



Texas State Publications Depository Program Frequently Asked Questions

A Summary of Compliance Requirements on Materials in Physical Formats Published by **Institutions of Higher Education**

Revised: January 2020

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.

Examples of the Kinds of Publications to Send

Annual and biennial reports	Maps
Audits (financial and management)	Newsletters (distributed externally)
Budgets and budget requests	Planning and evaluation documents
Directories and rosters	Research reports and studies
Financial reports	State or strategic plans
Handbooks, guides and manuals	University press books (nonfiction)
Journals and magazines	

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 may include 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 **Not Required** to Send the Following Materials

Agendas	Job announcements	Policy handbooks (intended for internal use only by students and faculty)
Advertisements	Laws (as compendia)	Posters
Alumni materials	Literary criticisms	Programs (announcements of)
Announcements	Memorabilia	Recruitment materials
Artwork	Memoranda	Reprints (reissued without change)
Calendars	News or press releases	Rules and regulations (as compendia)
Contracts	Newsletters and mailing lists (meant for employee, faculty or student use)	Standards (as compendia)
Correspondence	Notices of sale	Stationery
Course schedules	Pamphlets and brochures	Student publications (those produced by students)
Departmental curriculum catalogs	Daily or weekly periodicals (that are summarized in monthly or quarterly publications)	Telephone directories (meant only for employees, faculty or student use)
Drafts of plans, reports	Personnel manuals	Volunteer newsletters
Fiction	Photographs	
Forms	Poetry	
Fund raising materials		
Grant proposals, bids		
Hearings (transcripts of)		

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:

Publication Produced	Copies to Send
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, Rm. 109
1201 Brazos
Austin, TX INTERAGENCY MAIL

U.S. Mail

Texas State Publications Depository Program

Texas State Library and Archives Commission, Rm. 109
P.O. Box 12927
Austin, TX 78711

Who Can Answer Questions?

Contact the Reference Desk at: ref@tsl.texas.gov or by phone at 512-463-5455