950

 Head, Collection Development Marty Schlabach
 MLS5@cornell.edu
 607-255-6919

 Librarian, Regional Depository NYS Library, Albany, NY Cynthia Conway
 nyslfdlp@mail.nysed.gov
 518-474-3854
Selection

Introduction

Mann Library collects government information and maintains a federal depository collection in order to improve the exchange of information about agriculture and the life sciences. The focus of collection development efforts in these areas is on acquiring information important for the advancement of these disciplines, and making available that information most needed by administrators, scientists, teachers, practitioners, students, and other members of the Cornell community.

Collection Development Unit

The Collection Development and Preservation Division are responsible for the identification and selection of all government information for the Library. The Division consists of a core of full time bibliographers who perform collection building activities, supplemented by part time specialists from all divisions in the library. Currently, a Life Sciences Bibliographer allocates 10% FTE to supervise government information selection and acquisitions for the Library. This bibliographer is the government information librarian mentioned below.

The Collection Development Division provides the Library with a systematic and coordinated process for deciding which publication medium(s) to select and which delivery method to use when a specific information resource is available.

Selection

A. Introduction

Mann Library collects government information and maintains a federal depository collection in order to improve the exchange of information about agriculture and the life sciences and human ecology. The focus of collection development efforts in these areas is on acquiring information important for the advancement of these disciplines, and making available that information most needed by administrators, scientists, teachers, practitioners, students, and other members of the Cornell community.

B. Collection Development Division:

The Collection Development and Preservation Division are responsible for the identification and selection of all government information for the Library. The Division consists of a core of full time bibliographers working in Collection Development, supplemented by part time specialists from all divisions in the Library. The Life Sciences Bibliographer responsible for most of the government selection activities for the Library is 1.0 FTE in the Division. Due to the broad subject scope of government information selected by the Library, the responsibilities of the
core bibliographers and the genre specialists often overlap, requiring close coordination with each other and the Division head.

C. Selection Activities

All government information selections are to be reviewed in a systemic manner. These activities include, but are not limited to:

1. Title selection - monographs, new serials, and documents which have not been mainstreamed into the orderly incorporation of government information for the Library's collection will be reviewed on an individual basis. These documents will be considered for inclusion when they meet criteria specified in Library departmental selection strategies, and coordinate properly with selection profiles of Olin and Law Libraries. As needed, these items will be reviewed with other genre specialists and/or the Division head.

2. Annual agency review - A comprehensive item number review will be prepared annually every spring. Periodic analysis of items selected from federal departments or agencies will occur following consultation with the Head of Collection Development and other librarians on staff. When appropriate, new item numbers will be added to the collection each year in June.

3. Review of Catalogs and Literature - Numerous federal documents are not available through the depository program. These publications will be actively sought through publication lists, commercial indexes, professional literature, contacts with federal agencies, and suggestions from the general public. Such publications will be acquired as needed for instructional or research purposes.

4. Research in a Subject Area - It is sometimes necessary to perform original research in a specific subject area in order to determine if unidentified information is available for the Library's collection. This research may be of interest to the government information community, and, if appropriate, disseminated by correspondence or publication.

5. Consultation with Faculty - the Library cannot collect equally in all subject areas of interest to the faculty and students of the University. The Library will collect actively in "core" disciplines, and less actively in related subjects. "Core" subjects are defined as those most directly related to the research and instruction priorities, current and anticipated, of the faculty of CALS, CHE, DNS, and DBS. Formal and informal contact and exchange with faculty is encouraged through University committee assignments, workshops, seminars, etc. Core and related subject areas are listed in Appendix A.

6. Consultation with other Depository Libraries - Cornell University Library collection policy discourages redundant content. Selection of government information must be coordinated with other libraries on the Cornell campus. Title and item duplicates should be reviewed and discussed with the other depository librarians during annual agency reviews. Also, it is important to identify and discuss common government information goals with these libraries.
Not all federal documents available from the Superintendent of Documents are appropriate for the collection at Mann Library, yet often these documents are sought by users of its collection. The Library will attempt to satisfy the user's request with the depository collections at Olin and Law libraries, or SUNY Cortland, and the use of interlibrary loan. When all available resources are exhausted, or if the need is urgent, the government information librarian will acquire the item directly from the federal department or agency, or from a commercial vendor.

