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COLORADO STATE PUBLICATIONS LIBRARY



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**STATE
PUBLICATIONS
LIBRARY**



***HANDBOOK FOR
AGENCY
CONTACTS
2002***

COLORADO DEPARTMENT OF EDUCATION
Colorado State Library
State Office Building
201 East Colfax, Room 314
Denver, Colorado 80203



William J. Moloney
Commissioner of Education



Colorado State Board of Education

Seated January 9, 2002

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Handbook for Agency Contacts
Colorado State Publications Library

2002 Revised Edition

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Section I - OVERVIEW OF THE COLORADO STATE PUBLICATIONS LIBRARY

A) Introduction

The State Publications Library (SPL), legally known as the “State Publications Depository and Distribution Center,” was established in 1980 to provide Colorado residents with in-depth and consistent access to information from their state government. The General Assembly mandated this program as an essential function of state government in CRS 24-90-201/208 and CRS 24-1-136 (see Appendix A).

The State Publications Library has four major functions:

- Obtaining/identifying publications both in print and in web format from state agencies
- Cataloging/classifying publications that become accessible for public use through a searchable database
- Distributing publications to 19 state publications depository libraries through print copies or web access notification
- Providing information services to the public in a timely manner via phone, in person, Internet, U. S. mail, and/or fax

The library’s goal is to provide access to all publications of long-term value published by state agencies. Today the library totals almost 18,000 titles in print format. Library services to the public include: answering reference questions, making referrals, assisting researchers, loaning publications to the public and to other libraries, and training sessions for agency staff, librarians, and others.

B) Definition of a State Agency

State agencies supported wholly, or in part, by state appropriated funds including the state general fund, federal funds, and/or cash funds, are required to deposit their publications with the Library.

Agencies include any unit of state government that expends state appropriated funds as listed below:

All State Offices/Agencies
Office of the Governor
General Assembly
State Supreme Court
All Boards, Commissions, Advisory Councils, and Task Forces
State College and Universities, but not public school districts

C) Definition of a State Publication

The term “state publication” is defined as any material, both print and electronic, published by the authority of a state agency, regardless of the source of funds. State publications are those intended for distribution outside the issuing agency, and not compiled or reproduced solely to meet internal needs.

Most publications would fall into one of the following categories that include both paper and electronic formats:

Annual Reports
Agency Plans
General Reports
Reports to the General Assembly
Task Force/Commission Reports
Budget Requests
Manuals
Directories
Program Brochures
Pamphlets
Guidelines/Standards
Conference Proceedings
Videotapes
Newsletters
Journals

The following are examples of what are NOT considered “state publications”.

- Items produced solely to meet the internal operating needs of the agency.
- Routine correspondence or memoranda to agency client groups, staff, etc.
- Items with a short (six months or less) active use life, such as workshop announcements, etc.

D) Components of the SPL Internet Web Site (www.cde.state.co.us/stateinfo)

Electronic publishing by state agencies on the Internet led to the development of the official Colorado State Homepage. This has resulted in access to more and more information electronically for the citizens of the state.

To enhance electronic access, the SPL has done several things. The first is to “capture” electronic documents for our collection through the cataloging of individual web sites and web publications for increased subject access.

The second is the creation of a web page that provides an alternative and enhanced point of entry to state information since Internet users have many doors to choose from during a search. In

addition, the SPL has the opportunity to expand the breadth and depth of searching by integrating related information on a subject from different state agencies. This is done through subject access to cataloged web sites as well as by creating subject bibliographies and providing links to state information by subject categories.

