

INTRODUCTION

South Carolina Code of Laws 62-2-10 requires state agencies to send 15 copies of their publication to the South Carolina State Library for distribution to libraries through the South Carolina Documents Depository Program.

This manual has been developed to assist state agencies in complying with the state document depository law. It describes the South Carolina Documents Depository Program and presents guidelines for the deposit of publications.

The South Carolina State Library requests that each agency designate one or more contact person(s) to provide a liaison with the State Documents Depository Program concerning their agency's publications.

Questions or suggestions should be directed to the Government Documents Librarian Elaine Sandberg, 803-734-8625, Information & Resource Center, 1500 Senate Street, Columbia, SC 29201.

TABLE OF CONTENTS

Purpose of the SC State Documents Depository Program	4
Directory of SC State Documents Depository Libraries	5
Participating in the Documents Program	7
Role of Documents Depository Libraries	11
Sending State Documents to the SC State Library	12
Summary	14
APPENDIX A – SC State Documents Depository Act	15
APPENDIX B – Examples of State Documents Requested by the Act	17
APPENDIX C – Agency contact form.	22

PURPOSE OF THE S.C. DOCUMENTS DEPOSITORY PROGRAM

The purpose of the South Carolina Documents Depository Program is to collect and distribute state government publications to South Carolina libraries. This program preserves and makes available a record of major state government programs. It assures the availability of state publications for use by South Carolina citizens now and in the future.

South Carolina state documents and publications are a main source of information about state government organization, services, programs, reports and statistics. Library staff also respond on a daily basis to questions and provide reference services to South Carolinians using information obtained from state government documents.

The State Library staff identify, collect and distribute state documents to eleven South Carolina libraries serving as depositories. The Library provides statewide interlibrary loan to local libraries in South Carolina. The Library also provides reference services to state government agency personnel.

The Information and Resource Center at the South Carolina State Library has the largest South Carolina state documents collection. The collection was begun in 1969, but there are many older items that have been added through the years.

DIRECTORY OF S.C. STATE DOCUMENTS DEPOSITORY LIBRARIES

There are 11 designated depository libraries listed on the following page that receive one copy of each publication received. The South Carolina State Library keeps three copies of each publication. One copy remains in the Library at all times, two copies are available for loan. The State Library also sends one copy to the Library of Congress.

The depository libraries are geographically disbursed in the state. State documents depository libraries must offer public access and professional reference assistance to any South Carolina citizen using these public documents.

**South Carolina State Library
(Main documents collection & distribution point)**

Elaine Sandberg
Government Documents Librarian
1500 Senate Street
Post Office Box 11469
Columbia, SC 29211
(803) 734-8625
(803) 734-8676 (Fax)
Elaine@leo.scsl.state.sc.us

Clemson University
Jan Comfort
Robert Muldrow Cooper Library
Clemson, SC 29634-3001
(864) 656-5168
(864) 656-7156 (Fax)

Coastal Carolina University
Peggy Bates
Reference/Documents Services Librarian
Kimbel Library
755 Highway 544
PO Box 261954
Conway, SC 29528-6054
(843) 349-2482
(843) 349-2412 (Fax)

College of Charleston
Katina Strauch
Head, Collection Development
Robert Scott Small Library
66 George Street
Charleston, SC 29424
(843) 953-5530
(843) 953-8019 (Fax)

Francis Marion University
Yvette H. Pierce
Assistant Reference Librarian
James A. Rogers Library
Florence, SC 29501
(843) 661-1310
(843) 661-1309 (Fax)

Greenville County Library
James Smith
Documents Librarian
300 College Street
Greenville, SC 29601
(864) 242-5000
(864) 235-8375 (Fax)

Lander University
Ann T. Hare, Director
Larry A. Jackson Library
Stanley Avenue
Greenwood, SC 29646
(864) 388-8365
(864) 388-8816 (Fax)

South Carolina State University
Doris E. Johnson
Reference & Information Specialist
Miller F. Whittaker Library
300 College Street, NE
P.O. Box 7491
Orangeburg, SC 29117
(803) 536-7045
(803) 536-8902 (Fax)

Spartanburg County Public Library
Pat Brown
Reference Librarian
151 South Church Street
Spartanburg, SC 29306-3241
(864) 596-3505
(864) 596-3518 (Fax)

University of South Carolina-Aiken
Paul Lewis
Reference Librarian
Gregg-Graniteville Library
171 University Parkway
Aiken, SC 29801
(803) 641-3320
(803) 641-3302 (Fax)

University of South Carolina-Beaufort
Dudley Stutz
State Documents Librarian
800 Carteret Street
Beaufort, SC 29902
(843) 521-4121
(843) 521-4198 (Fax)

Winthrop University
Susan Silverman
Reference Librarian
Ida Jane Dacus Library
701 Oakland Avenue
Rock Hill, SC 29733
(803) 323-2131
(803) 323-3285 (Fax)

One copy is sent to the **Library of Congress**.

