

~~ARKANSAS~~Arkansas STATE ~~LIBRARY~~Library  
~~State and Federal DOCUMENTS~~Documents Depository SERVICES PROGRAM~~programs~~

**A. – INTRODUCTION**~~Introduction~~

Part A.1 Purpose and scope.

(a) **Purpose** Act 489 of 1979 of the Arkansas General Assembly created the Arkansas State Library and provided broader responsibilities than those of the ~~Arkansas State~~ Library Commission. Among the new obligations ~~undertaken by the State Library~~ are those relating to Federal, State, and local publications. ~~These responsibilities are as described in Section 8 of Act 489, and in A.C.A. § 13-2-201, and § 13-2-210 – 13-2-214.~~ The purpose of these this rules ~~and regulations~~ is to implement procedures needed to administer the documents programs.

(b) **Federal regional depository library.** The State Library shall serve as ~~a~~ the regional depository library for Federal documents received from the U.S. Government ~~Printing~~ Publishing Office (GPO) through its Federal Depository Library Program.

(c) **Official ~~collection of~~ Depository for State and Local publications Documents.** The State Library shall maintain the official depository collection of State and local documents printed or issued by governmental ~~agencies~~ entities and state-supported institutions of higher learning within Arkansas.

(d) **State and ~~Local~~ Government ~~Publications~~ Clearinghouse.** The State Library shall ~~create~~ and maintain a the State Publications Clearinghouse to gather and distribute ~~publications~~ documents of Arkansas State and local agencies, and to distribute copies of these publications to depository libraries the State Depository Library System.

(e) **Agencies and ~~the deposit of publications~~ document submissions.** All Arkansas State agencies government entities, state-supported institutions of higher learning and all local governments must furnish to ~~the State Library~~ one official permanent depository copy of each of ~~the~~ their publications of the agency for the State Library's permanent depository collection. Additionally, all State agencies and all local governments should furnish to the State Library the number of copies of each publication shall be furnished to the State Library as required by the Clearinghouse.

(f) **Depository libraries.** The State Library will enter into depository agreements with libraries throughout the State, ~~and will~~ to supply these libraries with copies of Arkansas State and local publications. The libraries shall make these publications ~~where they will be made~~ available for reference and research use ~~of~~ by the general public.

Part A.2 Definitions.

As used in these ~~regulations~~ this rule, the following terms ~~have the meaning given them~~ below have the following meaning:-

(a) **State agencies** ~~means~~ include the General Assembly, and its committees ~~of the General Assembly~~, constitutional officers, and any department, division, bureau, board, commission, or agency of the State of Arkansas, including state-supported institutions of higher learning.

(b) **Local governments** include Arkansas cities of the first and second class and incorporated towns, and counties, and all boards, commissions, and agencies thereof.

(c) **State publication and/or local publications** includes any document issued or printed by any Arkansas State agency or local government which may be released for distribution, whether in tangible or digital format.

(d) **Printed** means all forms of printing and duplication ~~including publications issued in microform.~~

(e) **Issued** means all forms of dissemination, including digital formats.

(~~ef~~) **Clearinghouse** means the State and Local Government Publications Clearinghouse, the Digital Services unit section of ~~Documents Services~~ the State Library charged with the distribution of publications to depository libraries.

(~~fg~~) **Depository libraries** mean those libraries which enter into a contract with the Arkansas State Library to receive publications from the Clearinghouse. A depository library may elect to become a-:

- i. ~~(1)~~ **"Select"** depository library that receivesing only Standard Depository Requirement publication types.
- ii. ~~(2)~~ **"Full"** depository library that receivesing as the complete a collection of State and local documents as can be obtained by the Clearinghouse for distribution.
- iii. **Digital** depository library that provides onsite access to documents that are only received and disseminated by the Clearinghouse in digital formats.

(~~gh~~) **Regional depository library** is the designation given a library by the U.S. Government ~~Printing Publishing Office when that to~~ libraryies that agrees to undertake certain responsibilities over and above duties required of all depositories of Federal documents. to receive and retain in perpetuity at least one copy of all tangible publications made available to the Federal Depository Library Program.

(h) **Professional Librarian** is one who holds the MLS degree from an American Library Association accredited school of library science.

