



TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Frequently Asked Questions

A SUMMARY OF COMPLIANCE REQUIREMENTS ON MATERIALS
IN PHYSICAL FORMATS PUBLISHED BY STATE AGENCIES

WHAT IS THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM?

The Texas State Publications Depository Program is designed to collect, distribute, and preserve the publications of state government and to promote their use by the citizens of Texas. The Program is authorized under *V.T.C.A., Government Code 441.101 et seq.*, (commonly referred to as the State Depository Law) and is administered by the Texas State Library and Archives Commission.

As the collection and distribution center for state publications, the Program acts as a broker between state agencies, colleges and universities that produce these documents and libraries that make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Program. Once received, the publications are distributed to specially designated public and academic libraries in Texas, where they are treated like other library materials.

WHAT AGENCIES PARTICIPATE IN THE PROGRAM?

The State Depository Law defines a state agency as any entity authorized to govern operations of the state, such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, council, or a subdivision of one of these entities.

WHO IS RESPONSIBLE FOR SENDING PUBLICATIONS?

Each state agency is required to designate one or more Publications Liaisons. This person is the agency's representative to the Program, and is responsible for sending publications to the Library, providing information about them, negotiating exceptions to Program requirements, and submitting publications lists.

WHAT KINDS OF PUBLICATIONS NEED TO BE SENT?

The agency should send a publication if it meets the following three criteria:

- It is information published on paper or microform, audio- or videotape, vinyl or compact discs, or film.
- It is produced at the total or partial expense, or under the authority, of an agency.
- It is distributed outside of the creating agency on request or in multiple copies.

These criteria apply to a publication that an agency has sponsored or purchased for distribution as well as one that results from a consultant contract with a research firm or other private entity.

These are examples of the kinds of publications to send:

annual and biennial reports	maps
audits (financial and management)	newsletters (distributed externally)
budgets and budget requests	pamphlets and brochures
codes (published as compendia)	planning and evaluation documents
directories and rosters	research reports and studies
financial reports	rules and regulations (as compendia)
handbooks, guides and manuals	standards (as compendia)
journals and magazines	state or strategic plans
laws (published as separate compendia)	statistical compilations

WHAT KINDS OF PUBLICATIONS DO NOT NEED TO BE SENT?

While occasionally there may be some ambiguity about whether a publication should be sent to the Library, Program guidelines are specific about the kinds of materials agencies are **not to send**. These materials include records compiled or produced solely to meet the agency's internal operating needs and the items listed below.

Agencies are not required to send the following materials:

agendas	hearings (transcripts of)	personnel manuals
advertisements	job announcements	photographs
announcements	memorabilia	poetry
artwork	memoranda	policy handbooks (intended for internal use only)
calendars	news or press releases	programs (announcements of)
contracts	newsletters and mailing lists (meant only for employee use)	recruitment materials
correspondence	notices of sale	reprints (reissued without change)
drafts of plans, reports	opinions and orders issued by state courts	stationery
fiction	daily or weekly periodicals (that are summarized in monthly or quarterly publications)	telephone directories (meant only for employee use)
forms		volunteer newsletters
fund raising materials		
grant proposals, bids		

HOW MANY COPIES OF EACH PUBLICATION NEED TO BE SENT?

The number of copies to send to the Program is based on the number of copies produced.

Copies Produced

300 or more

299 or less

Copies to Send to the Library

55

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ARE THERE EXCEPTIONS TO THE NUMBER OF COPIES REQUIRED?

Yes. The following kinds of publications are required in specific quantities regardless of the number originally intended to be produced by the agency:

<u>Publication Produced</u>	<u>Copies to Send to the Library</u>
Annual or biennial reports (narrative description and statistics of programs, services, activities)	55
Statistical compilations (annual or multi-year)	55
Codes (published as compendia)	55
Regulations (published as compendia)	55
Directories (of facilities, services, providers)	55
Annual financial reports	3
Annual operating budgets	3
State or strategic plans (for services or programs within agency's jurisdiction)	3
Legislative appropriations requests	2
Quarterly or annual measures reports	2

WHERE TO SEND YOUR PUBLICATIONS:

Please use one of the following addresses for delivering publications to the Library:

Interagency Mail

Texas State Publications Depository Program
Texas State Library, Room 307
1201 Brazos
Austin, TX INTERAGENCY MAIL

U.S. Mail

Texas State Publications Depository Program
Texas State Library
P.O. Box 12927
Austin, TX 78711



WHO CAN ANSWER QUESTIONS?

Contact Coby Condrey, Program Coordinator, at 512-463-5434.