

Louisiana State Documents Depository Program

Handbook for Agency Liaison Officers

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Compiled in the Recorder of Documents Office
March 2001; revised July 2004, February 2005, May 2008

Contact Guide for Agency Liaisons

Documents may be delivered or mailed to the State Library at the address below.

Questions and concerns about the Louisiana State Documents Depository Program should be directed to the staff of the Recorder of Documents Office.

Ferol A. Foos Recorder of Documents

Address: Recorder of Documents Office
State Library of Louisiana
701 N. 4th Street P. O. Box 131
Baton Rouge, LA 70802-5232 Baton Rouge, LA 70821-0131
Telephone: (225) 342-4929
Fax: (225) 219-4725
Email: ffoos@slol.lib.la.us

Christine Thomason Assistant to the Recorder of Documents

Address: Recorder of Documents Office
State Library of Louisiana
P.O. Box 131
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State Library of Louisiana: <http://www.state.lib.la.us/>
Recorder of Documents:
http://www.state.lib.la.us/la_dyn_templ.cfm?doc_id=124

Email: docs@state.lib.la.us

Overview:

The Louisiana State Documents Depository Program

Louisiana's state documents depository program was established in the Secretary of State's Office in 1948 by Act 493. In 1977, the program was transferred to the State Library of Louisiana. The system that is currently in place was designed to provide efficient distribution and maximum availability of state documents. Our 41 depository libraries receive shipments of state documents from the Recorder of Documents Office each month. The program is administered by the Recorder of Documents under the direction of the State Librarian. State agencies are required by Louisiana law to deposit sufficient copies of their publications to meet the program's needs.

Purposes of the Depository Program:

The primary purpose of the Depository program is to provide the people of Louisiana with access to publications of the state. Access to public documents is considered to be a basic right of citizenship in Louisiana. To ensure maximum access, depository libraries are strategically located around the state. No citizen of Louisiana is more than an hour's drive from a state documents depository library. Reference librarians are available to guide users to materials that will be useful to them even if they are not sure which agency produces the document or that the document even exists.

The secondary purpose of the Depository program is to create and preserve a complete, centralized, and organized historical record of Louisiana via its state documents. This removes the burden of perpetual storage of documents from individual agencies while ensuring that the historical record will be preserved. The organization of documents and the reference assistance provided facilitates access and prevents historical researchers and other library users from having to approach each agency they are interested in individually.

Thank you to the liaisons:

The success of the Louisiana State Documents Depository Program depends on the conscientious efforts of those state employees who perform the duties as liaison between their agencies and the depository program. This is an extra activity in addition to their primary job responsibilities. The Recorder's Office, the depository libraries, and the citizens of Louisiana are grateful to the liaisons for this additional work to ensure that the agencies' public documents are freely available throughout the State through the depository program.



The four types of depository libraries:

The **historical**, or statutory depositories, receive copies of all documents received by the Recorder's office, and keep these materials indefinitely. There are two historical depositories: the State Library of Louisiana, and Hill Memorial Library at LSU. In addition, Louisiana Tech University is a voluntary historical depository.

The **complete** depositories receive copies of all documents received in sufficient quantity and must keep these documents for 6 years, after which they may remove from their collections the documents they feel are no longer needed. There are four complete, non-historical depositories. The Library of Congress is one of these and the only one outside of Louisiana.

The **selective** depositories choose the agencies whose materials they feel will be most useful to their users, and receive materials from only the agencies they have chosen. Their choices are reflected in the number of documents the Recorder's office requests each agency to send. Selective depositories also receive a copy of the core collection titles, those items that the Recorder's office has designated as particularly important. They are called "core" because these items are considered fundamental; they make up the core of a state documents collection. Selective depositories must keep state documents for 6 years. There are 33 selective depositories.

The **special** depository status is limited to the David R. Poynter Legislative Research Library, Louisiana House of Representatives. The special depository operates under slightly different rules pertaining to public access and document retention.

Depository libraries include academic, public, and special libraries. Depositories are required to be open to the public and provide free access to and assistance in using state documents.

Duties of the Recorder of Documents:

The Recorder of Documents is responsible for receiving state agency publications, classifying them, listing them in the monthly, semiannual, and five-year lists, and distributing them to the designated depositories. Additionally, the Recorder of Documents assists depository librarians in the management of their depository collections and performs periodic depository inspections, and assists state agencies in complying with depository laws.