#### Part A.3 Advisory Committee for Documents Services.

(a) ~~**Established.** The State Library Board has chosen to establish a system of Advisory Committees and Councils to administer more efficiently Act 489 of 1979. Accordingly, the State Librarian shall appoint members to an Advisory Committee which shall give advice and counsel to the State Library staff responsible for the implementation and operation of the Documents Services Sections programs.~~

(b) ~~**Membership.** The Advisory Committee for Documents Services shall be composed of nine members plus two ex-officio members.~~

- ~~—— (1) Three professional public librarians;~~
- ~~—— (2) Three professional academic librarians;~~
- ~~—— (3) Three representatives from State of local agencies;~~

- ~~\_\_\_\_\_ (4) The Deputy Director for Information Resources of the Arkansas State Library;~~
- ~~\_\_\_\_\_ (5) The Coordinator for Documents Services of the Arkansas State Library.~~

~~(c) **Functions and responsibilities.** The Advisory Committee for Documents Services shall give advice and counsel concerning the functioning of the Documents Services Section as the —~~

- ~~\_\_\_\_\_ (1) regional depository library for Federal documents;~~
- ~~\_\_\_\_\_ (2) official depository for State and local documents;~~
- ~~\_\_\_\_\_ (3) Clearinghouse for State and local documents; and~~
- ~~\_\_\_\_\_ (4) shall determine the publication types to be received by select depositories.~~

## **B. – FEDERAL REGIONAL DEPOSITORY LIBRARY Federal Regional Depository Library**

### Part B.1 Designation.

The State Library was ~~Ðdesignateded~~ as a regional depository library ~~has been made~~ by U.S. Senator Dale Bumpers. ~~Act 489 of 1979 and A.C.A. § 13-2-210 enables permitted~~ the Arkansas State Library to ~~accept such responsibility~~ assume the role.

### Part B.2 Responsibilities.

(a) ~~**Guidelines.** The Arkansas State Library follows Guidelines for the depository library system adopted by the Depository Library Council to the U.S. Public Printer shall adhere to the responsibilities of regional libraries listed in 44 U.S.C. 1909-1916 and the *Legal Requirements and Program Regulations of the Federal Depository Library Program* issued by the U.S. Government Publishing Office's Office of the Superintendent of Documents.~~

(b) ~~**Regional depository.** As a regional depository library, the Arkansas State Library will undertake the additional responsibilities described in Section 12 of the Federal Guidelines.~~

## **C. – OFFICIAL DEPOSITORY FOR STATE AND LOCAL PUBLICATIONS Official Depository for State and Local Documents**

### Part C.1 Established at the Arkansas State Library.

(a) ~~1980 — Act 489 of 1979 A.C.A. § 13-2-210 establisheds~~ the Arkansas State Library ~~at as~~ the official depository of State and local ~~publications~~ documents. All ~~State agencies and local governments must furnish at least one copy of each publication to the State Library for inclusion in this collection.~~ The official collection was established July 1, 1980.

(b) ~~1947 — Prior to July 1, 1980, the University of Arkansas Library filled this role of maintaining the official collection of State and local publications. Publications issued prior to July 1, 1980, are accessible to the public at the University of Arkansas Library.~~

## Part C.2 Contracts.

The Arkansas State Library may enter into contracts or agreements with ~~the General Mullins~~ Library of the University of Arkansas ~~at Fayetteville~~, or with the library of any other Arkansas State-supported institution of higher learning.

Through contract or agreement, the State Library may provide through the Clearinghouse any of the duties or functions of any of said libraries pertaining to State or local publications, or to provide depository library services in on behalf of any of said the libraries.

## Part C.3 Collection

### **(a) Maintenance.**

- i. ~~Arkansas State and local publications~~ Materials submitted in accordance with Part E.4 of these rules shall constitute and be maintained as a separate Arkansas Documents collection in at the Arkansas State Library.
- ii. Rules promulgated by State government and submitted to the Arkansas State Library in accordance to the Administrative Procedures Act per A.C.A. §25-15-204(e)(1)(B) shall be maintained as a separate collection at the Arkansas State Library.

**(b) Classification.** Arkansas State Library staff ~~will~~ shall assign Arkansas document classification numbers to all Arkansas State and local publications received ~~from any sources, and add to this collection.~~ These eClassification numbers will shall be made available to depository librarianses through communications from the Clearinghouse.

