



Handbook for Depository Libraries

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INTRODUCTION

The Louisiana Public Document Depository Program is established in the Office of the State Library, Louisiana Department of Culture, Recreation and Tourism. The program is administered by the Recorder of Documents Office, Technical Services Division, under the direction of the State Librarian. The staff of the Recorder's Office consists of the Recorder and a documents specialist.

The three essential components of the depository program are the designated depository libraries, the state agencies and public institutions, and the Recorder's Office. The cooperation and understanding of all three are needed in order to provide Louisiana citizens with access to information published by our state government.

This *Handbook for Depository Libraries* is published by the Recorder of Documents Office for use by Louisiana public documents depository libraries. The *Handbook* is a guide to official Louisiana publications, their use, and management.

Correspondence regarding the Louisiana Public Document Depository Program should be directed to the staff of the Recorder's office.

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Telephone: (225) 342-4929

Fax: (225) 219-4804

Website: State Library of Louisiana
<http://www.state.lib.la.us/>

Mailing address: Recorder of Documents
State Library of Louisiana
701 North 4th Street
Baton Rouge, LA 70802

OVERVIEW OF PROGRAM

Act 493 created the public document depository program in the Office of the Secretary of State in 1948. In 1977, the functions of the program were transferred to the Office of the State Library within the Department of Culture, Recreation, and Tourism.

GOVERNING LEGISLATION

The Louisiana statute that provides the legal basis for the program is Louisiana R.S. Title 25, §§121-124.1. These statutory provisions are interpreted in the rules and regulations originally promulgated by the State Librarian in 1982 and are periodically revised. These administrative rules and regulations are published in the LAC Title 25, Part VII, Subpart 5, Chapters 41 and 43. These rules govern the operation of the public document depository program and coordinate the responsibilities of the Recorder of Documents, the designated document depositories, the state agencies, and the Advisory Council. The cooperation of the elements of the program promotes the efficient and effective operation of the system.

PURPOSE

The primary purpose of the depository program is to provide the people of Louisiana with access to state publications. 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. The goal is that no citizen of Louisiana be more than a one-hour drive from a state documents depository library.

The secondary purpose of the depository program is to create and preserve a centralized and organized historical record of Louisiana government via its public 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 by depository library staffs facilitate access and allow historical researchers and other library users to go to a central location rather than approach each agency they are interested in individually.

RECORDER OF DOCUMENTS

The Recorder of Documents is responsible for receiving state agency public documents, classifying them, and distributing tangible publications to designated depository libraries and preserving digital publications in the Louisiana State Documents Digital Archive. Additionally, the Recorder of Documents assists depository librarians in the management of their depository collections, performs periodic depository inspections, and assists state agencies in complying with depository laws. State law requires that the recorder be a graduate-of an accredited school of library science.

DEPOSITORY LIBRARIES

There are several dozen designated depositories for Louisiana public documents, including the Library of Congress in Washington, D.C. A current list of the depository libraries is available on the depository program website, <http://www.state.lib.la.us/library-collections/louisiana-documents>. The State Library of Louisiana and the Louisiana State University Libraries, both in Baton Rouge, and Prescott Memorial Library at Louisiana Tech University in Ruston are legally designated historical depository libraries. They receive and permanently retain copies of all state documents received by the Recorder of Documents Office. Other depositories include academic, public, and special libraries.

All depositories are responsible for making Louisiana documents accessible to the public and for providing free service in their use. State documents are maintained and housed in the depository libraries' collections following rules and regulations provided by the Louisiana Revised Statutes (R.S.) and the Administrative Code (LAC) and guidelines and procedures promulgated by the State Librarian and the Recorder of Documents. At a minimum, all core collection documents must be cataloged. The libraries must provide online access to all core titles available in digital format; this access may be accomplished via a link in the catalog record, preferably to the document in the Louisiana State Documents Digital Archive.

The types of depository libraries are described in the rules and regulations governing the public documents depository system LAC Title 25. The four kinds of depositories are statutory/historical, complete, selective, and special.

