Handbook for Depository Libraries

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INTRODUCTION

The Louisiana Public Document Depository Program (PDDP) 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 distribution 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 document depository libraries. The Handbook is a guide to official Louisiana publications and their use and management.

Correspondence regarding the Louisiana PDDP should be directed to the staff of the Recorder’s office:

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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 Volume 7, 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 documents 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 document depository library.

The secondary purpose of the distribution 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 by depository library staff 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 publications, classifying them, listing them in the monthly 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. State law requires that the recorder be a graduate librarian 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 web site, [http://www.state.lib.la.us/library-collections/louisiana-documents](http://www.state.lib.la.us/library-collections/louisiana-documents). The State Library of Louisiana and the Louisiana State University Libraries 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 assistance 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.

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 at 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 at least one copy.

**Complete Depositories**
Complete depositories 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 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 retain them for a minimum of five years.

**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 assistance in their use, and to abide by the rules and regulations promulgated by the State Librarian. 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. The State Librarian then designates the library as a Louisiana public document 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 200 state government units (branches, agencies, sub-agencies, and public institutions, hereinafter referred to, for simplicity’s sake, as agencies) reminding them of their legal responsibility to provide copies of their 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 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 Advisory Council for the Public Document Depository Program 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 thirteen-member council, appointed by the State Librarian, meets twice a 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 five year, or quinquennial, 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 depository program publications for that month. The list is arranged alphabetically by document title. It is the only source for the number of copies distributed. The most recent six months of the Monthly Shipping List are available on the depository program website; older shipping lists may be found in the Louisiana Digital Archive.

TYPES OF PUBLICATIONS DISTRIBUTED

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.”

The public documents distributed in the depository library program are defined in R.S 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.” Exclusions from the requirement to deposit are detailed in LAC Title 25, Part VII, Subpart 5, Chapter 43, §4305.

CORE COLLECTION

All depositories, regardless of depository status, receive the core collection of Louisiana state documents. This Core Collection is a list of 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 Documents Depository Program, determines the titles included in the core collection. A list of current core collection titles is available on the depository program website.

All depositories receive the core collection as those titles are issued by state agencies and distributed by the Recorder’s Office. Selective depositories are permitted to select “core collection only,” thereby receiving only those titles.

**Selection of Publications by Selective Depository Libraries**

Each selective depository library periodically decides which categories of public documents to include in its library collections, by selecting those categories on the Selection Form issued by the Recorder of Documents. The categories on the Selection Form reflect the organization of the state government and types of publications available (e.g., “newsletters”) rather than individual titles. Publications received from a new state agency or new publications received from existing state agencies are assigned to one of the established categories on the Selection Form by the Recorder of Documents then 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 and preferred format for core titles. The new selection forms will be sent out at intervals of not less than one year or more than three years.

Each depository should retain a copy of its selection forms. Copies of each depository’s selection forms also are maintained in the office of the Recorder of Documents.

**Distribution and Mailing**

Documents, received from the state agencies as they are issued or within six months, are distributed according to the library’s depository status and specific selections. Each depository receives a shipment of documents 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. Depositories should print the Monthly Shipping List from the State Library’s website.

**Distribution—Insufficient Copies**

If the Recorder of Documents does not receive enough copies for distribution to all selecting depositories, a note of the number of copies received is included on the Monthly Shipping List. When a state agency is unable to provide sufficient copies of documents for distribution to all of the depositories that have selected the category that includes that agency, distribution is made according to a ranking system developed by a state documents committee. The ranking takes into consideration the number of other depositories in the geographical area, the type of library, the size of the library, and other factors.
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 for those selected 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 catalog; the bibliographic control numbers for each title are included in the *Monthly Shipping List*. The LSU Libraries and Louisiana Tech University also catalog all materials distributed to the historical depositories. The catalogs of all three libraries are available from the LOUIS (Louisiana Library Network) website at [http://www.louislibraries.org](http://www.louislibraries.org).

**LaDoc Numbers**

The Louisiana documents classification number should be included in all library 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 is based on one developed by the New Orleans Public Library, loosely based on the SUDOCS classification system used for federal documents. LaDoc numbers consist of two parts: the stem that precedes the colon, and the book number (“cutter”) that follows it. The number indicates the issuing agency as well as the individual title or issue. Document numbers are assigned by the Recorder of Documents, and have been published since 1961. The classification scheme is unique to Louisiana government publications.

