Purpose

To ensure The Utah Department of Transportation (Department) compliance with Utah Code 9-7-207(1)(a) and (3) which require all state agencies and state-supported colleges and universities to provide copies of publications to the Utah State Library Division for use in establishing and maintaining depository libraries.

To maintain consistent deposits of Department publications into the Department Lester F. Wire Memorial Library (Library).

Policy

Forward Department publications to the Department Librarian in the following quantities in compliance with the State Government Publications Depository Program and for the needs of the Library:

1. 20 copies of documents that are only available in a physical format.
2. 4 copies (minimum) of documents that are also available online.
3. 3 copies of audio and video publications in physical formats.

The Librarian retains one for the Department Library and forwards the remaining copies to the Utah State Library Division.

Required publications include books, ordinances, compilations, pamphlets, directories, periodicals, documents, proceeding contracts or grant reports, public memoranda, hearing memoranda, resolutions, journals, rules, laws, legislative bills, reports, magazines, statutes, maps, audio-visual materials, monographs, registers, electronic publications, orders, micrographic forms, tapes or discs according to Utah Code UCA 9-7-101(7)(a).

Materials NOT to Send to the State Library

Advertising; court records such as calendars, case files, decrees, dockets, judgments, minutes, orders, proceedings, rulings and transcripts; correspondence and email; drafts of plans; fliers; grant proposals; internal confidential publications; minutes of meetings; office memoranda; posters; press releases; programs; registration forms; university press publications; or publications of the state historical society. Refer to UCA 9-7-101(7)(b).
Background

The Utah State Library Division has been empowered by Utah Code Title 9, Chapter 7 to establish a depository library system. The Utah State Publications Depository Program is designed to systematically collect and make Utah state government publications available through libraries to promote the information published by the state government at a minimum of cost and effort and also to assist state agencies by maintaining and indexing a collection of state publications. Fourteen libraries, located in various areas, now house copies of agency publications. Nine of these depository libraries receive one copy of each publication. Five of them receive two copies. These publications are then available to walk-in patrons and for loan, upon request.

The depository system assists state agencies in two major areas: cost savings by reduced printing and mailing costs and time for preparing mailing lists, labels.
Procedures
Distributing UDOT Publications to the State Library Division and the Transportation Library

UDOT 07B1-01.1

Responsibility: Region or District, Division or Section originating a Publication or any written format listed in the “Guidelines for the Deposit of Publications to the Utah State Library Division.”

Actions

1. Send the following number of copies to the Department Librarian:
   - Documents only available in a physical format – 20 copies
   - Documents also available online – 4 hard copies (minimum)
   - Audio and video publications in physical formats – 3 copies

Responsibility: UDOT Librarian

2. Send 19 copies of documents that are only available in a physical format, or 3 copies (minimum) of documents that are also available online, and 2 copies of audio and video publications in physical formats to the Utah State Library Division.

3. Complete and send to the Utah State Library Division, “Monthly Publications List,” which identifies agency publications received for deposit each month. Compile a total list of all publications deposited during the fiscal year and forward.

4. Include all publications received for deposit in the quarterly listing of the “UDOT Documents Location Guide” along with the cost, contact person from whom copies may be obtained, contact phone number, and the date published.

Responsibility: Utah State Publications Depository Librarian

The Utah State Library Division requests that each agency designate a publications contact person to serve as liaison with the Utah State Library Division concerning deposits of publications. Selection of the contact person is generally made by the primary contact person who should be someone in the agency with knowledge of publishing procedures and the kinds of publications produced.

5. Screen all publications received.

6. Advise the Department Librarian if additional copies are required.
7. Distribute publications to the 14 depository libraries around the state for use by patrons.

Responsibility: Department Librarian

8. Select agency publication contact person.

Responsibility: Agency Contact Person

9. Ensure that the Department Librarian receives the correct number of copies of publications produced by their division (20 copies of publications which are only available in a physical format, or 4 copies (minimum) of documents which are also available online, and at least 3 copies of materials that are produced in other formats, such as audio-visual, microform or machine-readable published works).