



TEXAS STATE PUBLICATIONS
DEPOSITORY PROGRAM

Manual for Texas Depository Libraries

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Manual for Texas Depository Libraries

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Introduction

<p>Preface</p>	<p>The Texas State Library and Archives Commission has the responsibility under <i>Texas Government Code</i> §441.102 to "establish procedures for the distribution of state publications to depository libraries and for the retention of those publications." The statute also authorizes the Commission to "enter into contract with a depository library under which the depository library receives all or part of the state publications that are distributed."</p> <p>This <i>Manual</i> clarifies the distribution procedures and the depository library's contractual obligations. It describes the Texas State Publications Depository Program, for which the law serves as a basis, and explains the minimum standards for designated depository libraries (<i>Texas Administrative Code</i>, Title 13, §3.12). 13 TAC §3.12(a)(6) requires that each depository library name a professional librarian to be responsible for the collection and to act as a liaison with the Texas State Library. This <i>Manual</i> is intended primarily for the use of these librarians.</p>
<p>Overview</p>	<p>What is the Texas State Publications Depository Program?</p> <p>The Texas State Publications Depository Program is designed to collect and distribute systematically the publications of Texas state government and to promote their use by the citizens of Texas.</p> <p>The Program is authorized by <i>Texas Government Code</i> §441.101 to §441.106 (commonly referred to as the State Depository Law) and is administered by the Texas State Library and Archives Commission.</p>

Introduction (continued)

<p>Overview (continued)</p>	<p>As the collection and distribution center for state publications, the Program acts as a broker between the state agencies and state-supported colleges and universities that produce these documents and the libraries that make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Program. Once received, they are distributed to specially designated public and university libraries in Texas, where they are treated like other library materials.</p>
<p>Goals</p>	<p>The Program has three (3) primary goals:</p> <ol style="list-style-type: none"> 1. To provide a mechanism by which state government can make information about its activities and services available at minimum cost and effort; 2. To provide the citizens of Texas with ready access to the information published by state government; and 3. To provide a means for citizens to learn about the activities of Texas state government through the use of its publications.
<p>Essential Components</p>	<p>The essential components of the Program are the:</p> <p>Acquisition of publications from agencies;</p> <p>Organization of publications, including cataloging and physical processing (for example, labeling and shelving documents), as well as preparation of announcements and finding aids to make them accessible;</p> <p>Distribution of publications to designated libraries throughout the state;</p> <p>Conversion of non-depository publications to alternate format for sale; and</p> <p>Retention of and Access to publications at designated libraries and the Texas State Library.</p>

Texas State Publications Depository Program

Introduction (continued)

Glossary of Terms	<p>In this <i>Manual</i>, the terms and abbreviations listed below have the indicated meaning:</p> <p>13 TAC = Chapter 13 of the <i>Texas Administrative Code</i></p> <p>Commission = Texas State Library and Archives Commission</p> <p>Depository = Any library that the Director and Librarian or the commission designates as a depository library for state publications</p> <p>Director and Librarian see State Librarian</p> <p>Library = Texas State Library and Archives Commission</p> <p>Program = Texas State Publications Depository Program</p> <p>State Librarian = Chief executive and administrative officer of the Texas State Library and Archives Commission</p> <p>Texas State Library = the building, administration and collections of the Texas State Library and Archives Commission</p>
Contact Information	<p><i>U.S. Postal Service Address</i></p> <p>Texas State Library Texas State Publications Depository Program, Room 307 P.O. Box 12927 Austin, TX 78711</p> <p><i>Physical Address</i></p> <p>Texas State Library Texas State Publications Depository Program, Room 307 1201 Brazos Austin, TX 78701</p> <p><i>TExpress Courier</i></p> <p>Texas State Publications Depository Program, Room 307 TExpress Location: <u>83</u> TExpress Hub: <u>AUS</u></p> <p><i>Telephone and E-mail Contacts</i></p> <p>State Publications Coordinator Voice: 512-463-5434 E-mail: Fax: 512-936-2306 <i>statepubs@tsl.state.tx.us</i></p> <p>Reference/Documents 512-463-5455 <i>reference.desk@tsl.state.tx.us</i></p>

Introduction (continued)

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Texas State Publications Depository Program

Library Participation

Depository Libraries	The success of the Program depends on the efforts of depository libraries to make state publications available and to promote their use. The State Depository Law and Program rules and regulations help define the scope of their participation.
Definition	<i>Texas Government Code §441.101</i> defines a depository library as "the Texas State Library, the Legislative Reference Library, the Library of Congress, the Center for Research Libraries, or any other library that the Commission designates as a depository." A list of Depository Libraries is given in Appendix A-3 (pages 83 – 86). The Texas State Library recognizes the following types of depository libraries.
Types	Statutory depositories Institutions named in the legal definition are called statutory depository libraries. They are exempt from all minimum operating standards and receive priority distribution of publications deposited in limited quantities. Designated depositories The Commission may designate libraries to receive state publications through the Depository Program. These designated depositories are required to meet the minimum operating standards of the Program rules and regulations. Unofficial depositories For practical reasons, libraries may be granted unofficial depository status. Unofficial depository libraries can receive all publications while completing the application process for formal designation, or receive selected publications as supplies allow and at the convenience of the Program. In either case, unofficial depositories are also exempt from minimum operating standards.

Texas State Publications Depository Program

Library Participation (continued)

Other Libraries	Libraries that do not have depository status may still participate in the Program by subscribing to Program publications, borrowing state publications through interlibrary loan or local borrowing programs, purchasing state publications in microfiche format, acquiring state publications independently, and promoting their use.
Depository Designation	By law, the Texas State Library and Archives Commission is authorized to designate libraries for depository status. Before the Commission considers such action, however, a prospective depository and the Texas State Library should consider the suitability of the library's application on a variety of criteria.
Self-Assessment	A library interested in seeking designated depository status should first review rule 13 TAC §3.12, the minimum standards for designated depository libraries, and the Depository Checklist. SEE Appendix A-2 (pages 69 – 82) and Appendix A-4 (pages 83 – 86) for the texts of these aids. Both documents will help the library assess its current operating standards with those required of designated depositories.
Letter of Application	Once the preliminary self-evaluation is completed, the director of a library will submit a letter of application to the State Librarian. That letter and any accompanying material should provide information about the library's current policies for a comparable collection and its proposed policies for state publications. The application should also include a definition of the institution's service population, and a justification of the need for the collection in the library's geographic area.

Texas State Publications Depository Program

Library Participation (continued)

Field Report	<p>Upon receipt of the application, the State Librarian may direct the State Publications Coordinator or another representative to visit the prospective library. From that visit, the Texas State Library representative will submit a field report with recommendations to the State Librarian.</p> <p>The State Librarian shall make the final recommendation to the Commission by considering the application material, the field report, and the number of copies available for depository distribution.</p>
Depository Contract	<p>Upon the Commission's approval, the State Librarian shall execute a contract with the library. The contract shall stipulate the responsibilities of the Texas State Library to distribute publications and provide other services, and of the depository to fulfill the requirements as set by the Commission in its minimum standards for depository libraries. The library director, the institution's top administrator (if applicable), and the State Librarian must sign the contract. SEE Appendix B-1 (pages 89 – 90) for a sample contract.</p>

Library Participation (continued)

Depository Termination

13 TAC §3.11 allows for the termination of depository library status by either party upon six-month's written notice. Such notice by a depository library will be signed by the top administrator and the library director of the institution.

The Texas State Library may initiate termination of depository status if a depository fails to meet the Program's minimum operating standards or consistently disregards notices and instructions. A depository library will be notified of its non-compliance in writing by the State Librarian and will have one month to respond in writing.

The response by the depository library shall either:

- A. Affirm the report of noncompliance and include a plan to take corrective action within 6 months, or
- B. Contest the report. If a depository library chooses this option, a hearing will be scheduled for the next meeting of the Texas State Library and Archives Commission, at which time the Commission will make a final ruling. If the Commission rules with the State Librarian, the depository will have six months to take corrective action before depository shipments are discontinued.

When a library's depository status is relinquished or revoked, the Texas State Library shall retain ownership of the collection. The Texas State Library may remove all or part of the collection to other depository libraries.

Texas State Publications Depository Program

Depository Liaison

Selection	The depository library will designate a professional librarian to be responsible for managing the collection and to act as liaison to the Texas State Library (13 TAC §3.12(a)(6)).
Responsibilities	<p>As part of his or her responsibility, the librarian will:</p> <ul style="list-style-type: none">➤ Insure that the depository meets or exceeds all minimum standards;➤ Reply to Program correspondence and surveys from the Texas State Library;➤ Represent the depository in commenting on proposed changes to Program rules and regulations, collection development policies and operating procedures;➤ Interpret the minimum standards in discussing and implementing internal policy changes;➤ Train library staff in the processing, maintenance, disposal and use of the depository collection through workshops and training updates;➤ Participate in and respond to depository inspection reports performed by the Texas State Library; and➤ Serve as the contact person for patron referrals by the Texas State Library and other depository libraries. <p>The depository library shall notify the Texas State Library at the time of the initial appointment of the liaison, as well as at any new appointment. A depository library information update form is provided in Appendix B-4.</p>
Support Staff	Additional professional and support staff should assist the depository librarian. The number of staff assigned should depend on the size and scope of the library and organization of the collection. Librarians and support staff should keep up-to-date on Program developments by attending conferences, meetings, and workshops, and through professional readings.

Depository Liaison (continued)

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Collection Development

<p>State Publications</p>	<p>Contrary to most library practices, the scope of a state depository collection is not a result of a local users' survey or an analysis by the library's staff. For the most part, the scope of the collection is determined by the wording of "state publication" in the State Depository Law.</p>
<p>Definition</p>	<p><i>Texas Government Code §441.101 defines state publication as:</i></p> <p><i>(A) ... information in any format that: (i) is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency; and (ii) is publicly distributed outside the agency by or for the agency; and (B) does not include information the distribution of which is limited to: (i) contractors with or grantees of the agency; (ii) persons within the agency or within other government agencies; or (iii) members of the public under a request made under the open records law, Chapter 552.</i></p> <p>In preparing the statutory definition of "state publication," the Legislature deliberately chose to define it broadly. The most effective way to comprehensively collect state government publications is to begin with a broad definition of what is to be acquired, and then to eliminate specific materials from collection efforts as it becomes necessary or desirable. The definition excludes classes of materials that would not normally be publicly distributed; such materials are <i>state records</i>, but state publications form only a sub-set of all state records.</p> <p>This section of the <i>Manual</i> is intended to clarify this definition by identifying the kinds of publications that agencies, colleges and universities are required to send to the Texas State Library and the kinds of materials that are excluded from Program requirements.</p>

Texas State Publications Depository Program

Collection Development (continued)

<p>Typical Publications</p>	<p>The statutory definition provides a good basis for understanding the scope of the Program's collection development efforts. In more practical application, it may be more helpful to review the two tables that follow. These tables provide examples of the kinds of informational materials that are required to be deposited with the Texas State Library and those that have been formally excluded from Program requirements.</p>
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<p>Table 1</p>	<p>Examples of publications that are required to be deposited by agencies, colleges and universities as part of the Texas State Publications Depository Program.</p>
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<p>annual/biennial reports audits (financial and management) bibliographies books budgets codes (published as compendia) conference proceedings consultant contract reports curriculum catalogs (graduate and undergraduate only) directories financial reports handbooks/guides journals laws (published as compendia) legal reports legislative appropriations requests magazines manuals maps measures reports minutes</p>	<p>multimedia presentations newsletters (distributed externally) opinions (official) pamphlets/brochures performance and funds management reports planning and evaluation documents posters publication catalogs publication lists research reports rosters rules and regulations (compilations of) standards state and strategic plans statistical compilations studies technical bulletins telephone directories (intended for external customer use) university press books (nonfiction only)</p>
<p>revisions and updates of all the above microfiche and microfilm converted from all the above</p>	
<p><u>Media</u></p>	
<p>audiotapes CD-ROMs computer disks compact discs DVDs</p>	<p>films microfiche and microfilm printed paper videotapes vinyl discs</p>

Texas State Publications Depository Program

Collection Development (continued)

<p>Exempt Publications</p>	<p>Occasionally there may be some ambiguity about whether a publication should be sent to the Texas State Library; however, Program regulations are specific about the kinds of materials that state government entities are not to send. These materials include records compiled or produced solely to meet agency internal operating needs and other classes of materials.</p>
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<p>Table 2</p>	<p>Examples of publications that are <u>not</u> required to be deposited by agencies, colleges and universities as part of the Texas State Publications Depository Program.</p>
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<ul style="list-style-type: none"> agendas advertisements alumni materials announcements artwork calendars charts contracts correspondence course schedules curriculum catalogs (department level only) drafts of plans, reports fiction forms fund raising materials grant proposals, bids hearings (transcripts of) job announcements literary criticisms memorabilia 	<ul style="list-style-type: none"> memoranda (including e-mail) news or press releases newsletters (meant only for employee, faculty, or student use) notices of sale daily or weekly periodicals (that are summarized in monthly or quarterly publications) personnel manuals photographs poetry policy handbooks (for internal use only) programs (announcements of) recruitment materials reprints (reissued without change) stationery student publications (produced by students) telephone directories (meant only for employee, faculty, or student use) volunteer newsletters
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Texas State Publications Depository Program

Collection Development (continued)

<p>Audiovisual Formats</p>	<p>13 TAC §3.1 further clarifies the definition of print state publication as:</p> <p><i>a state publication that is published in a format that is accessible without the use of a computer, including information published on paper, in microformat, on audio tapes, vinyl discs or audio compact discs, on videotape or film, or on any other media that is not specifically cited in this definition and that is not an electronic format as defined in this section.</i></p> <p>Thus, the Program may receive and distribute materials that are not produced on paper and that are not "electronic," meaning specifically that the material can be accessed without the use of a computer.</p>
<p>Electronic Resources</p>	<p>The state government increasingly makes its information available on-line. The electronic state publications index is the Texas Records and Information Locator (TRAIL). Each TRAIL search result provides a document's bibliographic descriptive information and provides a link to the document itself. In addition, TRAIL offers a listing of agency web sites. For further information about TRAIL, SEE pages 57 – 59 and visit <i>www.tsl.state.tx.us/trail</i>.</p>
<p>Local Collection Development Policies</p>	<p>The Legislature established the depository library system to help fulfill the responsibility of state government to inform the public of its activities, policies and programs. By its depository status, a library is committed to sharing in this responsibility. In that vein, a depository library should make demonstrable efforts to identify and meet the specific information needs of its local area. One such effort is to develop a written depository collection development policy.</p>

