



TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Frequently Asked Questions

A SUMMARY OF COMPLIANCE REQUIREMENTS ON MATERIALS
IN PHYSICAL FORMATS PUBLISHED BY INSTITUTIONS OF HIGHER EDUCATION,
REV 03/2016

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 *Texas 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, colleges and universities are required to send copies of their publications to the Program. Once received, the publications are distributed to specially designated libraries in Texas.

WHAT COLLEGES AND UNIVERSITIES PARTICIPATE IN THE PROGRAM?

The State Depository Law defines a state agency as any entity authorized to govern operations of the state, including a university system, institution of higher education as defined by Texas Education Code 61.003, or a subdivision of one of those entities.

WHO IS RESPONSIBLE FOR SENDING PUBLICATIONS?

Each state-supported college and university is required to designate one or more Publications Liaisons. This person is the institution'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 institution 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 of a college or university, or is published under its authority.
- It is distributed outside of the creating institution on request or in multiple copies.

These criteria apply to a publication that an institution of higher education 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 | newsletters (distributed externally) |
| audits (financial and management) | planning and evaluation documents |
| budgets and budget requests | research reports and studies |
| codes (as compendia) | rules and regulations (as compendia) |
| directories and rosters | standards (as compendia) |
| financial reports | state or strategic plans |
| handbooks, guides and manuals | statistical compilations |
| journals and magazines | university press books (nonfiction) |
| maps | |

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 colleges and universities are **not to send**. These materials include records compiled or produced solely to meet the institution’s internal operating needs and the examples listed below. A list of standard exemptions for state publications in all formats can be found at 13 TAC 3.5.

| Colleges and universities are <u>not</u> required to send the following materials: | | |
|---|--|---|
| agendas | hearings (transcripts of) | poetry |
| advertisements | job announcements | policy handbooks (intended for internal use only by students and faculty) |
| alumni materials | laws (as compendia) | posters |
| announcements | literary criticisms | programs (announcements of) |
| artwork | memorabilia | recruitment materials |
| calendars | memoranda | reprints (reissued without change) |
| contracts | news or press releases | rules and regulations (as compendia) |
| correspondence | newsletters and mailing lists (meant for employee, faculty or student use) | standards (as compendia) |
| course schedules | notices of sale | stationery |
| departmental curriculum catalogs | pamphlets and brochures | student publications (those produced by students) |
| drafts of plans, reports | daily or weekly periodicals (that are summarized in monthly or quarterly publications) | telephone directories (meant only for employees, faculty or student use) |
| fiction | personnel manuals | volunteer newsletters |
| forms | photographs | |
| 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 four (4).

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 college or university:

| <u>Publication Produced</u> | <u>Copies to Send to the Library</u> |
|---|--------------------------------------|
| Annual financial reports | 3 |
| Annual operating budgets | 3 |
| State or strategic plans (for services or programs within university's jurisdiction) | 3 |
| Legislative appropriations requests | 2 |
| Quarterly or annual measures reports | 2 |
| University press books (nonfiction) | 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 and Archives Commission
 Room 109
 1201 Brazos
 Austin, TX INTERAGENCY MAIL

U.S. Mail

Texas State Publications Depository Program
 Texas State Library and Archives Commission
 Room 109
 P.O. Box 12927
 Austin, TX 78711

WHO CAN ANSWER QUESTIONS?

Contact [Reference Staff](#) at 512-463-5455.