STATUTORY/HISTORICAL DEPOSITORIES

Statutory/historical depositories are the legally designated complete depository libraries. The State Library of Louisiana, the Louisiana State University Libraries in Baton Rouge, and Prescott Memorial Library, Louisiana Tech University, in Ruston are designated historical depository libraries. They each receive two copies of all public documents received by the Recorder for distribution and permanently retain one copy.

COMPLETE DEPOSITORIES

Complete Depositories are the libraries designated by the State Librarian to receive one copy of all public documents received by the Recorder for distribution and to retain them for a minimum of five years.

SELECTIVE DEPOSITORIES

Selective Depositories are libraries designated by the State Librarian to receive one copy of the core collection titles and all other public documents received by the Recorder for distribution in predetermined categories the libraries select and to retain them for a minimum of five years. Selective depositories may elect to receive only the core titles; such selective depositories are often referred to as "core titles only" depositories.

SPECIAL DEPOSITORY

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 DESIGNATION AND TERMINATION

A library that wishes to become a depository is required to make Louisiana documents accessible to the public, to provide free service in their use, and to abide by the rules and regulations promulgated by the State Librarian and the guidelines issued by the Recorder of Documents (as set forth in this Handbook). The library director must make a request in writing to the State Librarian, specifying the kind of depository status desired. If the library meets the requirements, it is required to sign a depository contract and complete a Selection Form, if applicable. The State Librarian then designates the library as a Louisiana state documents depository.

A library wishing to discontinue its depository status must submit a written request six months in advance of the proposed termination date. This request should be sent to both the State Librarian and the Recorder of Documents. Extended or extreme noncompliance with the provisions of the depository contract may result in termination of the contract, also upon six months written notice.

AGENCIES

Twice each year the Recorder contacts more than 700 state government units (branches, agencies, sub-agencies, and public institutions, including academic institutions, hereinafter referred to, for simplicity's sake, as agencies) reminding them of their legal responsibility to provide copies of their tangible and digital publications for distribution to the depository libraries. Each agency is required to designate a liaison officer to facilitate the process of submitting a list of the agency's publications periodically and ensuring delivery of the documents to the Recorder.

The Recorder of Documents consults with the liaison officers to interpret the regulations and to assure agency compliance with the rules. The State Librarian is authorized to resolve disputes and to secure the compliance of state agencies with the rules and regulations of the program.

ADVISORY COUNCIL

The Louisiana Public Document Depository Program Advisory Council is established to recommend policies for the efficient operation of the program and to provide a forum for the exchange of ideas and information leading to improvements in the program. The nine member council, appointed by the State Librarian, meets at least twice per year. The Recorder of Documents is an ex-officio member of the Advisory Council and attends all Council meetings.

LOUISIANA PUBLIC DOCUMENTS

BIBLIOGRAPHIES CREATED BY THE RECORDER OF DOCUMENTS

Various publications issued by the Recorder of Documents Office provide access to the official documents of Louisiana. Historically, these included bibliographies issued under three titles: *Monthly Shipping List*; *Public Documents* (semiannual); and *State of Louisiana Official Publications : List of Public Documents of Louisiana* (quinquennial). *Public Documents* was the semiannual compilation of the monthly lists that it superseded; this publication ceased in 2001. *Official Publications: List of Public Documents of Louisiana* was a cumulation of *Public Documents*. The nine volumes in the series provide bibliographic coverage of Louisiana state documents from 1935-1995. *Official Publications* is arranged by the Louisiana Documents Classification Schedule under the issuing agency and has a comprehensive index. It superseded *Public Documents*.

The *Public Documents* and *Official Publications* have been discontinued; currently, the catalog of the State Library of Louisiana serves as the complete official bibliography of Louisiana documents.

The *Monthly Shipping List* is issued shortly after the end of each month and serves as a packing slip for depository libraries, corresponding to the shipment of tangible depository program publications for that month. The list is arranged alphabetically by document title. The most recent six months of *Monthly Shipping List* are available on the depository program website; older shipping lists may be found in the Louisiana State Documents Digital Archive.

TYPES OF PUBLICATIONS DISTRIBUTED

The public documents distributed in the depository library program are defined in RS 25:121.1 as “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.” LAC Title 25, Part VII, Subpart 5, Chapter 43, §4303 clarifies that this definition covers “material published with federal funds or by sub-state planning districts” and “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” and “also incorporates electronic documents, which include any discrete public document published in a static digital format.”

