

LOUISIANA STATE DOCUMENTS
DEPOSITORY PROGRAM PLAN
2005

Prepared by
Louisiana Advisory Council for the State Documents Depository
Program 1995
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I. Background of the Program:

The Louisiana Public Documents Depository System was established in the Office of the Secretary of State in 1948 by Act 493. In 1977, the functions of the program were transferred to the Office of the State Library in the Department of Culture, Recreation and Tourism. The program was developed to make state public documents accessible to the public as a basic right of citizenship. The depository system was developed to provide the most efficient distribution and the maximum availability of Louisiana documents. The State Librarian is responsible for the establishment of the state public documents system, for the deposit and distribution of the documents to the depositories, and the adoption and promulgation of rules and regulations for the system. The Recorder of Documents, as administrator of the program, is responsible for obtaining state agency publications, distributing them to the designated depositories for state documents, and publishing lists of the documents. There are 41 designated depositories for Louisiana state documents. Forty are located strategically throughout the state and the 41st is the Library of Congress in Washington, D.C. The State Library of Louisiana and the Louisiana and Lower Mississippi Valley Collection of Louisiana State University's Hill Memorial Library are complete public documents depositories.

II. Background of the Advisory Council:

The Louisiana Advisory Council for the State Documents Depository Program was created by the State Librarian in 1991 in accordance with Act 906 of 1982, which gives authority to the State Librarian to adopt and promulgate rules and regulations concerning the Program. The purpose of the Council is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. The Council advises on the selection, organization, distribution, and bibliographic control of publications. It recommends policy and procedures for the effective and efficient operation of the office of Recorder of Documents and provides support and advice to the Recorder of Documents. It provides a forum for the exchange of information and ideas. The Advisory Council formed a subcommittee to prepare a plan for Louisiana documents at their meeting April 8, 1994. Members of the committee were Brantley Cagle, Stephen Henson, Grace Moore, Lori Smith, and Virginia Smith, chair.

III. Authority and responsibility:

Louisiana Revised Statutes 25:121-124.1; Louisiana Administrative Code 25:VII:4101 et seq. (2002).

Brief description of the LAC changes made in 2002:

§4303. Public Documents Required to be Deposited

The definition of public documents was expanded to include specifically defined electronic documents. Interactive, non-discrete, constantly changing electronic items such as websites were excluded.

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§4305. Public Documents Not Required to be Deposited

Complete web sites were excluded.

§4311. Liaison Officer of Agencies

The agency head serves as liaison if he or she does not appoint one. URLs are to be submitted with documents.

§4313. Application of Rules

The number of copies submitted can be lowered if the full amount is too costly or too few copies were printed.

§4501. Statutory Depositories

State Library is responsible for archiving and providing permanent public access to electronic-only documents.

§4503. Other Depositories

David R. Poynter Legislative Research Library was designated as a Special Depository with a unique contract. Core depositories need to retain the latest edition of each document.

IV. Mission:

The plan is intended to ensure that Louisiana public documents are available and equally accessible to all citizens; that electronic products produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries; that the State's depository collections are used efficiently through resource sharing and networking; that the service provided by depository libraries meets professional standards of the highest quality; and that citizens and state governmental entities are aware of the State Depository program.

V. Goals:

A. Louisiana public documents are available and equally accessible to all citizens.

1. The Council shall advocate preservation, improvement, and continuation of the State Documents Depository Program.
2. The Council shall encourage state agencies to submit documents as mandated by law.
3. All citizens in Louisiana shall be within a one-hour drive from a state depository library.
4. The Council shall support the State Library in its efforts to provide full Machine Readable Cataloging (MARC) catalog records for each state public document.
5. The Council shall encourage the establishment of a third historical depository for state public documents outside the Baton Rouge area.

B. Electronic products produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries.

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1. The Council shall assist the Recorder in developing guidelines for the submission and preservation of electronic products produced and maintained by state agencies.
 2. The Council shall develop and recommend minimum technical standards for state depository libraries.
 3. The Council shall encourage state agencies to submit electronic products as mandated by law.
- C. The State's depository collections are used efficiently through resource sharing and networking.
1. Depository libraries shall provide efficient interlibrary services for state public documents.
 2. Geographically proximate depository libraries shall be encouraged to cooperate in selection and retention of state documents.
 3. Each depository library shall be encouraged to integrate documents into the library's public access catalog and to provide bibliographic control for documents that is equal to that of other library collections.
- D. The service provided by depository libraries meets professional standards of the highest quality.
1. The Council shall encourage continuing education for state documents librarians.
 2. The Council shall encourage continuing education programs for non-documents librarians.
 3. Each depository shall encourage its documents staff to participate in appropriate continuing education activities.
 4. Depository libraries shall assist non-depository libraries by providing reference and information services upon referral.
 5. Depository libraries shall be encouraged to meet minimum technical standards as recommended by the Council.
- E. Citizens and state governmental entities are aware of the State Depository program.
1. The Council shall plan and coordinate state-wide public relations programs designed to promote use of the depository library collections.
 2. The Council shall encourage depository libraries to educate the public in the use of state public documents.
 3. Each depository library shall establish and maintain an effective public awareness program.
 4. The Council shall develop programs that promote and encourage state agency cooperation and participation in the state documents program as mandated by law.

