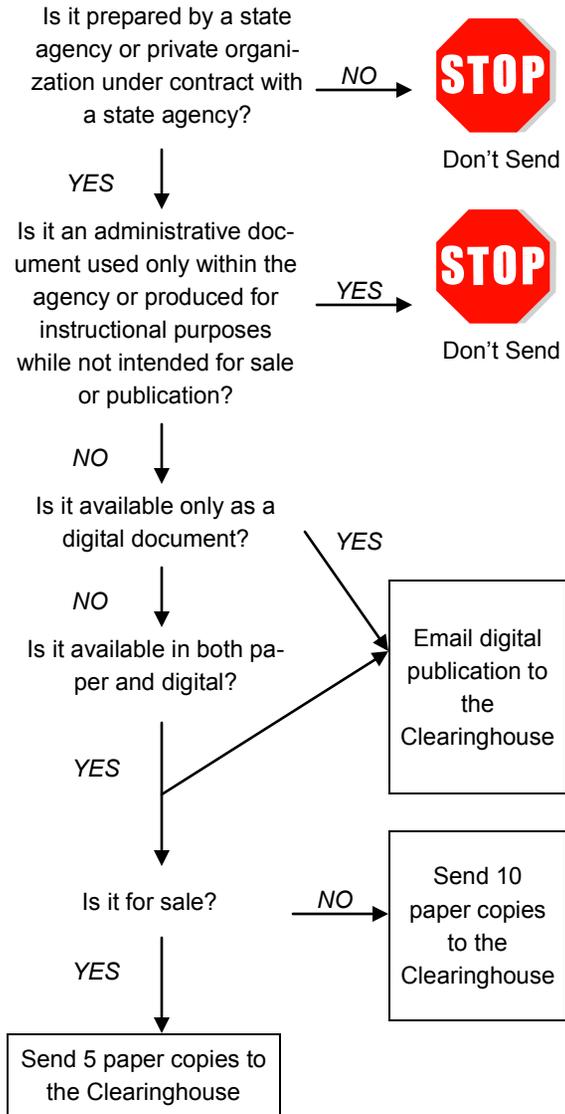


Publication Decision Tool



Contacting the State Publications Clearinghouse

Mailing Address:

State Publications Clearinghouse
 State Library of North Carolina
 4643 Mail Service Center
 Raleigh, NC 27699-4643
 Courier No. 52-31-33

Information Services:

919-807-7450

Fax:

919-733-5679

NC Publications Digital Collection:

ncgovdocs.org

Clearinghouse Website:

statelibrary.ncdcr.gov/ghl/services/clearinghouse.html

Questions? Please contact:

Denise Jones
 State Publications Clearinghouse Liaison
 919-807-7445
Denise.Jones@ncdcr.gov

Sending State Agency Publications to the Clearinghouse

NORTH CAROLINA
 STATE PUBLICATIONS
 CLEARINGHOUSE

*Providing Access to
 State Government Publications*



Government & Heritage Library
 State Library of North Carolina
 Department of Cultural Resources
 919-807-7450

The North Carolina State Publications Clearinghouse

Working Together

Under G.S. 125-11, state agencies are required to transmit copies of **all paper and digital publications** to the North Carolina State Publications Clearinghouse at the Government & Heritage Library in Raleigh.

The Clearinghouse distributes **paper publications** to designated libraries throughout the state.

Most state agency publications are now **born digital** — created with software such as Microsoft Word or Adobe Acrobat. The Clearinghouse stores digital publications in the online North Carolina State Government Publications Collection. Here, North Carolina citizens search a single, permanent repository of publications from all state agencies. The publications can be read, downloaded, and printed.

When a publication is published in **both** paper and digital formats, both forms should be transmitted. This ensures preservation of both and increases accessibility.

Working together, state agencies and the Clearinghouse put vital government information — laws, reports, newsletters — within the reach of all North Carolinians.



Eligible Publications

- Any **publication** prepared by a state agency or private organization, consultant, or research firm, under contract with or under the supervision of a state agency

*A **publication** is any printed or digital document, including any report, directory, statistical compendium, bibliography, map, regulation, newsletter, pamphlet, brochure, periodical, bulletin, compilation, or register, regardless of whether the physical document is in paper, film, tape, disk, or any other format.*

Exempt Publications

- Administrative documents and training materials used within an agency
- Manuals and handbooks for internal use
- Appellate division reports and advance sheets
- Budget requests and contracts
- Activity announcements and calendars that will be out-of-date within three months
- News releases, radio, or television spots
- Meeting minutes and agendas
- Job announcements
- Forms
- *The S.B.I. Investigative Bulletin*
- Documents that are confidential pursuant to G.S. 120-17



Determining Number of Copies to Send to the Clearinghouse

If the publication is for sale:

- send 5 copies of the printed version

If the publication is free:

- send 10 copies of the printed version

If the publication is available in digital form:

- email the URL or 1 copy of the digital file to:
slnc.digitaldocs@ncdcr.gov

If the publication is promotional or informational ephemera:

- send 10 copies of the printed version

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