PARTICIPATING IN THE STATE DOCUMENTS DEPOSITORY PROGRAM

A state agency participates in the documents depository program by sending 15 copies of its publications to the State Library's Information and Resource Center. The documents themselves are the heart of the depository program: therefore, depositing them with the State Library is crucial to the program's success.

Agency publications contact person

To expedite communications between agencies and the State Library, each agency should designate at least one publications contact person. The designated contacts are vital to the success of the documents depository program since they serve as the principal communications channel.

The Library recommends that agency employees in several types of positions are appropriate for designation as contact persons. These include the agency printing manager, public information officer, librarian, or purchasing agent. **More than one person may be designated as contact persons by an agency and this may be necessary in large agencies or those with diverse functions.**

Agencies should notify the Government Services Librarian at the State Library upon initial appointment or subsequent replacement of a publications contact person. Notification may be made by letter, telephone, or by submitting the publications contact person form (see Appendix C) to the Government Services Librarian. Additional copies of this form are available from the Government Services Librarian upon request.

The specific responsibilities of the publications contact person include:

- 1. Regularly send copies of their agency's publications to the South Carolina State Library for the documents depository program.**
- 2. Publicize and inform employees in their agency about the documents depository program. This helps to ensure that 15 copies of publication(s) are included before printing orders are completed and that the State Library is added to the distribution lists for the publication(s).**
- 3. Serve as the contact person/liaison from their agency for the documents depository program.**
- 4. Answer questions from the SC State Library's reference staff about their agency's publications.**

The depository program requirements should be included in the state procurement process at the beginning of the process when agencies are deciding upon the number of copies of a publication to be printed.

The State Library should be added to any distribution lists for various types of publications. This ensures that state publications are sent to the depository libraries, and become accessible to South Carolina citizens, as soon as possible after they are printed.

What documents to include

It has often been difficult for agencies to determine what type of publications should be included in the documents depository program. A definition has been included below to help clarify this. In addition Appendix B provides information on the types of publications that are especially important and gives examples of those which should be included.

Definition

According to the definition in the South Carolina Code, 1976 60-20-10 (d),

"State publication" means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine or other similar written material excluding interoffice and intraoffice communications issued in print by the State, any state agency or department or any state-supported college or university for the use or regulation of any person; it shall also include those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency."

An agency's publication qualifies as a state document if it is:

- **Reproduced in multiple copies, regardless of format or process**
- **Issued by any of the following:**

The legislature (or its committees and research offices),

Any state agency, including agencies, departments, boards, committees, commissions, and task forces.

The Governor's office, committees, commissions, or task forces.

- **Or at the state's expense by a private individual or organization acting for one of these bodies.**

State documents vs. public records

The definition of a state document in this context is much more limited than that of a public record, but the terms are sometimes confused. It is the intent of the documents depository program to collect and preserve publications that are intended for **public use** and which provide a public perspective on state government programs. It is not the intent to collect all items that might be considered public records.

Exemptions and restrictions

The definition of a “state document” excludes materials not intended for public use; such as forms, inter/intra-office memos, internal procedure manuals and drafts prepared for in-house review.

A state agency may restrict the number of copies provided for distribution if less than ten (10) copies are published as specified under South Carolina code 62-2-30 (2)

Periodicals

Magazines, newsletters, items published in series, and other materials published on a regular basis multiple times a year are to be included in the documents depository program. Occasionally in the past, agencies have neglected to include these in the depository program.

Nonprint materials

Nonprint informational materials may include machine-readable data files, microforms, and audio or visual presentations. The format of state documents may not exempt any type of material from distribution provided that the materials meet the other tests for determining whether they are a state publication. In the case of these materials, it is especially important to review the purpose of the publication. The material is generally exempt from deposit if it is not intended for public distribution. For example, software developed to manage agency operations does not need to be deposited, but software, video or audio tapes developed for distribution to local government agencies, non profit organizations or individuals do need to be deposited.

