



FLORIDA DEPARTMENT *of* STATE
DIVISION OF LIBRARY & INFORMATION SERVICES

Handbook for Depository Libraries

State Library of Florida
State Publications Program
R. A. Gray Building, 2nd Floor
500 S. Bronough St.
Tallahassee, FL 32399
850.245.6642
statepublications@dos.myflorida.com

Contents

- Section 1: Program History & Purpose**
- Section 2: State Library Organization**
- Section 3: State Depository Status and Responsibilities**
- Section 4: Public Services and Access**
- Section 5: Depository Collections and Policies**
- Section 6: Cataloging and Claims**
- Appendix A: Florida Administrative Code 1B-6**
- Appendix B: Florida Statute 257.05**

Questions and suggestions concerning the *Handbook* and the Depository System are welcome. Please address them to:

Laura Baas
State Publications Librarian
State Library of Florida
State Publications Program
R. A. Gray Building, 2nd Floor
500 S. Bronough St.
Tallahassee, FL 32399-0250

statepublications@dos.myflorida.com

Phone: 850.245.6642

Section 1: Program History & Purpose

The *Florida Depository Library Program Handbook (Handbook)* describes requirements for libraries in Florida that have agreed to house publications and documents produced by Florida government agencies. Additionally, the *Handbook* provides guidance to libraries on how they can meet these requirements.

In accepting the privilege of State Depository status for their libraries, directors agree to abide by all the laws and requirements governing officially designated depository libraries. Recognizing this, Section 3 of the *Handbook* outlines those requirements and responsibilities.

The collection and retention of state publications in Florida traces its roots to the first legislative session under statehood, when [Chapter Law 13 \(1845\)](#) called for an executive library to collect the books and maps of the state.

The first statewide depository program for publications produced by the government of Florida was established in 1967 by the Florida Legislature ([Chapter Law 67-223](#)). The idea for the statewide program was initiated by the Florida Library Association because of the pressing need felt by the state university libraries and the larger public libraries for the information contained in state publications. A committee drafted and presented the depository program to the 1967 legislature.

The State Documents Depository Program requires all agencies publishing reports, studies or other informational materials to deposit those publications with the Division of Library and Information Services for distribution to designated depository libraries throughout the state. It was renamed the State Publications program in 2015.

All publications distributed through this program shall be made available to the public for use and research in the depository libraries or on interlibrary loan to other libraries in the state and nation. Criteria for selecting depository libraries includes the library's location, population size served, physical size, collection space, and staff availability to work with the documents and make them easily available to library users. These depository libraries are located throughout the state, making it easier for Floridians to find and use state agency publications. A permanent collection of state publications is maintained at the State Library in Tallahassee.

State agencies continually send physical and digital publications to the State Library for distribution. State Library staff compile a list of printed materials included in each shipment. Each quarter, staff send boxes packed with the publications and shipping lists to each of the depository libraries and the Library of Congress. An emailed list of OCLC numbers is also provided to assist in downloading records electronically.

A quarterly bibliography, [Florida Public Documents](#), lists all publications accessioned. *Florida Public Documents* includes all printed and digital state agency publications provided to the Division during that quarter, as well as printed material that only the State Library acquired. This list is sent to the depository libraries and made available through the State Library catalog. Librarians and researchers can identify specific publications and either find them at a depository library or request them through interlibrary loan. *Florida Public Documents* is cumulated annually.

Section 2: State Library Organization

The State Library obtains State Agency Publications directly from the agencies as required by the *Florida Administrative Code* 1B-6 and *Florida Statute* section 257.05. The Florida State Publications Librarian manages both the State Agency Publications Program and the Depository Program.

The publications librarian and cataloging staff work together to: help agencies understand their obligation to provide print and digital materials; properly catalog items received; and mail copies of printed Agency publications to depository libraries. They also create permalinks to digital publications when participating libraries choose to link directly to the State Library catalog.

