

South Carolina State Documents Depository Program

Manual for State Agencies



SC State Documents Depository Program
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<http://www.statelibrary.sc.gov/depository/manual.pdf>

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INTRODUCTION

South Carolina Code of Laws 60-2-30 requires state agencies to send 15 print copies of their publications to the South Carolina State Library for distribution to libraries through the South Carolina Documents Depository Program. Publications produced only in an electronic format must be provided electronically. For the purpose of this program, the terms “state document” and “state publication” are used interchangeably.

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:

**Elaine Sandberg,
Government Documents Librarian
South Carolina State Library
1500 Senate Street, Columbia, SC 29201
803-734-8625
esandberg@statelibrary.sc.gov**

PURPOSE OF THE S.C. DOCUMENTS DEPOSITORY PROGRAM

The purpose of the South Carolina Documents Depository Program is to collect, preserve and make state government publications available to South Carolinians. South Carolina state publications are a main source of information about state government organization, services, programs, reports and statistics. They record not only how much or when, but who was involved, how programs were conducted, and what the state looked like at a particular point in time. The documents program assures the availability of state publications for use by South Carolina citizens now and in the future.

The State Library identifies, collects and catalogs each document. Catalog entries appear in our online catalog and in an international database of library holdings. The Library provides interlibrary loan of its collection to local libraries in South Carolina and to libraries worldwide. On a daily basis librarians respond to questions and provide reference services to South Carolinians using information obtained from state government documents.

Due mainly to the Documents Depository System, the South Carolina State Library now 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. Most publications are in print format, but audio visual items, microfilm and microfiche, and electronically produced materials are also part of the collection.

Assisting the State Library in making the documents available to the public are 11 depository libraries. These libraries are located throughout the state and agree to provide access to and assistance in using state documents without charge to the public. The final copy of the 15 copies sent to the State Library is sent to the Library of Congress in Washington, DC. Depositing materials in these depository libraries guarantees agencies that copies of their publications will be available throughout the state and ensures that an original copy is maintained as a "corporate memory" and historical record.

SC State Documents Depository Library Directory

South Carolina State Library

1500 Senate St.
P. O. Box 11469
Columbia, SC 29211
(303) 734-8026

Clemson University

Robert Muldrow Cooper Library
Clemson, SC 29634-3001
(864) 656-5168

Coastal Carolina University

Kimbel Library
755 Highway 544
PO Box 261954
Conway, SC 29528-6054
(843) 349-2409

College of Charleston

Robert Scott Small Library
66 George Street
Charleston, SC 29424
(843) 953-5530

Francis Marion University

James A. Rogers Library
Florence, SC 29501
(843) 661-1310

Greenville County Library

300 College Street
Greenville, SC 29601
(864) 242-5000

Lander University

Larry A. Jackson Library
Stanley Avenue
Greenwood, SC 29646
(864) 388-8365

South Carolina State University

Miller F. Whittaker Library
300 College Street, NE
P.O. Box 7491
Orangeburg, SC 29117
(803) 536-8636

Spartanburg County Public Library

151 South Church Street
Spartanburg, SC 29306-3241
(864) 596-3505

University of South Carolina-Aiken

Gregg-Graniteville Library
171 University Parkway
Aiken, SC 29801
(803) 641-3320

University of South Carolina-Beaufort

800 Carteret Street
Beaufort, SC 29902
(843) 521-4121

Winthrop University

Ida Jane Dacus Library
701 Oakland Avenue
Rock Hill, SC 29733
(803) 323-2131

Additional contact information can be found on the State Library Web page at <http://www.statelibrary.gov/doclibs.html>

One copy of each state document is sent to the **Library of Congress**. Each document is cataloged and entered into OCLC.

PARTICIPATING IN THE STATE DOCUMENTS DEPOSITORY PROGRAM

A state agency participates in the documents depository program by regularly sending 15 print copies of its publications to the State Library within 15 days of printing. For publications produced only in an electronic format, an electronic copy should be supplied to the State Library within 15 days of publication. The documents themselves are the heart of the depository program; therefore, depositing them with the State Library is crucial to the program's success.

The depository program requirements should be included in the planning process of the document in order that sufficient copies for the State Library are included in the order for printing and that the documents in any format are, indeed, forwarded to the Library in a timely manner. The State Library should be added to any distribution lists for various types of publications, including annual reports, newsletters, statistics, magazines, brochures, maps, etc. In order to have a complete record of agency publications, the agency must realize that the process begins by regularly submitting documents to the State Library rather than merely responding to the library's requests for specific titles.

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.

Employees in several types of positions can be designated contact persons. These include the agency printing manager, web administrator, public information officer, librarian, administrative assistant, and/or purchasing agent. **Large or diverse agencies may designate more than one person to be agency contacts.**

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

The specific responsibilities of the publications contact person include:

- 1. Regularly send both print and electronic copies of agency's publications to the South Carolina State Library for the documents depository program.**

2. Publicize and inform employees in the agency about the documents depository program. This helps to ensure that 15 copies of publication(s) are included before printing orders are completed, that electronic documents are forwarded in a timely manner, and that the State Library is added to the distribution lists for the publication(s).