LAC Title 25, Part VII, Subpart 5, Chapter 43, §4301 requires state agencies “to deposit copies of their public documents with the recorder of documents immediately upon publication.” State agencies are defined by R.S. 25:121 as “an office, department, board, bureau, commission, council, institution, college or university, division, officer, or other person or group within the executive, judicial, or legislative branch of state government that is authorized to exercise or that exercises any of the functions of the government of the state of Louisiana.”

CORE COLLECTION

All depositories, regardless of depository status, receive and provide digital access to the core collection of Louisiana state documents as those titles are issued by state agencies and distributed by the Recorder’s Office. The core titles are the most essential and basic state documents necessary to support the information requirements of depository library patrons. The Recorder of Documents, with the advice of the Louisiana Advisory Council for the Public Document Depository Program, determines the titles included in the core

collection. A list of current core collection titles is available on the depository program website. This list changes from time to time, as some titles cease publication and must be removed from the collection and other titles are added to reflect changing information needs.

SELECTION OF PUBLICATIONS BY SELECTIVE DEPOSITORY LIBRARIES

Each selective depository library periodically selects categories of public documents to include in its library collections using the selection form issued by the Recorder of Documents. Publications received from state agencies are assigned to one of the established categories on the selection form by the Recorder of Documents and distributed according to the current distribution pattern.

Selective depositories must complete and return a new selection form whenever one is issued by the Recorder of Documents. At that time the libraries may choose to adjust their selection of categories. The new selection forms will be sent out at intervals of not less than one year or more than three years.

Each depository must retain a copy of its current selection form. Copies of each depository's selection forms also are maintained in the office of the Recorder of Documents.

DISTRIBUTION AND MAILING

Each depository is assigned a bin in the Recorder's office. Documents received from state agencies are sorted into the bins according to the library's depository status, distribution rank, and specific selections. Documents are shipped by state courier or United States postal service shortly following the end of each month corresponding to the *Monthly Shipping List*. The *Monthly Shipping List* is posted to the depository program website when a shipment is mailed. New, as-yet-uncataloged titles will appear on the shipping list with the bibliographic control number listed as "NEW"; once all new publications have been cataloged by the State Library cataloger a revised shipping list showing all bibliographic control numbers will be posted; this revised list supersedes the preliminary shipping list.

Once the monthly shipment has been packed, the number of orange bags, boxes, and/or mailing tubes being shipped or mailed to each depository library is entered on the Monthly Shipment Chart. This chart is updated and posted to the depository program website each month. Libraries should consult this chart each month to know how many bags, boxes, or tubes they should expect to receive from that month's shipment.

DISTRIBUTION—INSUFFICIENT COPIES

When a state agency is unable to provide sufficient copies of a document for distribution to all of the depositories that have selected the category that includes that publication, distribution is made according to a ranking system developed by the Recorder of Documents and the Advisory Council.

CATALOGING AND CLASSIFICATION

Depository libraries are required to catalog all core collection titles and must include links to the core titles in the Louisiana Digital Archive or otherwise provide online access for all titles available in digital format. Depositories are strongly encouraged to catalog all of their public documents.

Bibliographic records for all public documents are available in the State Library of Louisiana's online catalog; the bibliographic control numbers for each title are included in the revised *Monthly Shipping List*. The LSU Libraries and Prescott Memorial Library at Louisiana Tech University also catalog all materials distributed to the historical depositories. The State Library catalog is available at <http://www.state.lib.la.us/> and the catalogs of the other two historical libraries are available from the LOUIS (Louisiana Library Network) website at <http://www.louislibraries.org>.

LOUISIANA DOCUMENT NUMBERS

The Louisiana document classification number (referred to as an "LADN") should be included in all of the depository library's catalog records for depository collection materials, even if the titles are physically shelved in accordance with another classification scheme. Louisiana public document numbers are assigned by the Recorder of Documents and have been published for all items distributed since 1961.