Collection Development (continued)

Policy Guidelines	<p>The depository collection development policy should address the following topics:</p> <ul style="list-style-type: none">➤ Procedures for obtaining publications requested by patrons that are not available through the Program;➤ Cooperative agreements, between depositories or other libraries, that focus on filling patron requests;➤ Processing and shelving practices;➤ Retention and weeding practices; and➤ Other resources, including electronic state publications on the Internet and printed publications available locally and through interlibrary loan services.
Benefits	<p>A local policy may also solve smaller, everyday dilemmas for maintaining and servicing the collection, such as:</p> <ul style="list-style-type: none">➤ Ordering additional copies of a depository publication from the issuing agency;➤ Locating certain depository items in the library;➤ Ordering publications in microfiche format;➤ Requesting non-depository publications from the issuing agency; and➤ Determining the level of processing for specific kinds of state publications. <p>While efforts to fulfill local needs are necessary, it would be unrealistic to assume that one depository can meet the demands of a large and varied population; therefore, a library's collection development efforts should always be coordinated with those of the other depository libraries in its region.</p>

Texas State Publications Depository Program
Collection Development (continued)

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Texas State Publications Depository Program

Publication Distribution

<p>Availability</p>	<p>A print publication is made available to state depository libraries, either by full distribution or in microfiche format only, based on the number of copies deposited with the Program. The number deposited is based on a schedule of standard requirements established by the Texas State Library and Archives Commission (13 TAC §3.3(b)).</p>
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<p>Table 3</p>	<p>Schedule of Standard Deposit Requirements</p>
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<p><u>Number of Copies Produced</u></p>	<p><u>Copies to Deposit</u></p>
<p>300 or more</p>	<p>55</p>
<p>299 or less</p>	<p>4</p>

<p>Special Deposit Requirements</p>	<p>Table 3 applies to most publishing efforts in state government. However, the Texas State Library has identified specific kinds of publications that are exceptions to the standard rule. These publications are identified in 13 TAC §3.4 and in Table 4. The publications listed in Table 4 are to be deposited in specific quantities regardless of the number of copies originally intended to be produced by an agency.</p>
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Texas State Publications Depository Program

Publication Distribution (continued)

Table 4	Special Deposit Requirements
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Publication	Copies to Deposit
Annual or biennial reports (narrative description and statistics of programs, services, activities)	55
Statistical compilations (annual or multi-year)	55
Codes (published as compendia)	55
Regulations (published as compendia)	55
Directories (of facilities, services, providers)	55
Annual financial reports	3
Annual operating budgets	3
State or Strategic plans (for agency services, programs within its jurisdiction)	3
Requests for legislative appropriations	2
Reports of measures (quarterly and annual)	2

<p>Where Do the Copies Go?</p>	<p>The number of copies deposited – 55, or 2 to 4 copies – determines how a publication will be made available to depository libraries and Texas citizens.</p> <p>If 55 copies of a publications are deposited:</p> <p>Immediately upon receipt, one copy is routed to the Legislative Reference Library. After cataloging, two copies are added to the Texas Documents collection at the Texas State Library, and the remaining copies are distributed to designated depository libraries in Texas and to the Library of Congress. Extra copies are retained as claims copies for a limited time and then discarded.</p> <p>If 4 copies of a publications are deposited:</p> <p>One copy is routed to the Legislative Reference Library. Two copies are added to the Texas Documents collection at the Texas State Library. The remaining copy is converted to microfiche and then discarded.</p> <p>If less than 4 copies of a publications are deposited:</p> <p>All copies are retained at the Texas State Library; one copy is microfilmed.</p>
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Texas State Publications Depository Program

Publication Distribution (continued)

Benefits to the State Government	<p>While the schedule for standard deposit requirements allows for the deposit of fewer than 55 copies, the Program always emphasizes to state government entities the advantage of depositing the maximum number of copies. In its efforts to persuade agencies, the Program stresses the cost-effectiveness of having it assume the responsibility and the cost of distributing state publications to libraries located strategically throughout the state. The Program also encourages state government agencies, colleges and universities to refer citizens to depository libraries in their local areas.</p>
Challenges	<p>A schedule of deposit requirements, based on the number of copies printed, creates certain problems for collection and distribution efforts. One obvious issue is that many of the most significant publications produced in state government are also the most expensive. Since agencies are more likely to print fewer copies of expensive publications, they may correctly deposit 4 rather than 55 copies with the Program. Consequently, depository libraries do not receive these publications in shipments, and must purchase them in microfiche or try to solicit copies directly from the authoring agency. Agencies also can be inconsistent in the number of copies printed of different editions of the same title.</p> <p>The Texas State Library encourages depositories to notify Program staff of such problems, and to solicit greater compliance from agencies by contacting agency contact persons directly about the availability of and demand for specific titles.</p>

Texas State Publications Depository Program

Publication Distribution (continued)

Depository Shipments	<p>Publications that are deposited with the Program in the quantity of fifty-five (55) copies are automatically distributed to depository libraries. Shipments of depository items are not tied to the monthly checklist or any other Program publication; they are mailed after the shipping containers become full. During normal circumstances, depositories should expect to receive one or two shipments each month, containing approximately seventy-five (75) to 150 items per box.</p> <p>Shipments are numbered sequentially. Occasionally an odd-sized item will be mailed in a separate package such as a tube or an envelope. These mailings will be identified as "Part 2" of a regular shipment or will be assigned a unique shipment number.</p>
Shipping Lists	<p>Each shipment is accompanied by a shipping list that itemizes the contents of the box or package. The first section lists cataloged items in the box, arranged alphabetically by title. The "Notes and Corrections" section follows and may describe items in the shipment that do not appear in alphabetical sequence, identify new periodicals, announce classification number corrections, feature significant publications included in the shipment, provide unique information about an item included in the shipment, or inform the depository of Program changes and new developments. At the end of the shipping list is a section for items that were not cataloged, including daily legislative journals, duplicate and exempt publications, supplements and updates to previously distributed items, and leaflets. The final section also may identify other items on the list that are mailed separately.</p>

Publication Distribution (continued)

<p>Shipment Processing</p>	<p>As required under 13 TAC §3.12(a)(2), a depository library will use the shipping list to verify that all publications meant for distribution are included in each box. If any items are missing, a depository must submit a claim to the Program as soon as possible. SEE pages 24 – 25 for more information about claiming publications.</p> <p>Updates or revisions to previously-distributed publications should be interfiled in the original documents. The shipping list will alert depositories of materials that constitute revisions to existing publications; the notice will include the parent document's title and classification number, with instructions to update the depository's copy.</p> <p>Once the shipping list has been checked against the box, it should be filed in a folder or binder as a record of publications received.</p>
<p>Processing Aid</p>	<p>At the time each shipment is mailed, a file that contains certain shipping list information for the shipment's cataloged contents is posted on the Program web site. This file may be downloaded and has been used by depositories primarily to produce printed classification number labels for the items in the box. The location of this aid is:</p> <p><i>www.tsl.state.tx.us/statepubs/shipping.html</i></p>

Texas State Publications Depository Program
Publication Distribution (continued)

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Depository Minimum Standards

<p>Introduction</p>	<p>13 TAC §3.12 establishes minimum operating standards for designated depository libraries. These standards are used to guide librarians in the processing, maintenance, and servicing of their depository collections. They are also used by the Texas State Library to gauge the progress and development of the depository library system, evaluate individual libraries, and in extreme cases, as grounds to terminate designated depository status. SEE Appendix A-2 (pages 69 – 82) for the full text of these minimum standards. The following sections clarify and expand on the intent of the minimum standards.</p>
<p>"30-Day" Processing</p>	<p>The chief purpose of depository libraries is to make state government publications readily accessible to Texas citizens in their local areas. To foster this objective, a depository library should set policies and procedures that insure the immediate processing and availability of depository items.</p> <p>All state publications received from the Program should be processed and shelved within thirty days of receipt (13 TAC §3.12(a)(1)). Exceptions to this thirty-day standard can be made for those libraries that input original cataloging for state publications on a national system such as OCLC or RLIN.</p> <p>To meet this thirty-day deadline, libraries are encouraged to adopt the classification scheme and cataloging standards of the Texas State Library. These and other Program services designed to ease the demands on depository libraries are discussed in other parts of the <i>Manual</i>.</p>

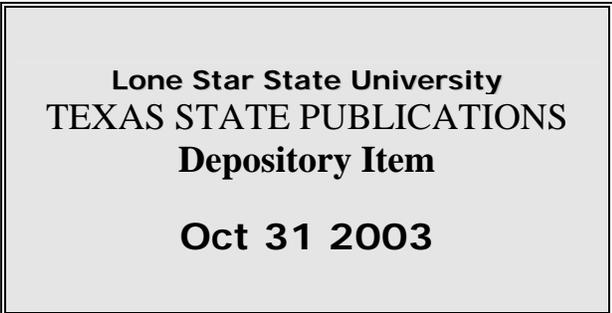
Depository Minimum Standards (continued)

<p>Claims</p>	<p>A depository library is required to check the contents of depository shipments against accompanying shipping lists and claim all missing items as soon as possible (13 TAC §3.12(a)(2)). This verification process insures that all state publications identified as depository items are available at each depository. When the contents of the shipment are checked against the shipping list and all items are accounted for, the shipping list should be filed in a binder or file folder as a record of items received.</p> <p>A depository library will claim any item that appears on the shipping list but is not in the shipment box. Although the Program usually keeps surplus copies of depository items for the most recent and the preceding nine shipments, a depository should submit any claims within 30 days of receiving the depository shipment.</p>
<p>Claims Procedure</p>	<p>The claims procedure for missing items is included on the first page of each shipping list.</p> <p>To claim missing publications, follow these steps:</p> <ol style="list-style-type: none"> 1. Photocopy the shipping list; 2. On both the original and photocopy, circle the title of the missing publication(s) in red ink; 3. On the photocopy, at the bottom, print, type or stamp the library's mailing address and telephone number. 4. Attach a typed self-addressed mailing label to the photocopy (no handwritten labels); 5. Mail the photocopy to the Program; and 6. On the original copy of the shipping list, write the claim date and file in a "claims" folder or binder.

Texas State Publications Depository Program

Depository Minimum Standards (continued)

<p>Claims Procedure (continued)</p>	<p>SEE Appendix B-2 (pages 91 – 92) for an example of a depository shipment claim. The Program will return the photocopy with the claimed item. If the Program does not have an available copy to fill a claim, it will try to obtain one from the issuing agency. If an extra copy is not available from either the Program or the issuing agency, the claim will be returned to the depository library with a note that the available supply has been exhausted.</p>
<p>Item Identification</p>	<p>Regardless of format, all depository items must be dated and marked in some manner by the depository to distinguish them from other library materials (13 TAC §3.12(a)(3)). Depository items should be date stamped with either the shipping list date or the date of processing. The date will later identify those depository items eligible for discard five years from receipt. Items also should be identified as state property with designations such as "State Publication," or "Texas Depository Item." This designation will help the librarian later identify holdings for retrieval and/or transfer to other locations.</p> <p>Illustrations of stamps that incorporate both requirements to date and identify materials as depository items are shown below.</p>



Depository Minimum Standards (continued)

<p>Holdings Records</p>	<p>13 TAC §3.12(a)(4) requires depositories to maintain holdings records of their Texas documents collections. A depository liaison may streamline the system of record keeping and still account for all items in the collection. For instance, the holdings record for a serial should consist of a basic shelflist record for the title, plus a check-in record to identify the receipt of individual issues.</p>
<p>Shelflists</p>	<p>The information provided for each item in a shelflist may vary with the needs and operations of each library; however, a minimum amount of information should be recorded. A shelflist record should include:</p> <ul style="list-style-type: none"> ➤ Authoring agency; ➤ Full title; ➤ Classification number; ➤ Texas Document classification number (if another classification scheme is normally used to arrange the collection); ➤ Individual holdings for series or serial items; ➤ Format designation if other than a standard book; and ➤ Location in the library. <p>A depository shelflist can be in either paper or electronic format. It can be a part of a larger, all-encompassing library shelflist, or it can be comprised of a number of shelflist records that together make up a comprehensive holdings record for the collection. The arrangement of the publications is based on the classification scheme adopted by the depository and by the physical resources available for housing the collection. These factors are discussed in the following section, Collection Maintenance.</p>

Collection Maintenance

<p>General Guide</p>	<p>A depository library must insure that the materials in the collection are properly preserved and protected. As a minimum requirement for the care of depository collections, the library should apply the same maintenance standards to these items as to commercially purchased publications.</p>
<p>Physical Arrangement</p>	<p>Although many depositories house the majority of their state publications as a separate collection, they are not required to do so. Many state publications are more valuable as special reference or bibliographic sources, and should be integrated with other materials in a library's reference room or periodicals collection. Practicality and enhanced usage of the materials should ultimately dictate the arrangement of the collection.</p>
<p>Texas State Documents Classification</p>	<p>A depository library that chooses to keep all or most of its collection intact is encouraged to adopt the Texas State Documents Classification Scheme. The scheme is based on an archival arrangement by issuing agency that is similar in concept to the Superintendent of Documents scheme for federal depository publications. SEE pages 55 – 56 for a brief explanation of the scheme.</p> <p>The Texas State Library is responsible for assigning a unique classification number to each publication received by the Program and distributed in a depository shipment. Classification numbers are included on the shipping list that accompanies the box of publications and also appear on <i>Texas State Publications</i>, its annual indexes, bibliographies, and other finding aids.</p>

Texas State Publications Depository Program

Collection Maintenance (continued)

