

Texas State Plan for Federal Depository Library Services

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Chapter I. Introduction

Federal depository libraries in Texas are part of the national Federal Depository Library Program (FDLP) and are responsible for providing access to federal government information for the citizens of Texas. Congress established the FDLP to help fulfill its responsibilities to inform the public of the policies and activities of the federal government. This program is based upon three principles:

- All government information shall be made available to depository libraries, with certain specified exceptions;
- Depository libraries shall be located in each Congressional district in order to make government information widely available;
- This government information, in all formats, shall be available for the use of the general public for no fee.

Chapter 19 of Title 44, *U.S. Code* is the authority for the establishment and operation of the Depository Program.

Regional depositories in Texas are located at the Texas State Library and Archives Commission in Austin and at Texas Tech University in Lubbock. There are over fifty selective depositories throughout the state. For directory information about these depositories consult Appendix B of this document or search the directory on *GPO Access* at <<http://www.gpoaccess.gov/libraries.html>>.

Texas Federal depository libraries are committed to promoting no-fee access to U.S. government information. This document is a revision of the Plan originally formulated in the 1980s, reaffirming this commitment as government information becomes predominantly electronic.

The Texas State Plan is a mission statement, a planning document, and a statement of responsibility for Texas depository libraries. Its goal is to enhance coordination within the depository library system in Texas, and to assist those libraries in providing efficient and effective access to the federal government information needed by citizens of the state.

Chapter II. Goals & Objectives

Collection Development

Goal:

To ensure that a complete body of Federal government information is accessible to the citizens of Texas.

Objectives:

Each depository library will accept the responsibility to:

- Maintain the Suggested Core Collection specified in the *Federal Depository Manual* for its particular type of library.
- Acquire government information that is appropriate for the goals and objectives of the library and that meets the needs of its Congressional District, the local population, and non-depository libraries in its area.
- Create a written collection development policy as a component of the overall library collection development policy.
- Participate in cooperative agreements or selective housing arrangements when appropriate.
- Review item selections and weeding/disposal policies on a continuing basis, recognizing the enduring value of historic print collections.
- Recommend for acquisition commercially produced tools that will strengthen and improve access to the Federal depository collection.

In addition, regional depositories will accept the responsibility to:

- Work with depository libraries in Texas to assure that strong collections are maintained throughout the state.
- Coordinate disposal of documents by selective depositories in the state, as specified in Appendix D of this document.
- Maintain a complete collection of documents distributed through the FDLP, in accordance with GPO requirements.

Bibliographic Control

Goal:

To ensure that each depository maintain a clear, current, and accurate record of depository holdings in order to make access and retrieval as efficient as possible.

Objectives:

Each depository library will accept the responsibility to:

- Maintain a current, accurate record of its depository holdings.
- Provide bibliographic access to government information that is comparable to that for other library materials.
- Develop workable and efficient procedures to ensure that newly received materials are processed and available for use in a timely manner.
- Make use of available electronic tools as needed to improve efficiency of processing procedures. (Among these are a variety of tools available through the FDLP desktop, as well as discussion lists such as GovDoc-L, DocTech-L, Maps-L, and TX-FED).
- Evaluate options to purchase GPO catalog records as a means of improving access to government documents via the library's OPAC.
- Incorporate links into library catalogs when possible; highlighting, at minimum, the Basic Collection <http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html>.

Financial Responsibilities

Goal:

To ensure that depository libraries allocate sufficient financial and other resources to fully support its operations.

Objectives:

Each depository library will accept the responsibility to:

- Ensure compliance with *Instructions to Depository Libraries* (Chapter 5) by recruiting and hiring sufficient and well-qualified staff to manage the various depository functions.
- Provide support and opportunities for staff to receive relevant, on-going training and professional development.
- Allocate sufficient resources to ensure that government information can be processed and maintained in a manner comparable to other library materials.
- Supply sufficient and well-maintained equipment to provide public access to government information in non-print formats.
- Provide for adequate shelving and other storage equipment to protect, preserve, and enhance retrieval of government information in all formats.
- Provide a clean and safe environment for staff and patrons, with consideration given to removing potential barriers to access.
- Comply with the minimum technical guidelines set by the U.S. Government Printing Office <http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html>.