The current classification system was created by the Recorder of Documents with the assistance of members of the Advisory Council and implemented July 1, 2014. Louisiana document numbers consist of two parts: the stem that precedes the colon, and the issue / date information that follows it. The number indicates the subject matter of the publication, and the issuing agency as well as the individual title and issue. . The classification scheme is unique to Louisiana government publications.

Prior to July 1, 2014, Louisiana documents were classified using a numbering scheme developed by the New Orleans Public Library which was modeled on the SUDOCS classification system used for federal government publications. Older depository collection materials will have these "LaDoc" numbers rather than the current LADNs, unless the depository library chooses to reclassify them. If documents are shelved using the document numbers, libraries must maintain separate collections for documents classified with old LaDoc and current LADN numbers; they may not be interfiled.

For more information concerning Louisiana document numbering, please refer to the *Classification & Cataloging Manual for State of Louisiana Documents*, found on the Recorder of Documents web page for depository libraries, <http://www.state.lib.la.us/state-employees/depository-library-program/depository-libraries>.

CLAIMS

WHEN TO CLAIM DOCUMENTS NOT RECEIVED

When a monthly shipment is received by the depository library, confirm that the proper number of bags, boxes, and/or mailing tubes has arrived. If no shipment, or only a partial shipment, has been received within a few days of the expected shipment arrival date notify the Recorder's office so that the courier can be alerted to search for missing items.

Open a shipment as soon as it is received. Retrieve the *Monthly Shipping List* from the Depository Libraries web page at <http://www.state.lib.la.us/state-employees/depository-library-program/depository-libraries>. Check the documents received against the list. To determine whether to claim an item that has not been received, consult the library's current selection form to see if the proper category for that document was selected. Verify on the shipping list that the Recorder's office received sufficient copies for regular distribution. (If insufficient copies were received, the title should not be claimed; the Recorder's office routinely requests additional copies from the issuing agency. If the requested copies are provided, they will be included on a subsequent shipping list under the heading "supplemental shipment".)

Claims to the Recorder's office should be made promptly (*i.e.*, within 30 days) to increase the likelihood that the claim will be able to be satisfied. (Claims are filled in the order in which they are received.) Claims must be made within six (6) months of the shipping list date; extra copies (if any) are discarded by the Recorder's office after six months. Note that the office staff cannot always fulfill claims even if submitted within thirty days, as no additional copies may be available from the publishing agency.

HOW TO CLAIM

An authorized depository staff member should promptly submit claims for expected documents missing from monthly shipments. Complete the editable claims form available for download from the depository program website; the form should be emailed to docs@state.lib.la.us, which will be received by both the Recorder and the documents specialist in the Recorder's office. If the Recorder's office has a copy of the publication on hand, it will be sent to the depository library in the next regular shipment; if a copy must be obtained from the issuing agency, it will be included in the next shipment following receipt from the agency.

RETENTION AND WEEDING POLICY

GENERAL RETENTION POLICY

As a general matter, depository libraries must retain Louisiana public documents received through the depository program for a minimum five-year period. It is not required that state documents be removed from the collection after the five-year period. Material of historical value may be vital to the depository library's collection. Each library should evaluate the needs and collection policy of the library before discarding any Louisiana material.

GUIDELINES FOR WEEDING SUPERSEDED MATERIALS

The purpose of the following guidelines for weeding superseded materials is to guide depository librarians in disposing of materials that have been replaced by newer, corrected, or more complete editions and for weeding obsolete, dated, or ephemeral documents from collections. The types of superseded materials listed in these guidelines may be discarded before the end of the normal five-year retention period.

It is recommended that depositories retain all volumes of *Official Publications* (OP) and the 1996 *Public Documents* because these years are only available in paper format. These serve as indexes to Louisiana documents 1935-1996. Beginning in 1997, editions of *Public Documents* and some *Monthly Shipping Lists* were added to the Louisiana Digital Archive; these function as online indexes. The State Library of Louisiana online catalog is the official bibliography and index beginning with 2003.