Guidelines for State Agencies

1. Each state agency head shall assign a staff member as a liaison officer from the agency to the Recorder of Documents.
2. Each state agency shall notify the Recorder of Documents of the identity of the liaison immediately upon appointment, and shall also notify the Recorder of Documents of any change in liaison officer.
3. The liaison officer is responsible for the Recorder of Documents receiving the proper number of copies of tangible (paper/CD/DVD) format publications for distribution to depository libraries. The liaison officer is responsible for assuring that the URL or electronic file of any publications only published in electronic format is sent to the Recorder of Documents.
4. The liaison officer is responsible for assuring that agency sends the publications to the Recorder of Documents.
5. The liaison is responsible for replying to the semi-annual enquiry (Semi-Annual Report on Publications).
6. The liaison officer shall consult with the Recorder of Documents if a problem occurs concerning the number of copies needed to ensure proper distribution to the depositories.
7. It is recommended that each state agency shall make provision for the production of sufficient copies of each public document distributed in tangible format to ensure proper distribution to the depositories.
8. It is suggested that the state agency include the following information on the title page or other suitable place near the beginning of each public document to be deposited with the Recorder of Documents.
 - A. Full name of the issuing agency, including the division or sub-division responsible for publication, and the parent body.
 - B. Name of any personal author to whom credit is intended to be given.
 - C. Title of publication.
 - D. Date and place of publication.
 - E. Frequency of publication.

- F. Volume and number of issue, if appropriate.
- G. Date or month and year of issue, if appropriate.

Tests for Determining if a Publication is a State Document

The documents distributed in the depository library program are defined in the law as "informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial, expense of a state agency." This broad definition was developed to provide for technological changes as they affect the method and format by which state agencies provide government information.

To determine if a publication is a state document and if a state agency should submit the publication for distribution to the depositories, the following tests are used. If the publication meets any of these criteria, it is considered a state document.

1. Publication is authorized by, paid for, or partially paid for with state funds.
2. Publication is available upon request (free or for sale.)
3. Publication is intended for public use, or sent to the media and libraries.
4. Publication is similar to ones submitted by a similar agency.

Documents in Electronic Format

In 2007, the Depository Program, through the State Library of Louisiana, began a **Digital Archive**. Public documents that are published in electronic format on an agency website may be “harvested” then placed into the archive. Everyone using the depository libraries’ catalogs may follow links to the agency website and the Digital Archive. The Digital Archive provides the citizens of Louisiana with permanent, free access to non-tangible documents.

The Depository Program guideline remains the same: An agency is to submit a document in the format in which it was distributed to the public.

- 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 or CD.
- If a document is electronic-only/not tangible, then send the URL.
- If a document has a very limited paper distribution but no paper copies are distributed to the public, then send the URL if it is available online. If possible, the Depository Program would like to receive 1, 2 or 3 paper copies to archive along with the URL. If there are not enough paper copies, then just send the URL.
- If a document is not available online but is an electronic file, then email the electronic file.

Examples:

- The agency annual report is an electronic file on the agency website but was also published in paper or DVD format. Send copies of the paper report (our preference) or DVD and identify the URL.
- An agency newsletter is an electronic file on the agency website. When the agency staff needs a copy, they print one. The public is expected to use the file on the website. Identify the URL and notify the Recorder of Documents each time the file is revised or a new issue/edition is published/posted.
- Agency 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 the agency website, then identify the URL and notify the Recorder of Documents when new ones are posted. If the minutes are not on the agency website, then send the electronic file or print out the required number of copies so the

Depository Program can fulfill its mandate to make these available to the public.

It is much easier for our Digital Archive software to pull/harvest files from the Internet than to handle a file which has been emailed to us so is on our network. The only circumstance that requires you to email us an electronic file is when the file is not available on your website.

** It is really important that the agency notifies the Recorder of Documents each time a new issue/edition of an electronic-only title is posted on the agency website. Also notify the Recorder of Documents if an agency website address changes.

Oct 2007, rev. July 2008

Tests for Determining if an Entity is Functioning as a State Agency

To determine if an entity is functioning as a part of state government, the following tests are used. If the entity meets any of these criteria, it is considered a state agency.

1. The agency was created by an Act or Resolution of the Louisiana Legislature, or by an Executive Order issued by the Governor.
2. The Louisiana Attorney General has issued a ruling or opinion affirming the agency's status.
3. The agency is in the *Roster of Louisiana Officials*.
4. The agency receives state funds in the Appropriation Act.

Louisiana Revised Statutes
Title 25
Public Documents Depository System

(Unofficial copy. Sections pertinent to responsibilities of state agencies have been emphasized with a larger, bold font.)

§121. Policy

Freedom of Access to public documents is a basic right of citizenship. Therefore, it is the policy of the state of Louisiana that public documents shall be made available to the public. In order to obtain maximum efficient distribution and maximum availability of these documents, a depository system is hereby established.

