

100-RICR-40-10-1

TITLE 100 - DEPARTMENT OF STATE

CHAPTER 40 – STATE ARCHIVES, LIBRARY AND PUBLIC INFORMATION

SUBCHAPTER 10 – STATE LIBRARY

PART 1 - Rules for the Rhode Island State Publications Clearinghouse

1.1 Purpose

The purpose is to establish policies and procedures for the Rhode Island State Publications Clearinghouse.

1.2 Statutory Authority

R.I. Gen. Laws Chapter 29-7.

1.3 State Agencies/Departments' Deposit of Publications

State agencies, departments, and commissions supported wholly or in part by state funds are required by R.I. Gen. Laws § 29-7-5 to deposit prior to public release a minimum of twenty-five (25) copies of their publications with the State Publications Clearinghouse. Deposit procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

1.4 Documents Officers

A Documents Officer shall be named by each agency/department per R.I. Gen. Laws § 29-7-5. Agencies/departments with many sub-departments may name more than one Documents Officer to facilitate the deposit of their publications.

1.5 Index

The Clearinghouse shall prepare checklists quarterly and cumulate those checklists annually. The checklist will be maintained dynamically on the Secretary of State's website so that users will have up-to-date information regarding publications that are being added. Indexing procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

1.6 Depository Libraries' Designation and Responsibilities

Depository libraries shall be designated by the Clearinghouse Director.
Depository libraries' designation and responsibility procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

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