STATUTORY/HISTORICAL DEPOSITORIES

The historical depositories (State Library of Louisiana, Louisiana State University Libraries, and Louisiana Tech University) are cautious about discarding any material that might be valuable for research or historical purposes. They must permanently retain one copy of every document which they receive in a tangible format, including ephemeral items. The State Library of Louisiana is required to permanently retain access to the electronically archived copies of items that are available only online. There are three exceptions that the historical depositories may discard:

- Publications that are superseded by cumulative compilations;
- Duplicate copies; and
- Items which have been replaced by corrected documents.

SELECTIVE LIBRARIES

Selective depository librarians should use their professional judgment in determining titles that may be superseded. Titles and types of publications mentioned in this retention and weeding policy are not the only publications that may be superseded; they are provided as representative examples of the types of titles that may be superseded. When in doubt, libraries may consult the Recorder of Documents for advice regarding a publication's status as superseded.

Depository librarians should note that this policy does not require that materials be discarded. Material of research or historical value may be vital to the depository library collection, so each library should evaluate its own needs and collection policy before discarding any Louisiana material. Decisions to retain specific document titles/types should be included in the collection development policy.

Superseded items do not have to be submitted to the Recorder of Documents for discard approval, nor is it required that they be offered to other libraries. Every superseded item on an offers list should be clearly marked as superseded.

Depositories that retain superseded material are strongly encouraged to:

- Include a note such as "later edition may be available" in the bibliographic record to indicate that the publication has been superseded.
- Identify superseded documents as superseded by some means, i.e. stamp "superseded" or "not current."

SPECIFIC CRITERIA

A selective depository library may withdraw a publication prior to end of the five-year retention period, without submitting it on a discard list for Recorder approval then offering it, when a publication is:

- Dated material whose effective date has expired;
- Revised by a later edition/issue;
- Replaced by a cumulative edition;
- Replaced by a corrected copy;
- A draft replaced by final edition/report; or
- A publication that explicitly requires retention for a length of time less than five years.

The criteria above also apply when a tangible publication has been superseded by an edition that is only online. The tangible publication may be withdrawn, but the selective depository is strongly encouraged to provide catalog access to the online edition, and must do so if it is a core collection title.

DEFINITIONS

Current calendar year + previous calendar year:

The current year, January through December, plus January through December of the year before. Example: when the first issues of 2014 are received, leave all issues from 2013 on the shelf and discard all issues from 2012.

Keep latest edition/issue:

Latest edition/issue is most current/recent received, regardless of the date.

Effective date:

The date of an event such as a symposium, festival, play, or concert. Expiration is any time after that date. If the item is received after the effective date, the item may be immediately withdrawn/superseded.

Journal:

A serial/periodical that is more substantive than a newsletter. Content is more universal than just news of an agency/office/department. Example: *Louisiana Conservationist*.

Periodicals:

Journals, newsletters, newspapers, bulletins, calendars, magazines, etc. Also reports, often statistical, published at regular intervals. Most types of periodicals are each addressed specifically in the Superseded List.

Serials:

This term is not used. Instead, specific types of serials are listed (e.g., journals, newsletters, newspapers, bulletins, calendars, magazines, etc.).

Series:

A succession of volumes or issues published with related subjects or authors, similar format and price, or continuous numbering, often with individual titles so they are monographs.

Comparable tangible and electronic item:

Formats of a title are comparable if they are the same content, the official version, available at no cost, and permanently archived. When in doubt, the Recorder of Documents will make this decision.

Consecutively cumulated/consolidated:

Items published by time periods (*e.g.*, quarters) and the last period contains the information for the entire time span.

Keep one copy:

Keep one copy if in tangible format. Provide catalog access to electronic edition if available only online.

INDIVIDUAL GUIDELINES

1. Keep latest edition/issue or until effective date expires

May discard dated material after effective date has passed or new edition received. Materials that fall under this guideline include: catalogs, bulletins, academic course descriptions, calendars, schedules, event announcements. Note that under the LAC provisions effective January 2013, few if any new materials of this sort will be included in the depository program as agencies are no longer required to deposit them.

2. Keep all final editions for each session

This guideline applies to legislation / legislative instruments (*e.g.*, bills, resolutions). Some depositories may want to keep all editions, but bills and resolutions are online 1997 to date. Bound legislative acts supersede “newspaper acts”; acts may be considered to supersede bills/resolutions; final bills/resolutions may be considered to supersede all earlier versions. (Historical depositories may discard earlier uncorrected versions.) Note that the Louisiana Legislature stopped providing paper copies of non-cumulative legislation / legislative instruments to the depository program commencing with the 2014 legislative session.