Both are supervised by the Chief of the Bureau of Library and Network Services, who in turn reports to the Director of the Division of Library and Information Services (a.k.a the State Librarian).

If you need assistance, please contact the State Publications Librarian at statepublications@dos.myflorida.com or 850-245-6642.

In addition to *Florida Public Documents*, the State Library also produces a quarterly newsletter titled [The Compass](#). *The Compass* reports changes and updates to the program, highlights current and historical publications of note, and fosters a sense of community among the depository libraries. Send subscription requests to statepublications@dos.myflorida.com.

Section 3: Depository Status and Responsibilities

State Depository Status

Selection of the state depository libraries is based first on location and population served, since the primary emphasis is to make the state's publications available to Florida citizens. Other criteria include size, space and professional staff available.

Material distributed through the Florida Depository Library Program remains the property of the State government; a depository library is the legally responsible custodian of the State government property it receives through the program. As such, a depository is REQUIRED to perform certain technical service functions. Specifically, a depository MUST maintain holding records to the piece level of all depository selections received in tangible format.

The State Library currently houses a collection of over 75,000 documents and publications produced under the auspices of the State of Florida. As the official library for the State Government, we are mandated to keep two copies of each publication we receive for research and archival purposes. We also distribute copies of many publications to our 20 other depositories within the state, as well as the Library of Congress. In addition, we are responsible for the authoritative source record which other Florida libraries will use for cataloging.

Depository Responsibilities

Responsibilities of State Depository Libraries are outlined in *Florida Administrative Code* Rule [1B-6.0012](#).

Participating libraries are required to:

- **Maintain an accurate record of state publication holdings.**
The library must maintain for its own use a reliable record of state publications received and placed in the collection. The holdings record may be the same as the patron access record described below.
- **Provide records for patron access to state publications.**
State publications need not be fully cataloged. However, the library must consider access points (author, title, subject, location information) suitable for both library and patron needs. Records should be made available through the library's online catalog, but may be made in hard copy.
- **Process, shelve, and provide free public access to all state publications within 30 days of receipt.**
Processing includes unpacking, recording, labeling, and preparation of holdings and patron access records. In the case of remotely-available electronic publications, a qualified staff person (see below) should review the listings in *Florida Public Documents* on a quarterly basis to select publications to add to the library's catalog.
- **Provide a qualified staff person to manage the depository collection and assist patrons in its use.**
A qualified staff person may be:
 - (a) A librarian holding a graduate degree in library science or library/information studies
 - (b) A librarian who has been promoted to that rank through local career ladder programs
 - (c) Any staff person who, through experience and/or training, is deemed qualified to provide professional level service

Collection management and reference assistance need not be assigned to a single individual, nor do they need to be the sole responsibilities of the individual(s) assigned. However, each depository library must designate one person as the local coordinator, who will serve as the State Library's liaison. Depository libraries must provide the State Library with the local coordinator's contact information and inform the State Library when the local coordinator changes.

Depository coordinators must ensure that all personnel involved in any aspect of depository operations understand the depository library's obligations and the *Handbook's* importance. Depository staff should review the *Handbook* on a regular basis. Any questions can be directed to statepublications@dos.myflorida.com.

The *Handbook* will be updated as needed. Depository personnel are welcome to offer revisions. All suggestions will be reviewed, and the participating libraries will be notified of changes in content.

- **Dispose of state publications only in accordance with the disposal policies established by the State Library of Florida.**

State publications received through the program must be retained permanently in print or micro facsimile, unless they are under a five-year retention schedule, superseded, or authorized for discard by the Division. Retention and disposal policies for state depositories are available from the State Library and in Section 5 of this *Handbook*.

Shelving should provide the same ease of access, physical protection and security as provided for other materials in the library. Pamphlets, leaflets or similar materials may be housed in vertical files. Because of disposal limitations on depository collections, allowances must be made for adequate expansion of the collection.