The following is an explanation of the major components and features of the SPL web page located at <http://www.cde.state.co.us/stateinfo>:

- **Searching the Catalog**
The collection is searchable by author, title, or keyword on our CARL database. The catalog includes print publications as well as state agency web sites. Publications include annual reports, statistics, budget information, special reports, state plans, etc. in areas such as health, transportation, education, environment, business, regulation, and social issues.
- **Links to State Information by Subject**
Direct links to state web sites for the areas of quick facts, statistics, business, history/genealogy, higher education, K-12 education, legal, natural resources, libraries, and tourism/recreation are included. Useful for its easy access to popular state web information, this page will continue to be up-dated with additional subjects.
- **Featured Subject Bibliographies**
Lists of current titles on a popular subject in both print and electronic formats are created in order to highlight state information and allow for quicker access. Some of the lists now available are wildlife, school research paper topics, youth violence, business, historic preservation, seniors, and student achievement.
- **New Titles Lists**
Every month the library publishes an alphabetical listing of state documents acquired that month. They are new to the library collection. However, these titles may not always have recent publication dates because the library periodically adds older gift titles that are included in the list.
- **Information About Our Library**
This section answers such questions as:
 - What is the State Publications Library?
 - What are state publications?
 - Where can I find a list of publications?
 - How can I borrow publications?
Included here is a link to a list of statewide Depository Libraries with direct links to search their catalogs.

- **Ask Us A Question**

This page links to an email address to ask a question as well as includes a form to ask a detailed reference question and then email, fax or mail it to the library.

- **Information for State Agency Contacts**

Links in the section include a copy of the current "Handbook for Agency Contacts", "Agency Update" newsletters and other pertinent information.

Section II - SERVICES PROVIDED TO AGENCIES

The essential ingredients needed for the library to accomplish its goal are the publications each agency produces both in print and in electronic format. By obtaining/identifying the publications from your agency in a timely manner, the State Publications Library:

- **Provides library services** to organize, preserve, and make your publications available to anyone who wants to use them;
- **Publicizes** your agency's publications, print and electronic, world-wide through our Internet library catalog and web site which increases appreciation of your agency's work on behalf of Colorado's citizens;
- **Centralizes the distribution** of your publications to save you staff time and effort;
- **Loans your publications to the public** when your own supply is exhausted;
- **Answers questions**, furnishes data, and makes appropriate referrals using information from your staff's expertise to assist citizens;
- **Loans publications to your staff** to help with their work for your agency;
- **Loans publications to those who cannot afford** to purchase any that you sell which enables your agency to be responsive to all requestors by referring them to us, and accomplishing your goal of providing citizens with essential information.

Section III – PROCEDURES FOR AGENCY CONTACTS

A) Designation of an Agency Contact

The Director, or Supervisor, of each agency should designate an “Agency Contact” as the primary link between the State Publications Library staff and the agency (Colorado regulations call this person the “publications liaison officer”) to coordinate sending publications. Whenever a change in the Agency Contact occurs, the State Publications Library should be notified immediately and Library staff will provide an orientation for the new person. Within an agency, the Agency Contact may establish a network of others in units to assist with identifying and sending publications to the Library.

B) Duties of an Agency Contact

- 1) Send copies of paper and notify of electronic publications as defined in Section III (D and F) of this handbook. This should be done on a frequent basis and in the quantities required.
- 2) Contact the Library staff when questions arise about whether certain publications should be sent.
- 3) Assist the Library staff with referrals when questions need to be asked of experts in the Contact’s agency.
- 4) Respond to claims for missing copies or missing titles and resolve any issues concerning sending publications.
- 5) Encourage agency employees to send publications, explain why it is important as well as what and how to send. (See Appendix C)

C) Sending Publications to the SPL

Agencies should send publications to the Library at the time of release of the first printing or when placed on the agency web site, if electronic. This is particularly important for current issues and items in the news and provides for immediate service to the public. Keeping a record of what items have been sent is up to the discretion of the Agency Contact. Use of the form, Appendix D, is optional, but may help in record keeping.

