

COLLECTION DEVELOPMENT POLICY
Federal Documents Section
Hawai`i State Library
Revised December 2009

INTRODUCTION

The Hawaii State Library has been a selective Federal Depository Library since May 31, 1929. The library is the main public library branch for the Hawaii State Public Library System and is located in the 1st U.S. Congressional District on the island of Oahu. We provide a resource-rich environment of no-fee access to materials and resources published by the federal government that serves the State of Hawaii. We also provide federal government information support and services for the other public libraries in Hawaii, especially the Federal Depository Libraries that are located at Lihue Public Library, on the island of Kaua`i, and Kahului Public Library, on the island of Maui.

The Federal Documents Section was independently formed on April 19, 1971 to insure the integrity of the Federal Depository Library collection and is located on the second floor of the Hawaii State Library. Only the Government Documents Collection, regional federal depository library, located at the University of Hawaii – Manoa and the Federal Documents Section have fully dedicated facilities and staff to maintain the resources of the Federal Depository Library Program in the Hawaii and Pacific region.

Other functions performed by this section:

1. Our section was accepted as the designated Patent and Trademark Depository Library in Hawaii on December 18, 1989 to provide patent and trademark resources and services as the sole PTDL in the Hawaii and Pacific area.
2. The Federal Documents Section has been a Passport Acceptance Facility, since July 15, 2003, to accept new passport applications and provide information on behalf of the Office of Passport Services, Bureau of Consular Affairs, Department of State.
3. We are a Hawaii State Data Center Affiliate for the Hawaii State Library to distribute and archive census data and assist census data users since March 12, 2007. Another public library affiliate is the Molokai Public Library.
4. We participate in the Tax Form Outlet Program (TFOP), a voluntary tax form distribution program with the Internal Revenue Service.

This policy was developed in accordance with the requirements defined in the [FDL Handbook](#).

MISSION STATEMENT

Our mission is to select and support the dissemination of federal information and related materials to supplement the general collection of the Hawaii State Library.

The target population consists of 1,288,198 people with:

GENDER: Female – 638,663 (49.58%) Male – 649,535 (50.42%)

AGES: (Number)		Median Age (total): 38.3 years		Median Age Male: 36.6 years Female: 40.1 years		
<u>< 5 years</u>	<u>5-19 years</u>	<u>20-34 years</u>	<u>35-54 years</u>	<u>55-64 years</u>	<u>65-84 years</u>	<u>85+ years</u>
85,757	232,525	269,008	358,049	153,028	161,327	28,504
6.66%	18.05%	20.88%	27.79%	11.88%	12.52%	2.21%

RACE IDENTIFICATION	Number	Percent
White Alone	348,746	27.07
African-American Alone	30,666	2.38
American Indian or Alaska Native Alone	3,090	0.24
Asian Alone	495,454	38.46
Native Hawaiian or Other Pacific Islander Alone	116,190	9.02
Some Other Race Alone	18,358	1.43
Two or More Races	275,694	21.40

U.S. CITIZENSHIP (Number)

By Birth in U.S.	By Birth in Puerto Rico or U.S. Island Areas	Born Abroad of American Parents	By Naturalization	Not A U.S. Citizen
1,019,009	13,189	26,652	121,656	107,692
79.10%	1.02%	2.07%	9.44%	8.36%

EDUCATION ATTAINMENT (Number)

Population 25 years or over	Up to 12 th , No Diploma	High School Graduate (also GED)	Some College, No Degree	Associate's Degree	Bachelor's Degree	Graduate Degree
873,046	84,846	250,825	198,188	85,014	167,681	86,492
100%	9.72%	28.73%	22.70%	9.74%	19.21%	9.91%

HOUSEHOLD INCOMES (Numbers)	Less Than \$10,000	\$10,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$99,000	\$100,000 - \$199,000	\$200,000 and over
437,105	25,652	48,760	84,273	150,648	103,579	24,193
100%	5.87%	11.16%	19.28%	34.46%	23.7%	5.53%

INCOME MEASURES	Median Family	Median Nonfamily	Median Household	Median Veteran	Median Nonveteran	Per capita
In 2008 Inflation-Adjusted Dollars	\$78,659	\$39,518	\$67,214	\$42,274	\$28,586	\$29,386

EMPLOYMENT STATUS (Numbers)

Population 25 to 64 years	Civilian Labor Force	Armed Forces	Unemployed	Not In Labor Force
683,215	518,528	25,579	15,255	123,853
100%	75.9%	3.74%	2.23%	18.13%