<p>Texas State Documents Classification (continued)</p>	<p>While use of the Texas State Documents Classification Scheme is not mandatory, it offers many advantages. Depository librarians have found the scheme to be a practical and economical means for organizing depository items. When depository libraries use it, the scheme provides specific identification for borrowing and simplifies compiling or checking disposal lists. It provides easier access to publications through the Program's various checklists and indexes. The classification number can also be used to search records efficiently in the OCLC network.</p> <p>In general, adoption of the scheme can reduce the time required to process incoming publications, and make them more quickly available to library users. Whether or not a depository chooses to adopt the scheme, it should record the classification number on every state publication received as a depository item.</p>
<p>Shelving and Storage</p>	<p>The depository will provide a minimum of 400 linear feet of shelving to house the collection (13 TAC §3.12(a)(5)). This requirement may be waived if other storage equipment such as vertical files, microform cabinets, or map cases are used to house appropriate and significant quantities of the collection. The depository is encouraged to provide storage systems that maximize the preservation of the depository items. More importantly, the collection should be arranged in such a way as to encourage use by the staff and library patrons. To that end, open stacks are strongly recommended over closed stacks.</p>

Collection Maintenance (continued)

<p>Shelving and Storage (continued)</p>	<p>While most depository items are in book format and can be housed on standard library shelving, occasionally other materials are distributed that require special care and storage. Guidelines for these formats are noted below.</p>
<p>Special Storage Needs</p>	<p>Maps</p> <p>Sheet maps should be housed flat, not folded or rolled, in vertical or horizontal map cases. Smaller maps that come as part of another publication can be housed either with the publication on the shelf or separately in a map case. If the map is housed separately from its parent publication, a note of its location should be included on the record of holdings. Maps that are cataloged are subject to the same processing, handling and discarding requirements as other depository materials.</p> <p>Posters</p> <p>Usage is a goal of the Program, and posters should be displayed whenever possible. If not displayed, posters should be housed flat, not folded or rolled. The preservation and proper housing of posters need not prevent them from being viewed by the public. The processing, handling, and discarding of posters follow the same procedures as other depository publications. Most posters, however, are leaflets that may be retained or discarded at the depository library's discretion.</p> <p>Microfiche</p> <p>Microfiche should be stored vertically in acid-free containers or envelopes. Steel cabinets are recommended as storage facilities. Since the kind and quality of microfiche distributed by state agencies is not standardized, depository libraries may receive a variety of fiche materials. Microfiche distributed through the Program are subject to the same processing, handling and discard requirements as other materials.</p> <p>Texas State Library's State and Local Records Management Division sells Diazo microfiche through the Micropublishing Program. Diazo refers to a series of organic compounds containing a radical of two nitrogen atoms united to another hydrocarbon radical. Because Diazo microfiche production uses ammonia in its creation process, there is a risk of ammonia out-gassing after the microfiche is produced. Ammonia is a strong</p>

Collection Maintenance (continued)

<p>Special Storage Needs (continued)</p>	<p>oxidant; therefore, Diazo microfiche should not be stored in the same cabinets as silver halide fiche.</p> <p>Audiovisual formats</p> <p>The treatment and storage of audiotapes, videotapes or other "paperless" formats should conform to the standards set for other similar materials in the depository library. In some cases, it may be most convenient to shelve such items with the rest of the paper-based collection, or the depository may shelve audiovisuals in a separate collection. If the depository chooses the latter option, a note of the resource's location should be added to the holdings record.</p>
<p>Replacement</p>	<p>Depository materials that are lost, worn-out, or damaged should be subject to the same replacement policy as other library materials. The depository is responsible for replacing any missing or damaged depository items.</p> <p>If a lost item is less than six months old, the depository should first contact the Program. The Program may be able to supply a replacement from its backlog of surplus claim copies. If the publication is older, or if the Program is unable to fill the request, the depository should contact the issuing agency.</p>
<p>Binding</p>	<p>Occasionally an unbound resource is sent to the Program and then forwarded to depositories. It is the responsibility of each depository to provide appropriate binding so that the resource may be used without loss of or damage to the contents. In addition, depository materials that receive heavy use or have archival value should be subject to the same binding policies as other library materials. Other depository items, regardless of their use or value, should be maintained in such a way as to encourage access.</p>

Texas State Publications Depository Program

Collection Maintenance (continued)

<p>Binding (continued)</p>	<p>Binders are recommended for loose-leaf items; other loose or fragile materials should be tied with string, brads or fasteners, or shelved in pamphlet boxes or folders. The Program does not furnish these preservation materials unless the issuing agency includes them as part of its deposit of publications.</p>
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Texas State Publications Depository Program
Collection Maintenance (continued)

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Texas State Publications Depository Program

Retention and Disposal

Collection Ownership	Publications distributed through the Program are and remain the property of the Texas State Library. Depository libraries are entrusted with the maintenance of these materials while they are in their custody.
Five-Year Retention	The depository library will accept and retain state publications received through the Program for a minimum of five years (13 TAC §12(a)(10)).
Exceptions	<p>The Texas State Library has the sole authority to change the five-year retention requirement for depository items. The Texas State Library makes exceptions to the retention requirements only when doing so would best serve the interests of the Program.</p> <p>Exceptions cover either a specific group of publications or a specific type of publication. Exceptions to the basic retention rule apply to all designated depository libraries.</p> <p>Exceptions to the five-year retention schedule are listed in Table 5. Any additions or modifications to this table will be announced on shipping lists included with depository shipments.</p>

Texas State Publications Depository Program

Retention and Disposal (continued)

Table 5	Exceptions to the 5-Year Retention Schedule
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<u>Depository Item</u>	<u>Retention period</u>
Annual or biennial report	10 years
Revised publications e.g. manuals, directories	Replaced by latest edition
Transmittals, parts that are updated e.g. loose-leaf sections of manuals	Replaced by update
Publications that are cumulated in other publications e.g. a monthly statistical summary that is cumulated in an annual	Replaced by accumulation
Leaflets and any other materials distributed in shipments but not assigned classification numbers	Retained at depository library's discretion

Cooperative Agreements	In rare case where the maintenance of certain publications would be prohibitively costly or impractical, two or more depositories may choose to make them accessible at one library in a geographical area. To establish a cooperative agreement for these materials, the libraries must request a special exemption to the retention schedule, applicable only to that group of libraries. The Texas State Library must approve these requests on a case-by-case basis. All cooperative agreements are limited to libraries participating in the Program.
Disposal	Depository libraries may discard materials only in the manner prescribed in this section or at the specific direction of the Texas State Library and Archives Commission. Failure to conform to disposal procedures can result in loss of designated depository status.

Retention and Disposal (continued)

<p>Disposal Lists</p>	<p>Before a depository can dispose of state publications, it must compile a list of those materials and offer them to other depositories in the Program. The disposal list will be submitted in electronic format to the Program for review and posting on the Program's web site. Exceptions to this requirement must be negotiated with the Program in advance, especially if the depository desires to submit disposal lists on computer disks or on paper. Depositories may review the disposal lists of other depositories on-line. Instructions for claiming items are included on the posted list.</p> <p>To determine what kinds of items are to be included on a disposal list, a depository should review the following guidelines.</p>
<p>Required Items</p>	<p>These items are <u>required</u> to be included on a disposal list before they can be discarded:</p> <ul style="list-style-type: none"> ➤ Depository publications that have met their retention schedule requirement; ➤ Publications replaced by a microfiche copy; and ➤ Publications of obvious research value cumulated, revised or superseded by another publication (e.g., a revision of a legal compilation, but not a revision of ephemeral material, like a program or service brochure).
<p>Optional Items</p>	<p>These items <u>may</u> be included on a disposal list:</p> <ul style="list-style-type: none"> ➤ Non-depository publications of obvious research value; ➤ Surplus copies of the same publication; and ➤ Microfiche copies of state publications purchased through the Micropublishing Program.

Retention and Disposal (continued)

<p>Eligibility for Disposal</p>	<p>After determining what kinds of publications are to be reported on the disposal list, the library must identify the individual items eligible for discard. The age of a document often has been determined by the year, or month and year designated in the classification number. This method can be misleading since state government publishing often lags behind the actual time covered in the publication, i.e., a special report for fiscal year 1985 may be published in 1989. This method also ignores a key principle in discarding publications; the age of the contents of the document is not as significant as the length of time it is retained by the depository. The most accurate indicator of the retention period of a document is the date stamp on the publication.</p>
<p>List Preparation</p>	<p>Prepare the disposal list (1) as an e-mail or (2) in any word-processing program that can save the document as "text," or more specifically, as an ASCII file. Within the disposal list document, set the margins for six inches, set the font to 12 points or 10 characters per inch, and use spaces or returns to separate different elements. Do not use tabs or multiple columns. Save the document as "text only."</p> <p>Each entry on the disposal list should include the title, the date of issue or publication, and the Texas document classification number (or the issuing agency's name). If the Texas document classification was not recorded on a document when it was originally received, the number can be found by searching for the document in the Library Catalog of Texas State Agencies (www.tsl.state.tx.us/catalog). Proofread the disposal list for accuracy after it has been completed; typographical errors,</p>

Texas State Publications Depository Program

Retention and Disposal (continued)

<p>List Preparation (continued)</p>	<p>especially in the classification number, slow down the review process. If the Texas document classification number is not included on the list, the review and subsequent assignment of the claim deadline & disposal date will be <i>significantly</i> delayed. SEE Appendix B-3 (pages 93 – 98) for examples of disposal lists.</p>
<p>List Submission</p>	<p>Once the disposal list is compiled, the depository will send it as an e-mail addressed to <i>statepubs@tsl.state.tx.us</i>. If the disposal list is a separate text document, the submitter will attach the document to the e-mail.</p>
<p>Disposal Date</p>	<p>After receipt of a disposal list, the Program will forward the list to the Texas documents librarian at the Texas State Library for claim review. After review, the Program will assign a disposal date for the documents on the list and will post the list on-line at <i>www.tsl.state.tx.us/statepubs/disposal.html</i></p> <p>The Program will respond to the e-mail address that originally submitted the list; the response will include any claim requests and will inform the sender of the assigned claim deadline.</p> <p>Depositories must retain the items on their disposal lists until the assigned claim deadline has passed. The claim deadline allows for the list to be posted on-line for no less than one month and no more than six weeks.</p>
<p>Claims and Final Disposal</p>	<p>The depository library requesting publications from the list will pay postage and packaging charges, if required by the library disposing of the documents. Publications that are not claimed may be discarded or donated to other libraries or institutions.</p>

Retention and Disposal (continued)

<p>Non-Depository Publications</p>	<p>Depositories are encouraged to offer state publications received through sources other than the Program on their disposal lists. State publications may enter depository libraries as gifts, on subscription, as independently-acquired materials, or as items received directly from the issuing agency or institution. Although these materials do not fall under Program retention and disposal requirements, a depository may obtain a document that was not otherwise identified and acquired by the Program. Offering this type of material through the disposal list process helps to ensure the preservation of and access to historical government information by allowing the Texas State Library and other depositories to have an opportunity to discover and retain "fugitive" documents.</p> <p>In the event that a depository chooses not to offer non-depository publications through the disposal list process, the depository should discard these publications in accordance with its standard policies for withdrawal of other materials in the library's collections.</p>
<p>Microforms</p>	<p>Microform copies of publications that are received as depository items, or that are purchased as a substitute or replacement for depository items in paper format, fall under regular retention and disposal procedures. Microfiche copies of non-depository items should be discarded in accordance with the policy of the depository for similar materials in the library's collections.</p>

Texas State Publications Depository Program

Bibliographic and Public Access

General Objective	A depository library will strive to provide a level of bibliographic access that allows the patron as much independent initiative in searching and locating depository items as possible.
Methods of Access	<p>13 TAC §3.12(a)(8) requires depositories to establish access to state publications that is comparable with that of similar information available in the depository's other collections, such as federal documents or Texana collections.</p> <p>In this context, bibliographic access means the availability of information about the depository's state publications through reference tools, public catalogs and national, state and local computer networks.</p> <p>As a minimum level of access, reference tools such as <i>Texas State Publications</i> and other supplemental aids should be displayed in a public area for patron and staff use.</p> <p>The Program strongly recommends that all or a major part of the state documents collection be cataloged.</p>
Cataloging	All state publications received by the Program (with the exception of leaflets) are cataloged in the Texas State Library's Cataloging Department. The professional catalogers use the current edition of the <i>Anglo-American Cataloguing Rules</i> , Library of Congress (LC) rule interpretations and LC subject headings to record bibliographic information in the Online Computer Library Center (OCLC) database. Once completed, each OCLC record for state publications is exported to the on-line catalog of the Texas State Library: <i>www.tsl.state.tx.us/catalog</i> .

