

Louisiana State Documents Depository Program SELECTION LIST 2009

Library/Institution: _____

Depository Librarian: _____ Date submitted: _____

Date rec'd by Recorder: _____

Place a check next to the agencies/departments/institutions whose publications you wish to receive. Optional exclusions, that apply to all or most agencies/departments/institutions, are at the end of this List.

* = new choice in 2009

Please return the completed Selection List by at least SEPT 15, 2009 to:

Recorder of Documents or docs@state.lib.la.us

State Library of Louisiana

P.O. Box 131, Baton Rouge, LA 70821-0131.

List can be submitted from the website:

http://www.state.lib.la.us/la_dyn_templ.cfm?doc_id=124

_____ **CORE PUBLICATIONS ONLY** [All depositories receive core titles. 3 of the 36 titles are only available in paper format. Check this if you only want core titles and no other tangible documents.]

_____ **Agricultural Centers**

Covers: Agricultural Research Stations, Cooperative Extension Service, LSU Agricultural Center, Southern University Agricultural Center
[LSU College of Agriculture departments and schools are included under LSU]

_____ **Agriculture and Forestry Department** includes: 26 boards/commissions

_____ **Baton Rouge Community College**

_____ **Bossier Parish Community College**

_____ **Corrections** section of Department of Public Safety and Corrections

Covers: Correctional Facilities Corporation, Prison Enterprises, individual correctional institutions

Exclude ☐ all **Correctional facilities inmate publications** (See *Select to receive* section for options) C1

Include ☐ only **Angolite & Corrections Dept** pubs; not other inmate publications CC2

Include ☐ only **Angolite**; not Corrections Dept pubs or other inmate publications CC3

_____ **Creole Heritage Center** [Northwestern State University]

_____ **Culture, Recreation and Tourism Department**

Covers: Offices of State Library, Cultural Development, Museums, Parks, Tourism; 22 boards/commissions

Include ☐ **State Library** publications; not other CRT publications FF8

_____ **Delgado Community College, New Orleans**

_____ **Economic Development Department** Covers: La. Economic Development Corp.;

2009 La State Docs Depository Program Selection List

17 boards/commissions

_____ **Education Department**

Covers: Educational Television Authority, CODOFIL, State Board of Elementary and Secondary Education, Special education schools, 32 boards/commissions

_____ **Environmental Quality Department**

Covers: 3 boards/commissions

_____ **Fletcher (L. E.) Technical Community College, Houma**

_____ **Geological Survey**

_____ **Governor, Office of**

Covers: Departments of Veteran's Affairs and Military, Division of Administration, Offices of Elderly Affairs, Homeland Security and Emergency Preparedness, State Register, Louisiana Recovery Authority, etc. 84 boards/commissions

_____ **Grambling State University**

_____ **Health and Hospitals Department**

Covers: State Planning Council on Developmental Disabilities, Bureau for Women, Louisiana SAFE KIDS, Inc., 78 boards/commissions

_____ **Insurance Department** Covers: Louisiana Auto Theft & Insurance Prevention Authority, *Louisiana Property and Casualty Insurance Commission monthly report*, 7 boards/commissions

_____ **Judicial branch** Covers: Supreme Court

_____ **Justice Department** Covers: Attorney General; 1 commission

Exclude ☐ *Opinions*, Attorney General, Justice Dept. F2

_____ **Legislature** Covers: Auditor, Inspector General, acts, *Resumé*, etc.

Exclude ☐ **Legislative bills, individual** D1

Exclude ☐ **Legislative journals, daily** D2

Exclude ☐ **Legislative journals & legislative calendars, cumulated at end of session** (Published at end of session; contain all journals, bills, index, calendars; often calendars and journals bound together) D3

Exclude ☐ ***Newspaper Acts, Legislative** (34 x 28 cm. paper cover ed. at the end of session) D5

_____ **Louisiana Community and Technical College System** Covers: Board of Supervisors [individual colleges are listed separately]

_____ **Louisiana Delta Community College, West Monroe**

_____ **Louisiana State University, Baton Rouge** Covers: Sea Grant, museums, centers, institutes

_____ **Louisiana State University System** Covers: Board of Supervisors, Pennington Biomedical Research Center & Foundation

_____ **LSU Paul M. Hebert Law Center, Baton Rouge** Covers: centers, institutes

_____ **Louisiana State University at Alexandria**

_____ **Louisiana State University at Eunice**

_____ **Louisiana State University in Shreveport**

_____ **Louisiana State University Health Sciences Center**

2009 La State Docs Depository Program Selection List

Covers: New Orleans, Shreveport, medical schools, centers, and health sciences centers of other universities