In addition, regional depositories will accept the responsibility to:

- Advocate for attendance by depository personnel at training and continuing education opportunities throughout the state

Service Guidelines

Goal:

To ensure that depository libraries provide public service of the highest caliber to the citizens of Texas.

Objectives:

Each depository library will accept the responsibility to:

- Answer questions from the general public.
- Make depository collections available through interlibrary loan, using the same standards as other library materials.
- Provide sufficient personnel to deliver effective reference assistance.
- Encourage participation in government information-related continuing education programs by the depository and non-depository library staff.
- Provide service to the depository collection that is comparable to service given to other library materials.
- Include access to government information in the library's pertinent service documents, such as Service Policies, Internet Use Policy, and Strategic Plan.
- Make documents collections and reference services available to all users during the same hours that other collections and services are available.

In addition, regional depositories will accept the responsibility to:

- Provide statewide reference and interlibrary loan services, and retain a complete retrospective documents collection in accordance with GPO requirements in all formats, suitable for use by libraries.
- Provide assistance and training for librarians newly assigned to administer depository collections.
- Facilitate training and continuing education in the access to and use of federal government resources.
- Coordinate the compilation, update, and distribution of a directory of Texas federal depository libraries that will include information on each library's staff, as well as special holdings of commercial indexes to federal government documents, microform sets, and major government-related holdings such as maps, patents, census, etc.

Each depository is encouraged to:

- Develop and promote staff training and workshops to ensure that staff are able to provide the highest quality and most comprehensive service to the public using any and all appropriate service methods and techniques.

Public Relations Guidelines

Goal:

To increase public awareness of the availability and usefulness of federal government information.

Objectives:

Each depository library will accept the responsibility to:

- Utilize public relations materials and techniques to inform existing and potential users of the availability and usefulness of federal government information.
- Investigate all appropriate methods of publicizing government information and develop good public relations. This can include, but is not limited to, displays, brochures, customer training, Web sites, regular contacts with library administration, local government authorities, etc.
- Initiate and maintain contact with non-depository libraries and other groups in its service area to increase awareness of federal government information.
- Develop a Web presence using, at minimum, a page based upon the ALA GODORT *Government Information Web Page Template* <<http://sunsite.berkeley.edu/GODORT/gitco/govinfotemplate.html>>.

Depository Library Relationships

Goal:

To ensure the efficient and effective use of federal depository resources in Texas through cooperative agreements and networking.

Objectives:

Regional depositories will accept the responsibility to:

- Encourage compliance with the *Instructions for Depository Libraries* through such methods as: training and continuing education programs for librarians and staff, orientation meetings, mentoring, personal contacts, visits, etc.
- Encourage cooperative collection management activities among all depository libraries in order to ensure that a wide range of information is available within each region of the state.

- Encourage high quality reference assistance throughout the state through such methods as: training, continuing education, development of cooperative reference programs, lists of experts, etc.
- Encourage the establishment of local depository interest groups, when feasible
- Encourage communication among all depository libraries through such methods as mailing lists, newsletters, statewide meetings, etc.
- Advocate for the inclusion of government information in other statewide consortial agreements.
- Maintain a Web site that provides links to information about national and statewide policies and resources that support the depository program.

Selective depository libraries are encouraged to:

- Participate in local, state, and national cooperative collection management activities.
- Participate in cooperative reference assistance programs.
- Participate in local and/or regional networking groups, in person or electronically, when feasible.

Preservation

Goal:

To preserve the depository collections in the state of Texas and ensure permanent public access to Federal government information.

Objectives:

Each depository library will accept the responsibility to:

- Include depository collections in their library's preservation policy

Each depository library is encouraged to:

- Participate in national and statewide projects for the archiving of digital government information.
- Participate in national and statewide projects for digitizing government resources.