Keep latest edition/issue

This guideline applies to: handbooks, manuals, guides, regulations/rules, rosters, bibliographies, maps, directories, lists, loose-leaf pages. May discard the earlier version; keep the most recent revision. While depositories are not required to offer these discarded types of documents, it will be very helpful to some other depositories if they have an opportunity to acquire the discarded items. Note that under the LAC provisions effective January 2013, some materials of this sort will be excluded from the depository program.

3. Keep editions/issues from current calendar year + previous calendar year

May discard all but last year’s and current year’s issues. Materials covered by this guideline include: newsletters, newspapers, and bulletins (non-cumulative).

4. Keep latest edition of each title/volume/issue

This guideline applies to series. May discard each previous series item when its revision is received.

5. Keep cumulation

This guideline applies to materials that have cumulative issues: periodicals (consecutively cumulated/consolidated), reports (consecutively cumulated/consolidated), and plans (consecutively cumulated/consolidated). May discard individual/earlier items when cumulation received; keep

cumulations. (Historical depositories keep cumulations but may discard separate items that have been included in cumulations.) This does not apply to annual publications such as annual reports of departments and agencies which cover the activities of the organization for a specific time period. Those do not supersede and should be retained for at least the basic five-year retention period.

6. Keep unless incorporated into a primary document

May discard if content is included in final, complete document. This guideline covers supplements and addendums. (Historical depositories keep cumulations; may discard separate supplements/addendums if cumulated into primary document.)

7. Keep latest edition as long as needed/useful or until date expires

May discard ephemeral items identified as such in *Monthly Shipping List* or by State Library brief record with control number beginning with “doc” prefix. This guideline applies to ephemera, such as folders, rack cards, postcards, sheets describing a place, program, agency, etc. (Note: some ephemeral items have control numbers starting with “ocm” or “ocn” for historical reasons.)

8. Keep only one or Keep catalog record for electronic item with access to permanent archived copy (Digital Archive PURL)

May discard print/tangible item. These guidelines apply to duplicate copies: print document with print duplicate or print document with electronic duplicate, respectively. Document must be the same in both formats: complete, official, and free. (Historical depositories keep at least one print copy.)

9. Keep, does not supersede

Publications which do not supersede and may not be discarded before the end of the five-year-retention period include: journal issues (non-cumulative), monographs (not revised), reports (including consecutive, non-cumulative), plans (including consecutive, non-cumulative), proceedings, opinions, and minutes. Note that under the LAC provisions effective January 2013, some materials of this sort will be excluded from the depository program. Libraries may decide to retain event programs containing participants’ names for the benefit of genealogists.

10. Keep final version and any earlier versions that don’t appear to be fully replaced by the final version or Keep corrected item

Keep latest version of drafts; may discard previous versions. (Historical depositories keep all versions.) May discard original uncorrected versions of items. (Historical depositories may discard earlier uncorrected versions.)

11. Keep latest edition of each version/title/volume/issue

This guideline applies to databases and online-only documents. May remove catalog record links to previous electronic files or databases. The files are maintained indefinitely by the State Library.

WEEDING PROCEDURES

1. The documents librarian should inspect the state documents collection to determine which publications are candidates for discard. Use the retention and weeding guidelines to select publications for discard.
2. Compile a discard list. At the top of the list, provide the library name, contact person, and contact’s email address. Materials should be listed in LADN order. Each entry should include the LADN, title, and date(s) of publication. Entries for serials should include the holdings (*e.g.*, volume, number, year). Add the following

notes if appropriate: format (if the document is not paper); if the document is bound; or if the material is in poor condition. Libraries are not required to list superseded materials but may offer significant materials. Lists should be in the form of a spreadsheet or table. Here are some sample entries:

Document #	Title	Date/Issue	Notes
Ag 30.4/4:2269/	Soybean Variety Recommendations	1990	Poor condition
C 10.7/6:	Calendar of Events	Apr. 2008, Apr.-June 2009	
I 80.7:	Angolite	v.31, n.1 (2006)-v.33, n.6 (2008)	bound
PW 1.8m:	Official Highway Map of Louisiana	2014	duplicate copy

