



Frequently Asked Questions

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

Revised: April 2024

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 (TSLAC).

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 TSLAC, 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
Audits (financial and management)
Budgets and budget requests
Directories and rosters
Financial reports
Handbooks, guides, and manuals
Journals and magazines

Maps
Newsletters (distributed externally)
Planning and evaluation documents
Research reports and studies
State or strategic plans
University press books (only non-fiction aligned with TSLAC's collection development policy)

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:

<i>Publication Produced</i>	<i>Copies to Send</i>
Annual financial reports	3
Annual operating budgets.....	3
State or strategic plans for services or programs within university's jurisdiction	2
Legislative appropriations requests.....	2
Quarterly or annual measures reports	2
University press non-fiction books aligned with TSLAC's collection development policy.....	2

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 TSLAC, 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	Laws (as compendia)	Reprints reissued without change
Advertisements	Literary criticisms	Rules and regulations after 1976 (as compendia)
Alumni materials	Memorabilia	Standards (as compendia)
Announcements	Memoranda (including e-mail)	Stationery
Artwork	News or press releases	Student publications produced by students
Calendars	Newsletters and subscriber lists only for employee, faculty, or student use	Telephone directories only for employee, faculty, or student use
Codes (as compendia)	Notices of sale	Training materials
Complex relational databases	Opinions and orders issued by state courts	Unedited compilations of data or information submitted via forms or other means from individuals or entities under the regulation of an institution
Contracts	Periodicals (daily or weekly) summarized in monthly or quarterly publications	University press books not aligned with TSLAC's collection development policy
Correspondence	Personnel manuals	Volunteer newsletters
Course schedules and materials	Photographs	
Departmental curriculum catalogs	Poetry	
Drafts of plans, reports	Policy handbooks only for employee, faculty, or student use	
Ephemera (brochures, flyers, pamphlets, posters, etc.)	Programs (announcements of events, trainings)	
Fiction	Recruitment materials	
Forms and their instructions		
Fund raising materials		
Grant proposals, bids		
Hearings (transcripts of)		
Job listings		

Where to Send Your Publications

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

Interagency Mail

Texas State Publications Depository Program

Texas State Library and Archives Commission, Rm. 109
1201 Brazos
Austin, TX INTERAGENCY MAIL

US Postal Mail

Texas State Publications Depository Program

Texas State Library and Archives Commission, Rm. 109
PO 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.