Texas State Publications Depository Program

Bibliographic and Public Access (continued)

<p>Cataloging (continued)</p>	<p>The highest cataloging priority is given to new publications that will be distributed to depositories. Lower priorities are given to most publications that are deposited with the Program in fewer than 55 copies.</p>
<p>Local Catalogs</p>	<p>To expedite the cataloging process, depository libraries may independently search and retrieve OCLC records, make local changes, order cards for or export records to their public catalogs. Each shipping list includes the OCLC record number for the cataloged publications in the shipment.</p>
<p>"Batch" Files</p>	<p>The Program offers electronic "batch" files of machine-readable cataloging (MARC) records for the cataloged items in each shipment. There are two methods for participation in this service. The first method entails a small cost per record for Amigos Library Services (the OCLC services provider in the southwest) to set the depository's holdings symbol in the OCLC database. The second method is fee-free, with no holdings symbol set in the OCLC database. In either case, the "batch" file for each shipment is distributed via e-mail when a shipment is mailed out. To receive the file, contact the State Publications Coordinator (SEE page 3).</p>

Bibliographic and Public Access (continued)

<p>Reference Service</p>	<p>The depository library will provide reference service from state publications to all Texas residents (13 TAC §3.12(a)(7)). The level of service should be comparable to that offered by other similar collections in the depository.</p> <p>Since the quality of reference service is inevitably linked with the overall management of the collection, a depository librarian should incorporate the following criteria to evaluate the level of public service offered at the depository:</p> <ul style="list-style-type: none">➤ The depository collection should be arranged and stored in such a way as to encourage use. All parts of the collection should be readily accessible, preferably on open shelves, but in all circumstances, located so that materials may be retrieved in a reasonable period of time;➤ The depository should maintain sufficient operating hours of reference service to allow convenient public access to the collection;➤ The depository's staff should be trained and routinely updated on new depository materials and reference tools;➤ A key group of depository items should be stored in a "ready reference" area to allow immediate access by library staff and patrons;➤ Bibliographic tools such as <i>Texas State Publications</i> should be located in an area that allows independent use by walk-in patrons;➤ Depository staff should be able to offer effective referrals to other depository libraries and to state agencies for information not available through the resources of the collection;➤ Depository staff should implement effective interlibrary and local loan policies that are consistent with the institution's general policies;➤ The depository should have an easily recognized physical focal point for inquiries about state government publications;
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Bibliographic and Public Access (continued)

<p>Reference Service (continued)</p>	<ul style="list-style-type: none"> ➤ The depository should provide facilities conveniently located to the collection or reference area for using materials, including copying machines and equipment for reading and printing paper copies from microforms; and ➤ If at all possible, the depository should provide public terminals for access to state resources on-line.
<p>Circulation & Interlibrary Loan</p>	<p>The depository library will implement circulation and interlibrary loan policies for the collection that are consistent with the institution's general loan policies (13 TAC §3.12(a)(9)). It is strongly recommended that depository items circulate outside the library and that interlibrary loan standards for the collection conform to standards of other libraries in the depository's region.</p>
<p>Equipment</p>	<p>The depository library will provide appropriate equipment for the current and future use and storage of all print and non-print depository items (13 TAC §3.12(a)(11)). Equipment may include microform storage cabinets and reader/printers, map cases, vertical files, and various kinds of audiovisual equipment and reading devices for the future deposit of any machine-readable formats. All equipment required to store and read non-print depository items should be located in an area that encourages their use.</p>

Bibliographic and Public Access (continued)

<p>Public Awareness</p>	<p>As part of its fundamental responsibility of making state publications accessible, a depository library will inform the public periodically of the availability of state publications and promote their use (13 TAC §3.12(a)(12)). Texas citizens need to be aware of the valuable resources for which they have paid, or they will be unable to benefit from them. The major impetus for public awareness must begin with the library staff. The most successful depositories are those where all library personnel know of and can enthusiastically recommend publications to patrons.</p> <p>Once internal promotion has been established, user groups in the depository's service population need to be identified and approached. A letter to a community organization or department head at the local college, explaining the collection and some of the subject areas, is a good first step. The depository librarian may follow up the letter with an offer to speak to the group or to help with research or to facilitate specific projects.</p> <p>Outreach with individuals should take place either in casual conversation or by formal notification of recent depository items in the patron's areas of interest.</p>
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Bibliographic and Public Access (continued)

<p>Other Means To Raise Public Awareness</p>	<ul style="list-style-type: none"> ➤ Display timely and popular publications on a "new books" shelf; ➤ Create and distribute a brochure or flyer advertising the collection and describing its contents; ➤ Establish a ready-reference collection; ➤ Interfile cataloging card sets or download records into the main library catalog; ➤ Circulate copies of new shipping lists as a current awareness tool among reference librarians; ➤ Create a display area in the documents department; ➤ Compile subject bibliographies of state publications; ➤ Circulate copies of <i>Texas State Publications</i> within the library, to faculty members and/or to heads of community groups. Ask them to mark items that they would like the library to purchase in microfiche or that they would like to borrow; ➤ Refer patrons and staff to the on-line resources available from the Program web site. These resources include the monthly issues of <i>Texas State Publications</i>, its annual index cumulation, microfiche order forms, and subject bibliographies, among others. ➤ Include the depository collection in orientation and library instruction programs; ➤ Review new publications in the library's in-house newsletter and in other related academic or community publications; and ➤ Present workshops to other information professionals in the library's region that include materials from the depository collection.
<p>Signage</p>	<p>The depository library will display a sign or decal that identifies its depository library status (13 TAC §3.12(a)(13)). Signage will be displayed in a prominent public area. Decals are available from the Program.</p>

Texas State Library Participation

Formal Responsibility

The Texas State Library is responsible for implementing the components of the Texas State Publications Depository Program. *Texas Government Code* §441.104 establishes the Texas State Library's formal responsibilities:

1. Acquire, organize, and retain state publications;

The Texas State Library fulfills its first responsibility by assigning tasks to three distinct units of the institution. The **Texas State Publications Depository Program** informs state government entities of their duties and state publication deposit requirements and provides the location for deposit of publications. Related tasks include routing and distribution of publications, physical processing of documents, claiming documents from agencies when necessary, and tracking received materials through the processing cycle. The **Cataloging Unit** assists in the organization of state publications by assigning classification numbers and by cataloging incoming documents. The **Reference/Documents Collection** is responsible for shelving, storage and retention (in accordance with the policies of the Texas State Library) of state publications received from the Program. The Texas Documents Collection numbers more than 180,000 publications and is the largest of its kind in the state.

2. Collect state publications and distribute them to depository libraries;

By pursuing compliance with the Depository Law, the Program ensures that state publications are deposited in sufficient quantity to distribute to depository libraries. The depository library system and its minimum standards establish the means for local access to state government information.

Distribution of publications is normally in shipment boxes measuring 12 x 9 x 11.5 inches. Documents that are not standard book size are mailed in other packages such as jiffy mailer bags or mailing tubes. The Program uses a resource sharing program courier for most deliveries but also relies on Interagency Mail and the U.S. Postal Service as needed.

Texas State Library Participation (continued)

Formal Responsibility (continued)

- 3. Establish a microform program for the preservation and management of state publications and make available state publications in microform to depository libraries and other libraries at a reasonable cost;**

This responsibility is a joint venture of the Program and the Texas State Library's State and Local Records Management Division. The Program selects the state publications that are to be made available in microfiche format, prepares them for filming, and advertises their availability. The Micropublishing Unit of the State and Local Records Management Division films the publications and sells them in microfiche at a nominal charge.

The purpose of the micropublishing program is to provide a permanent copy of all publications received and to allow low-cost distribution of publications not widely available in paper. The State and Local Records Management Division welcomes orders for fiche copies of publications, and libraries are urged to refer persons with requests to the Division or to the Program.

Order forms for state document microfiche are available from www.tsl.state.tx.us/statepubs/microfiche.html

- 4. Periodically issue a list of all state publications that it has received to all depository libraries and other libraries on request;**

The Program publishes a monthly checklist, *Texas State Publications* and its annual cumulation to meet this requirement. The monthly issues are printed and distributed to depository libraries as well as by subscription to other libraries. The *Annual Index* is available only on-line.

SEE pages 51 – 54 for more information about these publications.

Texas State Library Participation (continued)

<p>Formal Responsibility (continued)</p>	<p>5. Catalog, classify, and index all state publications that it receives and distribute the cataloging, classification, and indexing information to depository libraries and to other libraries on request;</p> <p>The Texas State Library classifies and indexes documents by assignment of this task to the Cataloging Unit. The resulting bibliographic data are incorporated on entries in Program publications and on depository shipping lists.</p> <p>The Cataloging Unit catalogs state publications using principles that meet or exceed bibliographic standards of the <i>Anglo-American Cataloguing Rules</i> and the Library of Congress.</p> <p>6. Ensure that state publications are fully represented in regional and national automated library networks;</p> <p>Cataloging records are entered into an automated cooperative database, the Online Computer Library Center (OCLC). The OCLC database permits title, author and keyword searching by more than 9,000 system members. Inclusion in the database and other library networks means that Texas state publications receive international exposure and that bibliographic information is available for use at local libraries.</p> <p>7. Index all state publications that are available in an electronic format and make the index available in an electronic format;</p> <p>The Texas Records and Information Locator (TRAIL) indexes state government web pages and other resources. It is available from www.tsl.state.tx.us/trail. SEE pages 57 – 59 in this <i>Manual</i> for further information on TRAIL.</p>
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Texas State Library Participation (continued)

<p>Formal Responsibility (continued)</p>	<p>8. Provide on-line access to state publications that can be accessed on-line; and</p> <p>TRAIL provides a link to indexed state publications on the results page following a search. State regulations require agencies to establish an Internet presence and to ensure the persistence and accessibility of that presence.</p> <p>9. Provide other depository libraries appropriate access, at no charge, to state publications available in an electronic format.</p> <p>All Internet-based publications are publicly available subject to the publishing agency's compliance with state rules regarding the agency's Internet presence. Because other state regulations dictate the requirements of public access and the scope of agency publishing on-line, the Program does not make extraordinary efforts to provide access that is already ensured.</p> <p>Some of the Texas State Library's duties are explained in more detail in other sections of this <i>Manual</i>. SEE Appendix A-1 (pages 63 – 68) for the full text of the State Depository Law.</p>
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Texas State Library Participation (continued)

<p>Informal Duties</p>	<p>Informal duties of the Texas State Library are derived from the formal responsibilities and refer to the general nature and development of the Program. For instance, the Program occasionally sponsors workshops on state publications. By coordinating and promoting these workshops, the Texas State Library is actively spreading information about the availability of state publications and promoting their use.</p> <p>To insure the success of the Program, communication between the Program and depository libraries is essential. Some forms of communication are required, as in the depositories' responsibility to notify the Program of items missing from depository shipments. Other forms of communication are less formal but equally important to the quality and development of the Program. Inquiries or comments from depository librarians may concern a problem with a classification number, a tip on a valuable state publication not yet available through the Program, or the status of a title in the Program's processing and distribution cycle.</p> <p>Conversely, the Program may ask a depository to submit updated personnel and address information, to update its Program contact data, to provide user information in the form of a survey, or to critique the format of its publications or level of indexing.</p>
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Texas State Library Participation (continued)

<p>Program News</p>	<p>In the 1970's and 1980's, the Program published <i>Administrative Notes</i>, an informational series that documented changes and new developments in the Program, such as the explanation of special handling or distribution of a depository item, publicizing workshops or programs of interest, or announcing Program policy changes. Regrettably, the Program no longer has the necessary resources to produce this title. Instead, Program announcements are now included on the shipping list in the "Notes and Corrections" section. In order to stay informed of any new developments or announcements regarding the Program, depository librarians are strongly encouraged to review each shipping list, even if the processing of shipments is assigned to other staff.</p>
<p>Inspections</p>	<p>The Texas State Library may investigate the conditions in depository libraries (13 TAC §3.16). On-site inspections are designed to insure that depository libraries are in compliance with the Program rules and fulfill the goals of the Depository Law. Inspections may be performed by a representative of the Program or by an appointee of the Director and State Librarian. The evaluation will be based on the minimum standards for designated depository libraries.</p> <p>The Program will give at least one month's prior notice of an inspection. Approximately two weeks after the inspection visit, both the depository library director and depository liaison will receive a copy of the evaluation derived from the inspection visit.</p>

Texas State Publications Depository Program

Program Resources

<p>Information on State Documents</p>	<p>The Program announces the existence and availability of state documents through various publications and on-line resources. The primary tools are <i>Texas State Publications</i> and its annual cumulation, but other resources exist as well.</p>
<p><i>Texas State Publications</i></p>	<p><i>Texas State Publications</i>, February 1989- . Formerly: <i>Texas State Documents</i> (1968 – January 1989) <i>Documents Checklist</i> (1927 – 1967)</p> <p>Availability: One print copy of each issue is distributed to depositories. Other libraries may receive print copies by free subscription upon request to the Program. Not available in microfiche. Electronic version available from www.tsl.state.tx.us/statepubs/tsp.html.</p> <p><i>Texas State Publications</i> is a primary resource for identifying state publications and is intended as a reference source, current awareness tool and acquisitions aid to the publications produced and distributed by Texas state agencies, colleges and universities.</p> <p>The documents announced in <i>Texas State Publications</i> include monographs, monographic series, annuals, serials and new periodical titles that are deposited with and processed by the Program. Publications excluded from the checklist are: job announcements, news releases, bills, slip laws, opinions, daily journals, issues of periodicals, various ephemera, and any materials that are exempt from the Program.</p> <p>Documents included in the checklist represent the publishing efforts of entities from three branches of state government, including offices, departments, boards, state-federal cooperative agencies, river authorities, regional governments, courts, committees, special task forces, junior and senior colleges and universities, university systems, and subdivisions of those entities.</p>

Program Resources (continued)

Texas State Publications (continued)

The checklist is divided into two main parts. Part 1 arranges publications by issuing agency, alphabetically by the key word in the agency's name. Publications issued by institutions of higher education are grouped together following the agency listings. Each entry in Part 1 contains the following information when available or applicable: (1) classification number; (2) title; (3) author; (4) edition; (5) publication date; (6) pagination; (7) frequency; (8) series title and number; (9) title and content notes; (10) microfiche availability symbol; (11) OCLC record number; (12) depository availability symbol; and (13) entry number. Materials that do not warrant full cataloging are listed alphabetically by title under the subheading "LEAFLETS." A Notes and Corrections page follows Part 1.

Part 2 is a subject index to the publications listed in Part 1. Each publication is entered under the subject terms that reflect its content. The subject terms are Library of Congress subject headings as they are given in each publication's OCLC record. Additional terms have been added to the Subject List that will simplify access to certain forms of publications; these additional terms are: annual reports; biennial reports; budgets; college catalogs; consultant contract reports; financial reports; legislative appropriations requests; periodicals; and strategic plans. In some cases, virtually identical or very closely related terms have been collapsed and are indicated by the use of an ampersand (&). Each entry in Part 2 includes the title, classification number, and entry number. The entry number can be used to find full bibliographic description in Part 1.

Program Resources (continued)

*Texas State
Publications
Annual Index*

Texas State Publications Index, 1989- .

Formerly: *Texas State Documents Index* (1977 – 1988)
Guide to Texas State Documents (1974)

Availability: Electronic versions of 1994 to present are available from www.tsl.state.tx.us/statepubs/annualindex/index.html. Print versions of 1989 – 1993 were distributed to depositories. 1989 – 1991 are available in microfiche.

The *Annual Index* compiles the entries found in the monthly issues of *Texas State Publications* published in a calendar year, and omits the materials normally excluded from the monthly checklist as well as leaflets. Due to the size of the publication and the expense of printing, current issues of the *Annual Index* are available only in electronic format from the Program web site.