**Punctuation**

Punctuation does not follow normal English usage, but conforms to the format used by the federal document numbering scheme created by the Superintendent of Documents (“SuDoc” numbers). The standard format is:

```
letter(s) space number(s) period number colon cutter
```

```
Go 1.1:v/#/date
```

**Capitalization**

The capitalization standards are:

- Initial letter in stem (or cutter, if letter are present) is always capitalized
- 2nd letter upper case if it is the 1st letter of the 2nd word of the title or agency
- 2nd letter is lower case if it is the 2nd letter of the first word of the title or agency
STEM
The stem begins with one or more letters designating the parent agency or type of agency:

- A  Department of Agriculture
- E  Department of Education

Historically the stem letters have stayed with the agency even if the agency's name changed or the parent organization changed, so there may not be an obvious match with the current agency name (e.g., “EL” for Louisiana State University System).

A few agencies/organizations have three or four beginning letters (e.g., PWB, PWH, PWL, PWR, PWRC, PWS).

Following the letters are numbers which identify the specific branch of the agency responsible for the publication. The number 1 is normally used to designate the agency's main branch. Larger numbers are used for any subagencies.

- EL 1  Louisiana State University and A. & M. College
- EL 6  Louisiana State University and A. & M. College, Office of Institutional Research
- EL 90 Louisiana State University and A. & M. College, Department of Zoology
- EL 300 McNeese State University, Lake Charles

Note that these designations are historical in nature, and may not reflect the current administrative hierarchy. Thus, although it ceased to be a part of the Louisiana State University system in 1950, McNeese State University’s publications are classed under EL 300.

The remainder of the stem consists of a form number indicating the type of publication (or, in some instances, a specific publication). The form division follows the period. Generally (but not always), the form divisions have been used as follows:

- .1: Reports
- .2: General Publications
- .3: Bulletins + #
- .4: Circulars + # (used for ephemera)
- .5: Rules and Regulations (Manuals, Handbooks and Guides)
- .6: Proceedings, Budgets, Conventions
- .7: Serial Publications (Daily, Weekly, Monthly, or Irregular)
- .8: Miscellaneous (Address)
- .8b: Bills
- .8c: Calendars
- .8d: Dockets
- .8in: Invitations
- .8m: Maps
- .8L: Laws (note upper case L used to avoid difficulty distinguishing lower case from 1)
- .8op: Opinions
- .8p: Programs/Plans/Syllabi/Posters
- .8r: Resolutions
- .8s: Studies
- .9: Directories, Rosters, Lists, Statistics
- .10: Bibliographies, Subject lists, Catalogs
BOOK NUMBER

The book number, or cutter, following the colon identifies the individual publication uniquely. The book number may include some or all of the following: an alphanumeric cutter, often (but not always) based on key words in the document title; a number, such as a report number; volume and issue numbers for periodicals; and the publication date.

On occasions, a number has been needed in the alphanumeric portion of the cutter to distinguish variations of a publication or similarly-titled publications. Historically, spacing has varied; current practice is no space between the letters and the number.

Dates should be entered as four-digit year/month date (e.g., “/2012/Jan 20”), so that items sort and shelve properly together chronologically.

CLAIMS

WHEN TO CLAIM DOCUMENTS NOT SHIPPED

Open a shipment as soon as it is received. Retrieve the Monthly Shipping List then check the documents received against the list. To determine whether to claim a missing item, compare the Library's Selection List to see if the proper category for that document was selected. Verify on the shipping list that the Recorder's office received enough copies to distribute it to the library's ranking level.

Claims to the Recorder's office must be made within three (3) months of the shipping list date; even then, the office staff cannot always fulfill claims.

HOW TO CLAIM

An authorized depository staff member should promptly make claims for expected documents missing from monthly shipments. Use the claims form on the depository program website; this form is emailed automatically to the documents specialist in the Recorder of Documents' office.
RETENTION AND WEEDING POLICY

GENERAL RETENTION POLICY

As a general matter, depository libraries must retain Louisiana public documents for a five-year period. It is not required that state documents be removed from the collection after the five-year period. 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.


The historical depositories are cautious about discarding any material that might be valuable for research or historical purposes. They must retain one copy of every document that 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 only available 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.

WEEDING PROCEDURES

1. The documents librarian should inspect the state documents collection to determine which publications are candidates for discard. If a title has been superseded, consult the Guidelines for Weeding Superseded Materials below.

