

Louisiana State Documents Depository Program
LOUISIANA STATE DOCUMENTS PLAN 1995

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Prepared by Louisiana Advisory Council for the State Documents Depository Program, 1995

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 Librarian 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. Thirty-nine are located strategically throughout the state and two are out-of-state. The State Library of Louisiana and the Louisiana and Lower Mississippi Valley Collection of Louisiana State University 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 R.S. 25:121-124.1; LAC 25:VII:4101 et seq. (1987).

V. Goals:

A. To assure availability and equity of access.

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IV. Mission:

The plan is intended to assure availability and equity of access to Louisiana documents; to assure that electronic products and on-line services produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries; to provide efficient use of the state's depository collections through resource sharing and networking; to assure the service provided by depository libraries meets professional standards of the highest quality; to increase awareness of the State Documents Depository Program in the state.

1. The Council shall advocate preservation, improvement and continuation of the State Documents Depository Program.
 2. The Council shall encourage state agencies to provide documents as mandated by law.
 3. All citizens of Louisiana will be within a one hour drive from a state depository library.
 4. Each depository library shall cooperate with the Council's efforts to integrate documents holdings into state bibliographic control systems and union lists.
 5. The Council shall encourage the establishment of a third historical depository for state documents.
- B. To assure that electronic products and on-line services produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries.
1. The Council shall develop guidelines for archival 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 provide electronic products and on-line services as mandated by law.
- C. To provide efficient use of the State's depository collections through resource sharing and networking.
1. Depository libraries shall provide efficient interlibrary services for state government publications.
 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.

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- D. To assure 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 meet minimum technical standards as recommended by the Council.
- E. To increase awareness of the State Depository program in the state.
 - 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 government 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.
- 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.

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR ADVISORY COUNCIL

Authority

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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.

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.

Except, all initial appointments shall be for three years after which time staggered terms shall begin.

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Officers

The officers of the Advisory Council shall be a chairman, a chairman-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 chairman-elect during the spring meeting which shall be held before July 1. The chairman shall appoint the secretary; they shall serve coinciding terms.

Meetings

The chairman 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 State Librarian.

The State Librarian 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 to all state depository libraries.

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