Information in electronic format

Government agencies are increasingly compiling and marking information available in electronic format. Electronic format includes production of information on floppy disk, CD-ROM, or through access to online databases. Sometimes information is available only in electronic format. If information is published or produced in more than one format, then the agency only needs to deposit the publication in one of these formats. Access to

online databases may be provided by giving depository libraries logon procedures and database searching instructions.

Questions on what materials to deposit

Appendix B provides a more detailed listing of the types of state documents generally published by state agencies and specific examples which the South Carolina State Library distributes in the documents depository program.

If there is a question as to whether or not a particular publication should be sent to the South Carolina State Library for inclusion in the depository program, please contact Information Services at (803) 734-8026.

Copyrighted materials

State agencies vary in their policies on copyrighting materials. Both copyrighted and uncopyrighted materials should be included in the documents depository program. Library staff are very familiar with copyright regulations and will assure the appropriate use of these materials.

ROLE OF STATE DOCUMENTS DEPOSITORY LIBRARIES

Each depository library is required to make documents distributed to the library freely available to inhabitants of the state, to keep documents readily accessible for use, and to render assistance in their use without charge. Depositing materials in these libraries can be very advantageous to state agencies. It guarantees agencies that copies will be available throughout the state for designated periods of time. It also ensures that the materials will be available for use after the original stock of materials is exhausted. In many cases, the depository collection becomes an agency's "corporate memory" and historical record.

Agencies may find that other libraries which are not part of the depository program may request copies of documents. While agencies are encouraged to provide the materials, they are not required by statute to do so for free and may use their own discretion in meeting the requests.

Generally state agencies will find that there is a good public relations value in working with libraries.

SENDING STATE DOCUMENTS TO THE SOUTH CAROLINA STATE LIBRARY

State agencies should send 15 copies of their publications to the Library to distribute. This assures that materials are available to the depository libraries as soon as possible after they are printed.

The South Carolina State Library sends a shipment of state documents to the depository libraries monthly or when enough documents have been accumulated to make a reasonable size shipment. The South Carolina State Library distributes the 11 copies to the South Carolina depository libraries and one copy to the Library of Congress. The State Library retains three copies for its own collection.

Documents can be sent via interdepartmental mail to:

**S.C. State Documents
South Carolina State Library
1500 Senate Street
Columbia, SC 29201**

RECOMMENDED BIBLIOGRAPHIC INFORMATION FOR STATE PUBLICATIONS

Librarians who catalog and describe each state document so it can be easily retrieved, seek consistent full bibliographic information from the cover and/or title page of state publications. It is very important that certain identifying information be included consistently on the beginning page of the publication.

It is recommended that the following bibliographic information be included in each state publication (preferably on the title page, cover, or first page):

- A.** Full title
- B.** Full name of issuing agency, name of state, and place of publication
- C.** Individual author(s) if appropriate
- D.** Date:
Year of publication for a monograph
Volume, issue number, and date for a periodical
- E.** Edition number if published before and revised. Reprint, if published with a new date but material is essentially unchanged.

- F. Information on distribution and availability. For example indicate if a publication has restrictions such as limited number of copies. Include the mailing address and telephone number of the issuing agency. This may reduce staff time spent on inquiries.
- G. Price (if relevant).

See the title page of this publication for an example of a title page containing the needed information.

ADDITIONAL DISTRIBUTION OF STATE DOCUMENTS

Mailing to public libraries

The South Carolina State Library maintains a pick-up shelf for all public library systems in South Carolina. If state agencies wish to distribute materials to public libraries, copies may be sent to the South Carolina State Library for distribution. Materials must be packaged as they are to be sent out. A total of 47 copies are needed to distribute to all public libraries systems, or 185 copies are needed to distribute to all South Carolina public library outlets (includes main and branch libraries). Smaller numbers of copies can be distributed by arrangement. **This distribution is provided as a service only and is not required.** Contact Information Services at (803) 734-8026 for further information.

SUMMARY

The value of the South Carolina State Library Documents depository program increases for South Carolina citizens as state agencies deposit more of their publications with the South Carolina State Library. The Department of Information Services wishes to express its appreciation to all the agencies that have contributed to the accomplishment of the depository program's goals and to ask for the support of all state agencies in the State Documents depository program.

