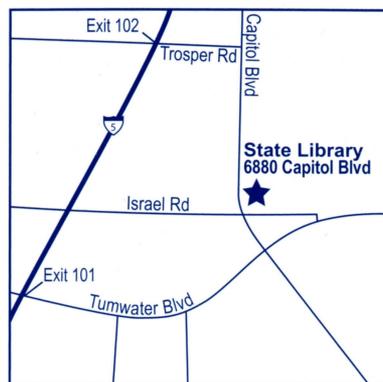


FULL DEPOSITORY LIBRARIES

Central Washington University Library
Eastern Washington University Library
Gonzaga University Library
King County Library System
Mount Vernon Public Library
Seattle Public Library
Tacoma Public Library
University of Washington Library
Washington State Library
Washington State University Library
Western Washington University Library

PARTIAL DEPOSITORY LIBRARIES

Aberdeen Public Library
Bellingham Public Library
Burlington Public Library
Camas Public Library
Clark College Library
Fort Vancouver Regional Library
Green River Community College Library
Highline Community College Library
Kitsap Regional Library
Longview Public Library
North Olympic Library System
Puyallup Public Library
Richland Public Library
Spokane Public Library
University of Puget Sound Library
Wenatchee Branch, North Central Regional Library
Yakima Valley Regional Library



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State Publications Depository
Washington State Library
PO Box 42470
Olympia, WA 98504-2470

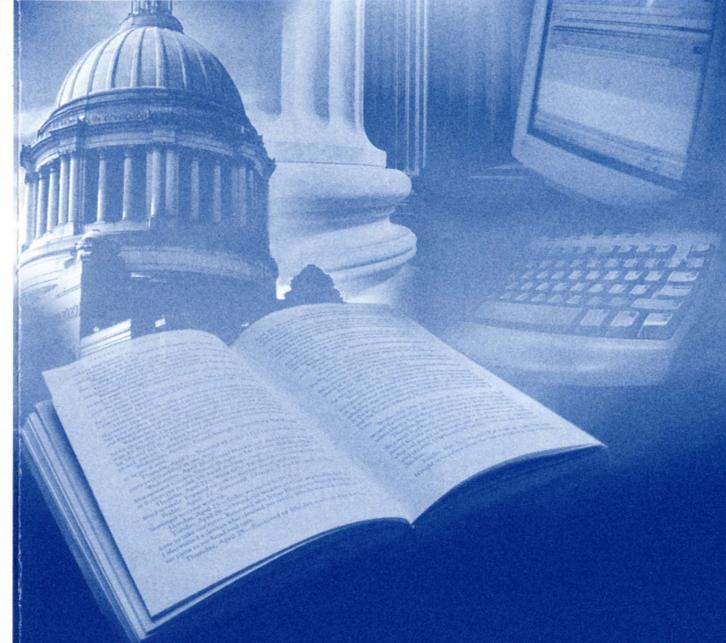
Campus mail stop: 42470

Website: www.secstate.wa.gov/library

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Washington State Library

State Publications Depository

- Current and Historical Resources
- Reference and Research Services
- Distribution of State Publications
- Accountability for State Agencies

WASHINGTON STATE LIBRARY



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Washington State Library



Collections and Services

State Publications provide current and historical information about State government. They are a resource for research into Washington's past and they are a cornerstone for Washington's future. Revised Code of Washington (RCW) 40.06.010 defines State Publications as:

- ▶ Annual, biennial, and special reports
- ▶ State magazines, books, pamphlets, leaflets, newsletters
- ▶ Reports required by law
- ▶ Material intended for general dissemination to the public or the Legislature

Benefits for State Agencies and Citizens

- ▶ Preservation: No matter how often an agency changes or moves, its publications are maintained and preserved for posterity at the State Library.
- ▶ Retrieval: The State Depository organizes publications so they can easily be located again. The State Depository accommodates all depository libraries so they too may provide reference and research access to Washington government information.

- ▶ Availability: Depository libraries are geographically spread, so citizens are either near a depository or they can easily interlibrary loan state publications.
- ▶ Accountability: Availability through the depository systems demonstrates an agency's commitment to making information available now and for the future.
- ▶ Compliance: In 1963, the State Legislature created the depository program, RCW Chapter 40.06 to ensure the above goals are met. The Office of Financial Management Agency Publication Guide is a resource for agencies in this area.

Distribution

Many agencies have established distribution numbers for print publications with the State Depository Program, and there is no need to change these arrangements.

For new print publications a general "rule of thumb" is:

- ▶ If you produce any print copies, send 2 copies to the State Library for permanent deposit.
- ▶ If you produce 100 print copies, send 15 copies to the State Library for permanent deposit and distribution to each of the Full Depository Libraries.
- ▶ If you produce more than 100 print copies, send 50 copies to the State Library for the permanent depository and distribution to all of the libraries in the Depository Library System.

Electronic Publications

The Digital Age and the ease of electronic publication have caused an explosion in the number of electronic state publications. The State of Washington needs to meet the challenge of this exciting new trend.

At present, there is no mechanism to provide permanent public access to documents that are published electronically. As agencies change and update their Websites, State publications that have not been deposited could be lost to public access.

To ensure permanent public access to all state publications, regardless of the published format, recent changes in RCW 40.06 require state agencies to deposit with the State Library both print and electronic publications.

Working in collaboration with agencies, the State Library and Digital Archives will expand the current State Publications Depository Program to include a Digital Depository that will capture, preserve and make available to the public electronic state publications.

If your publication exists only in electronic form on the Internet, send the URL or file to:

epubstate@secstate.wa.gov

The State Library and the Digital Archives will preserve the publication and insure availability to all citizens now and in the future.