**(c) Cataloging.** Arkansas State Library staff ~~will~~ shall catalog State and local publications according to the current ~~provisions of the Anglo-American cataloging rules and the directives of professional standards developed by the Library of Congress, and will make this cataloging information available through on-line cataloging facilities.~~

- i. Bibliographic records shall be created according to the Resource Description and Access (RDA) cataloging standard, using the Machine-Readable Cataloging Record (MARC) format.
- ii. Bibliographic records for digital items hosted in the State Library's online repository shall be created according to the RDA cataloging standard, using a qualified Dublin Core metadata schema. Each Dublin Core element in a digital record shall be mapped to a single MARC field so that digital items may be cross-cataloged, with linked records viewable in both the repository and online public catalog.

## Part C.4 Interlibrary loan copies Access.

~~(a) **Number.** In addition to the one official permanent depository copy, all State agencies and local governments must furnish three additional copies of each publication of the governmental entity to the State Library to be added to this collection for interlibrary loan purposes. The few exceptions to this three copy deposit requirement are noted in Part E.7(d) (2).~~

~~(b) **Availability.** Any Arkansas State or local document held by the State Library, or a photocopy duplication thereof, shall be available to any person through the Interlibrary Loan section of the State library. In the case of a copyrighted work, the State Library will be governed by the Fair Use provisions of 17 U.S. Code as pertains to photocopying such a work.~~

(a) Depository materials received pursuant to E.4(a) must be used onsite at the Arkansas State Library, and are not available for lending.

(b) Clearinghouse copies received pursuant to E.4(b) are available for lending by the Arkansas State Library.

(c) A duplication will be provided of any State or local document the Arkansas State Library deems unsuitable for lending or handling due to its physical condition.

#### Part C.5 Publications.

~~(a) **Checklist.** The Arkansas State Library shall publish a quarterly list of State and local publications received by the Clearinghouse, or the existence of which becomes known to the Documents Services Section through contact with depository libraries.~~

~~(b) **State agency list.** The Arkansas State Library shall publish from time to time an updated edition or revision of State and local agency corporate author headings, and a list of mailing addresses of these agencies.~~

### **D. - STATE AND LOCAL GOVERNMENT PUBLICATIONS CLEARINGHOUSE State and Local Government Publications Clearinghouse**

#### Part D.1 Relationship with State and local agencies.

The Clearinghouse shall maintain a network of liaisons representing each state agency or local government to facilitate communication between the Arkansas State Library and each state or local agency concerning the deposit of documents or rules. The Clearinghouse shall make every effort to form new and maintain existing contacts among state and local agencies.

The Arkansas State Library shall provide training to agency liaisons concerning depository submission procedures, including State and local agencies shall be notified to provide the types of documents and proper number of copies of State and local publications for distribution to

~~depository libraries to submit. Every effort shall be made to maintain contact with agency documents liaisons in order to insure that adequate numbers of copies of State or local publications are filed with the Clearinghouse.~~

#### Part D.2 Services to depository libraries.

(a) **Document shipments.** ~~The Clearinghouse shall forward to depository libraries on a regular basis send these State and local publications received for depository distribution to depository libraries on a regular basis.~~ A shipping list ~~will~~ shall be included in each shipment ~~that notes tangible items sent with each shipment, as well as new digital documents made available between shipping intervals.~~

(b) **Document ~~publications~~ copies.** The Clearinghouse shall furnish each depository library with a tangible copy of each Arkansas State Library publication ~~dealing with Arkansas State and local publications according to its elected designation.~~

(c) **Union list.** ~~Arkansas State Library staff will assign a classification number to any current Arkansas State or local document held by a depository library and obtained by that library through non-depository channels. A record that the library holds that document will be maintained by the Clearinghouse.~~

#### Part D.3 Inspections.

~~The Coordinator for Documents Services Clearinghouse staff will~~ shall make periodic inspections of all depository libraries to determine that ~~these this rules and regulations and related guidelines are being carried out followed.~~ If an inspection shows that a library is not fulfilling the obligations set forth in Part F, the ~~Coordinator Clearinghouse staff~~ will work with the depository librarian to eliminate the deficiency. Should the library be found unwilling or unable to comply with the ~~regulations standards~~ of Part F.3, such failure to comply will be deemed grounds for termination of the depository contract by the Arkansas State Library.