Shipments may be made in whatever manner is convenient to the agency. State Mail Services is recommended when available, but the U.S. Mail is possible. Send all shipments to:

Colorado State Publications Library
State Office Building
201 East Colfax, Room 314
Denver, CO 80203-1704

D) Number of Paper Copies

The minimum number to deposit is 4 copies per State statute. However, we prefer to receive a total of 22 copies of selected titles to best fulfill the purpose of the depository law to provide statewide access to state information by distributing a copy to each of the 19 Depository Libraries. Sending us copies of your publications results also in their being listed, at no cost to you, in our library catalog database which is available through the Internet at:
<http://www.cde.state.co.us/stateinfo>

1) The paper copies are distributed as follows:

State Publications Library – 1 permanent reference copy, 1 copy for the public to borrow
Library of Congress, Washington, D.C. – 1 copy to support the state congressional staff
University of Colorado, Norlin Library – 1 permanent reference copy
Depository Libraries – each sent 1 copy (if 22 are received)

2) If a publication is both produced in electronic format and printed for distribution, the SPL will need to be sent at least 4 paper copies along with notification of the availability and the Internet location of the electronic version.

E) Publications in Electronic Format Only

For publications in online format only, the agency should provide notification to the SPL of the availability and location of new electronic publications. The SPL will catalog the electronic publications and, in turn, notify the Depository Libraries of their availability.

To assure long term availability, the State Publications Library requests that agencies send 4 paper copies of publications available only on the Internet even if the copies are printed directly off of the web page. This is to insure a permanent copy in case the electronic copy is not available in future years due to software changes or removal from a web site.

This request is made for the following reasons:

- There are still many residents who do not have home access to the Internet

- Public libraries provide Internet access; however, the cost to the public to print a lengthy report can be significant.
- Paper remains the best medium to preserve information for the long-term use of researchers, students, etc. It will always be readable regardless of changes in software.

F) Notification of Electronic Publications

It is recommended that agencies establish a procedure to notify the SPL staff of new electronic publications. For instance, sending the URL with any existing paper copy publications or notifying the library staff via email using the form in Appendix E when items are published electronically so that the URL can be included in the cataloging database. This service provides an additional access point for the general public.

G) List of Statewide Depository Libraries

In order to provide resident local access to state publications, a system of affiliated Depository Libraries was established. Located in all geographic areas of the state, these libraries and their staff provide expertise to assist with information searches. The names and locations are listed below as well as with contact information at this URL:

<http://www.cde.state.co.us/stateinfo/sldepsit.htm>

COLORADO STATE PUBLICATIONS DEPOSITORY LIBRARIES:

Alamosa:	Adams State College Library
Aurora:	Aurora Public Library
Boulder:	University of Colorado, Norlin Library
Colorado Springs:	Pikes Peak Library District, Penrose Public Library University of Colorado at Colorado Springs Library
Denver:	Denver Public Library, Central Library Auraria Library, Auraria Higher Education Campus
Durango:	Fort Lewis College, John F. Reed Library
Fort Collins:	Colorado State University Library, Morgan Library

Glenwood Springs:	Colorado Mountain College, Spring Valley Library
Golden:	Colorado School of Mines, Arthur Lakes Library
Grand Junction:	Mesa County Public Library District, Main Library
Greeley:	University of Northern Colorado, Michener Library
Gunnison:	Western State College, Leslie J. Savage Library
Lakewood:	Jefferson County Public Library, Lakewood Branch
Littleton:	Arapahoe Library District, Koebel Library
Pueblo:	Pueblo City-County Library District
Steamboat Springs:	Colorado Mountain College, Alpine Campus Library
Sterling:	Sterling Public Library

APPENDIX A
Excerpts from the COLORADO REVISED STATUTES

24-90-201 – Establishment of a state publications depository and distribution center.

There is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. Its operation is declared to be an essential administrative function of the state government.

24-90-202 – Definitions.