In addition, regional depositories are encouraged to:

- Coordinate statewide projects for digitizing government resources.
- Coordinate statewide projects for archiving electronic government information.
- Advocate for the inclusion of government information in other statewide digitization or electronic archival projects.
- Coordinate access to and storage of outdated electronic government information resources that are no longer usable on current computer operating systems.

Contingency Planning

Goal:

To ensure that libraries have a disaster/contingency plan that protects the Federal depository collections.

Objectives:

Depository libraries are encouraged to:

- Have a disaster/contingency plan equivalent to that for other library collections that addresses the needs of the Federal depository collections during times of service interruptions, natural disasters, network failures, etc.

Procedures for Review

To ensure that the Texas State Plan remains viable and continues to address issues facing Federal depository libraries in the state, the Texas State Plan should be reviewed every three to five years.

- In consultation with the regional depositories, TLA GODORT will coordinate review of the Plan at least every five years
- Recommendations for revisions to the State Plan may be proposed to the regional depositories at any time by any Federal depository library in the state.
- Any proposed amendment or revision to the Plan should be advertised for comment to the Federal Depository Library Community.
- All revisions or amendments to the Plan should have the support of a 2/3 majority of the chief administrators of the Federal depository libraries in Texas.
- The State Plan will be posted on the Regionals' web sites.

Appendix A: Letter of Agreement

[Library], a designated Federal Depository Library, agrees to support and participate in the Texas State Plan for Federal Depository Library Services in order to achieve the goals of the Federal Depository Library Program.

Signature _____ Date _____
Depository Librarian

Signature _____ Date _____
Depository Library Director

Please retain one copy of this agreement and return the other copy to your designated Regional Depository library:

Region I Libraries

Regional Depository Librarian
Texas Tech University Library
18th and Boston
Lubbock, TX 79409-0002

Region II Libraries

Regional Depository Librarian
Texas State Library and Archives Commission
PO Box 12927
Austin, TX 78711-2927

Appendix B. List of Federal Depository Libraries in Texas

Abilene

Abilene Christian University (0612A)
Brown Library
1600 Campus Court
Abilene, TX 79699-9208
Phone: (915) 674-2316
Fax: (915) 674-2202
<http://www.acu.edu/academics/library/govdoc/>

Hardin-Simmons University (0612)
Richardson Library
2200 Hickory
Abilene, TX 79698-0001
Phone: (915) 670-1521
Fax: (915) 677-8351

Arlington

Arlington Public Library System (0607C)
George W. Hawkes Central Library
101 East Abram Street
Arlington, TX 76010-1183
Phone: (817) 459-6900
Fax: (817) 459-6902

University of Texas at Arlington (0607B)
Library
702 College Street
Arlington, TX 76019-0497
Phone: (817) 272-3394
Fax: (817) 272-3593
<http://www.uta.edu/library/internet/usgov.html>

Austin

Texas State Law Library (0593A)
Tom C. Clark Building
205 West 14th Street
Austin, TX 78711-2367
Phone: (512) 463-1722
Fax: (512) 463-1728
<http://www.sll.state.tx.us>

Texas State Library & Archives Commission (0591)
1201 Brazos Street
Austin, TX 78701-1938
Phone: (512) 463-5455
Fax: (512) 463-5430

REGIONAL DEPOSITORY

Austin (cont.)

University of Texas at Austin (0593)
Wasserman Public Affairs Library
26th Street & Red River
Austin, TX 78712-1282
Phone: (512) 495-4400
Fax: (512) 471-4697
<http://www.lib.utexas.edu/pal/>

University of Texas at Austin (0605)
Perry-Castañeda Library
Austin, TX 78713-7330
Phone: (512) 495-4250
Fax: (512) 495-4296

University of Texas at Austin (0605A)
Tarlton Law Library
727 East Dean Keeton Street
Austin, TX 78705-5799
Phone: (512) 232-3805
Fax: (512) 471-0243
<http://tarlton.law.utexas.edu/collections/govdocs/>

Baytown

0592A Lee College (0592A)
Erma Wood Carlson Learning Resource Center
511 South Whiting Street
Baytown, TX 77522-0818
Phone: (281) 425-6276
Fax: (281) 425-6557
<http://www.lee.edu/library/govtdocs.html>