#### Part D.4 Training.

(a) **Depository libraries.** ~~The Coordinator for Documents Services Digital Services Staff will~~ shall provide basic training to all designated personnel ~~who are named~~ responsible for State documents in depository libraries. ~~In addition, advanced~~ Additional training or consultation will ~~shall~~ be provided as needed.

(b) **Agency liaisons.** The Digital Services Staff shall provide orientation sessions and training to all designated agency liaisons. Additional training or consultation shall be provided as needed.

### **E. - AGENCIES AND THE DEPOSIT OF PUBLICATIONS Agencies and Document Submissions**

Part E.1 Documents Agency liaison.

**(a) Designation.** Each agency director shall designate one or more agency employees to serve as a liaison with the State Library. ~~The name(s) of the documents liaison(s) shall be forwarded to the Coordinator for Documents Services.~~ Changes in the designation of a documents liaison due to resignation or transfer shall be communicated by the appropriate agency official to the Clearinghouse Coordinator for Documents Services.

- i. State and local agency liaisons should be designated based on convenience to said agency. An agency may choose to designate more than one liaison to represent an individual division, unit or section.

Part E.2 Agency history:

- ii. The documents liaison shall have knowledge of the organizational structure of their department and the documents it produces to aid State Library staff as needed in the classification of agency documents.
- iii. The liaison may establish a network of other staff within an agency to assist with identifying and sending publications to the Arkansas State Library.

**(b) Responsibilities.** Liaisons shall be responsible for submitting documents to the Arkansas State Library, ensuring required certification and submissions forms are complete, and communicating with Arkansas State Library staff concerning related issues.

Part E.3 Publications list:

~~The documents liaison shall submit to the State Library a monthly list of all publications issued by the agency during the preceding month. The publications list shall indicate the title of each publication and the number of copies printed of each title or issue. This requirement is a continuation of the statute first enacted by 1971 Act 163, and administered by the Secretary of State.~~

Part E.4 E.2 Deposit Submission of agency publications.

The ~~documents~~ agency liaison shall ensure that the number of copies required by the State Library are ~~forwarded~~ submitted, upon release by the agency, to this address:

~~Documents Services Section~~  
Digital Services  
Arkansas State Library  
~~One Capitol Mall~~  
900 W. Capitol Ave., Suite 100

(a) **Official Depository copy.** All State agencies and local governments ~~must~~ shall furnish the State Library with one official permanent depository copy of each publication issued, including each document noted in subdivisions (a)(1), (2), (3), and (6) of A.C.A. § 13-2-201. Exemptions to the depository requirement are listed in (a)(4) and (5) of A.C.A. § 13-2-201.

(b) **Clearinghouse copies.** The number of copies varies according to the specific agency publication types of document being submitted, but depends primarily on the format in which the document is published and disseminated by the agency. The number of copies and document types required for by the Clearinghouse is are set forth in the "Guidelines for deposit of agency publications" State Documents Depository Program Guidelines.

- i. **Print Format.** The Clearinghouse has the authority to request up to fifty copies of most State and local publications issued in print format, but will only request enough to distribute one copy to each depository library and to satisfy ~~the four~~ three interlibrary loan copies required by for the Arkansas State Library's collections in Parts C.4 and C.45(a) are included in this total request of fifty copies. Each agency is urged at budget preparation time to request sufficient funds to provide for the printing of fifty additional copies of each of the agency publications for which the Standard deposit requirement is applicable.
- ii. **Digital Format.** For documents published and distributed exclusively in digital format, the Clearinghouse must receive a copy of the digital file and the URL at which it is published, if applicable.
- iii. **Print and Digital Format.** For documents published and distributed in both print and digital formats, the Clearinghouse must receive a minimum of four copies of the print version to satisfy the depository and interlibrary loan copy requirements. In addition to the print copies, the Clearinghouse must receive a copy of the digital file and the URL at which it is published, if applicable.

