

**286—3.9(256) Iowa Depository for Iowa Publications Purpose.** The depository library center is established within the state library to serve as the central agency for the collection and distribution of publications issued by state agencies to depository libraries.

**3.9(1) Definitions.**

“*Core depository*” shall receive only those publications found on the periodically compiled core list.

“*Core list*” of Iowa state documents is a selected list intended to meet the basic document needs of libraries.

“*Depository library*” means a library designated for the deposit of state publications.

“*Depository library center*” shall be the headquarters for the state documents depository program and shall also be referred to as the “state documents center.”

“*Full depository*” shall be a library receiving everything collected by the depository library center.

“*Permanent depository*” shall be a library receiving and permanently maintaining two copies of each state publication.

“*State agency*” means a legislative, executive, or judicial office of the state and all of its respective offices, departments, divisions, bureaus, boards, commissions, committees, and state institutions of higher education governed by the state board of regents.

“*State publications*” are defined as any multiply produced informational products or materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates 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. State information products specifically include, but are not limited to, public documents appearing as reports, directories, statistical compendiums, bibliographies, lists, state plans, statutes, codes, laws and bills, rules, regulations, transcripts of public hearings, journals, newsletters, bulletins, periodicals, books, pamphlets, brochures, charts, maps, surveys, other printed matter, audiovisual materials, microfilm, microfiche, and all electronic information sources in all electronic formats. State information products do not include correspondence and memoranda intended solely for internal use within the agency or between agencies, materials designated by law as being confidential, materials excluded from this definition by the department through the adoption and enforcement of rules, and materials determined by the depository library center staff to be exempt.

**3.9(2) Administration of the depository program.**

a. The state documents depository program shall be administered by the depository librarian under the direction of the state librarian.

b. The state library/depository library center shall serve as the last copy depository for predepository state information products and for those products never deposited with the center since its 1979 inception.

**3.9(3) State agency requirements.**

a. Upon issuance of a state publication a state agency shall deposit with the depository library center, at no cost to the center, ten copies of the publication, or a lesser amount if specified by the center.

b. It shall be the responsibility of the issuing state agency to create duplicate copies of publications in limited supply to meet the minimal copy requirements of the depository library center as specified by the center.

**3.9(4) Designation of depositories.**

a. The state library and the University of Iowa shall be designated as the two permanent depositories for Iowa state publications.

b. The Library of Congress shall receive one copy of each state publication collected.

c. Depository status of additional libraries shall be determined by the state librarian upon written application by a library. A library may be designated as either a full depository or core depository based upon the judgment of the depository library center and the preference of the library.

d. Depository libraries may be selected on the basis of one or more of the following criteria:

(1) Geographic location consistent with a policy of distributing depositories so as to minimize the travel distance of a user.

(2) Demonstrated ability to handle the receipts desired based on size of collection, identified need of the library’s clientele, and the availability of space, staff and equipment.

- (3) Demonstrated need/value to state of placing depository collection in facility.
- (4) Present federal depository status.

Upon approval of the application, a contract with the depository library shall be completed.

**3.9(5)** *Depository library requirements.*

*a.* The permanent depositories shall permanently maintain two copies of each publication. One copy shall be considered archival and will not circulate. The other copy shall be available for loan.

*b.* All publications received under this program by the full depository and core depository libraries shall be retained for a minimum period of six years unless a lesser retention period is designated for an item or items by the depository library center.

*c.* The depository agrees to make the documents available for free public use.

*d.* Materials missing from depository shipments shall be claimed from the depository library center within one month of receipt of the shipment. After that time, requests shall be made directly to the issuing agency or the state printer.

**3.9(6)** *Withdrawal of a library from the program.*

*a.* A full depository library may withdraw from the depository program by sending written notice to the depository library center 60 days prior to such withdrawal.

*b.* A core depository library may withdraw from this program by sending written notice to the depository library center.

*c.* A library's depository designation may be withdrawn for failure to conform to the terms of the contract.

*d.* Upon termination of the contract the depository documents become the property of the depository library center and must be returned to the center or to such other depositories as may be specified by the center.

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