It is important to note that the subject, language and geographic considerations for selection apply equally to all publication media. The question of what format to select is secondary to the determination of the appropriateness of the information content of the item.

D. Intentional duplication

In general only one copy of each title will be retained with the following exceptions:
1. titles in heavy use
2. titles needed for course reserve
3. titles with significant historical value

E. Superseded and Damaged Information

Superseded materials are often retained as a historical record for research purposes. Withdrawal of an item by the government information librarian should be done after consultation with other selectors within the Library, and with other CU libraries. Below are listed some types of materials which may be subject to rejection or removal:

1. any publication upon receipt of a revised edition.
2. separate pieces of a volume, upon receipt of final bound volume.
3. pages from loose-leaf publications that are replaced by new pages.
4. material which has an expiring effect date, such as annual tax forms.

Acquisitions Division

A. Introduction

Mann Library acquires government information from numerous sources: gift, subscription, exchange, special cooperative agreements, and the federal Depository Library Program administered by the U.S. Government Printing Office. The acquisition activities in the Library include the day-to-day processing of information in all formats, and planning for future acquisitions.

B. Acquisitions Division
The Cornell University Library Central Technical Services (CTS) is responsible for processing of government information for the Library. The Mann Library government information librarian works with CTS and is responsible for the proper management of Mann Library government information within the Unit. All government information materials received are integrated or "mainstreamed" into the normal work flow of acquisitions processing.

C. Acquisition Activities

1. Item Card Files

Item card files are no longer maintained and are mentioned here to note the legacy system. Selection profiles are maintained by the FDLP via the FDLP Desktop.

2. Shipment Delivery

Document shipments are currently delivered by UPS. The CTS accepts delivery of boxes and packages of documents which are delivered to the mail distribution area located on basement floor of the Library. Document shipments from the Superintendent of Documents are accepted during normal business hours, as determined by the Director of the Library. These hours may vary slightly during the academic year.

3. Processing Regular Shipments

A regular document shipment is a shipment received with both the shipping lists and the items described on the lists. Any shipment without shipping lists is considered a separate shipment (see Separate Shipments). Regular document shipments are processed within 24 hours of arrival. Documents received are immediately checked against shipping lists and stamped. Serials are processed, with detailed item-level holding updated online. Monographs are reviewed by the government information librarian. If selected for the collection these monographs enter the general processing procedure for cataloging, each having a provisional or in-process record added online. New serials are held for review by the government information librarian and the Head of Collection Development and Preservation.

4. Processing Separate Shipments

A separate document shipment is a shipment which arrives without the proper shipping lists included. Separate document shipments are to be held until a shipping list is received. Upon receipt of the shipping list, the documents are processed as regular shipment items.

5. Shipping Lists

Shipping lists are used to verify the correct receipt of depository items shipped in boxes, packages, mailing tubes, and envelopes (Example 1). If a shipment's content does not match
the shipping list, the shipping list is used to submit a claim. All three classes of shipping lists: those for paper items, microfiche, and electronic products, are retained for three months.

6. Duplicates

Duplicate copies of documents shipped to Mann Library are given to the government information librarian. The librarian determines if the document is to be added to the collection, offered to other CUL depository libraries, offered to another depository library, or disposed of as required by FDLP policy.

7. Claims

All claims for missing, damaged, or defective documents are made as soon as possible following the identification of the problem. If a claim is returned because the supply of replacements is exhausted, the Government information librarian will request a copy as a gift from the agency, or purchase a replacement if appropriate.

8. Defective Documents

The government information librarian, after consulting with the appropriate selector, will withdraw defective items from the collection. Upon replacement of the item, the defective item will be discarded.

