

CHAPTER 14-10
ACQUISITION, PRESERVATION, AND CIRCULATION OF
DHEW PUBLICATIONS BY THE DEPARTMENT LIBRARY

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14-10-00 PURPOSE

This chapter provides policy and information on the acquisition, preservation, and circulation of **DHEW** publications by the Department Library.

14-10-10 RESPONSIBILITY

- A. The Department Library has the responsibility to:
 - 1. Collect Department publications that have historical value and/or value for current use.
 - 2. Organize publications by classifying and cataloging them.
 - 3. Maintain an historical, noncirculating collection.
 - 4. Maintain a circulating collection with sufficient copies of each publication for Library users. Many of these publications are in microform.
 - 5. Maintain a selected government documents collection of legislative materials and Federal advisory committee reports.

14-10-20 ACQUISITION OF PUBLICATIONS

- A. The acquisition and retention of Department publications by the Department Library is governed by the continuing historical value and/or the value of current need of these publications.
- B. Types of Materials Acquired by the Library
 - 1. Annual reports
 - 2. Periodicals
 - 3. Series' publications
 - 4. Bibliographies
 - 5. Selected special reports
 - 6. Selected special surveys

(14-10-20B continued)

7. Reproduced speeches **and addresses** of the Secretary, Under Secretary, Assistant Secretaries, Inspector General, and Heads and Deputy Heads of Principal Operating Components.
8. Selected press releases
9. Directories
10. Selected miscellaneous publications

C. Types of Materials Not Acquired by the Library

1. Records
2. Correspondence and forms
3. Posters
4. Other material which is preserved by the Department's records management program.

D. Number of Copies of Materials Required by the Library

The Library requires at least two copies of each **DHEW** publication--one for the historical, noncirculating collection and one for the circulating collection. When necessary, the Library will acquire additional copies for the circulating collection.