

**LOUISIANA PUBLIC DOCUMENT  
DEPOSITORY PROGRAM PLAN  
2015**

**Prepared by  
Louisiana Public Document Depository Program Advisory Council  
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# STATE DOCUMENTS DEPOSITORY PROGRAM PLAN

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## **I. Background of the Program:**

The Louisiana Public Document Depository System was established in the Office of the Secretary of State in 1948 by Act 493. In 1977, the functions of the program were transferred to the Office of the State Library in the Department of Culture, Recreation and Tourism. The program was developed to make state public documents accessible to the public as a basic right of citizenship. The depository system was developed to provide the most efficient distribution and the maximum availability of Louisiana documents. The State Librarian is responsible for the establishment of the Louisiana State Public Document Depository Program, for the deposit and distribution of the documents to the depositories, and the adoption and promulgation of rules and regulations for the system. The Recorder of Documents, as administrator of the program, is responsible for obtaining state agency publications, distributing them to the designated depositories for state documents and/or making them permanently available online in a digital archive, and publishing lists of the documents. There are more than 30 designated depositories for Louisiana state documents. Most are located strategically throughout the state and the final one is the Library of Congress in Washington, D.C. The State Library of Louisiana, the Louisiana and Lower Mississippi Valley Collections of Louisiana State University Libraries' Special Collections, and the library at Louisiana Tech University are historical complete public document depositories.

## **II. Background of the Advisory Council:**

The Louisiana Public Document Depository Program Advisory Council (former called the Louisiana Advisory Council for the State Documents Depository Program) was created by the State Librarian in 1991 in accordance with Act 906 of 1982, which gives authority to the State Librarian to adopt and promulgate rules and regulations concerning the Program. The purpose of the Council is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. The Council advises on the selection, organization, distribution, and bibliographic control of publications. It recommends policy and procedures for the effective and efficient operation of the Depository Program and provides support and advice to the Recorder of Documents. It provides a forum for the exchange of information and ideas. The Advisory Council formed a subcommittee to prepare a plan for Louisiana documents at their meeting April 8, 1994. Members of the committee were Brantley Cagle, Stephen Henson, Grace Moore, Lori Smith, and Virginia Smith, chair.

## **III. Authority and responsibility:**

Louisiana Revised Statutes 25:121-124.1; Louisiana Administrative Code 25:VII:4101 et seq. The State Library has the authority to make changes to the Administrative Code and does so as needed.

#### **IV. Mission:**

The mission of the Louisiana Public Document Depository Program Plan is to outline the Advisory Council's vision for the Program and to advise the Recorder of Documents in his/her efforts to ensure that Louisiana public documents are freely and permanently available to the public as a basic right of citizenship.

#### **V. Vision:**

1. Public Document Depository Libraries (PDDLs) work cooperatively to collect, maintain, and share a comprehensive collection of Louisiana public documents;
2. PDDLs digitize and archive Louisiana government documents whenever possible and make them freely available online;
3. PDDLs educate their communities about Louisiana public documents;
4. PDDL staff members participate in continuing education whenever possible;
5. PDDL staff members and administrators are aware of the work of the Advisory Council and are motivated to provide input and otherwise participate;
6. The Advisory Council routinely gathers information from the PDDLs and provides recommendations and support to the Recorder of Documents.

#### **VI. Vision-based Priorities:**

1. Public Document Depository Libraries (PDDLs) work cooperatively to collect, maintain, and share a comprehensive collection of Louisiana public documents;
  - 1.1 Encourage PDDLs to catalog their collections and add records to OCLC if possible.
  - 1.2 Encourage PDDLs to offer all Louisiana documents weeded from their collections.
  - 1.3 Encourage PDDLs to share expertise (e.g. cataloging) with other PDDLs.
2. PDDLs digitize and archive Louisiana public documents whenever possible and make them freely available online;

- 2.1 Gather and share information about which PDDLs are digitizing and archiving Louisiana documents.
- 2.2 Encourage PDDLs to share expertise (e.g. digitizing) with other PDDLs.
- 2.3 Encourage PDDLs that do digitization to share PDF copies of files with the State Library of Louisiana.
- 2.4 Determine how datasets and interactive databases can best be preserved for permanent access.

3. PDDLs educate their communities about Louisiana government documents;

- 3.1 Encourage PDDLs to include the depository logo on the library home page.
- 3.2 Encourage PDDLs to provide adequate signage and directional information for the state documents collection.
- 3.3 Encourage PDDLs to add Louisiana documents to LibGuides, bibliographic instruction, and training materials.

4. PDDL staff members participate in continuing education whenever possible;

- 4.1 Encourage PDDLs to attend training by ensuring that they are informed about such opportunities.
- 4.2 Encourage PDDLs to offer online and in-person training.
- 4.3 Create and maintain a list of experts on various topics who can be consulted as needed.