Depositories should retain paper copies of core publications* if they receive them, but may otherwise elect to catalog a remotely-accessed electronic version. The disposal policy in Section 5 outlines responsibilities when deaccessioning allowed materials.

* Core publications generally include the following types of documents:

- Administrative and statistical reports issued by state agencies, including annual/biennial reports to the Legislature
- State-level fiscal documents, such as the Governor's budget and associated documents, and the State Comptroller's financial transactions reports for cities, counties, etc.
- Legislative publications, such as the House and Senate bound journals and the Legislative Citator
- Any published legislative hearings and reports, *Florida Statutes*, the *Laws of Florida*, etc.
- Other types of documents may be considered core, depending on the type of depository and the user community it serves. These additional inclusions are at the discretion of the depository's state government publications collection manager.

Section 4: Public Services and Access

Florida was one of the first states to develop a state depository program through law to ensure that all Floridians have the widest possible access to state agency publications. The program is designed to make publications from all areas of state government readily available to Floridians at the least expense to state agencies. All agencies publishing reports, studies, statistical reviews or other informational materials are required to deposit those publications with the State Library for distribution to the designated depository libraries.

Every depository library shall make state publications received available for free use to the general public. Public access and use of depository materials should be comparable to access and use of the library's other collections and services. Reference services offered to the depository collection's patrons must be comparable to reference services provided to the library's primary users.

The concept of access includes more than physical access to the facility and depository collection. It also includes:

- Provision of state information products to the library's primary users and general public
- Provision of sufficient computer workstations to access electronic state government information products

- Commitment to ensuring that staff is trained and capable of providing services in using government information in all formats

By nature, the State Library's collection of Florida government publications is the most comprehensive in the state, and we are always willing to assist with rare and hard-to-find publications or information.

Section 5: Depository Collections and Policies

Retention and disposal policies for weeding and maintenance of State Publications Depository Collections.

A depository library might wish to remove from its collection some print materials with limited interest for the area. Instructions below describe the procedure and considerations to take when weeding State Publications.

Printed publications distributed to depository libraries from the State Library remain the State of Florida's property and may not be disposed of in any manner without the State Library's authorization, except as provided below:

- I. Any depository library may dispose of Florida state publications that are at least five years old and still maintain eligibility as a depository, provided that one copy of the following items are permanently retained:
 - a) Annual or biennial reports of agencies or subagencies, or any publication fulfilling the purposes of such reports, whether or not designated as such.
 - b) Session laws and statutes.
 - c) Legislative journals.
 - d) Statistical publications covering a period of at least one year, calendar or fiscal.
 - e) Series publications having monographic titles.
- II. In addition to the five categories designated above, monographs and special publications should be retained if, in the judgment of the professional staff member responsible for the depository collection, they have permanent value. Substantial periodicals, such as *Florida Schools* and *Florida Wildlife*, should be seriously considered for retention. *Florida Health Notes* falls under paragraph I, section e (above).
- III. Duplicate copies need not be retained if single copies will be available for interlibrary loan.
- IV. Unwanted duplicates in any of the five categories listed in paragraph I and documents described in paragraph II that are not being retained by the depository library must be returned to the State Library of Florida.

Please follow all of the above guidelines when removing state publications from your library's depository collection.

Depositories may weed and dispose of miscellaneous publications in the following categories at any time or choose not to accession such material (please note exceptions):

- Publications that are clearly superseded/revised, upon receipt of the superseded or revised edition
- Lists and catalogs of agency publications upon receipt of new edition
- Any material cumulated in later issues
- Pages from loose-leaf publications that are replaced by updated pages
- Material that has an expiration date clearly noted
- Materials marked on shipping lists as ephemeral

Exceptions: The bulletin series of the Agriculture Cooperative Extension Service should be retained; Department of Education Bulletins may be retained on a selective basis.

Publications selected for discard should first be offered to the State Agency Publications Section, State Library of Florida. The discarding library may then offer them to other depositories directly or request that the State Library issue the information through the regular depository communications.