§121.1 Definitions

As used in this Chapter, the following terms shall have the following meanings unless the context clearly indicates otherwise:

- (1) “Public document” means any informational matter, for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.
- (2) “State agency” means an office, department, board, bureau, commission, council, institution, college or university, division, officer, or other person or group authorized to exercise or that exercises any of the functions of the government of the state of Louisiana.
- (3) “Depository” means an institution which contracts with the State Librarian to participate in the Public Document Depository System.

§122. Establishment of depositories; administration of depository system; documents; rules and regulations.

- A. The State Librarian shall be responsible for establishing a system of depositories for state public documents, and for the deposit and distribution of state public documents to the depositories.
- B. The State Librarian shall adopt and promulgate rules and regulations, and enter into agreements with depositories, as necessary to implement the provisions of this Chapter.

§123. Recorder of Documents; duties.

- A. The provisions of this Chapter shall be implemented and administered under the supervision of the State Librarian, by the Recorder of Documents, who shall be a graduate of an accredited school of library science.
- B. Duties of the Recorder of Documents include:
 - (1) Preparation and distribution of the official bibliography of state documents.
 - (2) Prompt transmission of public documents received from state agencies to the depositories.
 - (3) Provision of bibliographical and practical assistance to the depositories in maintaining, developing, classifying, and utilizing their collections.

In addition, the Recorder of Documents may send copies of state documents to the office of state archives and to select national and foreign libraries, including the Library of Congress.

§124. Public documents of state agencies.

- 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.
- B. Each state agency shall designate a liaison officer and shall notify the Recorder of Documents of the appointment.

C. The liaison officer shall submit semiannually to the Recorder of Documents a complete list of his agency's public documents.

§124.1 Depositories.

A. Louisiana State Library and Louisiana State University Library at Baton Rouge are hereby designated complete public document depositories. Other Louisiana libraries may request complete public document depository status.

B. Libraries, including those in state agencies and other institutions, may contract with the State Librarian to become depositories.

C. Each depository shall agree to make state documents accessible to the public, to render free service in their use, and to abide by the rules and regulations promulgated by the State Librarian. Extended noncompliance with the contract provisions shall result in the loss of depository status.

Louisiana Administrative Code (LAC)
Volume 7
Title 25
Part VII. Louisiana State Library
Subpart 5. Public Document Depository System

(Revised July 2002. Unofficial copy. Sections pertinent to responsibilities of state agencies have been emphasized with a larger, bold font.)

Chapter 41. General Rules

§4101. Authority

These rules are promulgated by the State Librarian who serves as the Assistant Secretary of Culture, Recreation and Tourism, Office of the State Library, as authorized by R.S. 25:122B and as required by the Administrative Procedures Act (R.S. 49:953).

§4103. Organization

The State Public Documents Depository Program is created as a unit of the State Library under the direction of the State Librarian who employs a graduate librarian to head the office.

§4105. Purpose

The State Librarian has the duty to establish a depository system to facilitate the accessibility and preservation of state documents for the use of the public.

§4107. Advisory Council

In pursuing the mission to provide citizens of the state access to state government publications, the Recorder of Documents will seek the advice of an Advisory Council. Members will be appointed by the State Librarian and will include representatives of state agencies, state depositories, and other interested persons. Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and

efficient operation of the office of the Recorder of Documents and to provide a forum for the exchange of information and ideas.

Chapter 43. Deposit of Publications

§4301. Agency Responsibility

State agencies as defined in R.S. 25:121.1 are required to deposit copies of their public documents with the Recorder of Documents immediately upon publication.

§4303. Public Documents Required to be Deposited

The public documents required to be deposited are those defined in R.S. 25:121.1. "Public Document" means informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total cost or partial expense of, any state agency, including material published with federal funds or by sub-state planning districts. This definition incorporates publications released by private bodies such as research and consultant firms under a contract with and/or under the supervision of any state agency. Further, this definition specifically includes journals, laws or bills, statutes, codes, rules, regulations; newsletters, bulletins, state plans, brochures, periodicals or magazines; minutes of meetings of boards and commissions, transcripts of public hearings; reports, directories, statistical compendiums, bibliographies, pamphlets, lists, books; charts, maps, surveys; other printed matter; microfilm, microfiche, audiovisuals; electronic documents.

"Electronic Documents" denotes any discrete public document published in a static electronic or digital format, i.e., CD-ROM, web document, floppy disk, etc. Whenever possible, paper is the preferred format for deposit with the recorder of documents. Excluded from the definition of public documents are correspondence, interoffice or intra-office memoranda, records of an archival nature; interactive, non-discrete, constantly changing electronic items such as Web sites, databases, ASP (active server pages), or software programs.