5. PDDL staff members and administrators are aware of the work of the Advisory Council and are motivated to provide input and otherwise participate;

- 5.1 Establish and maintain an informational website for the LPDDPAC. (Include a downloadable logo and promotional materials.)
- 5.2 Share survey results with PDDL administrators.
- 5.3 Periodically highlight notable depositories on the website.
- 5.4 Encourage all appropriate PDDL staff members to monitor the BAYOUDOC discussion list.

6. The Advisory Council routinely gathers information from the PDDLs and provides recommendations and support to the Recorder of Documents.

- 6.1 Create and implement a routine survey to find out about staffing, cataloging software usage, % of collection that's cataloged, and so on in the PDDLs. (To be given at least before every revision of the Plan, but likely more often as needed.)
- 6.2 Create a process to review and revise the questions on the routine survey as needed.

## **VII. Review and amendment process:**

A. The Council Chair shall report annually to the State Librarian on the work of the Council and the implementation of the Plan. The Council may make recommendations and advise the State Librarian of appropriate action for implementation of the Plan.

B. In years ending in either 0 or 5, the Council shall conduct a formal review of the implementation of the Plan. It may recommend changes for the consideration of the State Librarian and state depository libraries.

C. Amendments and revisions to the Plan may be proposed by the State Librarian, the Council or any state depository library. The Council shall advertise for comment on any proposed amendment or revision to the Plan. Any revision or amendment to the Plan must have the support of a majority of the state depository libraries.

D. Procedures for approving amendments to the Plan:

1. At least 30 days prior to the next scheduled meeting of the Council, a copy of the Plan showing text to be deleted and text to be added will be distributed to Council members and posted on the Louisiana government documents electronic discussion list.
2. Comments on the proposed draft may be submitted to the Council chair.
3. The proposed changes will be discussed at the next meeting of the Council. Additional comments will be accepted during the meeting. At the end of the discussions, the Council will vote to approve or reject the proposed changes.
4. A revised copy of the Plan showing the additions and deletions approved by the Council will be submitted to the State Librarian for approval.
5. If the State Librarian proposes additional changes, the Council will vote on those changes. This vote does not need to be held during a meeting.
6. Once the Council and State Librarian have approved the proposed changes to the Plan, a final draft showing the approved text will be created and distributed to all state depository libraries along with an agreement document. All depository library directors will be asked to sign the agreement document, indicating their approval of the Plan and their commitment to participate in it, and return it to the Recorder of Documents.
7. When agreement documents have been received from a majority of the depository library directors, the Recorder of Documents will announce that the revised Plan has been officially approved and adopted.
8. The newly adopted edition of the Plan will be made available on the State Library of Louisiana's website and/or the LPDDPAC

website, included in the State Library's digital archive, and distributed in a tangible format to the historical complete depositories.

### **VIII. History of Revisions to the Plan:**

1995 - The Plan was created with a provision for a review every five years.

2000 - A review of the Plan was not done because the Council and others were deeply involved in research for the Depository Law Committee study. In 1999, the State Librarian directed that a review, evaluation, and updating of the state documents depository program be done due to the changing needs of users, agencies, and depository libraries, and the effects of new technology. He appointed a Louisiana Depository Law Committee to function during 1999-2000. The Committee submitted a final report in May 2000 that recommended changes to the public documents law. These recommendations resulted in legislation which passed during the 2001 legislative session. The revised legislation took effect in 2002.

2005 - In November 2004, the Council chair appointed a committee composed of Ferol Foos, Lori Smith, and Frances Thomas to review the Plan and suggest changes to the full Council at the Spring 2005 meeting. After approval by the Council, the State Librarian, and the majority of the state depository libraries, the changes were incorporated into the Plan and a revised edition was published.

2010 – At the Spring 2010 meeting, the acting Council chair, Rebecca Blakeley, appointed a committee composed of herself, Ferol Foos, Charlotte Henderson, and Lori Smith to review the Plan and suggest changes. The committee produced a revised draft which was distributed as required and approved by the Council at its Fall 2010 meeting. The Plan was approved by the State Librarian in November 2010.

2013 – The *Guidelines for the Advisory Council*, formerly an appendix to the Plan, was separated from the Plan so that it could be updated more easily and more frequently than every five years. It was re-titled as *Bylaws for the Louisiana Public Documents Depository Program Advisory Council (LPDDPAC)*.

2014 – In July 2014, the Council chair appointed a committee composed of Lori Smith (Chair), Michael Sartori, Karen Cook, Carla Pritchett, Leola Brock, and Michele Pope to review the Plan and suggest changes. The committee produced a revised draft which was distributed as required and approved by the Council at its May 14, 2015 meeting. The Plan was approved by the State Librarian in June 2015.