

Louisiana State Documents Depository Program

Frequently Asked Questions

- Exactly what is this documents program?

It is an efficient, systemic way to get state publications out to the greatest number of citizens, all of whom have the right to access this informational material. It preserves the publications for future use. It gathers in a single place, through the Recorder of Documents' office and in the depository libraries, a listing of all of Louisiana's publications and . To accomplish all of this, the state's agencies and institutions submit copies of their publications to the Program then the Recorder indexes them before distributing them to the depository libraries for public use.

- What is a public document?

Most publications except correspondence and inter-office or intra-office memoranda and records of an archival nature. Here's how R.S. 25:121(1) defines public documents: "Informational matter, for public distribution regardless of format, method of reproduction, source, or copyright originating in or reproduced with the imprint of, by the authority of, or at the total or partial expense of, any state agency."

From LAC 25:VII.4303: Also included are "material published with federal funds or by sub-state planning districts" and "publications released by private bodies such as research and consultant firms under a contract with and/or under supervision of any state agency."

- What types of materials should agencies submit?

"Reports, directories, statistical compendiums [sic], bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche, and all items for sale." LAC 25:VII.4303.

- Where do these documents go?

The documents are sent to 40 public and academic libraries, plus the Library of Congress, which have all contracted to keep Louisiana state publications in their collections freely available for public use. There are 11 complete depositories that receive copies of every document available for distribution. The two historical depositories, the State Library of Louisiana and Louisiana State University, are designated by statute as complete depositories so each receives 2 copies of every document, preserving at least one for archival purposes. Louisiana Tech University also saves its copy indefinitely. Duplicate copies of documents can be borrowed from the State Library.

- Does every agency/institution really have to send in our publications?

Yes. It is mandated by R.S. 25:123(A) "each state agency shall furnish to the Recorder of Documents, upon release, copies of public documents to meet the needs of the depository system." Public academic institutions are considered state agencies so they participate in the Program. So do state boards, commissions, schools, legislative task forces, etc.

- Are there any advantages for the agency?

Absolutely! The depository program is an assured method of getting every agency's publications out around the State and into libraries open to the general public. The Program also ensures at least 2 copies will be archived for posterity.

- If a publication is on an agency website, does the agency still have to send a paper copy?

Yes, if the item is published in paper, the agency sends paper/tangible copies. Two of these paper documents will be archived and accessible long term. If it is only published as an electronic item, the agency sends the Recorder the URL Internet address as each new edition is posted to the agency website. The Recorder will let agencies and institutions know when the depository program is ready to archive electronic documents.

- How many copies should an agency send?

This number is determined every few years by how many depository libraries have contracted to receive the documents of each agency/institution. Agencies are given the number of copies in the semiannual letter and report from the Recorder of Documents or contact the Recorder of Documents.

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- What if an agency doesn't have enough copies or any copies of a publication?
Contact the Recorder of Documents so we can work together to accommodate specific problems and needs.
- Contact information:
Ferol Foos
Recorder of Documents
State Library of Louisiana
P O Box 131
Baton Rouge LA 70821-0131
(225) 342-4929 fax (225) 219-4725
ffoos@state.lib.la.us
or 701 North 4th Street
Baton Rouge LA 70802-5232
or docs@state.lib.la.us

The participation of every Louisiana public agency and institution is a vital part of the depository program.