TOTAL HOUSING UNITS (Numbers)	Vacant	Total Occupied	Owner-Occupied	Renter-Occupied
512,842	75,737	437,105	258,365	178,740
100%	14.77%	85.23%	50.38%	34.85%
Resident Numbers		1,253,999	766,797	487,202
Percent		100%	61.15%	38.85%

Source: Source: U.S. Census Bureau, 2008 American Community Survey

PRESENCE OF A COMPUTER AND THE INTERNET (in thousands)

	Individuals, 3 years + (#)	Accesses Internet (#)	Accesses Internet (%)	Households with Internet (#)	Households with Internet (%)
Hawaii	1,213	713	58.8	860	70.9
Nationally	285,410	177,987	62.4	191,520	67.1

REPORTED INTERNET ACTIVITY, BY SELECTED CHARACTERISTICS (in thousands)

Age Group (years)	Total Connected to the Internet	Take A Course Online	Search About Healthcare	Search For Government Services	Search For A Job
15 to 24	28,644	2,528	4,924	5,292	6,544
25 to 34	25,615	2,668	9,037	8,795	7,528
34 to 44	27,823	2,467	10,412	10,100	6,031
45 to 64	41,202	3,147	17,133	15,578	6,293
65+	7,844	169	3,362	2,346	182

Source: Computer and Internet Use in the United States: October 2007, Current Population Survey, October 2007

ADULT LITERACY

Location	Population Size	Percent Lacking Basic Prose Literacy Skills
All State	944,472	16
Hawaii County	118,659	13
Honolulu County	675,356	17
Kalawao County	127	20
Kauai County	46,358	12
Maui County	103,972	14

Source: 2003 National Assessment of Adult Literacy, Institute of Education Sciences, National Center for Education Statistics

SELECTION RESPONSIBILITY

The Section Head of the Federal Documents Section is solely responsible for the selection of federal government publications and supporting commercially published materials. Government Printing Office publications, by item numbers, are selected yearly during the open period that generally falls around June and July of every year. Commercial publications are selected during the July to June fiscal year cycle. Gifts will be accepted if they fall within the scope of the collection.

Selection of government documents is based upon the current and anticipated needs of the users for this material. The steps taken to accomplish this include:

- Consider the historical and archival needs of the local community.
- Scan current news sources from various media for government publication alerts.
- Receive input from other subject selectors and branch librarians.
- Receive suggestions and requests from public users.
- Review reference loan requests to identify usage of the collection's materials.
- Search through selection alerts and shipping lists from the Government Printing Office.
- Check various commercial publication lists and catalogs.
- Screen the Needs and Offers Lists for retrospective collection management.
- Government Printing Office publications of significant reference value will be distributed under Item Numbers 0556-C and 1004-E.

SELECTION TOOLS

In order to guide new selectors and insure consistency in the selection process, the following tools are suggested:

A. Depository Items

1. List of Classes of U.S. Government Publications Available for Selection by Depository Libraries
2. WebTech Notes
3. Essential Titles for Public Use in Paper Format
4. Superseded List
5. FDL Handbook, Appendix A, "Suggested Core Collections By Library Type."
6. Catalog of U. S. Government Publications.
7. Government Printing Office Subject Bibliographies
8. Statistical Abstract of the United States sources
9. Serials Supplement of the Monthly Catalog of United States Government Publications.

B. Non-Depository Items

1. Section holdings on Index Cards and MS Access database
2. Library Journal, especially the May issue
3. Publisher catalogs and lists
4. The Needs and Offer List
5. GOVDOC-L Listserv
6. MarciveWeb DOCS database
7. Documents Data Miner database
8. Scanning current events
9. Government Document Roundtable (GODORT)
10. "Documents to the People" journal of GODORT

SUBJECT AREAS

The primary focus of the collection is to collect any publication for and about any aspect of Hawaii and the nation islands in the Pacific Ocean area, particularly American Trust Territories, whenever possible. However, collection of these publications may not be directly selected, such as oversized printed maps, due to space limitations of storing excess print publications that are also selected.

The primary subject holdings for our collection are focused on collecting current statistical data and significant historical information covering various patents, trademarks, copyrights, Census, Federal taxation, military history, NASA history, passport and general legal resources for adult information and senior student research. Other information is maintained in the collection as space permits.

Most directories (especially telephone), bibliographic lists, conference proceedings (especially transcripts), foreign language materials, information aimed at target groups outside of our focused age group, small pamphlets and flyers in print format were generally not kept past the five year holding period due to space limitations.