_____ **Louisiana Tech University, Ruston**

_____ **Louisiana Universities Marine Consortium (LUMCON)**

Covers: Barataria-Terrebonne National Estuary Program

_____ **McNeese State University, Lake Charles**

_____ ***Military Affairs** Covers: La National Guard

_____ **Natural Resources Department**

Covers: Offices of Conservation, Mineral Resources, 7 boards/commissions

Exclude ☐ ***Lease Sale Notice, Portion Description, State Acreage Returned, etc.,***
State Mineral Board E1

*Exclude ☐ ***Gas & Oil Production and Proration orders, Lafayette/ Monroe/ Shreveport Districts,*** Office of Conservation E3

_____ **Nicholls State University, Thibodaux**

_____ **Nunez (Elaine P.) Community College, Chalmette**

_____ **Northwestern State University, Natchitoches** Covers: Folklife Center, Louisiana English Journal

_____ **Ports and harbors, terminals, conservation districts, airport authorities, riverboat pilots, etc.** [Most but not all documents are from their commissions/boards]

Covers: some general publications and newsletters

_____ **Public Safety** section of Department of Public Safety and Corrections

Covers: Offices of Motor Vehicles, State Fire Marshal, 13 boards/commissions

_____ **Public Service Commission & *Dept. of Public Service**

Covers: annual reports, *Official Bulletin*

Exclude ☐ ***Official Bulletin,*** Public Service Commission F1

_____ **Retirement Systems**

Covers: 14 boards/commissions, e.g. Teachers, School Employees

_____ **Revenue Department** Includes 3 boards/commissions

_____ **River Parishes Community College, Sorrento**

_____ **Social Services Department**

Covers: Offices of Community Services, Eligibility Determination, Human Services, etc., 10 boards/commissions

_____ **South Louisiana Community College, Lafayette**

_____ **Southeastern Louisiana University, Hammond**

_____ **Southern University, Baton Rouge Campus**

_____ **Southern University Law Center, Baton Rouge**

_____ **Southern University, New Orleans Campus**

_____ **Southern University, Shreveport Campus**

_____ **Southern University System** Covers: Board of Supervisors

_____ **State, Department** Covers: Secretary of State, Archives, Elections, state museums, 17 boards/commissions

- _____ **State Civil Service Department** Covers: 3 boards/commissions
- _____ **Technical College, Acadian Campus, Crowley**
- _____ **Technical College, Alexandria Campus**
- _____ **Technical College, Ascension Campus, Sorrento**
- _____ **Technical College, Avoyelles Campus, Cottonport**
- _____ **Technical College, Bastrop Campus**
- _____ **Technical College, Baton Rouge Campus**
- _____ **Technical College, Charles B. Coreil Campus, Ville Platte**
- _____ **Technical College, Delta Ouachita Campus, West Monroe**
- _____ **Technical College, Evangeline Campus, St. Martinville**
- _____ **Technical College, Florida Parishes Campus, Greensburg**
- _____ **Technical College, Folkes Campus, Jackson**
- _____ **Technical College, Gulf Area Campus, Abbeville**
- _____ **Technical College, Hammond Campus**
- _____ **Technical College, Huey P. Long Campus, Winnfield**
- _____ **Technical College, Jefferson Campus, Metairie**
- _____ **Technical College, Jumonville Campus, New Roads**
- _____ **Technical College, Lafayette Campus**
- _____ **Technical College, Lafourche Campus, Thibodaux**
- _____ **Technical College, Lamar Salter Campus, Leesville**
- _____ **Technical College, Mansfield Campus**
- _____ **Technical College, Morgan Smith Campus, Jennings**
- _____ **Technical College, Natchitoches Campus**
- _____ **Technical College, North Central Campus, Farmerville**
- _____ **Technical College, Northeast Louisiana Campus, Winnsboro**
- _____ **Technical College, Northwest Louisiana Campus, Minden**
- _____ **Technical College, Oakdale Campus**
- _____ **Technical College, River Parishes Campus, Reserve**
- _____ **Technical College, Ruston Campus**
- _____ **Technical College, Sabine Valley Campus, Many**
- _____ **Technical College, Shelby M. Jackson Campus, Ferriday**
- _____ **Technical College, Shreveport-Bossier Campus**
- _____ **Technical College, Sidney N. Collier Campus, New Orleans**
- _____ **Technical College, Slidell Campus**
- _____ **Technical College, Sowela Campus, Lake Charles**
- _____ **Technical College, Sullivan Campus, Bogalusa**
- _____ **Technical College, T. H. Harris Campus, Opelousas**

- _____ **Technical College, Tallulah Campus**
- _____ **Technical College, Teche Area Campus, New Iberia**
- _____ **Technical College, West Jefferson Campus, Harvey**
- _____ **Technical College, Westside Campus, Plaquemine**
- _____ **Technical College, Young Memorial Campus, Morgan City**

_____ **Transportation and Development Department**

Covers: Louisiana Transportation Research Center, highway hearing transcripts, 23 boards/commissions.