9. Superseded Electronic Products

The Government information librarian, after consulting with the appropriate selector, will withdraw superseded copies of electronic documents (numeric, bibliographic, etc.). These documents will be reviewed for temporary storage, permanent archiving, or disposal.

10. Security

Items added to the collection and deemed of lasting value will be tattle-taped in order to better insure their safety. Items deemed unique, or of great historical or research value, may be identified as non-circulating. Such items would still be accessible to the public during normal business hours.

11. Selective Housing Agreements

Selective housing agreements with Olin, Law and the Veterinary Library are no longer maintained and are mentioned here to note the legacy system.
Bibliographic Control

A. Introduction

The University Library provides an important service to the Cornell community by organizing the information it acquires and preserves. The benefit of bibliographic control, easy access to widely disparate pieces of information, is fundamental to the mission of the Library, and is essential to the daily operations of Library personnel and patrons alike. The CUL Cataloging and Metadata Services Unit (CMSU) are responsible for the bibliographic management of government information ordered or received by the Library.

B. Bibliographic Access

Bibliographic access to the collection is made available through Voyager, the online catalog. Information displayed includes a complete bibliographic record and holdings information accurate to the piece level.

The main government documents MARC record source for the Voyager system is Marcive. When a Marcive record is not available or appropriate, the unit provides original cataloging of individual items or entire collections and provides points of access to the collection for patrons of the library. Because government information often varies in frequency and format, and have irregular authors and publishers, the government information librarian and the cataloging staff must often cooperate in describing individual (or groups) of documents.

C. Integrated Collection

Government information is not housed separately at the Library; rather, it is fully integrated into the general collection. The Library believes the practice of grouping documents with information of similar subject content enhances access to the collection.

D. LC Cataloging Preference

Mann Library uses the Library of Congress classification scheme adopted by the CUL system. The Superintendent of Documents (SuDoc) classification scheme is not used anywhere within the CUL system, and documents catalogued at the Library do not use SuDoc numbers as a point of access.

Public Access

a. Introduction - Mann Library provides access service and support for government information acquired from a variety of sources and in numerous formats. As the statutory library for agriculture for the State of New York, the primary clientele for these services are faculty, students and staff of Cornell University, as well as the citizens of New York, who are
multilingual, and have a wide range of information needs, experiences and expectations. As a federal depository library, the Library provides access to any patron who can either enter the library, or access its public domain electronic resources via the internet.

b. Description of public services - the public services section of the Services and Collections Division consists of 12.5 FTE, distributed through three main units: reference, circulation/reserve, and public computing. These units provide a wide variety of access service and support including, but not limited to, reference services, instruction, consultation, interlibrary loan, and the planning, research, and development of methods to provide enhanced onsite and remote access to the Library's holdings.

c. Reference collection - the reference unit maintains a special collection of quick reference materials to answer simple patron requests. This collection contains numerous government resources which include dictionaries, directories, manuals, handbooks, laws and regulations, statistical information, etc., in the most appropriate format(s). These items may be published as, but not limited to, print, microfiche, diskette, CD-ROM, and remote access to a database. Potential reference items are directed to, or identified for, the collection bibliographers for a selection decision concerning their inclusion into the reference collection.

d. General collection - the general collection contains government information not included in the Reference collection. The general collection is managed as an "open stack" area where anyone using the Library, including the physically handicapped, has equal, barrier-free access to government information. Patrons with special needs are accommodated according to their circumstances.

e. OPAC - the collections of Mann Library and the CUL system, including government information, can be identified and located using Voyager, the campus-wide on-line catalog. Voyager is available on campus and off via cable and wireless internet. The Voyager user interface provides both basic and advanced search capabilities for identifying government information, and displays either a short or full bibliographic record, and indicates holdings to the piece level.

f. Interlibrary Loan - if the Library does not possess an item of government information requested by a patron, it will attempt to acquire the information through ILL. CUL is a member of several lending consortiums and will use these partners as its primary lending source of government information. The nearest Regional depository library, New York State Library, is a cooperating member and information sought from it would be handled through these networks.

