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**Subject:** GOVERNMENT PUBLICATIONS<sup>1</sup>

**Approved by:** Director of Libraries

**Contact:** Government Publications Librarian

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## Definitions

### Government Publications

The University of Manitoba Libraries defines "government publications" as

publications issued and published by the authority of a government or its agencies. Included are publications of the executive, legislative, and judicial branches of governments at all levels - international, national, federal, provincial, local governmental bodies and intergovernmental bodies. These publications are produced in traditional formats - paper, microform, audiocassette, videocassette, and magnetic tape; and increasingly in electronic formats- diskettes, CD-ROM, and on the Internet, etc.

Items published and/or distributed by commercial publishers but with government authors, and reports of research projects, subsidized by the government and written or distributed by a government department or agency, are defined as government publications. Briefs, submissions, or similar presentations to commissions, committees, etc., of a government, regardless of means of distribution and publication, are also considered governmental.

For the purposes of this collection policy, government publications are split into two broad categories:

1. Legislative Documents: publications that are the business of government and produced by the legislative, executive, and judicial branches of government. These include such material as bills, debates, royal commissions, gazettes, statutes, sessional papers.
2. Government Information: although these publications may reflect government policy,

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<sup>1</sup> This policy statement should be used in conjunction with the collection development policy statement of the Government Publications Section of the Elizabeth Dafoe Library. See Collections Development Policy Manual.

they are not part of daily government business. These publications are of an instructional, descriptive, or historical nature. They include such material as government-sponsored research reports, surveys, union catalogues, maps, patents, indexes, monographs, bibliographies, annual reports.

### Depository Materials

Both legislative documents and government information may be obtained through a depository program. The Depository Services Program of Canada, administered by Communication Canada is:

an arrangement with some 680 public and academic libraries to house, catalogue and provide reference services for the federal government publications they acquire under the Program. These depositories must make their DSP collections available to all Canadians and for interlibrary loans.<sup>2</sup>

### **Preamble**

Due to the complex and interdisciplinary nature of government publications, this collection policy is needed to clarify the responsibilities of section and unit heads in regard to the selection, acquisition, retention, and accessibility of **legislative documents** and **government information** in their own units.

Historically, the collection of **legislative documents** and **government information** for Dafoe Library was the responsibility of the Government Publications Collection. As other unit libraries developed and acquired professional staff, the responsibility for selecting and providing access to **government information** was assumed by subject bibliographers who select government publications as they would any other type of material in developing their collections.

### **Purpose**

The purpose of this policy is to clarify and rationalize the collecting of **legislative documents** and **government information** among the University of Manitoba Libraries. Both are collected to support the teaching and research programs at the University of Manitoba and are subject to the collection development policies of each unit.

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<sup>2</sup> See Attachment 1, which describes the scope of depository status at the University of Manitoba.

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## Policy Statement

### Legislative Documents:

Legislative documents are collected in two libraries: The Elizabeth Dafoe Library and the E. K. Williams Law Library. Collection development responsibilities for **legislative documents** are determined through the selection policies for these two libraries. The responsibility for the rationalization, development, and retention of **legislative documents** rests with the unit heads of the Law and Dafoe Libraries. In Dafoe, this responsibility is carried out by the Reference Librarian responsible for Government Publications who reports to the Unit Head.

### Government Information:

**Government information** is collected by all libraries in the system in accordance with their selection policy statements. The responsibility for the rationalization, development, and retention of **government information** rests with the heads of these libraries.

### Depository Materials:

All federal depository publications are received by the Elizabeth Dafoe Library, with the majority being held in the Government Publications Collection.<sup>3</sup> Selective material is sent to the Architecture, Fine Arts and Music Library, E. K. Williams Law Library, the Engineering Library, and the Sciences & Technology Library. They are received with the understanding that they are to be retained. Responsibility for the retention of depository materials rests with the unit head of each library. However, if the material is held in a format other than paper, it is permissible to discard the paper copy. Before discarding any government document or information, bibliographers should consult the Dafoe Reference Librarian responsible for Government Publications to ensure that there is no conflict with any depository agreements that the University of Manitoba Libraries has.

The Law Library has selective federal depository status which allows the library to select from the Weekly Checklist of Canadian Government Publications those materials relevant to the Law collection and in keeping with the collection policy of the Law Library.

The Province of Manitoba depository publications are received by Acquisitions. Serials and monographs are sorted, catalogued and forwarded to the appropriate unit, with the majority being kept for the Government Publications Collection, Elizabeth Dafoe Library.

The Neil John Maclean Health Sciences Library, as a depository for the Pan American Health Organization, receives and processes the publications of the organization.

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<sup>3</sup> See Attachment 1, which describes the scope of depository status at the University of Manitoba.

Data Liberation Initiative:

The Libraries maintains a membership in the Data Liberation Initiative which offers access, as required, to numerical data sets, either online or networked, from Statistics Canada. The Data Librarian, Elizabeth Dafoe Library, is responsible for making these resources available to library patrons.

Government Publications in General:

Under special circumstances only, **government information** which would normally be located in other units may be housed in the Government Publications Collection of the Elizabeth Dafoe Library, e.g, information on agriculture. This does not apply to the Law or Neil John Maclean Health Sciences libraries.

Access to **legislative documents** and **government information** is through the UML online catalogue, the units' card catalogues (for pre-1983 documents), and through the expertise of staff in units with large collections of government publications.

Before ordering any government publications, bibliographers should consider consulting the Dafoe Reference Librarian responsible for Government Publications to ensure that there is no unnecessary duplication. There may be a free copy in the Elizabeth Dafoe Library that may suffice for the system. Duplicates of government publications may be acquired if they qualify under the UML Collection Development Policy for Duplication of Resources.

Whether or not they are available in print, full-text publications on the Internet which are very topical and important are selected to be catalogued and added to BISON. Internet only publications are very selectively downloaded, printed and bound for the library collections.

## University of Manitoba Depository Agreements

1. Canadian Federal Government Publications

Since 1969, the Elizabeth Dafoe Library has been a complete depository library.

2. Manitoba Provincial Government Publications

Since 1991, the Elizabeth Dafoe Library has been a complete depository library.

3. European Communities

Since 1978, the depository library status has allowed the library to receive, on a free basis, one copy of all the periodicals and non-periodical publications issued by the institutions of the European Communities (i.e., Commission, Economic and Social Committee, European Parliament, Council of Ministers, Court of Justice, European Investment Bank, Statistics Office). The series cover the following subjects:

- a. General and Secondary Legislation of the European Communities
- b. Community Law
- c. External Relations - Foreign Trade
- d. Competition and Internal Market
- e. Economic, Monetary and Financial Affairs
- f. Social Affairs (largely statistical reports)
- g. Industry
- h. Energy
- i. Transport
- j. Agriculture
- k. Regional Policy
- l. Development and Cooperation
- m. Science and Technology
- n. Environment and Quality of Life
- o. Education
- p. Statistics

4. Pan American Health Organization

Since January 2002, the Neil John Maclean Health Sciences Library has been a depository for all PAHO publications in English.