

Rules and Guidelines for the Rhode Island State Publications Clearinghouse

Statutory authority: RIGL 29-7

SECTION 1: Rules

I. Clearinghouse Advisory Committee

A. There shall be a State Publications Clearinghouse Advisory Committee. The committee shall consist of eight (8) members, five (5) of whom to be selected from the Clearinghouse member libraries and appointed by the State Librarian to two (2) year terms. The State Librarian and the Director of the Clearinghouse shall be ex-officio members of the Committee. The chairperson of the CRIARL Government Documents Committee shall also be an ex-officio member.

B. The purpose of the Committee shall be to advise the State Librarian and the Clearinghouse Director on the operation of the State Publications Clearinghouse for Libraries. The Committee shall meet quarterly and shall elect a chairperson to preside at meetings, and a secretary to record the meeting minutes and distribute them to the Clearinghouse depository libraries.

II. State Agencies/Departments' Deposit of Publications

A. State agencies, departments, and commissions supported wholly or in part by state funds are required by Title 29, Chapter 7, Section 5 of the Rhode Island General Laws to deposit prior to public release a minimum of twenty-five (25) copies of their publications with the State Publications Clearinghouse.

III. Publications Required to be Deposited

A. State publications include any materials published by authority of a state agency/department, regardless of the source of funds, which is intended for distribution outside the agency/department and not published solely to meet the internal operation needs of the agency. State publications which are required to be deposited include but are not limited to technical papers, annual reports, financial reports, bulletins, special reports, newsletters, brochures, databases and other documents that would be of interest to the general public. Materials may be in any format, reproduced by any methods and may deal with any subject matter.

B. Informational materials specified by federal or state law to be distributed to the public falls under this definition and are required to be sent to the Clearinghouse.

IV. State Publications not Required to be Deposited

A. Agencies/departments may publish some items which are not appropriate for deposit. These items would include internal memoranda, correspondence, administrative forms, internal confidential documents, minutes of meetings, blueprints, and internal announcements.

B. The publications (documents) liaison officer shall consult with the Clearinghouse Director to determine if an item falls under one of these categories. An appeal to the State Librarian is an option for any agency/department which disagrees with the decision of the Clearinghouse Director.

V. Number of Copies to be Deposited

A. A minimum of twenty-five (25) copies of each publication are required to be deposited with the Clearinghouse for distribution to depository libraries. At times more than twenty-five (25) copies of a publication will be necessary for distribution. The Clearinghouse Director will advise appropriate liaison (documents) officers as to which publications fall under this category.

B. Publications shall be deposited with the Clearinghouse prior to public release. The documents may be delivered directly to the Clearinghouse or sent by any other means available to the agency/department.

C. If any agency/department does not send a publication to the Clearinghouse, the agency will be notified.

VI. Publications Liaison Officers (Documents Officers)

A. A publications (documents) liaison officer shall be named by each agency/department. It is appropriate for agencies/departments with many sub-departments to name more than one publications (documents) liaison officer in order to facilitate the deposit of their publications.

B. The duties of the publications liaisons officer will be to ensure that his/her agency/department deposits all publications that are required to be deposited with the Clearinghouse.

C. The Clearinghouse Director shall maintain an up-to-date list of publications (documents) liaison officers, and it will be the responsibility of the agency/department to inform the Clearinghouse of any change in personnel.

VII. Index

A. Checklists shall be prepared by the Clearinghouse quarterly and cumulated annually. The Checklist will include: Main entry (author), title, date of publication, date of shipment, receiving libraries, OCLC number, and SWANK number.

VIII. Depository Libraries' Designation and Responsibilities

A. Depository libraries shall be designated by the Clearinghouse Director. Taken into consideration when designating depositories will be location, size of population served, space available in the library for state publications, and the availability of a professional to take responsibility for the collection.

B. There shall be full depositories and selective depositories. Selective depositories shall accept the designated core collection and then choose categories of publications that meet their patrons' needs. Full depositories shall accept all state documents.

C. Responsibilities of the depository libraries shall include:
Provide space to house the documents; they need not be housed in a separate collection.
Maintain an orderly, systematic record of receipt of documents.
Process and make available all state documents within a reasonable period.
Provide bibliographic access to the depository's holdings.
Assign the state documents collection to a professional librarian.
Dispose of documents only in accordance with the established disposal guidelines (see section "H" in the Guidelines)

Accept and maintain the core collection. (see Appendix A in the guidelines)
Provide that the documents are available to the public during all hours the library is open.

Agree to permit the Clearinghouse Director to inspect the documents collection periodically.