The *Annual Index* is arranged in two parts, just as for the monthly issues of *Texas State Publications*. The first part lists publications by issuing agency, arranged alphabetically by the key word in the agency's name. Publications issued by institutions of higher education are grouped together following the agency listings. Each entry in the first part provides the following information when available or applicable:

(1) issuing agency and its address; (2) Texas document classification number; (3) title; (4) author; (5) edition; (6) publication date; (7) pagination; (8) frequency; (9) series title and number; (10) title and content notes; (11) microfiche availability symbol; (12) OCLC record number; (13) depository availability symbol; and (14) entry number.

The second part is a subject index. Each publication is entered under the subject terms that reflect its content. The subject terms are Library of Congress subject headings as they are given in each publication's OCLC record. Additional terms have been added to the Subject List that will simplify access to certain forms

Program Resources (continued)

<p><i>Texas State Publications Annual Index</i> (continued)</p>	<p>of publications; these additional terms are: annual reports; biennial reports; budgets; college catalogs; consultant contract reports; financial reports; legislative appropriations requests; periodicals; and strategic plans. The subject index is arranged alphabetically by subject term, and within identical terms, alphabetically by title. The alphabetical arrangement disregards punctuation and files "nothing before something."</p> <p>In an effort to condense the size of the index, entries provide only the most basic bibliographic information for accessing these publications. Libraries that rely heavily on the checklist for accessing items from their collection should save all monthly issues of <i>Texas State Publications</i> to have complete bibliographic information.</p>
<p>Microfiche Order Forms</p>	<p>The Program publishes two catalogs of documents available on microfiche: (1) the <i>Quarterly Microfiche Order Form</i> and (2) the <i>Special Series Microfiche Order Form</i>.</p> <p>The <i>Quarterly Microfiche Order Form</i> is a list of available microfiche documents arranged according to their appearance in the monthly issues of <i>Texas State Publications</i>. As the title indicates, the form is produced quarterly based on the calendar year.</p> <p>The <i>Special Series Microfiche Order Form</i> is a catalog of documents that appear in series, including <i>Opinions</i>, <i>Letter Opinions</i>, <i>Open Records Decisions</i> and <i>Open Records Rulings</i> from the Attorney General, <i>General and Special Laws of the State of Texas</i> from each biennial Legislature; <i>Texas Register</i> from the Secretary of State's Office; and <i>Docket Indexes</i> (1983-1991),</p>

Program Resources (continued)

<p>Microfiche Order Forms (continued)</p>	<p><i>Dockets</i> (1983-present), and <i>Advisory Committee Files</i> (1982-1986) from the Supreme Court. The <i>Special Series Microfiche Order Form</i> is published irregularly, as new materials become available.</p> <p>Both publications are distributed to depositories and are available for free by subscription upon request to the Program. In addition, the forms are available on-line from the Program web site:</p> <p style="text-align: center;">www.tsl.state.tx.us/statepubs/microfiche.html</p>
<p><i>Texas State Documents Classification Scheme</i></p>	<p><i>Texas State Documents Classification Scheme</i>, revised 1984</p> <p>Formerly: <i>Texas State Documents Classification & Almost Compleat (sic) List of Texas State Agencies From Statehood to the Present</i>, 1976.</p> <p>Availability: Paper copies are no longer available from the Texas State Library. A new edition, incorporating all revisions of the publication, is planned for release in 2005.</p> <p>This <i>Scheme</i> is the chief authority used by the Texas State Library for assigning classification numbers to state publications. It was originally intended as both a skeletal history of Texas state government and a classification scheme for the arrangement of state publications.</p> <p>For the most part, the Texas State Library has departed from the original purpose of the list. Policies adopted by the Texas State Library have emphasized its use as a "working list" for classifying publications that are produced by active state government agencies. For instance, no base classification number is assigned to a newly created agency until the Program receives a publication with the agency's imprint. If the agency does not produce any publications during its life span, it will not be represented on the</p>

Program Resources (continued)

Texas State Documents Classification Scheme
(continued)

list. This policy underscores the practical and current use of the list and limits its value as an historical resource.

The Texas State Library also has departed from its original intentions in one other way. The introduction states that new numbers will be assigned to agencies with name changes that represent major alphabetical or functional changes. In practice, when the name change is for cosmetic reasons only (e.g. Board of Morticians to Funeral Service Commission), the same number for an agency is retained; a new number is assigned only when the new name reflects a significant change in the agency's physical organization, administrative or legal responsibilities, or jurisdiction. Depositories that prefer to maintain an inclusive record of these changes should contact the Legislative Reference Library, which maintains an historical list of government agencies.

In most other ways, the Texas State Library has remained true to the original application of the scheme. Instructions for assigning numbers to individual documents are provided in the introduction.

The *Scheme* is long overdue for a complete revision, and a new edition is planned for release in 2005. Thereafter, the *Scheme* will be revised by loose-leaf updates to affected pages as needed.

Program Resources (continued)

<p>Library Catalog of Texas State Agencies</p>	<p>The Library Catalog of Texas State Agencies is the Texas State Library's on-line public access catalog. It includes the holdings of the Texas State Library's collections as well as those of other consortial partners. Holdings prior to 1976 are incomplete, but after that date all titles are represented. The Texas State Library's collections consist of the Texas State Archives, a Genealogy Collection, a Federal Documents Collection, a General Reference Collection, a Library Science Collection, the collection of the Sam Houston Regional Library and Research Center in Liberty, Texas, and the Texas Documents Collection. The catalog contains bibliographic records for traditional library materials as well as on-line resources.</p> <p>All cataloged Texas documents are included in the on-line catalog, so depositories may verify bibliographic or holdings information by searching this resource. The Internet address for the Library Catalog of Texas State Agencies is: <i>www.tsl.state.tx.us/catalog</i>.</p>
<p>Texas Records and Information Locator (TRAIL)</p>	<p>The Texas State Library has established an index of electronic state publications, the Texas Records and Information Locator (TRAIL), available on-line at <i>www.tsl.state.tx.us/trail</i>. Prior to 2003, agency liaisons were required to report their publications to TRAIL and to provide descriptive information about each publication, including title, publisher, author, date, software or password requirements for access (other than a web browser) and subject terms. In 2003 the TRAIL system changed. TRAIL now <i>harvests</i> publications from agency web sites.</p> <p>All state agency web pages are required to include "metadata," or descriptive information such as that data formerly required to be</p>

Program Resources (continued)

<p>Texas Records and Information Locator (TRAIL) (continued)</p>	<p>reported to TRAIL. One familiar example of metadata is a bibliographic cataloging record; the record describes a publication and is, therefore, information about an information source. The Texas Department of Information Resources requires state agencies to include "metadata" in Internet resources (<i>Texas Administrative Code</i>, Title 1, §206.5).</p> <p>Under the current system, the TRAIL server regularly sends a "spider" (a harvesting program) to predetermined state agency web sites and, beginning with the main page, downloads and saves the HTML, graphics, PDFs, scripts and other Internet-related files referenced from the page. Then the harvester follows any links on the main page to subsequent pages, and repeats this process until the entire web site has been downloaded.</p> <p>Assuming that an agency has included the required metadata in the coding of its Internet resources, the TRAIL server then extracts and indexes the harvested publications. If an agency has not included metadata on an Internet resource page, the TRAIL server generates a notice to the agency liaison requesting that the metadata be added.</p> <p>The indexed records of electronic state publications are searchable in TRAIL. A search of TRAIL results in a set of metadata records that are "hits," or matches to the search term. Each metadata record links to the original state publication's location on the Internet.</p> <p>The Texas State Library continues to develop TRAIL and its associated features as technologies advance. TRAIL includes a bridge to the Library Catalog of Texas State Agencies to allow searching of both resources simultaneously.</p>
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Texas State Publications Depository Program

Program Resources (continued)

<p>Texas Records and Information Locator (TRAIL) (continued)</p>	<p>Currently under development in conjunction with TRAIL is the Electronic Depository Program (EDP). The EDP will provide persistent access to current and retrospective state electronic information. Just as physical publications that are deposited with the Program remain accessible into the future at the Texas State Library, the EDP will preserve electronic publications and allow users to identify and access electronic documents that may or may not be currently available, or that may be significantly different today from the information in the resource in the past.</p> <p>The EDP is a cooperative resource sharing program and relies on many strategic partners to determine the parameters of the initiative and to provide certain services. The EDP archive of publications will be stored on a secure server at the Texas State Library; this archive will be accessible only to authorized Texas State Library staff. The University of North Texas Libraries will provide a mirror of this archive that allows public access.</p>
<p>Other Resources</p>	<p>The Texas State Library may produce other bibliographic aids of varying scope and detail. The availability of these materials and services is subject to demand, special request, and the budget and time restrictions of the Texas State Library. Depositories are invited to develop their own subject bibliographies or other finding aids and to offer these resources for on-line publication from the Program's web site.</p> <p>The State Publications Coordinator and Program staff can be valuable resources for information on the Program and on state documents. SEE page 3 for contact information for the Program.</p>

Texas State Publications Depository Program
Program Resources (continued)

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Appendices

APPENDIX A: General Information

- A-1. State Depository Law
- A-2. Program Rules
- A-3. List of Depository Libraries
- A-4. Depository Checklist

APPENDIX B: Samples and Forms

- B-1. Depository Contract
- B-2. Depository Shipment Claim
- B-3. Sample Disposal Lists
- B-4. Depository Library Information Update Form

Appendices (continued)

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Appendix A-1. State Depository Law

Source: *Texas Government Code*

Subtitle D. History, Culture, and Education

Chapter 441. Libraries and Archives

On-line version: www.capitol.state.tx.us/statutes/go/go0044100toc.html

SUBCHAPTER G. STATE PUBLICATIONS

§ 441.101. Definitions

In this subchapter:

- (1) "**Commission**" means the Texas State Library and Archives Commission.
- (2) "**Depository library**" means the Texas State Library, the Legislative Reference Library, the Library of Congress, the Center for Research Libraries, or any other library that the commission designates as a depository library.
- (3) "**State agency**" means a state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, substate planning bureau, university system, institution of higher education as defined by Section 61.003, Education Code, or a subdivision of one of those entities.
- (4) "**State publication**":
 - (A) means information in any format that:
 - (i) is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency; and
 - (ii) is publicly distributed outside the agency by or for the agency; and
 - (B) does not include information the distribution of which is limited to:
 - (i) contractors with or grantees of the agency;
 - (ii) persons within the agency or within other government agencies; or
 - (iii) members of the public under a request made under the open records law, Chapter 552.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 86, § 15, eff. Sept. 1, 1995.

Appendix A-1. State Depository Law (continued)

§ 441.102. Distribution of State Publications

- (a) The commission by rule shall establish procedures for the distribution of state publications to depository libraries and for the retention of those publications.
- (b) The commission may enter into a contract with a depository library under which the depository library receives all or part of the state publications that are distributed.
- (c) The commission shall establish a system to allow electronic access at the Texas State Library and other depository libraries to state publications in an electronic format that have been made available to the public by or on behalf of a state agency.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 86, § 16, eff. Sept. 1, 1995.

Appendix A-1. State Depository Law (continued)

§ 441.103. State Agency Duties

- (a) A state agency shall designate one or more staff persons as agency publications contact persons and shall notify the Texas State Library of those persons' identities. A publications contact person shall maintain a record of the agency's state publications and shall furnish to the Texas State Library a list of the agency's new state publications as they become available.
- (b) A state agency shall furnish its state publications to the Texas State Library in the number specified by commission rules. On the printing of or awarding of a contract for the printing of a publication, a state agency shall arrange for the required number of copies to be deposited with the Texas State Library. The commission may not require more than 75 copies of a printed state publication.
- (c) On the release of a state publication in an electronic format and for the purpose of further distribution of the publication, a state agency shall provide the Texas State Library:
 - (1) on-line access to the publication; or
 - (2) copies of the publication on an electronic external storage device in the number of copies prescribed by the commission but not to exceed 75.
- (d) If a state agency is allowing public on-line access to a state publication, the agency shall also provide the Texas State Library with at least one free on-line connection to the agency's state publications that can be accessed on-line. The connection must:
 - (1) be provided in the form and manner prescribed by the director and librarian; and
 - (2) be compatible with applicable standards prescribed by the Department of Information Resources.
- (e) Each state publication shall clearly reflect the date that the state publication is produced or initially distributed by a state agency in a conspicuous location at or near the beginning of the publication.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 86, § 17, eff. Sept. 1, 1995; Acts 1997, 75th Leg., ch. 762, § 1, eff. Sept. 1, 1997.

Appendix A-1. State Depository Law (continued)

§ 441.104. Duties of Texas State Library

The Texas State Library shall:

- (1) acquire, organize, and retain state publications;
- (2) collect state publications and distribute them to depository libraries;
- (3) establish a microform program for the preservation and management of state publications and make available state publications in microform to depository libraries and other libraries at a reasonable cost;
- (4) periodically issue a list of all state publications that it has received to all depository libraries and other libraries on request;
- (5) catalog, classify, and index all state publications that it receives and distribute the cataloging, classification, and indexing information to depository libraries and to other libraries on request;
- (6) ensure that state publications are fully represented in regional and national automated library networks;
- (7) index all state publications that are available in an electronic format and make the index available in an electronic format;
- (8) provide on-line access to state publications that can be accessed on-line; and
- (9) provide other depository libraries appropriate access, at no charge, to state publications available in an electronic format.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 86, § 18, eff. Sept. 1, 1995.

Appendix A-1. State Depository Law (continued)

§ 441.105. Exempt Publications

The state librarian may specifically exempt a publication or a distribution format from this subchapter.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 86, § 19, eff. Sept. 1, 1995.

§ 441.106. Payment for Printing of State Publications

If a state agency's printing is done by contract, an account for the printing may not be approved and a warrant may not be issued unless the agency first furnishes to the State Purchasing and General Services Commission a receipt from the state librarian for the publication or a written waiver from the state librarian exempting the publication from this subchapter.

Acts 1987, 70th Leg., ch. 147, § 1, eff. Sept. 1, 1987.