Depository libraries should seriously consider the needs of their patrons prior to withdrawing any items. Some libraries, for instance, may want to retain earlier editions of superseded documents for historical or research purposes. Some libraries may want to retain materials cumulated in later issues. For example, a depository may wish to keep monthly issues of a serial if the annual cumulation issue does not contain all of the detailed information contained in monthly issues.

Disposal Lists

Depository libraries that wish to dispose of publications not covered under these guidelines, or who want to dispose of publications after the required five-year period, must submit a list to the State Library of Florida. This list shall include title, OCLC Number, the name of the issuing state agency, and date.

The State Publications Librarian will determine if these items should be reabsorbed into the State Library's collection. If not needed by the State Library, they will then be offered to other participating depositories.

For further information contact:

Laura Baas
 Librarian Specialist
 Florida Agency Publications
 R. A. Gray Building, 2nd Floor
 500 S. Bronough St.
 Tallahassee, FL 32399-0250
 850.245.6642
statepublications@dos.myflorida.com

Section 6: Cataloging and Claims

The State Library of Florida mails quarterly shipments of distributed publications to depository libraries. We organize our State Publications Collection using the Dewey Decimal cataloging system, and we

include these call numbers on the shipping list for libraries that wish to do the same. For libraries that wish to organize their collection by KWIC numbers, we include those on the shipping list as well. Florida Atlantic University provides these KWIC numbers.

Authority control is the major difficulty in cataloging state publications. The hierarchical nature and the structure of government agencies requires constant maintenance of the authority file. Reorganization of governmental agencies and the establishment of new governmental bodies occurs constantly. The *Guide to Florida Government*, published annually by the House of Representatives, is an excellent source for libraries to track these changes and update records.

Florida State Publications Claims Procedures

Depository libraries may claim items missing from the quarterly shipment by notifying the State Library of Florida within 30 days of receipt of the shipment.

Notification may be made by email, phone or regular mail. To claim a missing item, contact the State Publications section with the title, OCLC Number, and publication/date issue to identify it. This information can be found on the packing list included in your shipment. Send this information to one of these options:

Email: statepublications@dos.myflorida.com

Phone: 850.245.6642

Mail: State Library of Florida
R. A. Gray Building, 2nd Floor
ATTN: State Publications
500 S. Bronough St.
Tallahassee, FL 32399-0250

Please keep in mind that we may not be able to fill all claims due to exhausted copies. When we can, we will be happy to photocopy or scan our copy of the document in lieu of the original, if it's not too lengthy. You may also borrow publications listed in our quarterly bibliography, *Florida Public Documents*, through InterLibrary Loan. If we are unable to fill your request we will notify you as soon as possible.

Appendix A

Florida Administrative Code 1B-6

1B-6.001 Definitions.

As used in this chapter, the following words and terms shall mean:

- (1) "State publication" means a publication, either in print or electronically, under the authority of or at the total or partial expense of a state official, state department, state board, state court, or state agency, or that is required to be publicly distributed pursuant to state law. The term includes a publication containing information about the state and its government that is culturally and historically significant to researchers and the general public. The term does not include a publication that is created only for internal use of a state official, state department, state board, state court, or state agency.
- (2) "Agency" means any official, officer, commission, board, authority, council, committee, department, or entity of state government.
- (3) "Depository library" means those libraries designated in accordance with Section 257.05(3)(a), F.S.
- (4) "Division" means the Division of Library and Information Services of the Department of State.
- (5) "Publicly supported library" means that the library unit, agency, organization, or institution is under the administrative supervision or control of a government.

Rulemaking Authority 257.14 FS. Law Implemented 257.04, 257.05, 257.05(3) FS. History—New 5-1-89, Amended 10-9-96, 1-25-16.

1B-6.0012 Designation, Responsibilities, and Termination of Depository Status of Depository Libraries.

(1) Designation Procedure.