VI. Review and amendment process:

- A. The Council Chair shall report annually to the State Librarian on the work of the Council and the implementation of the Plan. The Council may make recommendations and advise the State Librarian of appropriate action for implementation of the Plan.

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- B. In years ending in either 0 or 5, the Council shall conduct a formal review of the implementation of the Plan. It may recommend changes for the consideration of the State Librarian and state depository libraries.
- C. Amendments and revisions to the Plan may be proposed by the State Librarian, the Council or any state depository library. The Council shall advertise for comment on any proposed amendment or revision to the Plan. Any revision or amendment to the Plan must have the support of a majority of the state depository libraries.
- D. Procedures for approving amendments to the Plan:
 - 1. At least 30 days prior to the next scheduled meeting of the Council, a copy of the Plan showing text to be deleted and text to be added will be distributed to Council members and posted on the Louisiana government documents electronic discussion list.
 - 2. Comments on the proposed draft may be submitted to the Council chair.
 - 3. The proposed changes will be discussed at the next meeting of the Council. Additional comments will be accepted during the meeting. At the end of the discussions, the Council will vote to approve or reject the proposed changes.
 - 4. A revised copy of the Plan showing the additions and deletions approved by the Council will be submitted to the State Librarian for approval.
 - 5. If the State Librarian proposes additional changes, the Council will vote on those changes. This vote does not need to be held during a meeting.
 - 6. Once the Council and State Librarian have approved the proposed changes to the Plan, a final draft showing the approved text will be created and distributed to all state depository libraries along with an agreement document. All depository library directors will be asked to sign the agreement document, indicating their approval of the Plan and their commitment to participate in it, and return it to the Recorder of Documents.
 - 7. When agreement documents have been received from a majority of the depository library directors, the Recorder of Documents will announce that the revised Plan has been officially approved and adopted.
 - 8. The newly adopted edition of the Plan will be made available on the State Library of Louisiana's web site and distributed in a tangible format to all depository libraries, Council members, and the State Librarian.

VII. History of Revisions to the Plan:

1995 - The Plan was created with a provision for a review every five years.

2000 - A review of the Plan was not done because the Council and others were deeply involved in research for the Depository Law Committee study. In 1999, the State Librarian directed that a review, evaluation, and updating of the state documents depository program be done due to the changing needs of users, agencies, and

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depository libraries, and the effects of new technology. He appointed a Louisiana Depository Law Committee to function during 1999-2000. The Committee submitted a final report in May 2000 that recommended changes to the public documents law. These recommendations resulted in legislation which passed during the 2001 legislative session. The revised legislation took effect in 2002.

2005 - In November 2004, the Council chair appointed a committee composed of Ferol Foos, Lori Smith, and Frances Thomas to review the Plan and suggest changes to the full Council at the Spring 2005 meeting. After approval by the Council, the State Librarian, and the majority of the state depository libraries, the changes were incorporated into the Plan and a revised edition was published.

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STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR THE ADVISORY COUNCIL

Authority

Under the authority of Louisiana R.S. 25:121-124.1, the Public Documents Depository System is created as a unit of the State Library. Rules governing the program are codified at L.A. C. 25:VII:4107 and empowers the State Librarian to appoint an Advisory Council to the Recorder of Documents.

Purpose

The purpose of the Louisiana Advisory Council for the State Documents Depository Program is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. "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 Recorder of Documents and to provide a forum for the exchange of information and ideas" (L.A. C. 25:4107).

Membership

The membership of the Advisory Council shall consist of twelve (12) members appointed by the State Librarian. There shall be two (2) members representing academic libraries, two (2) members representing public libraries, two (2) members representing special libraries, two (2) members representing the historical complete depository libraries, two (2) members representing state agencies, and two (2) members representing library users.

The Recorder of Documents shall be a non-voting ex-officio member except in the case of a tie vote of the council.

The Recorder of Documents shall maintain a list of Council members with their terms and distribute a packet of information about the Council to each new member.

The Recorder of Documents will ensure that the State Librarian sends letters of appointment to new members and letters of appreciation to members who have completed their terms of service on the Council.

Term of Office

The members shall serve, without compensation, three years in staggered terms with four members retiring each year. Members may be appointed to additional terms. Terms shall begin on July 1.

Officers

The officers of the Advisory Council shall be a chair, a chair-elect, and a secretary. Their term of office shall be for two years and begin July 1 of each year.

Council members shall elect, every other year, the chair-elect during the spring meeting which shall be held before July 1. The chair shall appoint the secretary; they shall serve coinciding terms.

Committees

The chair shall appoint committees as needed.

Meetings

The chair shall preside at meetings of the Advisory Council and conduct the business of the Council.

Meetings shall be held at least twice each year, in the spring and in the fall, at the time and location designated by the Council, taking into consideration driving distance of the members.

The Recorder of Documents shall send notice of regular meetings to the members of the Council at least thirty (30) days in advance.

Reports

The secretary shall prepare minutes of each meeting and shall distribute them to Council members and post them on the Louisiana government documents electronic discussion list.

The Council chair shall report annually to the State Librarian on the work of the Council and the implementation of the Plan.

(Revised May 2005)