Texas State Publications Depository Program
Appendix A-1. State Depository Law
(continued)

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Appendix A-2. Program Rules

Source: *Texas Administrative Code*

Title 13. Cultural Resources

Chapter 3. State Publications Depository Program

On-line version: [info.sos.state.tx.us/pls/pub/readtac\\$ext.viewtac](http://info.sos.state.tx.us/pls/pub/readtac$ext.viewtac)

RULE §3.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

- (1) **Commission**—The Texas State Library and Archives Commission.
- (2) **Depository library**—Any library that the Director and Librarian or the commission designates as a depository library for state publications.
- (3) **Depository publication**—A state publication in any format distributed from or on behalf of the Texas State Library to a depository library.
- (4) **Director and Librarian**—Chief executive and administrative officer of the Texas State Library and Archives Commission.
- (5) **Electronic external storage devices**—Removable electronic media used to store and transfer electronic information.
- (6) **Electronic format**—A form of recorded information that can be processed by a computer.
- (7) **Internet connection**—A combination of hardware, software and telecommunications services that allows a computer to communicate with any other computer on the worldwide network of networks known as the Internet, and that adheres to the standard protocols listed in Internet standards documents of the Internet Engineering Steering Group, Internet Architecture Board, and Internet community.
- (8) **On-line**—Accessible via a computer or terminal, rather than on paper or other medium.
- (9) **Print state publication**—a state publication that is published in a format that is accessible without the use of a computer, including information published on paper, in microformat, on audio tapes, vinyl discs or audio compact discs, on videotape or film, or on any other media that is not specifically cited in this definition and that is not an electronic format as defined in this section.

Appendix A-2. Program Rules (continued)

- (10) **Publicly distributed**—Provided to persons outside of the agency, in print or other physical medium, or by an Internet connection, or from a limited local area network on agency premises, or at another location on behalf of the agency.
- (11) **Serial**—Issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. The term includes, but is not limited to: periodicals, newspapers, reports, yearbooks, journals, minutes, proceedings, transactions.
- (12) **State agency**—Any entity established or authorized by law to govern operations of the state such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, regional planning council, university system, institution of higher education as defined by Texas Education Code, §61.003, or a subdivision of one of those entities.
- (13) **State publication**—Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed by or for the agency. The term does not include information the distribution of which is limited to contractors with or grantees of the agency, persons within the agency or within other government agencies, or members of the public under a request made under the open records law, Government Code, Chapter 552 if it does not otherwise meet the definition of a state publication.
- (14) **State Publications Depository Program**—A program of the Texas State Library designed to collect, preserve, and distribute state publications, and promote their use by the citizens of Texas and the United States.
- (15) **Texas Records and Information Locator (TRAIL)**—A program of the Texas State Library designed to locate, index, and make available state publications in electronic format.
- (16) **Texas State Library**—The staff, collections, archives, and property of the Texas State Library and Archives Commission organized to carry out the commission's responsibilities.
- (17) **Uniform Resource Locators**—The syntax and semantics of formalized information for location and access of resources on the Internet, as specified in Internet standards documents of the Internet Engineering Steering Group, Internet Architecture Board, and Internet community.

Source Note: The provisions of this §3.1 adopted to be effective March 12, 1993, 18 TexReg 1267; amended to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

Appendix A-2. Program Rules (continued)

RULE §3.2 State Publications in Multiple Information Formats

When a state publication is distributed to the public in multiple formats simultaneously, **state agencies are required to provide access to or copies of** that publication to the Commission in **all formats in which the publication is publicly distributed**. State agencies are not required to provide copies to the Commission of a publication on electronic external storage devices if the state publications are made available by an Internet connection.

Source Note: The provisions of this §3.2 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

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RULE §3.3 Standard Deposit Requirements for State Publications in All Formats

- (a) State agencies are required to deposit or make accessible copies of all state publications that have not been exempted from the State Publications Depository Program in §3.5 of this title (relating to Standard Exemptions for State Publications in Print Format Only), in §3.6 of this title (relating to Standard Exemptions for State Publications in Electronic Format Only), or under §3.7 of this title (relating to Special Exemptions). The standard number of copies to be deposited is based on the number of copies produced or the medium in which it is made available.
- (b) **For print state publications only:**
 - (1) **If 300 or more copies are produced, 55 copies must be deposited** with the State Publications Depository Program.
 - (2) **If fewer than 300 copies are produced, four copies must be deposited** with the State Publications Depository Program.
- (c) **For state publications available in electronic format but not by an Internet connection:**
 - (1) **State agencies must deposit electronic state publications on electronic external storage devices only when they are not accessible to the public by Internet connection.**
 - (2) State agencies must meet the following requirements when submitting state publications on electronic external storage devices:
 - (A) Computer Diskette. One copy of all applicable state publications must be submitted on three and one-half inch, 1.44 megabyte high

Appendix A-2. Program Rules (continued)

density disks, configured to an MS-DOS platform and formatted in ASCII (American Standard Code for Information Interchange) or other software approved by the Texas State Library.

- (B) Compact Disks—Read-Only Memory. One copy of all applicable state publications must be submitted on disks that adhere to standards of ISO (International Organization of Standards) 9660. Files will be formatted in ASCII, or other software that is provided and is in the public domain or has been purchased with a license agreement to distribute it with each copy of the disk. If the file is compressed, software and instructions must be included on the disk to decompress all data directly to a hard drive from commands found in a file on the root directory.
- (C) State Publications on Other Electronic External Storage Devices. For new or improved media which may become commonly available, one copy of all applicable state publications may be submitted. All such devices or media for submitting state publications must be approved by the Director and Librarian and must adhere to standards set by the Texas State Library.

(d) **For state publications available by an Internet connection:**

- (1) **State agencies are required to provide the Texas State Library with guaranteed access, at no charge, to state publications available by an Internet connection.**
- (2) State agencies must meet the following minimum requirements when providing state publications by Internet connection:
 - (A) Accessibility. State publications made available by an Internet connection will be accessible:
 - (i) by anonymous File Transfer Protocol (FTP), Telnet, Gopher, Hyper Text Transfer Protocol (HTTP) or other electronic means as defined in Internet standards documents of the Internet Engineering Steering Group, Internet Architecture Board, and Internet community; and
 - (ii) by a Uniform Resource Locator (URL) provided by the agency that describes each state publication's specific name and location on the Internet; and

Appendix A-2. Program Rules (continued)

- (iii) on alternative electronic formats and interfaces consistent with requirements of the Americans with Disabilities Act of 1990 and as amended.
 - (B) Indexing. Indexed state publications will be accessible through indexes which meet current ANSI/NISO (American National Standards Institute/National Information Standards Organization) Z39.50 search and retrieval standards and which adhere to the application profile of the Federal Information Processing Standards Publication 192 or its successor document.
 - (C) Availability. Issues of a serial state publication and current versions only of all other state publications will be accessible on-line by Internet connection for two years from the date of release or last modification with an average availability by the Internet connection of 23 out of 24 hours, seven days a week.
 - (D) Supercession. For state publications that are updated as needed to keep information accurate, or that are replaced by other publications, the superceded versions must remain available by Internet connection. See §3.9(c)(2) of this title regarding updated publications.
 - (E) Archival publications. For those publications defined as archival (see §6.1 of this title), one copy must be submitted to the Texas State Archives in accordance with §§6.91 - 6.99 of this title.
- (e) **Records retention.** State agencies are reminded that compliance with this section does not constitute compliance with records retention rules for state government records. See Texas State Records Retention Schedule (second edition or subsequent edition as applicable) and §§6.1 - 6.10 of this title for complete information about records retention requirements.

Source Note: The provisions of this §3.3 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

Appendix A-2. Program Rules (continued)

RULE §3.4 Special Depository Requirements for Print State Publications

Except for state publications available only by an Internet connection, **state publications must be deposited in the following minimum quantities regardless of the number of copies or different media originally intended to be produced by the agency.** For printed state publications, agencies are expected to incorporate these deposit requirements into their printing orders.

- (1) **Fifty-five copies of** the following state publications must be deposited with the State Publications Depository Program:
 - (A) **Annual or biennial report** (narrative description and statistics of programs, services, activities);
 - (B) **Statistical compilations** (annual or multi-year);
 - (C) **Codes** (published as compendia);
 - (D) **Regulations** (published as compendia); and
 - (E) **Directories** (of facilities, services, providers).
- (2) **Three copies of annual financial reports, annual operating budgets, and state or strategic plans** (for agency services, programs within its jurisdiction) must be deposited with the State Publications Depository Program.
- (3) **Two copies of requests for legislative appropriations and quarterly and annual reports of measures** must be deposited with the State Publications Depository Program.

Source Note: The provisions of this §3.4 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

Appendix A-2. Program Rules (continued)

RULE §3.5 Standard Exemptions for State Publications in Print Format Only

The Director and Librarian has exempted from deposit requirements certain kinds of state publications distributed in print format. A state agency is not required to deposit these state publications in print format:

- (1) agendas;
- (2) advertisements;
- (3) alumni materials;
- (4) announcements;
- (5) artwork;
- (6) calendars;
- (7) contracts;
- (8) correspondence;
- (9) course schedules;
- (10) certain curriculum catalogs (departmental only);
- (11) drafts of plans, reports;
- (12) fiction;
- (13) forms;
- (14) fund raising materials;
- (15) grant proposals, bids;
- (16) hearings (transcripts of);
- (17) job listings;
- (18) literary criticisms;
- (19) memorabilia;
- (20) memoranda (including e-mail);
- (21) news or press releases;
- (22) newsletters and mailing lists meant only for employee, faculty or student use;
- (23) notices of sale;
- (24) daily or weekly periodicals (which are summarized in monthly or quarterly publications);
- (25) personnel manuals;
- (26) photographs;
- (27) poetry;
- (28) policy handbooks (intended for internal use only);
- (29) programs (announcements of);
- (30) recruitment materials;
- (31) reprints (reissued without change);
- (32) stationery;
- (33) student publications (those produced by students);
- (34) telephone directories (meant only for employee, faculty, or student use); and
- (35) volunteer newsletters.

Source Note: The provisions of this §3.5 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

Appendix A-2. Program Rules (continued)

RULE §3.6 Standard Exemptions for State Publications in Electronic Format Only

The Director and Librarian has exempted from deposit requirements certain kinds of state publications distributed in electronic format. A state agency is not required to deposit or provide access to these state publications in electronic format:

- (1) agendas;
- (2) advertisements;
- (3) alumni materials;
- (4) announcements;
- (5) artwork;
- (6) contracts;
- (7) correspondence;
- (8) drafts of plans, reports;
- (9) fiction;
- (10) fund raising materials;
- (11) grant proposals, bids;
- (12) literary criticisms;
- (13) non-print memorabilia;
- (14) memoranda (including e-mail);
- (15) notices of sale;
- (16) daily or weekly periodicals (which are summarized in monthly or quarterly publications);
- (17) photographs;
- (18) poetry;
- (19) recruitment materials;
- (20) reprints (reissued without change);
- (21) stationery;
- (22) student publications (those produced by students); and
- (23) volunteer newsletters.

Source Note: The provisions of this §3.6 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

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RULE §3.7 Special Exemptions

Upon written application, the Director and Librarian may exempt specific kinds of state publications and information formats from deposit requirements.

Source Note: The provisions of this §3.7 adopted to be effective March 24, 1997, 22 TexReg 2609

Appendix A-2. Program Rules (continued)

RULE §3.8 State Publications Contact Person

Each state agency must designate in writing or via the Internet one person to act as liaison with the State Publications Depository Program for print publications and one person to act as liaison with the State Publications Depository Program for electronic publications; an agency may elect to designate the same person to fulfill the liaison duties for both print and electronic publications. Agencies may request, by writing to the Program, to designate additional liaisons in cases where the size and complexity of the agency's publishing activities merit additional coverage. Each liaison must deposit all state publications within the scope of his or her designated responsibility, provide information and resolve problems about them, maintain records of the agency's state publications, negotiate exemptions from deposit requirements, and submit publication reporting forms.

Source Note: The provisions of this §3.8 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

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RULE §3.9 Publication Reporting Form

- (a) Each state agency must submit a publication reporting form that describes state publications as they become available.
- (b) State publications submitted in formats other than those made available from an Internet connection must be listed on a paper form that is enclosed with each shipment.
- (c) Each state publication made available by Internet connection must include descriptive information in:
 - (1) a Title tag;
 - (2) a Description or DC.Description meta tag which includes a narrative description of the publication;
 - (3) a Keyword or DC.Subject.Keyword meta tag which includes selected terms from within the publication;
 - (4) a Subject or DC.Subject meta tag which includes terms from the TRAIL subject list;
 - (5) a Type or DC.Type meta tag which includes terms from the TRAIL publication type list. This tag may be omitted if the appropriate type for the publication is "Web documents - Undefined."
- (d) State agencies are advised to review the rules in 1 TAC §206.5 (relating to Linking and Indexing State Web Sites).

Source Note: The provisions of this §3.9 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095; amended to be effective November 2, 2003, 28 TexReg 9241

Appendix A-2. Program Rules (continued)

RULE §3.10 Designation of Depository Library Status for Printed State Publications

The director of a library in Texas may apply in writing to the Director and Librarian for print depository library status. After considering the need for additional access to state publications by the public, the number of copies of state publications available for distribution to depository libraries, the geographical distribution of existing repository libraries, whether the applying library will provide access to a unique, unserved or underserved population, whether it will provide superior access, whether it is a publicly-supported institution and whether it can meet the minimum standards outlined in §3.12 of this title (relating to Minimum Standards for Designated Print Depository Libraries), the Director and Librarian may grant the applying library print depository library status. The Director and Librarian shall execute a contract with the library setting forth the responsibilities of the program and of the depository library. The director of an applying library whose application is denied may appeal the decision to the Texas State Library and Archives Commission.

Source Note: The provisions of this §3.10 adopted to be effective March 24, 1997, 22 TexReg 2609.

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RULE §3.11 Termination of Designated Depository Library Status for Printed State Publications

Print depository status may be terminated by either party upon six-months' written notice. In the event of termination, title to the collection shall be retained by the Texas State Library, which may remove the collection to the Texas State Library or another print depository library.

Source Note: The provisions of this §3.11 adopted to be effective March 24, 1997, 22 TexReg 2609.