3. Serve as the contact person/liaison from the agency for the documents depository program.

4. Answer questions from the State Library's reference staff about their agency's publications.

SENDING STATE DOCUMENTS TO THE SOUTH CAROLINA STATE LIBRARY

Fifteen print copies of publications should be sent by mail, Interagency Mail Service, or hand delivery to the Library within 15 days of publication.

Publications available only electronically should be emailed or provided on disc to the Government Documents Librarian within 15 days of release.

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 State Library retains three copies for its own collection. Electronic documents are entered into the online catalog and stored on library servers, ensuring electronic access even after an agency removes the item from its own web page.

Documents can be sent or delivered to:

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

Electronic publications can be emailed to documents@statelibrary.sc.gov.

GUIDELINES AND EXAMPLES FOR THE DEPOSIT OF PUBLICATIONS

WHAT PUBLICATIONS ARE INCLUDED

It has often been difficult for agencies to determine what type of publications should be included in the documents depository program. According to the definition in the South Carolina Code 1976 (Current through the 2005 Regular Session) 60-2-10 (6),

“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 any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a 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, universities, and task forces, and any office, department or bureau therein,

The Governor’s office, committees, commissions, or task forces,

Or, at the state’s expense or direction, 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 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.

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.

Exemptions and restrictions

The depository program has made provisions for exceptions to the requirement of 15 copies sent to the State Library. If fewer than ten (10) copies of a publication are printed or published, if a document is of an ephemeral nature (relevant only for a short time), or if a publication is intended for sale an agency may request a waiver of the requirements of the number of copies supplied to the State Library, as specified under South Carolina code 62-2-30 (2). The Government Documents Librarian and/or the Library Director will evaluate the request and either reduce the number of copies to be provided or waive the requirement entirely for that publication only. However, waivers of requirements are the prerogative of the Library and should not be assumed by an agency or any agency employee producing a document.

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 is familiar with copyright regulations and will assure the appropriate use of these materials.

Summary

The State Library Documents Program seeks to collect and preserve those publications of the state agencies that are designed for distribution to the public or to a group or corporate body of such size that there would be sufficient copies available to send to the Library. Inclusion of publications depends upon the purpose of the publication. **The format (print, electronic, audiovisual, or microform) 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.** The Documents Librarian can help answer questions regarding inclusion of materials on a case-by-case review of the purpose of the publication.

TYPES OF PUBLICATIONS

1. Annual reports/strategic plans

Descriptive and statistical reports of programs, services, activities of an agency or unit.

Examples:

Annual report. South Carolina Department of Health and Environmental Control. Columbia, SC: Department of Health and Environmental Control, 2005.

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

2. 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.

South Carolina Tobacco Directory. Columbia, SC: Office of the Attorney General, State of South Carolina, 2005.

Airport directory: a list of airport contacts. Columbia, SC: South Carolina Department of Commerce, Division of Aeronautics, 2001.

3. Financial Reports/Program Audits

Examples:

State Auditor's Report. South Carolina State Museum. Columbia, SC: Office of the State Auditor, 2002.

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.

4. General informational publications and reports of research

By far the largest quantity of documents issued by an agency, 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 :

a. Research reports.

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

Ground-water resources of Richland County, South Carolina. Columbia, SC: State of South Carolina Department of Natural Resources, Land, Water and Conservation Division, 2003

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.

Highway design manual. Columbia, SC: South Carolina Department of Transportation, 2003.

d. State plans

South Carolina state plan on aging, 2005-2008. Columbia, SC: State of South Carolina, Office of the Lieutenant Governor, Office on Aging, 2004.

e. Statistical compilations

South Carolina statistical abstract, 2001/2002. Columbia, SC: State Budget and Control Board, Office of Research and Statistics, 2002.

Higher education statistical abstract/Commission on Higher Education. Columbia, SC: The Commission 2005.

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

5. Periodicals/Magazines/Newsletters

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.

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-.

Port Charleston. Charleston, SC: South Carolina State Ports Authority, 2001-.

DOCUMENTS THAT ARE NOT AVAILABLE IN PRINT

The South Carolina State Library State Documents Depository Program often does not receive materials in non-print formats even when they may meet the criteria for a state document. **Agencies are reminded that documents in electronic, audiovisual, microform or database format should still be deposited with the Library.** Specific examples of documents in non-print formats which are commonly collected by the State Library and other depository libraries are listed below. For any questions on whether a particular state publication can/should be considered part of the depository program, agency staff should contact the Government Documents Librarian.

ELECTRONIC DOCUMENTS

a. Electronic documents available through the Internet

Some state agency publications are made available to the public through the Internet only. Agency contacts should send an electronic copy to the Government Documents Librarian and supply the URL (Uniform Resource Locator) or Internet address. Documents may also be sent on a CD or disc. The Library will save the documents to our library servers, and they will be permanently available for access through the Library's online catalog.