IX. Designation Procedures

A. Libraries may apply to the Clearinghouse Director to be a full or selective depository.

B. The Clearinghouse Director shall designate depository libraries and determine which will be full or selective depositories.

X. Termination of Depository Designations

A. A depository has the right to terminate its status as a depository by letter to the Clearinghouse Director. However, all depository material remains the property of the Clearinghouse and the library shall retain or dispose of the depository documents only as instructed by the Clearinghouse Director.

B. The Clearinghouse Director may terminate the status of a library as a depository upon proof of unsatisfactory performance. Written notification shall be provide to the depository library director at least six (6) months prior to such action. A depository which takes action to remedy unsatisfactory conditions may apply to the Clearinghouse Director for a suspension or reversal of the decision to terminate status. An appeal to the State Librarian is an option for any depository which disagrees with the decision of the Clearinghouse Director.

SECTION 2: Guidelines

I. State agencies/departments shall deposit with the Clearinghouse a minimum of twenty-five (25) copies of their publications. State publications that are required to be deposited are defined in Title 29, Chapter 7 of the Rhode Island General Laws as "any publication regardless of physical form or characteristics produced, made available electronically, printed, purchased or authorized for distribution by a state agency, except those determined by the issuing agency to be required for official use only for administrative or operational purposes." The Clearinghouse Director who is in charge of the Clearinghouse will also attempt to identify new publications through news releases, personal visits to agencies/departments and through any other means available to him/her.

A. It will be the librarian's responsibility to be aware of the frequency of regularly published documents and to see that the agencies/departments are sent reminders of their responsibility to deposit publications with the Clearinghouse.

II. State publications should be classified. The recommended system for classifying separate state publications collections is the Swank classification scheme specifically developed for state documents. In this scheme Rhode Island is specifically assigned number 39 as a state designation. The Clearinghouse should input full original cataloging in the MARC format based on the latest edition of AACR2 into OCLC.

III. The Clearinghouse will also be responsible for compiling and maintaining an authority file of state agencies, citing the name of the agency as it is to be used for cataloging. The authority file should be based on the latest

edition of AACR2. Any necessary cross references and a brief history of the agency/department should also be included in this file. Authority file information is also available and maintained on OCLC.

IV. A record of each document received by the Clearinghouse should be kept on the State Library's database. The record includes title of document, issuing body, publication data, date distributed, receiving libraries, swank classification and OCLC number. The records in the database will be used to generate shipping lists and the quarterly checklist.

V. A quarterly checklist of state documents should be prepared for publication. The checklist will be prepared by the Clearinghouse Director. The checklist will include the same information as the shipping list, but cover a three month time frame. The checklist will be sent to all libraries in the state, all Rhode Island state Representatives and Senators, the Library of Congress, and any other person(s) or agencies that may request it.

VI. Distribution of state publications will be the responsibility of the Clearinghouse staff. Agencies/departments should send their publications to the Clearinghouse prior to public release. After the Clearinghouse has recorded and cataloged the item, it will then distribute a copy of the publication to each designated depository library.

VII. A core collection of state documents will be designated to be held by all participating libraries. The libraries may then select categories of documents that meet the needs of their patrons. Some libraries will choose to be full depositories and as such will receive all state publications deposited with the Clearinghouse. The Clearinghouse Committee will review the core collection yearly. Any changes will be mailed out to depository libraries.

VIII. Documents distributed to depository libraries shall remain the property of the Clearinghouse. Permission from the Clearinghouse will be required in order to dispose of them. Documents must be kept for five years from the date of receipt unless superseded by another publication. The superseded edition may then be discarded. The State Library, Providence Public Library, and the University of Rhode Island Library will retain all documents permanently except for ephemera and transmittals.

IX. Reference and loan services should be provided by the depository libraries. A professional librarian should be responsible for maintaining the state documents collection in every depository library. The librarian should be responsible for providing reference service to patrons and for providing materials for interlibrary loan. Interlibrary loan services should follow established guidelines and will conform to all forms currently in use in the state.

X. Core Collection of Rhode Island State Publications

Crime Prevention Resource Directory

Directory of City and Town Officials

Education Directory

General Laws of Rhode Island

Handbook of Licensed Occupations

Landlord/Tenant Handbook (No longer printed. Now available online at <http://lori.state.ri.us/landlord/index.html>)

Rhode Island Directory of City and Town Monographs

Rhode Island Elected Officials

Rhode Island Government Owners Manual

Rhode Island Presiding Officers and Leaders
Rhode Island Public Laws (includes Acts & Resolves)
Rhode Island Public Schools: District Profiles ("Information Works")
State Budget
Uniform Crime Reports

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