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RULE §3.12 Minimum Standards for Designated Print Depository Libraries

- (a) To meet minimum standards, a designated print depository library must:
- (1) process and shelve physical state publications within 30 days of receipt;
 - (2) check all shipping lists to insure that physical state publications are received, and if not, promptly claimed;
 - (3) mark and date physical state publications received in shipments to distinguish them from state publications received from other sources;

Appendix A-2. Program Rules (continued)

- (4) provide an orderly, systematic record of depository holdings and subsequent arrangement of state publications;
 - (5) furnish a minimum of 400 linear feet of shelving for depository state publications;
 - (6) designate a professional librarian to be responsible for state publications and to act as liaison with the Texas State Library;
 - (7) provide reference service from state publications to all Texas residents;
 - (8) provide access to state publications through reference tools, public catalogs, and national, state, and local computer networks which is comparable with that of similar information available through the library;
 - (9) implement a circulation and interlibrary loan policy for state publications which is consistent with the institution's general loan policy;
 - (10) retain print state publications for a minimum of five years unless otherwise instructed, and submit a disposal list in electronic format to the Texas State Library for distribution before such state publications are discarded;
 - (11) provide appropriate equipment for the retrieval, use and storage of all state publications;
 - (12) publicize state publications through displays and announcements of significant new state publications; and
 - (13) display a sign, identifying its depository library status.
- (b) The Director and Librarian may exempt print depository libraries from some or all of the minimum standards defined in this section upon written request from the print depository library. Justification for such exemptions may include factors such as:
- (1) cooperative agreements made between print depository libraries regarding alternate methods of providing state publications to citizens of the state, or
 - (2) extenuating circumstances at a print depository library that constitute an undue burden on the library in managing its state publications collection.

Source Note: The provisions of this §3.12 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

Appendix A-2. Program Rules (continued)

RULE §3.13 Designation of Depository Library Status for Electronic State Publications

The director of a library in Texas may apply in writing to the Director and Librarian for electronic depository library status. After considering the need for additional access to state publications by the public, whether the applying library will provide access to a unique, unserved or underserved population, whether it will provide superior access, whether it is a publicly-supported institution and whether it can meet the minimum standards outlined in §3.15 of this title (relating to Minimum Standards for Designated Electronic Depository Libraries), the Director and Librarian may grant the applying library electronic depository library status. The Director and Librarian shall execute a contract with the library setting forth the responsibilities of the program and of the depository library. The director of an applying library whose application is denied may appeal the decision to the Texas State Library and Archives Commission.

Source Note: The provisions of this §3.13 adopted to be effective March 24, 1997, 22 TexReg 2609.

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RULE §3.14 Termination of Designated Depository Library Status for Electronic State Publications

Electronic depository status may be terminated by either party upon six-months' written notice.

Source Note: The provisions of this §3.14 adopted to be effective March 24, 1997, 22 TexReg 2609.

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RULE §3.15 Minimum Standards for Designated Electronic Depository Libraries

To meet minimum standards, a designated electronic depository library must:

- (1) maintain an Internet connection available to the public which meets the provisions of §1.100 of this title (relating to Standards for Local Library Internet Access); except that electronic depository libraries need not meet the standards in §1.100(b)(5)(B)7 and 8 regarding staff access to Internet services and Internet accessibility of the local catalog;
- (2) provide a user interface to the Texas Records and Information Locator (TRAIL), in a format approved by the Director and Librarian, through all public terminals;
- (3) designate a professional librarian to be responsible for state electronic state publications and to act as liaison with the Texas State Library;

Appendix A-2. Program Rules (continued)

- (4) provide reference service from state electronic state publications to all Texas residents;
- (5) provide access to state electronic state publications through reference tools, public catalogs, and national, state, and local computer networks which is comparable with that of similar information available through the library;
- (6) implement a use policy for electronics state publications which is consistent with the institution's general use policy;
- (7) provide appropriate equipment for the retrieval, use and storage of all state publications;
- (8) publicize state publications through displays and announcements of significant new state publications;
- (9) display a sign, identifying its electronic depository library status; and
- (10) provide print copies of Internet-accessible electronic publications to requesting libraries in Texas upon demand to fill patron requests.

Source Note: The provisions of this §3.15 adopted to be effective March 24, 1997, 22 TexReg 2609; amended to be effective June 27, 2000, 25 TexReg 6095

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RULE §3.16 Compliance Review/Inspection of Designated Depository Libraries

The Director and Librarian, or designee, may inspect designated depository libraries to determine compliance with the minimum standards outlined in §3.12 of this title (relating to Minimum Standards for Designated Print Depository Libraries) and §3.15 of this title (relating to Minimum Standards for Designated Electronic Depository Libraries). A compliance review self-study report may be distributed by the Texas State Library and Archives to the designated depository libraries to determine compliance in lieu of an inspection. The inspection or compliance review will determine designated depository libraries' compliance with minimum standards.

Source Note: The provisions of this §3.16 adopted to be effective March 24, 1997, 22 TexReg 2609.

Appendix A-2. Program Rules (continued)

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Appendix A-3. List of Depository Libraries

ABILENE

Abilene Public Library
202 Cedar St.
Abilene, TX 79601
325-676-6026

ALPINE

**Sul Ross State University
Bryan Wildenthal Memorial Library**
PO Box C-109
Alpine, TX 79832
432-837-8123

ARLINGTON

**University of Texas at Arlington
Library**
702 College St.
Arlington, TX 76019
817-272-3000

AUSTIN

Legislative Reference Library
Texas State Capitol Building
1100 Congress Ave.
Room 2N.3
Austin, TX 78701
512-463-1252

Texas State Library
1201 Brazos
Austin, TX 78701
512-463-5455

**University of Texas at Austin
Wasserman Public Affairs Library**
Sid Richardson Hall 3.200
Austin, TX 78712
512-495-4400

**University of Texas at Austin
Tarlton Law Library**
727 E. Dean Keeton St.
Austin, TX 78705
512-471-7726

BEAUMONT

Beaumont Public Library
801 Pearl St.
Beaumont, TX 77701
409-838-6606

**Lamar University
John & Mary Gray Library**
211 Redbird Ln.
Beaumont, TX 77705
409-880-1898

BROWNSVILLE

**University of Texas at Brownsville
Arnulfo L. Oliveira Memorial Library**
80 Fort Brown
Brownsville, TX 78520
956-983-7205

CANYON

**West Texas A&M University
Cornette Library**
Second Ave. & 26th St.
Canyon, TX 79016-0748
806-651-2205

COLLEGE STATION

**Texas A&M University
Sterling C. Evans Library**
Library Annex, MS-5000
College Station, TX 77845-5000
979-845-5741

COMMERCE

**Texas A&M University – Commerce
James G. Gee Library**
2600 S. Neal St.
Commerce, TX 75429-3011
903-886-5726

Appendix A-3. List of Depository Libraries (continued)

CORPUS CHRISTI

Corpus Christi Public Library
805 Comanche St.
Corpus Christi, TX 78401
361-880-7000

Texas A&M University – Corpus Christi
Mary & Jeff Bell Library
6300 Ocean Dr.
Corpus Christi, TX 78412
361-825-2609

DALLAS

Dallas Public Library
1515 Young St.
Dallas, TX 75201
214-670-1468

Southern Methodist University
Fondren Library
PO Box 750135
Dallas, TX 75275
214-768-2326

DENTON

Texas Woman's University
Mary Evelyn Blagg-Huey Library
1200 Frame St.
Denton, TX 76209
940-898-3701

University of North Texas
UNT Libraries
PO Box 305190
Denton, TX 76203-5190
940-565-2870

EDINBURG

University of Texas - Pan American Library
1201 W. University Dr.
Edinburg, TX 78541-2999
956-381-3306

EL PASO

El Paso Public Library
501 N. Oregon St.
El Paso, TX 79901
915-543-5401

University of Texas at El Paso Library
500 W. University Ave.
El Paso, TX 79968-0582
915-747-6702

FORT WORTH

Fort Worth Public Library
500 W. Third St.
Fort Worth, TX 76102
817-871-7721

Texas Christian University
Mary Couts Burnett Library
2913 Lowden St.
Fort Worth, TX 76129
817-257-5430

HOUSTON

Houston Public Library
500 McKinney Ave.
Houston, TX 77002
832-393-1313

Rice University
Fondren Library
6100 Main
Houston, Texas 77005
713-348-5483

Appendix A-3. List of Depository Libraries (continued)

HOUSTON (continued)

**Texas Southern University
Robert James Terry Library**
3100 Cleburne St.
Houston, TX 77004
713-313-4423

**University of Houston
M.D. Anderson Library**
114 University Libraries
Houston, TX 77204
713-743-9781

**University of Houston – Clear Lake
Neumann Library**
2700 Bay Area Blvd.
Houston, TX 77058
281-283-3914

HUNTSVILLE

**Sam Houston State University
Newton Gresham Library**
1830 Bobby K. Marks Dr.
Huntsville, TX 77340
936-294-1629

KINGSVILLE

**Texas A&M University - Kingsville
James C. Jernigan Library**
700 University Blvd.
Kingsville, TX 78363-8202
361-593-3319

LAREDO

**Texas A&M International University
Sue & Radcliffe Killam Library**
5201 University Blvd.
Laredo, TX 78041-1900
956-326-2119

LUBBOCK

**Texas Tech University
University Library**
18th St. & Boston Ave.
Lubbock, TX 79409-0002
806-742-2282

NACOGDOCHES

**Stephen F. Austin State University
Ralph W. Steen Library**
PO Box 13055, SFA Station
Nacogdoches, TX 75962
936-468-1574

ODESSA

Ector County Library
321 W. Fifth St.
Odessa, Texas 79761
915-332-0633

PRAIRIE VIEW

**Prairie View A&M University
John B. Coleman Library**
PO Box 519
Prairie View, TX 77446
936-857-2612

RICHARDSON

**University of Texas at Dallas
Eugene McDermott Library**
2601 N. Floyd Rd.
Richardson, TX 75083-0643
972-883-2955

SAN ANGELO

**Angelo State University
Porter Henderson Library**
2601 W. Ave. N
San Angelo, TX 76904
325-942-2300

Appendix A-3. List of Depository Libraries (continued)

SAN ANTONIO

**Saint Mary's University
Blume Library**
One Camino Santa Maria
San Antonio, TX 78228
210-431-2299 x1312

San Antonio Central Library
600 Soledad St.
San Antonio, TX 78205
210-207-2500

**Trinity University
Elizabeth Huth Coates Library**
One Trinity Pl.
San Antonio, TX 78212-7200
210-999-7430

**University of Texas at San Antonio
Library**
6900 N. Loop 1604 W.
San Antonio, TX 78249-0671
210-458-4570

SAN MARCOS

**Texas State University – San Marcos
Albert B. Alkek Library**
601 University Dr.
San Marcos, TX 78666
512-245-3686

STEPHENVILLE

**Tarleton State University
Dick Smith Library**
201 Saint Felix
Stephenville, TX 76402
254-968-9869

TYLER

**University of Texas at Tyler
Robert R. Muntz Library**
3900 University Blvd.
Tyler, Texas 75799
903-566-7165

VICTORIA

**Victoria College –
University of Houston at Victoria
Library**
2602 N. Ben Jordan St.
Victoria, Texas 77901
361-570-4169

WACO

**Baylor University
Texas Collection**
1429 S. Fifth St.
Waco, TX 76798
254-710-1268

WICHITA FALLS

**Midwestern State University
George Moffett Library**
3410 Taft Blvd.
Wichita Falls, Texas 76308
940-397-4177

OUT-OF-STATE

Library of Congress
State Documents Section
Exchange and Gift Division
101 Independence Ave.
Washington, DC 20540
202-707-5361

This list was compiled in February 2004 from library web sites, the 2003-2004 *American Library Directory*, and the Program's records. The telephone numbers represent the library's main number or the Texas documents librarian's number. Updates to the information may be found on-line from:
www.tsl.state.tx.us/statepubs/depositories.html

Appendix A-4. Depository Checklist

The following items serve as a checklist for libraries to insure compliance with minimum operating standards of the Texas State Publications Depository Program.

Public Service

- _____ Free public access
- _____ Reference assistance
- _____ Collection development policy (that addresses local community needs)
- _____ Reference aids
- _____ Photocopying facility
- _____ Interlibrary loan policy
- _____ Circulation policy

Staffing

- _____ One professional librarian appointed as liaison to the Texas State Library
- _____ Support staff to process and shelve depository items within 30 days of receipt
- _____ Staff training in depository procedures and publication resources

Equipment

- _____ 400 linear feet of shelving
- _____ Processing area (may include the following)
 - _____ sorting shelves _____ book trucks
 - _____ shelflist or catalog _____ large processing table
- _____ Microfiche reader/printer
- _____ Microfiche cabinet
- _____ Map cases
- _____ Rubber stamp with changeable date, and the words "Texas Depository Item" or "State Publication"
- _____ Binders, pamphlet boxes, etc., for loose-leaf or unbound depository materials

Publications & Other Resources (provided by Texas State Library)

- _____ One print copy of the *Manual for Texas Depository Libraries*
- _____ One print copy of each monthly issue of *Texas State Publications*
- _____ Internet access to www.tsl.state.tx.us/statepubs for retrieval of on-line materials, including *Texas State Publications Annual Index*, *Texas State Documents Classification Scheme*, the Library Catalog of Texas State Agencies, TRAIL, microfiche order forms, shipping lists, disposal lists, and other resources.

Texas State Publications Depository Program
Appendix A-4. Depository Checklist
(continued)

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Appendix B-1. Depository Contract

To encourage and promote the use of print Texas state government publications,

(depository library's name)

agrees to enter into contract with the Texas State Library and Archives Commission as a designated depository library of the Texas State Publications Depository Program.

This contract is entered into by and between both parties pursuant to the authority granted and in compliance with the provisions of *Texas Government Code* §441.101-106, under such rules and regulations as may be adopted by the Texas State Library and Archives Commission, and under provisions as state below:

I. Responsibility of the Texas State Library

The Texas State Library agrees to:

- A. mail publications to the participating institution in a uniform and consistent manner with postage prepaid;
- B. prepare and distribute official lists of all state government publications received and distributed through the Texas State Publications Depository Program;
- C. make available state publications in microform;
- D. distribute cataloging, classification, and indexing information to the participating institution;
- E. review disposal lists from the participating institution and after review post disposal lists on-line for other depositories to review;
- F. respond to questions regarding the management or development of the Texas State Publications Depository Program; and
- G. make referrals or provide other personal assistance to the participating institution as needed.

