

## Louisiana State Documents Depository Program Guidelines for Submitting Paper vs. Electronic Format Documents

Our Digital Archive provides the citizens of Louisiana with permanent, free access to online, non-tangible documents. The Depository Program guideline: Send a document in the format in which it was distributed to the public at the time it is distributed.

- If a document is distributed in paper, then send paper copies.
- If a document is distributed as a DVD or CD, then send copies of the DVD/CD.
- If a document is only online/not tangible, then send the URL.
- If a document is not paper and not available online but is an electronic file, then email the electronic file.
- If a document has a very limited paper distribution but no paper copies are distributed to the public, then send the e-file or the URL if it is available online.

### Examples:

- Your annual report is an electronic file on your website but was also published in paper or DVD format. Send us copies of the paper report (our preference) or DVD and tell us the URL.
- Your newsletter is an electronic file on your website. When your agency staff needs a copy, they print one. The public is expected to use the file on your website. Tell us the URL and notify us each time it is revised or a new issue/edition is published.
- Your board/commission minutes are not printed for public distribution; members are the only ones to receive the minutes in paper format. If the minutes are on your website, then send us the URL and let us know when new ones are posted. If the minutes are not on your website, then send us the electronic file of the approved minutes so the Depository Program can fulfill our mandate to make these available to the public.

\*\*\*It is really important that you let us know each time a new issue/edition of an "only online" title is posted on your website and if your website address changes.

The Depository Program harvests electronic documents into our Digital Archive for permanent, long term access and preservation. These are available through the State Library of Louisiana online catalog

<http://ipac.state.lib.la.us/ipac20/ipac.jsp?profile=sll#focus>