§4305. Public Documents Not Required to be Deposited

- A. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.

B. Complete Web sites are excluded.

§4307. Core Collection

A. Core Collection refers to those basic public documents which all depositories shall receive.

B. The needs of the public will be served best by distributing to all depositories those public documents which are the most useful and essential. Fewer copies of other state agency publications may be needed to meet the needs of the depository system. Therefore, in the interests of economy and efficiency, the Recorder of Documents with the aid of the Advisory Council will identify a core collection to be deposited in all participating libraries.

§4309. Number of Copies to be Deposited

The Recorder of Documents and the Advisory Council will determine the appropriate number of copies of each public document not included in the Core Collection which will be required to be deposited to meet the needs of the depository program in accordance with the contract between the depository and the State Librarian.

§4311. Liaison Officer of Agencies

The head of every state agency shall designate one of its staff members as the liaison officer for the agency and shall notify the recorder of documents on or before the first day of July of the identity of the liaison officer, and shall immediately notify the recorder of documents of any new liaison officer should a change occur. If a liaison officer is not appointed, the head of the agency serves as liaison by default. The liaison officer of each state agency shall have the duty to provide the recorder of documents with the required copies of publications in whatever format they were originally published and to submit the URL's of Internet documents. The liaison officer shall compile and forward to the recorder of documents lists of the public documents of the agency, and to provide other related information as may be requested by the recorder of documents.

§4313. Application of Rules

If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the liaison officer of the agency shall consult with the Recorder of Documents for assistance in interpreting the regulations. If the agency is not satisfied with the determination of the Recorder of Documents, a written request should be submitted to the State Librarian, who shall make the final ruling.

§4315. Noncompliance by Agency

Noncompliance of an agency will result in a written notice of the noncompliance from the State Librarian to the chief administrative officer of the agency. This notice shall state the alleged noncompliance, a specific date on which such noncompliance must be remedied, and that further noncompliance will result in a report to the Attorney General and the Governor.

§4317. Agency List of Publications

Every state agency shall provide to the Recorder of Documents a complete list of its public documents upon request of the Recorder of Documents.

Chapter 45. Depository Library System

§4501. Statutory Depositories

Louisiana State Library and Louisiana State University Library at Baton Rouge are legally designated complete depository libraries. They shall be the historical depository libraries, shall receive two copies of all public documents received by the Recorder for distribution, and shall retain permanently one copy of each. The State Library of Louisiana is responsible for archiving and providing permanent public access to documents it receives that are issued solely in electronic formats.

§4503. Other Depositories

Libraries, including those in state agencies and other institutions in Louisiana wishing to receive public documents through the depository

system shall submit a written application to the state librarian requesting designation as a complete depository, or a selective depository. Special depository status is limited to the David R. Poynter Legislative Research Library.

1. Complete depositories shall receive one copy of all public documents received by the recorder of documents for distribution and shall retain one copy for a minimum of six years.
2. Selective depositories shall receive one copy of the core collection and all public documents received by the recorder for distribution in the predetermined categories they select and shall retain one copy for a minimum of six years. Those libraries selecting only the core collection shall retain the latest edition of each document received.
3. The special depository shall follow standard selection procedures and shall comply with the contract made with the state librarian.

§4505. Designation of Depositories and Contracts

- A. The State Librarian shall review the applications submitted, and shall grant depository status to applicants, taking into consideration user needs, geographic coverage, and level of service to be provided.
- B. The State Librarian and the Administrator of the library/institution receiving depository status shall execute a contract which shall designate the depository status of the library/institution, the date depository status shall become effective, and shall include a statement of agreement to abide by the depository law, and the rules and regulations promulgated and adopted by the State Librarian.

§4507. Termination of Depository Contract

- A. Termination of the contract between the Louisiana State Library and the depository shall be by written notice six months in advance of the proposed date of termination. The state documents received shall be retained by the depository until the normal retention date, unless otherwise advised by the Recorder of Documents.

B. Failure of a depository to abide by the depository law, rules and regulations and guidelines shall result in termination of depository contract by the State Librarian upon six months written notice.

§4509. Guidelines

The Recorder of Documents shall issue guidelines:

- (1) to aid state agencies in complying with the Louisiana Public Documents Law and the Rules and Regulations of the State Librarian;
- (2) for the proper maintenance, housing, and servicing of public documents and which describe other responsibilities of the depositories; and
- (3) which delineate the functions and responsibilities of the Recorder of Documents.