Beaumont

Lamar University (0597)
Mary & John Gray Library
4400 Martin Luther King Parkway
Beaumont, TX 77710
Phone: (409)880-8261
Fax: (409)880-2318
<http://library.lamar.edu/govdocs.html>

Brownsville

University of Texas /Brownsville & Texas Southmost
College (0609B)
Arnulfo L. Oliveira Memorial Library
80 Fort Brown
Brownsville, TX 78520
Phone: (956)544-8221
Fax: (956)544-3899

Brownwood

Howard Payne University (0616)
Walker Memorial Library
1000 Fisk Avenue
Brownwood, TX 76801-2794
Phone: (915)649-8602:5603
Fax: (915)649-8904

Canyon

West Texas A&M University (0613)
Cornette Library
26th & University Avenue
Canyon, TX 79016-0748
Phone: (806)651-2205
Fax: (806)651-2213
<http://www.wtamu.edu/library/documents/>

College Station

Texas A&M University (0592)
Sterling C. Evans Library
College Station, TX 77843-5000
Phone: (979)845-3826
Fax: (979)458-0112
<http://library.tamu.edu/hss/docs.html>

Commerce

Texas A&M University, Commerce (0599)
James Gilliam Gee Library
East Texas Station
Commerce, TX 75429-3011
Phone: (903)886-5726
Fax: (903)886-5723
<http://www7.tamu-commerce.edu/library/gov.htm>

Corpus Christi

Texas A&M University, Corpus Christi (0591D)
Mary & Jeff Bell Library
6300 Ocean Drive
Corpus Christi, TX 78412-5503
Phone: (361)825-2609
Fax: (361)825-5973
<http://rattler.tamucc.edu/igovdocs.html>

Corsicana

Navarro College (0601)
Learning Resources Center
3200 West 7th Avenue
Corsicana, TX 75110-4899
Phone: (903)875-7442
Fax: (903) 875-7449
<http://www.navarrocollege.edu/library/government/>

Dallas

Dallas Baptist University (0594A)
Vance Memorial Library
3000 Mountain Creek Parkway
Dallas, TX 75232-9299
Phone: (214)333-5320
Fax: (214)333-5323
<http://www.dbu.edu/library/default.asp>

Dallas Public Library System (0594)
J. Erik Jonsson Library
1515 Young Street
Dallas, TX 75201-5499
Phone: (214)670-1468
Fax: (214)670-1451
<http://dallaslibrary.org/CGI/cgp.htm>

Southern Methodist University (0600)
Central University Libraries
Airline at McFarlin
Dallas, TX 75275-0135
Phone: (214)768-2331
Fax: (214)768-1842
<http://www.smu.edu/cul/gir/>

Denton

University of North Texas (0608A)
Libraries
Highland Street
Denton, TX 76203-5190
Phone: (940)565-2870
Fax: (940)565-2599
<http://www.library.unt.edu/govinfo/>

Edinburg

University of Texas, Pan American (0610)
Library
1201 West University Drive
Edinburg, TX 78539-2999
Phone: (956)384-5059
Fax: (956)318-5196
<http://www.lib.panam.edu/~docs/document.html>

El Paso

El Paso Public Library (0611)
501 North Oregon Street
El Paso, TX 79901-1195
Phone: (915)543-5433
Fax: (915)543-5455

University of Texas, El Paso (0611A)
Library
500 West University Avenue
El Paso, TX 79968-0582
Phone: (915)747-5643
Fax: (915)747-5327
<http://libraryweb.utep.edu/ref/docsdefault.html>

Fort Worth

Fort Worth Public Library (0607)
500 West 3rd Street
Fort Worth, TX 76102-7305
Phone: (817)871-7721
Fax: (817)871-7709
<http://www.fortworthlibrary.org/perdocs.htm>

Texas Christian University (0607A)
Mary Coats Burnett Library
2913 Lowden Street
Fort Worth, TX 76129-0001
Phone: (817)257-7669
Fax: (817)257-7447
<http://libnt4.lib.tcu.edu/www/departments/GovInfo/GovInfo.shtm>

