

*Government Documents Collection Development Policy  
Mary & John Gray Library  
June 2005 Revision*

**I. Introduction**

The Mary & John Gray Library has been a selective depository for federal documents since 1957. Government publications are acquired to support, in varying degrees, the research and teaching interests of the university community and the needs and interests of the Texas Second U.S. Congressional District. In addition, the library also serves as a depository for Texas State documents.

**II. Objectives**

To establish procedures for acquiring new documents, evaluating and maintaining the collection and determining the scope of the collection for selection purposes

**III. Purpose/Mi**

## V. Population and Industry Statistics

According to the **Fast Facts for Congress Census 2000 data**

2<sup>nd</sup> U.S. Congressional District

**Population:** 651, 620

**Economy:** Government/services, petrochemical, other chemical

and stored in appropriate cabinets in the Microforms area. Microforms are cataloged





those items identified for withdrawal. The availability list will be distributed electronically on the State Library's list. A copy of the disposal list will be kept in the files of the Documents Librarian but will not be distributed to other library faculty per their request.

The department keeps daily collection totals. The circulation department maintains the circulation statistics for documents.

The department also monitors usage statistics by classification number.

## **XI. Community Outreach**

### **Web Page**

To accomplish the goal of community outreach the documents department has mounted a web page providing access to government web resources. Links will be added as needed and checked for accuracy every month. Suggestions for links may be submitted by staff, faculty and students and will be evaluated by the Documents Librarian before they are added.

### **Presentations and Displays**

Library instruction sessions are offered to classes on campus. Training sessions on various government information topics and resources are offered during the long semesters and open to campus faculty and staff. Periodic displays in the library will also promote the collection. Subject guides and search guides will also be created to assist researchers.

### **Library Newsletter**

The Documents Librarian will compose an article about government documents and information for each edition of the library newsletter. The newsletter is published twice a year in print and is made available via the library home page.

## **XII. Review Frequency**

This policy will be reviewed annually for accuracy. A copy will be dist

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Development Secondary  
Education  
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