PURPOSE

The Monmouth University Library was designated a depository for federal documents in 1963. The collection serves the sixth U.S. Congressional District of New Jersey. The Depository is maintained in accordance with the requirements set forth in Chapter 19 of Title 44 of the U.S. Code, and by the guidelines issued by the Government Printing Office (GPO) and the Federal Depository Library Program (FDLP).

COMMUNITIES SERVED AND ACCESS

The students, faculty, and staff of Monmouth University are the primary users of the depository collection. In addition, the collection serves the government information needs of the local general public. Guests are afforded full access to the tangible and online collections. Most of the print and microfiche documents are housed in the Government Documents section of the Library, and cataloged according to Superintendent of Documents (SUDOC) classification. In certain instances a publication may be housed in the Reference Section or Main Collection in order to facilitate use. Such documents are classified in Library of Congress (LC) classification. Government Documents classified in SUDOC are considered reference and therefore do not circulate. However if the need arises, documents can be borrowed for short periods by arrangement with the documents librarian. Currently, all documents received through the Depository Program are cataloged.

SCOPE

Monmouth University is a selective depository and receives approximately 20% of the tangible and electronic documents available from GPO and the FDLP. Selection of government documents is made by the government documents librarian, with input from Monmouth University librarians and faculty. Publications are selected to accommodate the instructional and research needs of the college curriculum. Selections also accommodate the information requirements of area residents in accordance with the obligations of the FDLP. Subject areas emphasized are business and economics; education; social welfare; criminal justice and homeland security; health sciences, and defense. U.S. Government publications which are not available through the depository system will be acquired selectively if needed for instruction or research purposes.

TYPES OF MATERIALS

The Government Documents collection contains publications in print, microfiche, and CD-ROM. Currently, the Government Printing Office makes over ninety-five percent of its publications available online. With that in mind, going forward the Library will favor online documents over their print or microfiche counterparts. Access to online information will be provided through the Library online catalog (http://millenium.monmouth.edu/search.html), and the U.S. Government Libguide (http://guides.monmouth.edu/government).

RETENTION AND WITHDRAWAL

As per the legal requirements for a selective depository library, Monmouth retains tangible materials for five years. Items deemed to have historical or research value for the user community are retained longer. Older, uncataloged documents will be reviewed and either added to the catalog or withdrawn from the collection. When withdrawing documents, the Library follows procedures set forth by GPO and the regional librarian at Newark Public Library.