Houston

Houston Public Library (0603)
500 McKinney Avenue
Houston, TX 77002-2534
Phone: (713)236-1313
Fax: (713)247-3922
<http://www.hpl.lib.tx.us/govdocs/>

North Harris College (0592B)
Library
2700 WW Thorne Drive
Houston, TX 77073-3410
Phone: (281)618-5707
Fax: (281)618-5695
<http://nhclibrary.nhmccd.edu/govinfo/index.html>

Rice University (0608C)
Fondren Library
6100 Main Street
Houston, TX 77005-1892
Phone: (713)348-5483
Fax: (713)348-5902
<http://www.rice.edu/fondren/gov/>

South Texas College of Law (0609A)
The Fred Parks Law Library
1303 San Jacinto Street
Houston, TX 77002-7000
Phone: (713)646-1712
Fax: (713)659-2217
<http://www.stcl.edu>

Texas Southern University (0606A)
Thurgood Marshall School of Law Library
3100 Cleburne Avenue
Houston, TX 77004-4501
Phone: (713)313-4472
Fax: (713)313-4483

University of Houston (0597B)
O'Quinn Law Library
12 Law Library
Houston, TX 77204-6054
Phone: (713)743-2300
Fax: (713)743-2299
<http://www.law.uh.edu/libraries/fedweb/>

Houston (cont.)

University of Houston (0608)
University Libraries-Acq. Dept.
114 University Libraries
Houston, TX 77204-2000
Phone: (713)743-1050
Fax: (713)743-9778

University of Houston, Clear Lake (0603A)
Alfred R. Neumann Library
2700 Bay Area Boulevard
Houston, TX 77058-1098
Phone: (281)283-3910
Fax: (281)283-3937
<http://129.7.161.31/govdocs.html>

Huntsville

Sam Houston State University (0602)
Newton Gresham Library
1830 Bobby K. Marks Dr.
Huntsville, TX 77341
Phone: (936)294-3721
Fax: (936)294-3780
http://www.shsu.edu/~lib_www/resources/govdocs.html

Hurst

Tarrant County College (0605B)
Northeast Campus Library
828 Harwood Road
Hurst, TX 76054-3299
Phone: (817)515-6477
Fax: (817)515-6275

Kingsville

Texas A&M University, Kingsville (0609)
James C. Jernigan Library
Kingsville, TX 78363-8201
Phone: (361)593-3319
Fax: (361)593-4093
<http://139.94.160.24/reference/docs/govinfo.htm>

Laredo

Texas A&M International University (0595A)
Sue & Radcliffe Killam Library
5201 University Boulevard
Laredo, TX 78041-1900
Phone: (956)326-2138
Fax: (956)326-2399
<http://www.tamui.edu/library/>

Longview

Longview Public Library (0598)
222 West Cotton Street
Longview, TX 75601-6348
Phone: (903)237-1350
Fax: (903)237-1343

Lubbock

Texas Tech University (0614)
Library
18th & Boston
Lubbock, TX 79409-0002
Phone: (806)742-2282
Fax: (806)742-1332
http://www.lib.ttu.edu/gov_docs/
REGIONAL DEPOSITORY

Texas Tech University (0597A)
School of Law Library
1802 Hartford Avenue
Lubbock, TX 79409-0004
Phone: (806)742-3957
Fax: (806)742-1629
<http://www.law.ttu.edu/lawlibrary/GOVDOCS/govdocsw.htm>

Nacogdoches

Stephen F. Austin State University (0602A)
Steen Library
1900 North Street
Nacogdoches, TX 75962-3055
Phone: (936)468-4217
Fax: (936)468-4117
<http://libweb.sfasu.edu/subject/government/default.htm>

Prairie View

Prairie View A&M University (0603B)
John B. Coleman Library
Avenue A at Minor
Prairie View, TX 77446-0188
Phone: (936) 857-2612
Fax: (936) 857-2755
<http://www.tamu.edu/pvamu/library/>