(a) Public and academic libraries in Florida are eligible to apply for designation as depository libraries for state documents. Upon request from the administrator of the library, the Division shall provide Form [LIS3E139 R3-15](#), "Application and Agreement for Designation as a Depository for State Publications," effective 12/2015, shall be provided by the Division. Form [LIS3E139 R3-15](#) may be obtained from the Division of Library and Information Services, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, and is incorporated herein by reference.

(b) The completed application form must be signed by the administrator of the requesting library and submitted to the Division director.

(c) If the application is approved, the signed application will be permanently filed as the official agreement between the designated library and the Division to maintain and service state documents.

(2) Designation Review.

(a) All applications received by the Division will be evaluated based upon the criteria set forth below, and the Division director shall notify the applicant of the approval or rejection of the application.

(b) In the case that an application is rejected, the applicant may appeal the decision to the State Library Council.

(c) The State Library Council shall review the rejected application and shall submit its recommendation to the Secretary of State.

(d) The Secretary of State shall make the final decision on all rejected application appeals.

(3) Criteria for Designation Evaluation.

(a) The Division director shall evaluate each application based upon the presence and proximity of other depository libraries in the same geographical area; the size, space, and staff available to properly maintain and service the collection; and the geographical distribution of the population to be served.

(b) Priority will be given to publicly supported libraries.

(c) It shall be the goal of the Division to designate at least one depository library in each comprehensive planning district, as specified by the Executive Office of the Governor, pursuant to Section 186.006, F.S.,

and thereafter to designate one depository library for each 250,000 people within the planning district. When the population of a comprehensive planning district reaches 1,000,000, one designation will be considered for each 500,000 people above 1,000,000.

(d) The Division director shall make every effort to designate a new depository library upon the occurrence of a vacancy. Consideration will first be given to libraries in the same geographical area in which the vacancy occurred or to geographical areas not served by a state publications depository library.

(4) Responsibilities of Depository Libraries.

(a) Each depository library shall make all public documents conveniently available for free public use. Those libraries designated as receiving two copies of each item and those libraries designated as lending depositories shall make a copy available for interlibrary loan.

(b) All state publications received under this program, except for those identified by paragraphs (c), (d), (e), (f) and (g) below, must be retained for a period of 5 years. The Division may permit depository libraries to dispose of government publications that they have retained for five (5) years after they first notify the Division.

(c) Publications of the following types have significant permanent research value and must be permanently retained: annual or biennial reports of agencies and subagencies, session laws and statutes, legislative journals, statistical publications covering a period of at least 1 year, and series publications other than newsletters that have monographic titles. If multiple copies of a permanent publication have been received refer to paragraph (h).

(d) Superseded items, such as draft or interim reports that are followed by a final report and publications that have been revised or updated may be discarded upon receipt of the final or revised publication. Cumulative publications, such as monthly or quarterly reports that are incorporated into an annual report may be discarded on receipt of the cumulated report.

(e) Newsletters of limited local interest may be discarded after one year.

(f) U.S. Geological Survey publications received through the program but also received by Federal depository libraries may be discarded after five (5) years.

(g) Program announcements, news releases, and similar dated materials may be discarded when they are no longer timely.

(h) Duplicate copies of publications may be discarded. Depository libraries that are designated as receiving two copies may discard the second copy of a publications after five (5) years, but they are still responsible for providing interlibrary loan for all titles.

(i) Further weeding policies and procedures are addressed by the Division outside of rule.

(5) Termination of Depository Status.

(a) Should a library wish to relinquish its designation as a state documents depository library, it shall do so by submitting an official letter of request from the administrator of the designated library to the Division director. This letter shall specify why the library is no longer able to comply with the conditions of designation as agreed to by the library at the time of its designation. The Division director shall review the request, prepare an official response and, if granting the request, give guidance to the closing of the depository. In granting the request, the Division director shall consider the library's ability to continue to provide space, staff and funding for providing access to state documents. The Division director should also consider the impact of the loss of that designation on citizens' access to state documents in that area.