The depository program can be helpful and cost effective for South Carolina State agencies because copies of publication can be widely distributed to libraries, which have the responsibility of providing easy access to and reference assistance for state documents to South Carolina citizens. The state publications that are part of the depository program remain accessible long after they go out-of-print.

Library staff can also play an important role in helping South Carolina citizens locate information about government programs. The depository program offers a good opportunity for state agencies to provide the public with planning and program information and inform them about its agency's purpose and activities.

By working together, South Carolina State agencies and the State Library's South Carolina Documents Depository Program can insure that all citizens of South Carolina will have access to the wealth of information published by their state government in a timely and cost-effective manner.

APPENDIX A

Code of Laws of South Carolina, 1976.

Title 60 - Libraries, Archives, Museums and Arts

CHAPTER 2.

STATE DOCUMENTS DEPOSITORY

SECTION 60-2-10. Definitions.

The following words and phrases when used in this chapter, unless the context indicates otherwise, shall mean:

(a) "Complete depository" is a place, usually a library, that requests and receives at least one copy of all state publications;

(b) "Selective depository" is a place, usually a library, that requests and receives one copy of selected state publications;

(c) "Depository system" is a system in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;

(d) "State publication" means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine or other similar written material excluding interoffice and intraoffice communications issued in print by the State, any state agency or department or any state-supported college or university for the use or regulation of any person; it shall also include those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency;

(e) "Print" means all forms of duplicating other than the use of carbon paper.

SECTION 60-2-20. State library as official state depository of all state publications.

Notwithstanding any other provision of law, the South Carolina State Library shall be the official state depository of all state publications, with the responsibility for organizing such publications and for providing bibliographic control over them and shall distribute state publications to all libraries participating in a depository system established by it.

The State Library shall also forward such publications to and receive such publications from out-of-state libraries, departments and agencies with whom the State Library has implemented an agreement to exchange such publications. The provisions of this section

shall not affect the duties of either the Legislative Council or the Code Commissioner as provided for by law.

SECTION 60-2-30. Duties of state agencies, departments and state-supported colleges and universities. All state agencies, departments and state-supported colleges and universities shall forward to the State Library at least fifteen copies of every state publication that such agency, department, college or university prints or causes to be printed within fifteen days after such printing. Provided, that additional state funds be used only in the publication and mailing of state publications, and not in their handling and storage. The State Librarian may waive the deposition of any agency publication if:

- (1) The publication is of ephemeral value;
- (2) Less than ten copies are to be printed; or
- (3) The issuing agency requests a waiver.

Provided, the State Library shall make a report to the General Assembly by January 1, 1983, on the cost of compliance, to include, but not limited to, the cost of storage space, clerical and librarian help, mailing and handling, and new positions and additional space that may be required for the State Library and each of the depository libraries.

State House Network-LPITR@http://www.scstatehouse.net

APPENDIX B

GUIDELINES AND EXAMPLES FOR THE DEPOSIT OF PUBLICATIONS

Types of Publication

1. **Annual reports/strategic plans**

Descriptive and statistical reports of programs, services, activities of an agency; not all agencies prepare annual reports; may be for entire agency or for unit within an agency.

Examples:

Annual report. South Carolina Department of Commerce. Columbia, SC: Department of Commerce, 1998.

Strategic plan: on track for the future. Columbia, SC: SC State Housing Finance and Development Authority, 2000.

2. **Published conference proceedings**

Example:

Proceedings of the Crawfish and Catfish Aquaculture Conference: July 28, 1984. Charleston, South Carolina. Charleston, SC: South Carolina Marine Resources Center, 1985.

3. **Directories and rosters of agencies**

Examples:

Licensee directory: nursing home administrators, community residential care facility administrators, dually licenses administrators. Columbia, SC: Board of Long Term Health Care Administrators of the South Carolina Department of Labor, Licensing and Regulation, 2000.

Roster. Columbia, SC: South Carolina State Auctioneers' Commission, 1999.

State of South Carolina telephone directory. Columbia, SC: State Budget and Control Board, Office of Information Resources, 1999.

Alzheimer's disease resource directory: a statewide listing of services available to those with Alzheimer's and their caregivers. Columbia, SC: Alzheimer's Resource Coordination Center, 1999.

4. **Financial Reports/Program Audits**

Examples:

Annual financial report South Carolina Museum Commission. Columbia, SC: South Carolina State Auditor, 1995.

South Carolina Arts Commission procurement audit report. Columbia, SC: State Budget and Control Board, Office of General Services, 2000.