#### Part E.3 Standard Depository Requirement (SDR).

By submitting the SDR to the Clearinghouse, an agency ~~ensures~~ insures that a copy of the publication is sent to each depository library and included in the official State Documents Depository at the Arkansas State Library. The SDR is set at ~~three~~ four copies for the Arkansas State Library plus one copy for each select and full depository. ~~The~~ is SDR may be reduced in instances when ~~re~~ re only a small printing run is made. ~~The SDR does not include the one official copy required by the State Library.~~

#### Part E.4 Limited Depository Requirement (LDR).

When distribution of a publication is made only to full depositories, agencies should submit enough copies to fill the LDR. ~~This number~~ The LDR of copies is set at ~~three~~ four copies for the Arkansas State Library plus one for each full depository. ~~The LDR does not include the one official copy required by the State Library.~~

Part E.5 Reduction of Standard Depository Requirement.

~~(a) **Conflicting demands.** The Clearinghouse serves as an intermediary between the publishing agency and the receiving depository libraries. This is a particularly important function when only a limited printing run of a title is available. The Clearinghouse must balance the limited supply of agency publications against the demand for the publication by depository libraries. Agencies must remember that citizens have every right to free and easy access to the publications of State and local governments, and the receiving libraries must recognize that some publications only exist in a limited quantity. The Clearinghouse will strive to negotiate an equitable balance between supply and demand.~~

~~(b) **Waivers.** When a documents liaison sees that a printing run is too small to fill the SDR without a financial hardship on the agency, that officer the liaison may negotiate request with the Coordinator of Documents Services a waiver from the Clearinghouse to reduce the number of copies sent to required for submission the Clearinghouse. Each waiver shall specify the number of copies to be supplied by the agency; that number will be in line with the following pattern accordingly:~~

<u>Printing Run</u>	<u>Depository Requirement</u>
300 or <u>more</u> copies	SDR
100-299 copies	LDR
1-99 <u>copies</u>	<del>3</del> <u>4</u> copies

~~(c) **Type waivers.** Certain publication types are determined by the Advisory Committee Clearinghouse to be appropriate for distribution inclusion only to in the Arkansas State Library's collections. The SDR is waived for these publication types, and the number of four copies are required by the Clearinghouse is three. These "Guidelines for deposit of agency publications" document types are listed in the State Documents Depository Program Guidelines identifies these publication types.~~

~~(d) **Exemptions.**~~

- ~~i. (1) Some publication types are determined by the Advisory Committee Clearinghouse to be inappropriate or unnecessary for retention by any depository. Agencies need not supply any copies of these publication types to the State Library. Exempted publication document types are noted in the "Guidelines for deposit of agency publications" State Documents Depository Program Guidelines.~~

- ii. ~~(2) Exemptions to the requirement of submitting three copies of a publication to the Clearinghouse for interlibrary loan purposes are noted in A.C.A. § 13-2-201 (a). A few specific exemptions exist in Act 489 relieving an agency from the requirement of depositing three copies of a publication with the Clearinghouse. These specific exemptions do not apply to the official permanent depository copy which must be forwarded submitted to the State Library. These legislated exemptions are:~~
  - ~~— the Acts of Arkansas~~
  - ~~— the Arkansas Supreme Court Reports~~
  - ~~— the Arkansas statutes~~
  - ~~— publications for sale by the Secretary of State.~~
  - ~~—~~
- iii. Exemptions to the requirement of submitting a single depository copy to the State Documents Depository collection are listed in (a)(4) and (5) of A.C.A. § 13-2-201.

#### Part E.6 Queries.

~~Documents Agency liaisons are encouraged to consult with the Clearinghouse over any case in which time they are uncertain as to the application of this Part about the types and number of documents they are required to submit, or whether specific documents are exempt or otherwise unsuitable for inclusion in the State Documents Depository. The Clearinghouse will be glad to provide a wider distribution of a title than is outlined above should the agency so desire.~~

### **F. – DEPOSITORY LIBRARIES-Depository Libraries**

#### Part F.1 Designation.

(a) **Arkansas libraries.** The State Librarian shall invite any library within the State to apply for selection as either a full, ~~or~~ select or digital depository library of State and local documents. Libraries must show evidence of being able to meet the standards for eligibility. From those applications, the State Librarian shall name, ~~with the advice and counsel of the Advisory Committee for Documents Services,~~ the institutions meeting the standards for eligibility that are to be depository libraries. The Arkansas State Library ~~will~~ shall enter into a formal library contract with each of the designated depository libraries.