(b) All publications that have been received by the designated library under this program and that fall into the categories for permanent retention, as defined in paragraph 1B-6.001(5)(c), F.A.C., must be retained by the designated library or returned to the Division in complete sets. Documents that fall into the categories for permanent retention shall not be selectively discarded.

(c) Documents not falling into the categories for permanent retention may be discarded and retained or discarded as the designated library so chooses.

(d) The Division will recognize the designated depository library as having responsibility for the permanent depository collection up to the date of the letter officially granting discontinuance. The Division will recognize a newly designated depository library, should there be one, as the library responsible for the permanent collection after that date. Should the designated depository not wish to retain the permanent collection, all publications referred to in paragraph 1B-6.001(5)(c), F.A.C., will be returned to the Division and will become part of a newly designated depository collection.

Rulemaking Authority 257.14 FS. Law Implemented 257.02, 257.04, 257.05 FS. History—New 1-25-16.

1B-6.0013 State Publications: Delivery to and Distribution by Division.

(1) Agency Responsibilities:

(a) Any agency that produces a state publication in physical form should furnish to the Division, free-of-charge, 35 copies of that publication for deposit in the State Library's collection and distribution by the Division to the depository libraries throughout the state. However, the Division reserves the right to request as many as 15 additional copies of each state publication. When fewer than 40 copies of a publication are printed, an agency is required to send two (2) copies, free-of-charge, to the Division for permanent inclusion in the State Library's collection.

(b) Any agency that produces a state publication in an electronic format shall provide the Division with electronic access to the publication. The agency shall notify the Division of the new publication or provide the file directly to the Division.

(2) Agency Compliance:

(a) Each agency shall designate a state publications liaison and notify the Division of the liaison's name and contact information as specified in Section 257.05(2)(b), F.S.

(b) Each liaison shall maintain a list of their agency's publications and furnish that list to the Division as it is updated, or at least by December 31 of each year.

(3) Division Responsibilities:

(a) Upon receipt of an agency's state publications, the Division shall make the record of those publications available through a centralized data base.

(b) On a quarterly basis, the Division shall distribute the received publications to the designated depository libraries.

(c) On a quarterly basis, the Division shall create a bibliography of those publications.

(d) The Division shall compile an annual summary to inform the Governor and the Legislature of which agencies have furnished publications or other information, as required under paragraph 1B-6.0013(2)(b), F.A.C.

Rulemaking Authority 257.14 FS. Law Implemented 257.04, 257.05 FS. History—New 1-25-16.

Appendix B

Florida Statute 257.05

257.05 State Publications Program.—

(1) The Legislature finds that the State Publications Program increases accessibility to culturally and historically significant information about the state and its government for researchers and the general public through the distribution of state publications to depository libraries throughout the state.

(2) Each state official, state department, state board, state court, or state agency:

(a) Shall furnish its state publications to the division for distribution to depository libraries throughout the state upon the publication's release in accordance with division rule.

(b) Shall designate a state publications liaison. Upon designation of a liaison, a state official, state department, state board, state court, or state agency shall provide the division with the liaison's name and contact information. Each state publications liaison shall maintain a list of his or her respective entity's state publications and furnish the list to the division as updated or by December 31 of each year.

(c) Shall, if having charge of their distribution, furnish the division with daily journals and bound journals of each house of the Legislature, as issued; slip laws and bound session laws, both general and special; and Florida Statutes and supplements thereto. The number of copies furnished shall be determined by requests of the division.

(3) It is the duty of the division to:

(a) Manage the State Publications Program.

(b) Designate university, college, and public libraries as depository libraries for state publications. A depository library must maintain state publications in a form that is convenient and accessible to the public. The division shall be the official repository for state publications.

(c) Create a distribution system to provide copies of state publications to depository libraries.

(d) Create a periodic bibliography for the State Publications Program.