II. Responsibility of the Designated Depository Library

The designated depository library agrees to:

- A. process and shelve deposited publications within 30 days of receipt;
- B. check all shipping lists to insure that depository items are received, and if not, promptly claimed;
- C. mark and date physical state publications received in shipments to distinguish them from state publications or library materials received from other sources;
- D. provide an orderly, systematic record of depository holdings and subsequent arrangement of state publications;

Appendix B-1. Depository Contract (continued)

- E. furnish a minimum of 400 linear feet of shelving for depository state publications;
- F. designate a professional librarian to be responsible for state publications and to act as liaison with the Texas State Library;
- G. provide reference service from state publications to all Texas residents;
- H. provide access to state publications through reference tools, public catalogs, and national, state, and local computer networks that is comparable with that of similar collections in the library;
- I. implement a circulation and interlibrary loan policy for state publications that is consistent with the library's general loan policy;
- J. retain print state publications for a minimum of five years unless otherwise instructed, and submit a disposal list in electronic format to the Texas State Library for distribution before such state publications are discarded;
- K. provide appropriate equipment for the retrieval, use and storage of all state publications;
- L. publicize state publications through displays and announcements of significant new state publications; and
- M. display a sign, identifying the library's depository status.

III. Termination of Designated Depository Library Status

Print depository status may be terminated by either party upon six-months' written notice. In the event of termination, the Texas State Library and Archives Commission shall retain title to the collection. The Commission may remove the collection to the Texas State Library or to another print depository library.

(Signature of Library Director)

Date

(Signature of Institution's Executive Director, if applicable)

Date

(Signature of Director and Librarian, Texas State Library)

Date

Texas State Publications Depository Program

Appendix B-2. Depository Shipment Claim

DATE: 12/18/2003

Shipment: **460**

Page 1 of 14

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM SHIPPING LIST

INSTRUCTIONS:



Shipping

Claiming Instructions: 13 TAC §3.12 (2) requires that designated libraries check all shipping lists to insure that depository items are received, and if not, promptly claimed.

To claim items missing from this shipment, first circle the titles of the missing items in red ink, then photocopy the list and keep a copy for your records. Send the original, with a **pre-printed mailing label (no handwritten labels, please)**, to: Technical Assistant, Texas State Publications Clearinghouse, Texas State Library, Box 12927, Austin, TX 78711. 512/463-5434.

CLASSIFICATION NUMBER	TITLE
N330.6 AD95 8:03	Advocate [formerly, "Small business advocate"]. (OCLC 35588025)
C2600.3 AN78 2002/3	Annual cash report. (Comptroller of Public Accounts) (OCLC 20779494)
H600.6 AS15 9:03	Asbestos Programs Branch update. (Health, Department of) (OCLC 30709397)
T1305.8 AV52CA 2004/6	Aviation capital improvement program. (Transportation, Department of. Aviation Division) (OCLC 46622300)
W2000.3 B477 2001/2	Biennial report of the Research and Oversight Council on Workers' Compensation. (Workers' Compensation, Research and Oversight Council on) (OCLC 42740817)
Z L250.8 B644BI 27:06	Border business indicators. (OCLC 7131028)
Z L250.8 B644BI 27:07	Border business indicators. (OCLC 7131028)
H600.6 C119 4:01	Cahoot : CAH Organization of Texas. (Health, Department of) (OCLC 33978415)
Z UP300.5 C28 2003/5	Catalog - University of Texas of the Permian Basin. (University of Texas of the Permian Basin) (OCLC 4904001)
C2600.6 M699D 2003/2ND	City mixed beverage comparison summary. (OCLC 28718446)
C2600.6 C498 2003/06	City sales and use tax
C2600.6 C498 2003/07	City sales and use tax

Claimed

12-30-03

Lone Star State Univ.
123 University Blvd.
Metropolis, TX 76543-0123
512-555-1234

Texas State Publications Depository Program

Appendix B-2. Depository Shipment Claim (continued)

DATE: 1/7/2004

Shipment: **461**
Page 4 of 6

C2600.4 SA32HO 2002

Sales tax holiday, August 2-4, 2002.
(OCLC 53889690)

L1801.7 H8161 NO.77-25

SB 7 update : how counties provide indigent defense.
(Legislature. House of Representatives) **Claimed**
(OCLC 50881553) **1/20/2004**

Z TT300.5 SCH64 2003/4

Scholarships & financial aid. (Texas Tech University)
(OCLC 20330506)

H600.5 SCR22

Screening for eligibility : category, residency & income :
class participant manual. (Health, Department of)
(OCLC 53867725)

C2600.8 SM28 2003

Smart jobs and skills development review :
a report to the 78th Texas Legislature.
(OCLC 51974384)

C2625.6 ST29 2003/09

Statement. (Comptroller of Public Accounts. Property Tax Div.)
(OCLC 24570378)

I525.8 T312S 2002/3

Status of the plan for the state government telecommunications
network, 2002-2003 : a report to the Legislature.
(OCLC 51452332)

I525.8 T312 2002

Strategic plan for state government telecommunications services,
2003-2007.
(OCLC 53881660)

P1200.3 ST82 2003/7

Strategic plan for the fiscal years 2003-2007.
(Texas State Board of Pharmacy)
(OCLC 49947477)

W2000.8 ST94 2001

Study of nonsubscription to the Texas workers' compensation
system : 2001 estimates.
(Workers' Compensation, Research and Oversight Council on)
(OCLC 49803416)

L1400.8 SU63EN 78TH

Summary of enactments, 78th Legislature, regular session,
1st, 2nd, and 3rd called sessions, 2003.
(OCLC 53398862)

C2600.5 T236

Telework program. (Comptroller of Public Accounts)
(OCLC 53891748)

T1325.8 Q4 2002

Texas : a quick look. (Transportation Department of)
(OCLC 53887305)

Z TA265.7 L47 NO.5423

Texas adapted genetic
(OCLC 53699551)

T1305.8 AI78S 2002

Texas airport system pl
(OCLC 51549137)

C2600.8 EC74DE 2003

Texas economic devel
(OCLC 52139217)

Everybody's Public Library
#1 Information Ave.
Yourtown, TX 78901

512-555-4321

Texas State Publications Depository Program

Appendix B-3. Sample Disposal Lists

This example illustrates an e-mail that contains an entire disposal list. The list includes the Texas document classification number and offers items that were not received from the Program.

~ ~ ~

To: statepubs@tsl.state.tx.us
From: depository.librarian@lonestar.edu
Date: 1/26/2004
Subject: Lone Star State Univ. Disposal List #2004-1

LONE STAR STATE UNIVERSITY LIBRARY DISPOSAL LIST NO.2004-1

The following documents are available from Lone Star State University Library.

All requests will be filled on a first-come, first-served basis until:

Please reimburse postage if in excess of \$10.00, by check payable to Lone Star State University Library, or postage stamps are acceptable. Requests may be sent to:

Depository Librarian depository.librarian@lonestar.edu
Documents Collection
Lone Star State University Library
123 University Blvd.
Metropolis, TX 76543-0123

=====

Texas Documents

A700.1 T312
Texas Airport System Plan (1973?)

A700.3 AN78
Texas Aeronautics Commission Annual Rept. 1979

A900.4 SP31
Specifications, Tolerances, and Reg. For Comm. Weighing And Measuring Devices for Use in the State of Texas v.1-2. 1960-62

A1200.3 AN78D
Annual Data Summary, Regions 1-4,6,8-9,11-12;5,7,10 (1974-75)

C2600.6 C498
City Sales and Use Tax Allocation Summary thru.... 1976-1990

Texas State Publications Depository Program

Appendix B-3. Sample Disposal Lists

(continued)

C2600.6 SA32

State Sales and Use Tax Analysis. 1976-1989

C2600.6 T312FIF

Fiscal Facts. 1984-1991

C3050.6 R245J

Tex. Constitutional Conv. Official Journals v.1-2 (bd.). 1974

C3050.6 R245P

" " " Official Proceedings v.1-2 (bd.). 1974

C3400.3 ST29

Statistical supplement to the Annual Reports of the 1971/1972

C3400.3 ST29HIE

Higher Education in Texas: 1996 Status Report. 1996

C3400.5 ED83C

Educat. Data Reporting System for Public Comm. Colleges. 1975,1978-1980

C3400.5 ED83CPM

Educat. Data Center Proc. Manual: Public Comm.Colleges. 1979

C3400.5 ED83HS

Educat. Data Reporting System for Health Science Centers. 1978-1980

C3400.5 ED83IJ

" " " for Indep. Junior Colleges. 1978

C3400.5 ED83IS

" " " for Ind. Sen. Coll. and Univ. 1978

C3400.5 ED83MD

" " " for Med./ Dent. Schools. 1978-1980

C4325.6 T766

True Bill, v.4-6 (some bd.). '83-85

D500.5 D63

Disaster Preparedness Manual Pts.1-5. 1977

D500.8 N219

Natural Disaster Vulnerability, Mitigation & Organizational Data, 1977

E200.5 G941

Guide to Texas Regulatory Programs. 1984

E500.8 SN14

Snapshot. 1987/88-1997/98

Texas State Publications Depository Program

Appendix B-3. Sample Disposal Lists

(continued)

E707.3 P416V

Voca. and Applied Tech. Ed. Annual Performance Report. 1994

E707.8 ID2ATPG

Ident. of Actual Tasks Performed and Relative Amt. Of Time. 1970

E707.8 V851PFRI

Five-Year State Plan 1983-1987

E950.3 AN78

Report to the Honorable Price Daniel Gov of Texas.... 1959,1961

E1400.5 AN78

Annual Report "Education for Living and Making a Living". 1973

E2100.8 T312JA 1988

Area Jobs 1995, V.1

E2175.7 EN27DE No.83

Community Impacts of Lignite and Coal Dev. in Texas: Leg. Report

E2175.8 EN27H

Texas Energy History 1979 Update

G800.1 T25

10 Reasons Why the Texas Escheat Law Needs Stronger Enforcement Prov., (1960's?)

G800.8 G534

Goals for Texas Phase One, 1969

G800.8 M317

The Governor's Mansion, (1970?)

G805.5 C735B 1981

Coming on Board, A manual for members of state bds, commissions

G805.7 EX31

Executive Budget 1982-1983 Biennium

G827.8 EQ25C

Equal Emp. Opportunity and the Tex. Criminal Justice Sys. '75

G835.6 N474

Texas News Exchange, V.2 no.1(1993)-v.4 no.1(1995)

G845.8 UR1

Urban and Regional Dev. Planning in Texas, 1969

H1473.8 T565

Texas Today's Fun-Tier. (1960's?)

Texas State Publications Depository Program
Appendix B-3. Sample Disposal Lists
(continued)

H2400.8 D262

Data Processing Services and Tech. Assistance Available to Local Gov.
1974

T1200.6 N477

Newsletter of the Texas Tourist Dev. Agency. 1967-1987

Z LD350.3 AN78

Annual Report Del Mar College. 1990/1991

Z TA290.6 EN27

Texas Energy. 1974, 1978-95

Z UM305.6 UN3

University Medical (scattered, state needs). 1980-83

=====

Gifts, Duplicates or Non-depository Documents

A1900.7 P422 NO.2058 (microfiche)

Phase I cultural resources survey of the Badu Park improvements, Llano,
Texas

S500.6 R263

Texas Register, mostly complete, please state needs. 1997-1998

T1325.6 H537

Texas Highways (scattered, please state needs). 1990-2003

Appendix B-3. Sample Disposal Lists (continued)

This example illustrates a disposal list submitted as an attachment to e-mail. This list provides the publishing agency, title and date of publication, in lieu of the Texas document classification.

~ ~ ~

Everybody's Public Library
Texas documents disposal list 2004-1

The following items are available from Everybody's Public Library. There is no need to reimburse the cost of postage or shipping. All requests will be filled on a first-come, first-served basis until:

To request an item or items, prepare a list of the document(s) you wish to claim and send it to:

Documents Librarian
Everybody's Public Library
#1 Information Ave.
Yourtown, TX 78901

Agriculture, Department of

Texas citrus tree inventory 1989.
Texas herbicide regulation 1989.

Commerce, Department of

Annual financial report for the year ended August 31
1987/8

Community Affairs, Department of

Annual financial report : year ended August 31
1987/8

Appendix B-3. Sample Disposal Lists (continued)

Comptroller of Public Accounts

Annual financial report.

1976/7, 1977/8, 1978/9, 1979/80, 1980/1, 1981/2, 1982/3, 1983/4, 1984/5,
1985/6, 1986/7, 1987/8, 1988/9, and 1989/90.

Health, Dept. of. Kidney Health Care Program

Annual report.

1987/8, 1988/9

Medical Examiners, Board of

Texas Board of Medical Examiners rules and regulations 1989
(and revisions: 89/2, 89/5, 89/6, 89/7 and 89/10)

Speech-language Pathology and Audiology, Committee of Examiners of

Directory of speech-language pathologists and audiologists
1989

Water Well Drillers Board

Annual financial report - Texas Water Well Drillers Board.
1987/8

Texas Tech University. Museum

Contiguous clustering : a method for identification of nonrandom aggregates
within population samples.

University of Texas at Arlington

Budget.

1988/9

END

Texas State Publications Depository Program

Appendix B-4. Depository Library Information Update Form

Depository libraries may copy and use this form to update the Texas State Library regarding changes in location, name, liaison, etc. The completed form should be mailed or faxed to the Program (**SEE** contact information on page 3).

LIBRARY INFORMATION

Library Name (Public Libraries) or Institution Name (Academic Libraries)

Subdivision (Public Libraries) or Library Name (Academic Libraries)

U.S. Postal Service Address for Delivery of Shipments

City

State

Zip Code

Main Telephone Number (for Patrons to Receive Assistance; Include Area Code)

TExpress Location Number (If Applicable)

TExpress Hub

STAFF INFORMATION

Depository Liaison (Texas Documents Librarian) Information

Salutation: Ms. Mrs. Miss Mr.

First Name

Last Name

Title

Direct Telephone Number

Fax Number

E-mail Address

Other Contacts (Optional)

Reference contact

Telephone

Tech. Svcs. contact

Telephone

Texas State Publications Depository Program
**Appendix B-4. Depository Library
Information Update Form (continued)**

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