Examples:

South Carolina's charter schools (electronic resource): five year evaluation report. South Carolina Department of Education, 2002.

<http://www.state.sc.us/scsl/scedocs/Ed8332/000070.pdf>

Comprehensive annual financial report. State of South Carolina, Comptroller's Office, 2004

<http://www.state.sc.us/scsl/scedocs/C7395/000064.pdf>

Feeder cattle basis in South Carolina 2000-2004. Department of Applied Economics and Statistics, Clemson University, 2005

<http://www.state.sc.us/scsl/scedocs/C5935Ap/000080.pdf>

b. Data disks

Publications on floppy disk, CD Rom, DVD or other format intended to be read electronically.

Example:

Medicaid Provider Manual: Community Mental Health. (computer disk) SC Dept of Health and Human Services.

c. Online databases

If this is the only form of access available an agency should provide access to the database to depository libraries. This is true whether the database is free to the public or available only by purchase or subscription. Periodic compilations should also be sent to the Library.

Examples:

South Carolina Industrial Directory (computer disk). South Carolina Department of Commerce

South Carolina State Register. Columbia: Legislative Counsel of the General Assembly, 1977- (available by subscription online at http://www.scstatehouse.net/cgi-bin/state_register.exe)

OTHER FORMATS

a. Audio-visual materials

Educational programs, instructional tapes, informative productions of programs or agency histories produced for public viewing.

Examples:

Cultural Competency for Secretarial Support Staff. (video recording) SC Dept of Mental Health, 2000.

Every 10 Years: Reapportionment in South Carolina. (video recording). General Assembly, 1991.

b. Sound recordings

Audiocassettes and other recorded material produced for public distribution.

Example:

Tricentennial Songs by the Singing Sandlappers. SC Tricentennial Commission.

c. Microforms

Copies of publications produced originally in microfiche or microfilm format, which have not been produced and distributed to depository libraries in print format. Microform could also be an alternative format for distributing a publication at the discretion of the agency.

RECOMMENDED BIBLIOGRAPHIC INFORMATION

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. 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:

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, such as limited number of copies or price (if relevant). Include the mailing address and telephone number of the issuing agency. This may reduce staff time spent on inquiries.

G. Complete URL (if available electronically).

Pagination and size in megabytes are other helpful information.

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

ADDITIONAL DISTRIBUTION OF STATE DOCUMENTS

Distribution 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 **periodic** pick up. Materials must be packaged as they are to be sent out. Forty-seven copies are needed to distribute to public libraries systems, or 185 copies are needed to distribute to all South Carolina public library outlets (including main and branch libraries). Smaller numbers of copies may 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 as state agencies deposit more of their publications with the South Carolina State Library. 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 with state documents to South Carolina citizens. The state publications that are part of the program remain accessible long after they go out-of-print or are taken off agency web sites.

Library staff 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 to inform them about the 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 have access to the wealth of information published by their state government in a timely and cost-effective manner. The Information Services Department wishes to express its appreciation to all the agencies that have contributed to the accomplishment of the Depository Program's goals and asks for the support of all state agencies in the State Documents Depository Program.

APPENDIX A

South Carolina Code of Laws (Unannotated) Current through the end of the 2005 Regular Session

Title 60 – Libraries, Archives, Museums and Arts

CHAPTER 2.

STATE DOCUMENTS DEPOSITORY

SECTION 60-2-10. Definitions.

As used in this chapter, unless the context clearly indicates otherwise:

- (1) "Complete depository" means a place, usually a library, that requests and receives at least one copy of all state publications;
- (2) "Depository system" means a system established by the State Library in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;
- (3) "Electronic" means publication only in a computerized format;
- (4) "Print" means publication in a format other than an electronic or computerized format;
- (5) "Selective depository" means a place, usually a library, that requests and receives one copy of selected state publications;
- (6) "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 any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency.

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 is the official state depository of all state publications, with the responsibility for organizing and providing bibliographic control over state publications and distributing state publications to all libraries participating in a depository system.

SECTION 60-2-30. State agencies, departments and state-supported institutions to provide copies of state publications; exceptions.

All state agencies, departments, and state-supported colleges and universities must provide at least fifteen copies of every state publication that the agency, department, college, or university prints or causes to be printed to the State Library within fifteen days after the printing. A publication produced only in electronic format must be electronically provided

to the State Library within fifteen days of the publication's posting or distribution. The State Library Director 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 and no electronic version is available; or
- (3) the issuing agency requests a waiver.

<http://www.scstatehouse.net/code/t60c002.htm>

APPENDIX B

AGENCY CONTACT

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

Please indicate who in your agency will be 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 contact personnel. 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. Department/Division: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

2. Department/Division: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

3. Department/Division: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

4. Department/Division: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

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