As used in this part 2, unless the context otherwise requires:

- (1) "Center" means the state publications depository and distribution center.
- (2) "Depository library" means a library designated to collect, maintain, and make available to the general public state agency publications.
- (3) "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.
- (4) "State publication" means any printed or duplicated material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any document, compilation, journal, law, resolution, bluebook, statute, code, register, contract and grant report, pamphlet, list, micro photographic form, audiovisual material, book, proceedings, report, public memorandum, hearing, legislative bill, leaflet, order, rule, regulation, directory, periodical, magazine, or newsletter, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204.

24-90-204 – Deposits of state publications.

Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the center. One copy of each such audiovisual material shall be deposited with the center. The center may require additional copies of certain state publications to be deposited when designated by the state librarian as being required to fulfill the purposes of this part 2.

24-90-205 – Publication lists to be furnished by state agencies.

Upon request by the state librarian, each state agency shall furnish the center with a complete list of its current state publications.

24-90-208 – State publications distribution.

The center shall distribute state publications, in microfiche, paper copy, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

24-1-136 – "Information Coordination Act" – policy – functions of the heads of principal departments.

(1) This section shall be known and may be cited as the "Information Coordination Act". The legislative policy with reference to the coordination of information is hereby declared to be that:

(a) The operational reports of the executive agencies should provide complete, concise, and useful information about executive operations to the governor and the general assembly;

(3) The Heads of the principal departments shall jointly have the following responsibilities of coordination and control:

(e) Delivery to the custody of the state librarian of four copies of all state publications pursuant to section 24-90-204;

(9) Whenever any report is required or allowed to be made to the general assembly, the filing of one copy of such report in each house of the general assembly, six copies in the joint legislative library, and four copies with the state librarian for the state publications depository and distribution center, plus copies to those legislators requesting such, shall be deemed to be sufficient compliance with the direction or authority to make such report.

APPENDIX B
Excerpts from the COLORADO CODE OF REGULATIONS

Colorado
State Board of Education
Department of Education
1 CCR 301-28
RULES FOR
THE ADMINISTRATION OF
THE STATE PUBLICATIONS DEPOSITORY
AND DISTRIBUTION CENTER

24-90-201, C.R.S. 1973, as amended, establishes a State Publications Depository and Distribution Center as a section of the State Library, and 24-90-203(3) provides that adoption of the rules and regulations shall be the responsibility of the State Board of Education. The Rules consider state agencies' deposit of publications, and depository libraries' designation and responsibilities.

2490-R-200.00 State Agencies' Deposit of Publications

200.01 Who Shall Deposit

200.01 (1) State agencies supported wholly or in part by state funds are required by Section 24-90-204, C.R.S. 1973, to deposit immediately upon publication four copies of their state publications with the State Publications Depository and Distribution Center, Colorado State Library (Depository Center).

200.01 (2) "State publications" includes any material published by authority of a state agency, regardless of the source of funds, which is intended for distribution outside the agency and which is not compiled and reproduced solely to meet the internal operating needs of the agency.

200.02 Publications Required to be Deposited

200.02 (1) Publications required to be deposited are those informational materials defined in Section 24-90-202(4), C.R.S. 1973, published by the authority of a state agency and released for distribution to the public which are not compiled and produced solely to meet the internal operating needs of the agency, or its divisions. Materials may be in any physical format, reproduced by any method, and may deal with any subject matter.

200.02 (2) Informational materials specifically required by Federal or State law to be disseminated to the public fall under this definition and are required to be deposited with the Center. Materials offered to the public for sale or by paid subscription are published for public distribution and are required to be deposited.

200.04 Guidelines for Determination of Deposit Titles

200.04 (1) To assist agencies in complying with the requirements to deposit state publications, the Depository Center will offer guidance with general problems and requirements for depositing specific items.

200.05 Number of Copies to be Deposited

200.05 (1) Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the Center. One copy of each such audiovisual material shall be deposited with the Center. The State Librarian or his designee may require additional copies of certain state publications to be deposited when he deems more than four copies are required to fulfill the purposes of this part 2, (Section 24-90-204, C.R.S.1973).