Richardson

University of Texas, Dallas (0594B)
Eugene McDermott Library
2601 North Floyd Road
Richardson, TX 75083-0643
Phone: (972)883-2955
Fax: (972)883-2473
<http://www.utdallas.edu/library/reference/gov.html>

San Angelo

Angelo State University (0616A)
Porter Henderson Library
2025 Johnson
San Angelo, TX 76904-5079
Phone: (325)942-2141
Fax: (325)942-2198
<http://www.angelo.edu/services/library/govdocs/us.htm>

San Antonio

Palo Alto College (0593B)
Ozuna Learning Resources Center
1400 West Villaret Boulevard
San Antonio, TX 78224-2499
Phone: (800)755-0095
Fax: (210)921-5065

Saint Mary's University (0615A)
Louis J. Blume Library
One Camino Santa Maria
San Antonio, TX 78228-8608
Phone: (210)436-3441
Fax: (210)436-3782
<http://library.stmarytx.edu/acadlib/doc/doc.htm>

San Antonio (cont.)

Saint Mary's University (0604A)
Sarita Kenedy East Law Library
One Camino Santa Maria
San Antonio, TX 78228-8605
Phone: (210)436-3435
Fax: (210)436-3240
<http://stmarylaw.stmarytx.edu/library/library.htm>

San Antonio College (0591B)
Learning Resource Center
1001 Howard Street
San Antonio, TX 78212-4299
Phone: (210)733-2477
Fax: (210)733-2111
<http://www.accd.edu/sac/lrc/librns/tina/dep.htm>

San Antonio Public Libraries (0615)
San Antonio Central Library
600 Soledad Street
San Antonio, TX 78205-1200
Phone: (210)207-2694
Fax: (210)207-2554
<http://www.sanantonio.gov/library/central/govdocs.asp>

Trinity University (0615B)
Elizabeth Huth Coates Library
715 Stadium Drive
San Antonio, TX 78212-7200
Phone: (210)999-7213
Fax: (210)999-8212
<http://lib.trinity.edu/servcols/govdocs/>

University of Texas, San Antonio (0616B)
Library
6900 N Loop 1604 W
San Antonio, TX 78249-0671
Phone: (210)458-4573
Fax: (210)458-4577
<http://www.lib.utsa.edu/>

San Marcos

Texas State University – San Marcos (0595)
Albert B. Alkek Library
601 University Drive
San Marcos, TX 78666-4604
Phone: (512)245-3686
Fax: (512)245-3002

Seguin

Texas Lutheran University (0595B)
Blumberg Memorial Library
1000 West Court Street
Seguin, TX 78155-5999
Phone: (830)372-8100
Fax: (830)372-8156

Texarkana

Texarkana College (0596A)
Palmer Memorial Library
2500 North Robison Road
Texarkana, TX 75599
Phone: (903)223-3094
Fax: (903)831-7429

Victoria

University of Houston, Victoria (0591C)
VC/UHV Library
2602 North Ben Jordan
Victoria, TX 77901-5699
Phone: (361)570-4166
Fax: (361)570-4155

Waco

Baylor University (0606)
Moody Memorial Library
One Bear Place, #97143
Waco, TX 76798-7143
Phone: (254)710-2157
Fax: (254)710-3116
<http://www.baylor.edu/Library/GovDocs/>

Baylor University (0604B)
Sheridan & John Eddie Williams Legal Research and
Technology Center
1114 South University Parks Dr.
Waco, TX 76706
Phone: (254)710-2168
Fax: (254)710-2294

Wichita Falls

Midwestern State University (0608B)
Moffett Library
3410 Taft Boulevard
Wichita Falls, TX 76308-2099
Phone: (940)397-4177
Fax: (940)397-4689
<http://www.mwsu.edu/~library/libraryhp.html>