Report to the General Assembly: a review of medical services at the South Carolina Department of Corrections. Columbia, SC: South Carolina Legislative Audit Council, 2000.

Capital improvement bonds funds authorized pursuant to Act 1377 of 1968, as amended. Columbia, SC: State Budget and Control Board, Office of Capital Improvements, 1999.

5. **General informational publications and reports of research**

By far the largest quantity of documents issued by an agency or college or university falls into this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college/university.

Publications in this category cover an enormous variety of subjects and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications which fall into this category.

a. **Research reports.**

Overage students for grades four, seven, and nine. Columbia, SC: South Carolina Department of Education, Office of Research, 1999.

Potentiometric surface of the Middendorf aquifer in South Carolina, 1996. Columbia, SC: South Carolina Department of Natural Resources, Water Resources, 1998.

South Carolina social studies framework. Columbia, SC: South Carolina Department of Education, 1998.

b. **Guides**

South Carolina summer recreation guide for adults and children with disabilities, 2000. Columbia, SC: South Carolina DD Council, 2000.

c. **Handbooks**

Employer handbook on the South Carolina Employment Security Law. Columbia, SC: South Carolina Employment Security Commission, 1995.

Transportation manual. Columbia, SC: South Carolina Department of Social Services, Division of Medical Support, 1994.

d. **State plans**

South Carolina state plan on aging. Columbia, SC: Office of the Governor, Division on Aging, 1997.

e. **Statistical compilations**

South Carolina statistical abstract. Columbia, SC: State Budget and Control Board, Office of Research and Statistics, 1999.

Student retention in South Carolina public schools, 1999-2000. Columbia, SC: South Carolina Department of Education, 2000.

South Carolina local law enforcement census (computer file). Columbia, SC: Law Enforcement Census Office, College of Criminal Justice, University of South Carolina, 1999.

6. **Periodicals/Magazines/Newsletters**

Examples:

South Carolina Wildlife. Columbia, SC: SC Department of Natural Resources. 6 issues per year.

Center for Governance on-line newsletter. Columbia, SC: Center for Governance, Institute of Public Affairs, University of South Carolina, 1999-.

CRS parent newsletter. Columbia, SC: Children's Rehabilitative Services, Parent Advisory Council 199--.

The connector. Columbia, SC: SC Department of Transportation, monthly.

News for South Carolina Libraries. Columbia, SC: South Carolina State Library. 6 issues per year.

7. **Nonprint Format**

The South Carolina State Library State Documents Depository Program often does not receive nonprint materials even when they may meet the criteria for a state document. Therefore, specific examples are provided. However, libraries collect and make accessible all types of formats and would find it desirable to collect these materials. Agency staff should contact the SC State Documents Depository librarian to discuss the appropriateness of including these materials if it is possible for the agency to include them.

a. Microfiche

Copies of publications produced originally in microfiche format which have not been produced and distributed to depository libraries in print format.

Microfiche could also be an alternative format for distributing a publication at the discretion of the agency.

b. Sound recordings

Audiocassettes and other recorded material produced for public distribution.

c. Computer files or databases

Floppy disks with data produced for distribution to the public.

Free access to computer files with public data if this is the only form of access available. If an agency operates a database and allows dialup access to the database, the agency should provide access to depository library staff.

d. CD-ROM/ DVD, etc.

Copies of databases and documentation published in electronic format

e. Electronic documents available through the Internet

Some state agency publications are available to the public through the Internet only. Agency contacts should contact the State Documents Depository Library and supply the URL (Uniform Resource Locator) or Internet address.

APPENDIX C

South Carolina State Library
State Documents Depository System

AGENCY CONTACT

NOTE: to be completed by agency's director or designee.

Please indicate which of your staff members you would like to designate as the "agency contact person(s)" for the SC State Documents Depository System. The South Carolina State Library will communicate with this person(s) concerning the participation of your agency in the Documents Program.

Please notify the SC State Documents Depository Program whenever there is a change in the designated publications contact person(s). Thank you for your cooperation.

Agency Name: _____

Number of contact person(s) designated to represent the agency _____

Note: Larger agencies should designate more than one contact to take care of a division/department.

1. Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

2. Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

3. Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

4. Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

Return to: SC State Documents Depository Program
SC State Library
P.O. Box 11469, 1500 Senate Street
Columbia, SC 29211

Phone: (803) 734-8625

Fax: (803) 734-4757

Email: reference@leo.scsl.state.sc.us