i. USDA Economics, Statistics and Market Information System (ESMIS) - the Library provides international internet access to thousands of USDA economic statistical publications. The ESMIS is sponsored jointly by the Library and the five economic agencies of the US Department of Agriculture. The data managed by this service is freely accessible, in the public domain, and is available around the clock, every day of the year. The Library and the USDA
make a special effort to keep the information organized in a fashion to be understood by the casual user.

j. Consulting - The Consulting Service at the Library is designed to provide in-depth assistance to patrons who seek information located within the Library, or accessible through the Mann Library website. Services include:

• general orientation to Mann Library and its services
• in-depth subject advice, including electronic and print resources
• assistance with database searching, including database selection
• search techniques and terminology
• features of specific databases
• printing and downloading information
• extracting information from numeric databases

k. Outreach - the Library advertises its collection in the professional literature, through USDA catalogs and brochures, and travel to USDA meetings.

Preservation

a. Introduction

Many documents collected by the Library require preservation treatments. Some treatments, such as stiffening, are performed prior to inclusion in the collection; other treatments are required during the useful shelf life of a document. The Library performs several treatments on important government documents, which include stiffening, bindery repair, or reproduction. The Preservation Unit at the Library is part of Collection Development, has a full time Preservation Librarian, and is supervised by the Head of Collection Development.

b. Criteria for Preservation

A government document is considered for preservation when it is:

1. deemed essential to the collection.
2. a reserve title.
3. a reference title.
4. a title likely to receive relatively high use.
5. the information exists in a medium where it is easy to damage.

A document is not considered for preservation if it is:
1. stapled
2. spiral bound
3. loose-leaf sheets
4. will receive low use
5. paper binding is stable

c. Fire/disaster insurance

Fire or natural disaster is recognized as a threat to the collection. The documents collection is treated the same as materials in the general collection. The documents collection is insured in the same general coverage policy that protects the rest of the Library's collection. If a disaster should damage the documents collection, the library will immediately notify Cynthia Conway, librarian in charge of the Regional Depository collection at the New York State Library, and the Federal Depository Library Program.

De-selection

a. Introduction

Most items received by the Library from government agencies and the depository library program are retained indefinitely and integrated into the collection. Unfortunately, some items are received which are not appropriate for the collection. These items may come as gifts, or parts of broadly interpreted purchase plans or depository item numbers. Sometimes, the Library must receive several unwanted items in order to collect the item it is interested in.

b. Criteria for de-selection - an item is identified for de-selection for any of several reasons:

- the item is outside the subject scope for the collection.
- the item is in the wrong format.
- the item is worn out or damaged.
- the item is superseded or has become dated.
- the item is identified as having erroneous information

c. Depository item disposal

Discard item as appropriate following CUL guidelines for waste disposal. Be aware of special handling requirements for non-paper products.

d. Depository item disposal and Regional depository notification

These items are placed into a disposal procedure based upon the age of the document. The basic procedure is as follows:

- hold the item a minimum of six years.
• prepare a "notification of intent" to dispose of the document. This notification should include the item number, title, issuing agency/department, date, number of volumes/pieces, and format.
• send the notification to the Librarian in charge of the Regional Depository collection at the New York State Library. (at this time Cynthia Conway).
• retain discard lists for three years after permission to discard the documents has been received.
• discard item as appropriate following CUL guidelines for waste disposal. Be aware of special handling requirements for non-paper products.