Appendix C. Federal Depository Libraries in Regions I and II

Texas Tech University Regional Depository, Region I	Texas State Library Regional Depository, Region II
<p>Abilene Abilene Christian University (0612A) Hardin-Simmons University (0612)</p> <p>Arlington Arlington Public Library System (0607C) University of Texas, Arlington (0607B)</p> <p>Brownwood Howard Payne University (0616)</p> <p>Canyon West Texas A&M University (0613)</p> <p>Commerce Texas A&M University, Commerce (0599)</p> <p>Corsicana Navarro College (0601)</p> <p>Dallas Dallas Baptist University (0594A) Dallas Public Library System (0594) Southern Methodist University (0600)</p> <p>Denton University of North Texas (0608A)</p> <p>El Paso El Paso Public Library (0611) University of Texas, El Paso (0611A)</p> <p>Fort Worth Fort Worth Public Library (0607) Texas Christian University (0607A)</p> <p>Hurst Tarrant County College (0605B)</p> <p>Longview Longview Public Library (0598)</p>	<p>Austin University of Texas, Austin - Perry-Castañeda Library (0605) University of Texas, Austin - Tarlton Law Library (0605A) University of Texas, Austin - Wasserman Library (0593) Texas State Law Library (0593A)</p> <p>Baytown Lee College (0592A)</p> <p>Beaumont Lamar University (0597)</p> <p>Brownsville University of Texas, Brownsville & Texas Southmost College (0609B)</p> <p>College Station Texas A&M University (0592)</p> <p>Corpus Christi Texas A&M University, Corpus Christi (0591D)</p> <p>Edinburg University of Texas, Pan American (0610)</p> <p>Houston Houston Public Library (0603) North Harris College (0592B) Rice University (0608C) South Texas College of Law (0609A) Texas Southern University (0606A) University of Houston (0608) University of Houston Law Center (0597B) University of Houston, Clear Lake (0603A)</p> <p>Huntsville Sam Houston State University (0602)</p> <p>Kingsville Texas A&M University, Kingsville (0609)</p>

Lubbock

Texas Tech University - School of Law (0597A)

Richardson

University of Texas, Dallas (0594B)

San Angelo

Angelo State University (0616A)

Texarkana

Texarkana College (0596A)

Wichita Falls

Midwestern State University (0608B)

Laredo

Texas A&M International University (0595A)

Nacogdoches

Stephen F. Austin State University (0602A)

Prairie View

Prairie View A&M University (0603B)

San Antonio

Palo Alto College (0593B)

Saint Mary's University - Law Library (0604A)

Saint Mary's University (0615A)

San Antonio College (0591B)

San Antonio Public Library (0615)

Trinity University (0615B)

University of Texas, San Antonio (0616B)

San Marcos

Texas State University – San Marcos (0595)

Seguin

Texas Lutheran University (0595B)

Victoria

University of Houston, Victoria (0591C)

Waco

Baylor University – Sheridan and John Eddie
Williams Legal Research and Technology Center
(0604B)

Baylor University (0606)

Appendix D. Disposal Instructions

I. Documents Received through the Depository Distribution Program

- A. Depository libraries wishing to dispose of any publications received as part of the depository program and retained for at least five years must ask permission from their Regional Depository Library by preparing a disposal list. The list will be reviewed and posted to the Texas State Library and Archives Commission Web site for review by Texas federal depository libraries. All publications that remain unclaimed after a specified date may be thrown away.
- B. Your Regional Depository Library will notify you if certain publications should be retained for a longer period.
- C. Depository documents in hard copy for which microfiche has been substituted must also be listed.
- D. Microfiche discards
 - 1. Selective depositories may discard microfiche copies of depository documents after they have been retained for 5 years without offering them on a disposal list. This provision reflects the "Cornwell Method" as approved by GPO for the handling of microfiche discards.
 - 2. Libraries discarding large runs or sets of microfiche documents must receive permission from their Regional Depository Library before discarding. The Regional may reserve the right to require the selective to prepare a disposal lists for large runs or sets of microfiche.
- E. Items to be discarded may not be sold unless the proceeds are forwarded to GPO.
- F. See GPO Instructions for additional guidelines.

II. Documents Not Received through the Depository Distribution Program

- A. Government publications received through sources other than the depository program may be disposed of in any manner at any time. These include publications received as gifts or donations and publications received on subscription.
- B. Depository librarians are not required to secure permission before disposing of non-depository items or to notify their Regional Depository Library of disposal.
- C. It is strongly recommended that non-depository items of permanent research value be offered to other depository libraries by means of a disposal list.