FORMATS

English is the primary language favored for the collection. Printed copies are preferred for the convenience of the general public. If the authorized copy takes a long time to download or is difficult to read from the Internet or electronic format, a print copy is obtained, if available. Because of space limitations and because GPO is migrating to distribution of electronic products and Internet access, the Federal Documents Section will have fewer opportunities to select printed products in the future.

It is the responsibility of the Federal Documents Section Head to determine what format is most appropriate when a choice is available. Videotape documents are not supported due to space and budgetary limitations for purchasing viewing equipment. Large maps are not supported due to space and storage limitations.

COLLECTION ARRANGEMENT

Federal publications received from the Government Printing Office and housed in the Federal Documents Section shall be classified with the Superintendent of Documents classification system. Documents received from the Government Printing Office and housed in other library sections shall be classified with the Dewey Decimal classification system. Materials received from commercial sources and housed in the Federal Documents Section shall be classified with the Dewey Decimal classification system.

Publications covering Hawaii and Pacific area subjects are first offered to the Hawaii and Pacific Section Head for their reference collection. The first duplicate copy is housed in our collection. Any other copies are selected as a back-up reference or circulating copy in the Hawaii and Pacific collection, if accepted.

The Section Head will be responsible for determining which newly acquired publications are suitable for housing in other sections. All candidate materials to be added to the Online Public Access Catalog will be presented to the subject Section Head for consideration. The subject Section Head will have the final say of whether to include the requested item into their collection. Preference is given to housing these materials with the subject section because the item will be included with other similar subject matter for easier browsing. Criteria for offering these documents to the subject sections includes, but not limited to: public interest, media publicity, subject section's collection strengths and historical research.

RESOURCE SHARING

Selections and deselections are made with some knowledge of the scope of the other depository collections in the State of Hawai`i. Information is shared through both formal and informal contacts with other depository librarians and subject Section Heads. Federal Documents both loans and borrows depository materials through interlibrary loans. Publications available for interlibrary loans are at the discretion of the Section Head. The regional depository library at University of Hawai`i-Manoa, is available for assistance and referrals.

COLLECTION EVALUATION

The GPO item selection shall be evaluated via a zero-based collection review during the annual update cycle. The shelflist holdings will be reviewed at least once every five years to assess the justification for including the item in the collection. The collection is also evaluated with the biannual survey that is required by GPO to maintain our depository status in good standing.

WEEDING AND MAINTENANCE

The collection will be maintained in accordance with the guidelines set out in the FDL Handbook. A shelflist of all depository publications will be maintained to the piece level. All documents will be clearly marked with the depository property stamp, receipt date, SUDOC and item numbers. All retrospectively identified depository materials may be marked with a Federal depository sticker for easier recognition.

Superseded materials, identified on the Superseded List located on the FDLP Desktop, and duplicate documents may be withdrawn prior to the normal five-year statutory retention period. Permission will be obtained from the Regional Depository Library for all withdrawn documents before deposal. Significant withdrawn documents may be offered to the Needs and Offers List for possible transfer to other depository libraries.

Worn documents will be evaluated for replacement or withdrawal. A deposit account will be maintained with the Government Printing Office to supplement the depository collection and to replace lost or damaged materials.

ACCESS

All government publications are reference material and are accessible for public use only in the library. Paper publications are shelved in open shelving in the section. Microfiche and electronic publications are stored, by format, in cabinets against the wall. Most publications are not listed in the library's online system. All electronic products and services selected will be made available to the public in a timely manner.

One Internet computer located at each Federal Depository Library (Hawaii State Library, Kahului Public Library and Lihue Public Library) will be dedicated to accessing Federal publications and information. These computers will meet or exceed the recommended Workstation Specifications, at the time of purchase, listed on the FDLP Desktop, including any hardware equipment and software programs needed to view all Federal publications.

The dedicated workstations for Internet access to Federal documents are freely available for public use. Library cards are not required to use these computers to access Federal documents. The Internet procedures governing the use of this terminal will be consistent with the Federal Depository Library's Internet Policy, Hawaii State Public Library System's Internet Acceptable Use Policy and Internet Use Guidelines. Free access of these Internet terminals will be allowed as an extension of our access policy to our depository collections as provided in 44 USC 1911: United States Code, Title 44, Section 1911.

Printing or downloading of information will be available for the patrons. Printing costs will be consistent with those of the Hawai'i State Public Library System. Tele-facsimile and e-mail replies to patrons will be performed in accordance with existing policies of the Hawai'i State Public Library System.