200.06 Publications Liaison Officer

200.06 (1) Every state agency shall designate one of its staff members or employees as the publications liaison officer for the agency, shall notify the Depository Center of the identity of such officer, and shall immediately notify the Center should a change occur.

200.06 (2) The publications liaison officer of each state agency shall have the duty to provide the Depository Center with copies of all state publications of the agency, to compile and forward to the Center required lists of the agency's publications, and to provide other related information as may be requested by the Center.

200.09 Standard Format for State Publications

200.09 (1) To assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter, the following information should be included on the title page or other suitable place near the beginning of each state publication which is required to be deposited with the Depository Center:

200.09 (1) (a) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.

200.09 (1) (b) Name of any personal author to whom credit is intended to be given.

200.09 (1) (c) Title of the publication.

200.09 (1) (d) Date and Place of publication.

200.09 (1) (e) Frequency of issue if a periodical, that is, weekly, monthly, etc.

200.09 (1) (f) Volume and number of issue, if appropriate.

200.09 (1) (g) Date, or month and year of issue, if appropriate (periodicals).

APPENDIX C

SAMPLE EMAIL/NEWSLETTER ARTICLE ABOUT THE STATE PUBLICATIONS LIBRARY

**(You may use this article to remind and encourage agency staff
to send publications in a timely manner.)**

The Colorado State Publications Library needs to receive our agency's publications. The library collects, organizes, and loans state publications as a central location for all state agencies. It provides Colorado residents, including state employees, access to state information via an online public catalog at their website at www.cde.state.co.us/stateinfo.

By sending our agency's print publications for external distribution and by providing notification of our web publishing, you will make information by and about our agency available to Colorado residents throughout the state. You can also refer questions from the general public requesting publications to the library where they can be borrowed.

Sending 22 copies of publications will insure access through a system of 19 academic and public libraries located throughout the state that serve as state information depositories. Also, as a result of the library's cataloging, our web publications will be easier for the public to find. While the General Assembly established this program (CRS 24-90-201), it is really in the best interest of our programs and services to make the public more aware of our publications and information.

You can send your print publications or notification of web publishing to me (insert name of contact person, phone, etc.) and I will forward them, or you may send them directly to the library via the State Services Mail System at:

Colorado State Publications Library
201 E. Colfax, Room 314
Denver, CO 80203

If you have any question regarding these services, please contact me or the State Publications Library at 303-866-6725.

APPENDIX D

Print Publication Transmittal Form

TO: State Publications Library

FROM:

DATE:

SUBJECT: Enclosed Agency Publication

TITLE OF PUBLICATION:

**USE ONE COPY OF THIS FORM FOR EACH PAPER SUBMISSION.
REPRODUCE FORM AS NEEDED.**

- 1) ☐ Twenty-two copies are enclosed, including copies for distribution to 19 state publications depository libraries.
- 2) ☐ Four copies are enclosed, including one permanent reference copy and one circulating copy for the State Publications Library, one copy for the Library of Congress, and one copy for the University of Colorado at Boulder's Norlin Library.

- 3) ☐ None of the above. Copies are provided as follows:

SEND THIS FORM AND THE PUBLICATIONS TO:

Colorado State Publications Library
State Office Building, Room 314
201 East Colfax Avenue
Denver, CO 80203
303-866-6725
hoff_k@cde.state.co.us

APPENDIX E

Electronic Publication Transmittal Form

TO: State Publications Library

FROM:

DATE:

SUBJECT: Enclosed Agency Publication

TITLE OF PUBLICATION:

USE ONE COPY OF THIS FORM FOR EACH URL SUBMISSION.

ENTER URL of PUBLICATION BELOW:

Click Submit to open your e-mail program and send this form as an e-mail attachment. Please insert "Publication Transmittal" in your e-mail message subject field.

Submit

Reset



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Nancy M. Bolt
Assistant Commissioner of Education
Colorado State Library