3. E-mail the list, with a request for permission to discard, to the Recorder of Documents at docs@state.lib.la.us. The Recorder will make every effort to respond within three business days.
4. After the Recorder has given permission to discard, post the list to the Louisiana government documents listserv, bayoudoc@latech.edu. Add the deadline date at the top of the list, indicating that no requests will be filled after that date; the deadline should be a minimum of three weeks in the future.
5. Withdraw all documents on the discard list from the library's collection and catalog. Hold the documents in storage until the deadline date has passed. Receive and keep on file all requests for documents from the list. Note the order in which requests were received.
6. Any requests made by the historical depositories have first priority. After the deadline date has been reached, fill requests in the following order:
 1. State Library of Louisiana;
 2. Louisiana State University Libraries, Baton Rouge;
 3. Prescott Memorial Library, Louisiana Tech University; and
 4. Requests from the other depositories in the order of receipt.
7. Requesting depositories must pay shipping costs unless other agreement is made in advance with the offering library. Libraries that participate in the statewide courier service are encouraged to utilize that service for delivering requested documents to other participating libraries.
8. After shipping the requested documents to the appropriate libraries, discard the remaining documents.

DEPOSITORY LIBRARY INSPECTIONS

The Recorder of Documents provides assistance to depository libraries in fulfilling their responsibilities of making state documents accessible to their patrons and in interpreting the rules and regulations of the Louisiana Public Document Depository System. To be familiar with the operations and needs of the depository libraries, the Recorder of Documents makes periodic inspections of the depository libraries. The purpose of the inspection is to consult with and advise the depository library on efficient and effective methods of managing their Louisiana public documents.

The criteria for evaluating the depository library are based on the rules and regulations and guidelines for the program. An evaluative report of the inspection is sent to the depository librarian as well as the library administrator within thirty days of the visit.

DEPOSITORY LIBRARY INSPECTION CRITERIA

ADMINISTRATION

- Copy of current depository Selection Form and depository contract are on file and available for inspection

ORGANIZATION AND CATALOGING

- Depository maintains a comprehensive shelflist (*e.g.*, online catalog) of its Louisiana public document collection
- All core collection titles (at minimum) are included in the online catalog, with working links to publications in digital format
- Shipments are checked against *Monthly Shipping List*
- Claims are made promptly (*i.e.*, ideally within 30 days)
- Louisiana Document Numbers (LADNs) are included in all bibliographic records for depository publications
- Documents are available for public use within four weeks of receipt

MAINTENANCE

- Depository maintains written procedures for maintaining documents (*e.g.*, receiving, processing, cataloging, weeding)
- Weeding and retention procedures are followed, including offering discards to depository system libraries
- Documents are arranged using an orderly, systematic method to facilitate access and avoid damage to publications
- Lost or damaged documents are replaced when possible
- If the library follows binding procedures for non-Louisiana documents, corresponding binding standards and procedures also are followed for preservation of documents

PERSONNEL

- Responsibility for administering the state documents collection is assigned to a designated librarian
- Adequate support staff is assigned to provide efficient maintenance and service of depository collection

- Depository administration encourages and supports staff's participation in Advisory Council and documents-related professional association activities and training opportunities

ACCESS AND PHYSICAL FACILITIES

- Information about the library's depository status and collections is made apparent to the public (*e.g.*, PDDP stickers at entrance, logo on website, directional signage)
- Access to collection is unrestricted and free to the general public
- Documents are accessible to patrons during hours library is open
- Adequate shelves, files, and cabinets are provided for depository collection
- Adequate tables or desks are available for public use of depository materials:
- Computers are sufficient in number and appropriate in quality for effective access to electronic documents
- Other equipment (*e.g.*, photocopier, scanner, microform reader, printer) is available for public use

COOPERATION WITH THE RECORDER OF DOCUMENTS

- Provides up-to-date depository librarian and staff contact information to Recorder
- Responds to correspondence about collection surveys, questionnaires, etc.
- Prepares for inspection visits.