Training and Conferences

a. Teaching - the Library actively engages in providing instruction to student to enhance access to government electronic resources. Librarians work with faculty instructors to tailor instruction to the specific needs of the class.

b. Staff attendance at local and national conferences - The Library actively encourages staff attendance at professional conferences, and supports employee participation by providing paid work time and financial reimbursement for registration fees, travel, lodging, and meal expenses. Staff attends the annual USDA Outlook Forum and other specialized USDA meetings, the Depository Library Conference, and conferences sponsored by ALA which address government information issues.
Appendix A. Mann Library collection subject concentrations:

**Agriculture**
- Animal Science
- Applied Resource Economics
- Biological and Environmental Engineering
- Biological Statistics and Computational Biology
- Business Administration
- Communication
- Crops and Soil Science
- Entomology
- Food Science
- Horticulture
- Landscape architecture
- Microbiology
- Molecular biology and genetics
- Natural Resources
- Ornithology
- Plant biology, breeding and genetics
- Rural and Developmental Sociology

**Biology**
- Biochemistry
- Biological Statistics
- Ecology and Evolutionary Biology
- Neurobiology and Behavior
- Physiology
- Toxicology

**Human Ecology**
- Apparel design
- Design and Environmental Analysis
- Fiber Science
- Health Administration
- Health Policy
- Human Development
- Neurobiology and Behavior
- Nutrition
Appendix B. Processing Deposit Shipments

Boxes from FDLP are received from UPS at infrequent intervals, 1-3 per month.

There are several shipping lists and items per shipment. There are separate paper, microfiche and electronic shipping lists.

NOTE: Mann Library does not receive everything on the list, but ONLY titles for ITEM NUMBERS that it selects.

Some larger items are received as separate shipments. Set these aside. The shipping lists for these come at a later time and are included in with regular shipments.

1. Open box and remove items until you come to a shipping list. (It’s easier to process this way.)
2. Date stamp shipping list.
3. Match each item by hand against the shipping list, paying close attention to details such as correct title, volume and number. Place a small pencil check next to item no. of each item received.
4. Item stamp each piece (usually top right corner and write item no. on piece. If hardback or glossy you can stamp inside.
5. Keep documents and shipping lists separate. Shipping lists can be checked against library selection profile to see if anything needs to be claimed. After checking (and possibly claiming) the shipping lists are filed for a minimum of 3 months.
6. Serials are checked in on Voyager. If you can’t find a title, send it to government information librarian.
7. Monographs are set aside for review by government information librarian.
8. Publications not selected by the government information librarian are set aside for discard processing. These documents must be retained for FIVE years. Discards are kept in item no. order on the discard book shelf.
Appendix C - Internet and Local Content Use Policy: Government Information

General statement of policy

The Albert R. Mann Library is the New York State agricultural library. The public use policy for Mann Library is very proactive. Any New York State resident can use the library and any resource purchased with state funds. Within the framework of the Cornell University IT Policy, the library will make its computers and internet access available to the general public during regular hours of operation.

Cornell IT Policy

All Cornell community users and visitors are required to adhere to the Cornell University IT Policies. See: http://www.it.cornell.edu/policies/university/index.cfm

General visitor privileges

1. Internet Access: Visitors may use their laptops or mobile devices to access the Internet by registering for guest network access. Please see RedRover-Guest Access for instructions. See: http://www.it.cornell.edu/services/redrover/howto/rrguest/index.cfm

2. Computer access: Mann Library provides nearly 280 computers for use in the library. Visitors may use any computer during normal business hours. There are no sign-up sheets and no restrictions on length of use of the computer. For computers, see: http://smartmap.mannlib.cornell.edu/ and for library hours, see: http://mannlib.cornell.edu/hours.

3. Government data and publications: Visitors may access any unrestricted government publications and/or databases at any Cornell library public computer terminal. Access is free to any library user with no fees, age restrictions, or residency requirements.

4. Printer, plotter or copier machine use: Visitors may use public printing devices for a small fee or per-page charge. Cash, credit card or copy card payment options are available. See: http://mannlib.cornell.edu/equipment-software/printers

5. Assistive Technology Devices. An assistive technology workstation is available on the main floor of Mann Library. Visitors who need an introduction to the equipment or assistance in use should ask for assistance at the Stone Computer Desk. See: http://mannlib.cornell.edu/equipment-software/workstations

6. Storage. The library does not sell or loan storage devices to visitors.

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