III. Special Cases: Superseded Documents and Bound Volumes

- A. Documents which have been superseded, whether depository or non-depository, may be discarded in any manner. For further assistance, see the latest edition of the Superseded List. <http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html>
- B. Documents, which are received later in bound form, may be discarded in any manner. Discard separates only after bound volumes have been received.

Instructions for Preparing a Disposal List

1. Prepare your disposal list in any word-processing program that can save the document as "text", or more specifically, as an ASCII text file. Please list the documents in SuDocs classification order. Suggested column placement, arrangement, and information for lists:
Name of Institution
List #
Format of items listed
Address
Telephone number
Fax number
Contact person
E-mail address for above
Special notes; e.g., TEXPRESS, postage requested, mailing labels, etc.
Class # (suggest beginning column at space 1)
Title (suggest beginning column at space 21)
Year (suggest beginning column at space 60)
2. Saving your file: After you have completed your disposal list, save it as a text or ASCII file, and quit the word-processing application.
3. Be sure to include a unique list number and indicate whether the list contains paper (p), microfiche (m), or electronic (e) documents. Preferred list number format is: [Yr.] - [list #] - [Format]. Example: 02-12m.
4. Disposal dates are assigned to lists as they are submitted to the Regional Depository. The date is officially conveyed to your library in an e-mail notification. Lists received by the 15th of the month are assigned a disposal date of the last day of the following month; e.g., lists received by December 15 would have a disposal date of January 31.

Submission and Distribution of Disposal Lists

E-mail submission

Specific guidelines for formatting and assignment of disposal dates are located on the Texas State Library and Archives Commission (TSLAC) Web site at <http://www.tsl.state.tx.us/ref/fdlp>. Please bookmark the URL. We do not provide a link since the site is for federal depository librarians and their staffs only.

E-mail list to your designated Regional contact. The lists will be reviewed, disposal dates assigned, and then posted to the TSLAC for review by depositories.

Electronic distribution

Lists will be posted to TSLAC Web site after review by your Regional library. Selectives will request items directly from the selective disposing of the publications.

Diskette submission

Mail diskette to your designated Regional contact. Disposal lists will be posted to the TSLAC Web site after review by your Regional library.

Diskette distribution

For those libraries who cannot access the Web site, the Regional libraries will provide disposal lists on diskette to those selectives who have indicated they wish to continue to receive lists from other selectives. The Regionals will collect blank diskettes and mailing labels from their selectives requiring this method of distribution.

Paper submission

Paper lists will only be accepted after consultation with your Regional librarian.

Paper distribution

Photocopies of disposal lists will be distributed to only those selectives which provide mailing labels to each Regional. PLEASE NOTE: paper distribution will occur only for those items that are not submitted electronically.

Instructions for Disposal List Submission

E-mail Submission

The following is the PREFERRED method of submitting disposal lists. Depository librarians should use this procedure if at all possible.

1. Prepare the disposal list according to the instructions found in "Disposal List Preparation."
2. Save the disposal list as an ASCII text file.
3. Log on to your e-mail system and compose a new message. Your message should be sent to your Regional Depository Library contact. The subject and text of your message should indicate that you are submitting a disposal list from your library. Instruct your e-mail system to attach your disposal list to the message before it is sent.

Diskette Submission

1. Prepare the disposal list according to the instructions found in "Instructions for Preparing a Disposal List."
2. Save the disposal list (as an ASCII text file) to a 3-1/2 inch diskette. The diskette should be formatted for DOS only.
3. Mail the diskette with a cover letter to your Regional Depository Library:

Region I libraries

Texas Tech University Library
US Documents - Disposal List
18th and Boston
Lubbock, TX 79409-0002

Region II libraries

Texas State Library
US Documents - Disposal List
PO Box 12927
Austin, TX 78711-2927

Paper submission

1. Paper submissions will only be accepted after consultation with your Regional Librarian. Please contact Tom Rohrig (Region I) or Sue Troyan (Region II) at the addresses above for further instructions.