(b) **Interstate exchange.** The Arkansas State Library may enter into interstate library exchange agreements with the document clearinghouse authorities in other states, and may enter into deposit agreements with major national research libraries.

#### Part F.2 Ownership of publications.

The Arkansas State and local documents sent to depository libraries from the Clearinghouse are the property of the people of Arkansas. The Arkansas State Library and the depository libraries act as custodial agents for this material ~~making this information more freely available to all Arkansans~~. Should a library depository give up ~~this~~ its depository status, all depository documents held by that library will revert to the custody of the Clearinghouse. At that time, the Clearinghouse ~~which will shall~~ issue instructions to the former depository ~~as regards~~ concerning the disposition withdrawal of the depository documents held by that library.

### Part F.3 Standards for eligibility

(a) **Location.** The State Library ~~will shall~~ encourage the establishment of at least one (1) full depository in each of the five Library Development Districts of the State. There shall be no more than eight (8) depository libraries within a Library Development District.

(b) **Space.** Depositories ~~will shall~~ provide adequate space to house the documents. Space allotted to Arkansas State and local documents shall be of a quality equal to that in use for shelving other library materials.

(c) **Collection maintenance.** The Arkansas State and local documents collection shall be maintained in an orderly, systematic manner. Bibliographic ~~access~~ records providing access to the material shall be available for patron use.

- i. ~~(1)~~ **Receipt records.** A minimum record of receipt of documents from the Clearinghouse shall be retention of shipping lists.
- ii. ~~(2)~~ **Processing interval.** All State and local documents shall be processed and shelved within thirty days after their receipt.
- iii. ~~(3)~~ **Document classification.** The depository need not use the Arkansas documents classification numbers used by the Clearinghouse, but it must alternatively apply some well-established classification system to ~~the~~ tangible depository material to facilitate shelving and retrieval. Tangible ~~D~~documents need not be maintained as a separate collection.
- iv. ~~(4)~~ **Cataloging documents.** Tangible ~~D~~documents integrated into other collections shall be cataloged as other titles in that collection. Libraries may, but are not required to, ingest catalog records provided by the Arkansas State Library for digital documents.
- v. ~~(5)~~ **Claims.** Publications Tangible documents listed on a shipping list ~~but that are not received~~ included in the shipment, or the receipt of defective or damaged copies, should be claimed within thirty days of receipt of the shipping list.
- vi. ~~(6)~~ **Retention.** The depository ~~will shall~~ dispose of documents only in accordance with policies established by the Clearinghouse.

(d) **Reference service.** ~~The select and full~~ All depository libraries shall ~~provide~~ employ a ~~professionally trained~~ librarian trained to insure provide satisfactory reference services to ~~all citizens of Arkansas~~ its patrons in the use of State documents.

(e) **Public access.** ~~Library rules must assure that the~~ All depository libraries must ensure tangible documents are available for public use and interlibrary loan to all non-depository libraries. In the case of microforms, adequate equipment shall be provided for viewing. Libraries must provide access via public computers to digital documents contained in the State Library's online repository.

(f) **Inspection.** The depository library shall permit representatives of the Clearinghouse to inspect the facilities provided by the library for the storage and use of all State publications distributed to it under this agreement. The depository will supply any information which may be requested by the State Library in connection with the depository program.

(g) **Training.** Designated personnel for State documents in depository libraries shall be required to take any mandatory training provided by the Clearinghouse.

#### Part F.4 Dissolving the depository contract.

(a) **Termination.** Each depository library shall agree to ~~these regulations~~ this rule and related guidelines which appear also in the contract entered into when entering a contract with between the Arkansas State Library and the depository library. Failure to comply with these regulations may result in a termination of the contract by the Arkansas State Library as provided in Part D.3.

(b) **Rescission.** The depository library may relinquish the depository status on written notice to the State Library Librarian. The notice shall state the reason why the library desires to terminate the contract. Upon termination of the contract by either party as a consequence of this section of or Part D.3, the former depository library will be issued instructions by the Clearinghouse shall issue instructions to the depository library as regards the disposition of the depository documents held by that library.