



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 11/2012

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	maps
audits (financial and management)	newsletters (distributed externally)
budgets and budget requests	planning and evaluation documents
codes (as compendia)	research reports and studies
directories and rosters	rules and regulations (as compendia)
financial reports	standards (as compendia)
handbooks, guides and manuals	state or strategic plans
journals and magazines	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 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 items listed below.

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

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

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 G020
 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 [Reference Staff](#) at 512-463-5455.