Exclude ☐ **DOTD environmental impact statements, assessments, public meeting/hearing transcripts F7**

2009 May: Copies for State Library, LSU-BR, LaTech distributed in monthly shipments. DOTD mails 1 copy each directly to UNO, LSUS, McNeese, University of Louisiana at Lafayette. DOTD mails directly 1 copy each of reports on their geographic area to Shreve Memorial (Caddo, Bossier, Webster, Desoto), St. Tammany, Vernon Parish. *If a depository library is receiving copies about its area but does not need them, or wants to begin getting them, tell the Recorder.*

_____ **Treasury Department** Covers: Housing Finance Agency, LAMP [Louisiana Asset Management Pool], 9 boards/commissions

_____ **University of Louisiana at Lafayette**

_____ **University of Louisiana at Monroe**

_____ **University of Louisiana System**

_____ **University of New Orleans**

_____ ***Veterans Affairs Department**

_____ **Wildlife and Fisheries, Department**

Covers: Gulf States Marine Fisheries Commission and 16 boards/commissions

_____ **Workforce Commission** [formerly Labor Department]

Covers: 7 boards/commissions

2009 Exclusions by Publication Type

Depository Library/Institution: _____

We try to distinguish between magazines/journals (e.g. *WaterMarks*, *LSU Research*) and newsletters (e.g. *Agronomy and Environmental News*, *Oak Leaf* LSUA campus newsletter, *Links*: TRSL's member bulletin). Journals, because they are considered "general" publications, do not have an exclusion choice. Newsletters have a target, narrower audience like employees or alumni. Both academic and agency newsletters have exclusion choices.

* = new choice in 2009

*** Check box for *each* type of publication you do not want to receive ***

Select NOT to RECEIVE: Letter/number ID is for Recorders Office use, e.g. A1

◇ ***Only online documents** THIS IS A TRIAL ONLY FOR LSU-EUNICE. **NO OTHER LIBRARIES CAN SELECT THIS OPTION FOR 2010 AS OF 8/2009.**
(Libraries must select titles from MSLists themselves and catalog them with agency URL and/or Digital Archive PURL. Will receive 3 paper-only core titles; must put other 33 online core titles in catalog) OO9

◇ ***Ephemera** 4/09 definition in use for La State Docs Depository Program:
State publications that are transitory and not intended to be retained permanently; of passing interest or limited usefulness. Some materials may be considered ephemera due to size/format (posters, playbills, folders, sheets, bookmarks), subject matter, intended audience, and intended purpose (recruitment, promotion, event programs [commencement and awards ceremonies programs are not ephemeral]).
(Beginning with Jan 2009 Monthly Shipping List, much ephemera is identified by "brief Record.") EE1

From 6/5/09 advisory council meeting:

- don't have to offer ephemera discards anymore, based on a guideline and the definition of ephemera. No one present at the advisory council meeting wanted to review any discard lists of ephemera for potential selection.
- Therefore, keep ephemera for the 6 year cycle. Then withdraw them but do not include ephemera on a discard list).

- ☐ **Alumni group publications** (Academic) A1
- ☐ **Course catalogs** (Academic) A2
- ☐ **Course/class schedules & degree description brochures** (Academic) A4
- ☐ **Literary journals** (Academic) A5
- ☐ **Playbills & event programs** (Usually academic) A6
- ☐ ***Posters** (Academic and agency) A11

2009 La State Docs Depository Program Selection List

- ☐ **Recruiting & promotional materials** (Usually academic; many flyers, postcards) A7
- ☐ **Student newspapers & student newsletters** (Academic) A8
- ☐ **Staff/employee/departmental newsletters** (Academic) A9
- ☐ **Yearbooks & commencement publications** (Academic) A10
- ☐ ***All publications from my university but not from any other academic institution** A11
- ☐ ***Publications from my university but none of the checked exclusions;** no publications at all from any other academic institution A12

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- ☐ **Boards & commissions publications** (Most primary agencies have some boards /commissions; all depositories may receive docs; only law depositories may receive or exclude minutes; see *Select to receive* section) B2
- ☐ **\*Board & commission newsletters** BB5
- ☐ **Maps** (Every depository must receive *Louisiana Official Highway Map*, a core title) E2
- ☐ **Staff/employee/departmental agency newsletters** F5

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*** Check box for *each* type of publication you want to receive ***

Select to RECEIVE:

- ☐ **All literary journals, even if academic institution is not selected** AA5
- ☐ ***Agency annual reports** (Agency main annual report even if that agency/institution wasn't specifically selected) AR1
- ☐ ***Academic institution annual reports** (Academic institution main annual report even if that institution wasn't specifically selected) AR2
- ☐ **Board & commission meeting minutes** (Only law depositories may receive minutes but if other depositories want to get minutes, please notify Records Office) BB4