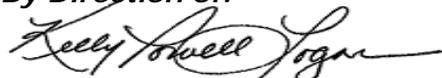


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Submission of Commonwealth Publications to the State Library for Distribution to Other Designated Libraries	<b>Number:</b> 205.23 Amended
<b>Date:</b>  July 13, 2012	<b>By Direction of:</b>  Kelly Powell Logan, Secretary of Administration
<b>Contact Agency:</b> State Library of Pennsylvania, Telephone 717.783.5968	

**This directive establishes policy, responsibilities, and procedures for the State Library of Pennsylvania (State Library) to receive 70 copies of all print publications and web links to any Commonwealth publications that have been prepared electronically from all agencies. This amendment updates the number of copies needed and clarifies the role of Commonwealth Libraries in developing an online index. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, procedures, and to inform agencies of their responsibility to provide 70 copies of all publications and web links to any electronic publications for the State Library's collection and for distribution to other designated libraries for depository collections.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction. Other agencies and branches of State Government are requested to follow the same procedure.
- 3. OBJECTIVE.** To ensure that the State Library acquires all Commonwealth publications, in all formats, on a continuing basis and distributes them to depository libraries, catalogs them for addition to the State Library Database, and retains print and electronic documents for public access. Also, to ensure that librarians throughout the state and the State Library provide information found in official publications to their clientele.

#### 4. DEFINITIONS.

- a. **Depository Collection.** A gathering of official Commonwealth publications in a formally organized library either for public use under *The Library Code (24 P.S. Section 4101 et seq.)* or for academic use in a state accredited institution of higher education.
- b. **Publication.** All printed or otherwise reproduced items and electronic web links prepared for distribution to the public, or used within any state agency as a regulatory instrument, including but not limited to documents, pamphlets, electronic documents studies, brochures, books, annual reports, codes, regulations, journals, periodicals, or magazines printed by or for the Commonwealth, its legislature, its courts, its constitutional offices, or any authority, board, commission, department or other state governmental agency or issued in conjunction with, or under contract with, the federal government, local units of government, private individuals, institutions, or corporations.

5. **POLICY.** *The Library Code of June 14, 1961, P.L. 324 as amended by Act 150, December 1, 1971, (24 P.S. Section 4201 et seq.)* mandates the Commissioner of Libraries will establish the number of copies to be provided by state agencies for depository collections.

#### 6. RESPONSIBILITIES.

a. **The Commissioner of Libraries** shall:

- (1) Receive copies for use by the State Library
- (2) Designate the number of state government document depository libraries which will receive copies.
- (3) Designate other libraries which shall receive copies of print publications and web links of electronic publications.
- (4) Shall develop and maintain an online index of all publications received, in all formats. This index will be available to all citizens of the Commonwealth as well as the general public.

**NOTE:** Although the Department of General Services has the statutory responsibility for forwarding these copies of publications to libraries designated by the Commissioner of Libraries, by mutual agreement, the distribution is made by the State Library.

b. **Agency Heads** shall ensure procedures are established within their respective agencies to provide the 70 copies of all print publications and email web links to all electronic publications for the State Library's collection and for distribution to other designated libraries for depository collections.

- 7. PROCEDURE.** Under *Sections 201 and 425 of the Act of June 14, 1961, P.L. 324 (24 P.S. Sections 4201 and 4425)*, the State Library shall receive 70 copies of all publications and web links to any electronic publications from all agencies of the Commonwealth for the maintenance of its own collection, for distribution to the depository collections, and for distribution to the Library of Congress and selected out-of-state research libraries. All publications are to be sent to the:

State Library of Pennsylvania  
Collections Management  
Room 218, Forum Building  
607 South Drive  
Harrisburg, PA 17120-0600  
[Ra-digitaldocs@pa.gov](mailto:Ra-digitaldocs@pa.gov)

**This directive replaces, in its entirety, *Management Directive 205.23*, dated December 5, 2005.**