2. If not superseded, 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 LaDoc number order. Each entry should include the LaDoc number, 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 are encouraged to offer significant materials. Lists in the form of a spreadsheet or table are encouraged. Here is an example of one entry:

| Ag 30.4/4:2269 | Soybean Variety Recommendations | 1990 | Poor condition |

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 four 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. 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. Libraries that participate in the statewide courier service are encouraged to utilize it for delivering requested documents to other participating libraries.

8. After shipping requested documents to the appropriate libraries, discard the remaining documents.

GUIDELINES FOR WEEDING SUPERSEDED MATERIALS

The purpose of the following guidelines is to assist 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 materials listed here may be discarded before the end of the normal five-year retention period that applies to non-superseded materials.

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.

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. However, depositories are encouraged to offer superseded items, especially those published prior to 1990, so other depository libraries may acquire needed documents. Every superseded item on an offer 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 requires retention for a length of time less than the five-year basic retention period.

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.
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 new LAC provisions effective January 2013, few if any new materials of this sort will be included in the depository program.

2. **Keep all final editions for each session**
   This guideline applies to legislation/legislative instruments (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.)

3. **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. Note that under the new LAC provisions effective January 2013, some materials of this sort will be excluded from the depository program.

4. **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).

5. **Keep latest edition of each title/volume/issue**
   This guideline applies to series. May discard each previous series item when its revision is received.

6. **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 may also discard separate items 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.

7. **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.)

8. **Keep latest edition as long as needed/useful or until date expires**
   May discard ephemeral items identified as such in the Monthly Shipping List or by State Library brief record control number beginning with “doc” prefix. This guideline applies to ephemera, such as folders, rack cards, postcards, sheets describing a place, program, agency, etc.

9. **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.)

10. **Keep, does not supersede**
   This guideline applies to items which constitute a single entity, never revised or cumulated; must be retained for the five-year minimum; may not be discarded before then: journals (non-cumulative), monographs (not revised), reports (including consecutive, non-cumulative), plans (including consecutive,
non-cumulative), proceedings, event programs with recipients names (for genealogists), opinions, and minutes. Note that under the new LAC provisions effective January 2013, some materials of this sort will be excluded from the depository program.

11. 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.)

12. 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.

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 2011 are received, leave all issues from 2010 on the shelf and discard all issues from 2009.

Keep latest edition/issue: latest edition/issue is most current/recent received, regardless of the date. If the date received is five years or older, then the normal retention period applies.

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. 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. Example: NR 1.1:project no./I/date, Dept. of Natural Resources project progress interim reports may be withdrawn when final report received.

Keep one copy: keep one copy if in tangible format. Provide catalog access to electronic edition if only available online.
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 PDDP. To be familiar with the operations and needs of the depository libraries, the Recorder of Documents makes periodic visits to the depository libraries. The purpose of the on-site inspection visit will be to consult with and advise the depository library on efficient and effective methods of operation.

The criteria for evaluating the depository library are based on the rules and regulations and guidelines for the program. An evaluation of the depository 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 depository Selection Form and contract on file and available for inspection
- Core collection titles accessible to patrons

ORGANIZATION
- Basic catalogs and indexes available to facilitate use of state documents
- Comprehensive shelflist of current and retrospective collection maintained (may be online catalog)
- Shipments checked against Monthly Shipping List
- Claims made promptly
- LaDocs numbers included in catalog records

MAINTENANCE
- Weeding procedure of depository material followed
- Documents arranged in orderly, systematic method to provide access
- Lost or damaged documents replaced when possible
- Same binding procedures followed for heavily-used documents as for non-Louisiana documents

PERSONNEL
- Responsibility for administering state documents collection assigned to designated librarian
- Adequate support staff assigned to provide efficient maintenance and service of depository collection
- Continuing education opportunities offered to depository staff
- Participation in professional associations encouraged by depository administration

PHYSICAL FACILITIES
- Access to collection unrestricted and free to general public
- Adequate shelves, files, and cabinets provided for depository collection
- Adequate tables or desks available for public use of depository
- Sufficient computers provided for effective access to electronic documents

SERVICE TO GENERAL PUBLIC
- Louisiana documents accessible to patrons during hours library is open
- Louisiana documents available for use within four weeks of receipt

COOPERATION WITH RECORDER OF DOCUMENTS
- Responds to correspondence about collection surveys, questionnaires, etc.
- Prepares for inspection visits

INTERLIBRARY COOPERATION
- Discarded documents offered to other depositories through discard lists
- Collection development coordinated with other depository libraries in area