



North Carolina State Publications Clearinghouse: Providing Access to State Government Publications

Frequently Asked Questions

Clearinghouse Overview:

- ❖ **Established:** 1987 by G.S. 125-11
- ❖ **Purpose:** Enable citizens throughout North Carolina to have timely and easy access to current and historical publications of North Carolina's state government.

It's the Law: G.S. 125-11:

- ❖ The statute provides that "state agencies shall send the requested number of copies of each of their publications to the Clearinghouse within 10 days of issuance"
- ❖ State agencies send documents to the N.C. State Publications Clearinghouse
- ❖ Clearinghouse staff receives, catalogs, processes, and distributes documents to depository libraries throughout the state of North Carolina
- ❖ State Library of N.C. established as the official, complete, and permanent depository for all state publications
- ❖ Agency participation is *essential* to the success of the whole depository system

State Publications: what are they and what qualifies?

- ❖ **State Publication:** any document prepared by a state agency or private organization, consultant, or research firm, under contract or under the supervision of a state agency
- ❖ For all agencies, these items are *not included*:
 - Administrative documents used only within issuing agency
 - Internal training materials
 - Budget contracts
 - Time-sensitive materials that will be out-of-date within 3 months
 - News releases
 - Forms
- ❖ For colleges and universities, these items are *not included*:
 - Applications and Recruitment material
 - Publications geared for parents of students only (but alumni publications *are included*)
 - Schedules of courses (but catalogs and handbooks *are included*)
 - Conference brochures and pamphlets (but art and museum catalogs *are included*)
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- ❖ **Not Sure?** Contact the State Publications Clearinghouse Liaison, Denise Jones (919/807-7445 or denise.jone@ncdcr.gov or slnc.digitaldocs@ncdcr.gov) or send us a sample and we will let you know. We can also make a visit to your office to discuss your publications and answer questions. If you would like to set up a meeting, please contact State Publications Clearinghouse Liaison.



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Procedures for Deposit: how do I send paper publications?

Address:

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

- ❖ Number of Copies to send:
 - If the item is sold: 5 copies
 - If the item is distributed at no charge: 10 copies
- ❖ Include a Copyright Release Form if the publication has an explicit copyright statement or copyright symbol (©), this allows us to digitize the publication

Clearinghouse Processing: why do I need to send so many copies?

- ❖ 2 copies are added to the **State Library permanent collection**
- ❖ 2 copies sent to **Library of Congress** in compliance of their federal law that requires 2 copies of *all* publications to be sent to them (you do not need to send copies yourself)
- ❖ 1 copy used to create a digital version of publication
- ❖ Addition paper copies are sent to **depository libraries** around NC
- ❖ Title added to *Checklist of Official North Carolina State Publications*

What Are the Advantages of Participation?

- ❖ **Complete set** of publications located at the State Library of North Carolina
 - Send your reference questions to us!
 - Comprehensive collection for agencies maintained
 - Preservation copy always available for future use
- ❖ Publications are available around the state of North Carolina and beyond.
- ❖ Publications are sent to the Library of Congress so they may be used by North Carolina Congressional delegation.
- ❖ Publications will appear in the *Checklist of Official North Carolina State Publications* and in OCLC to provide publicity for publications and programs and enhance access.

What About Digital Documents?

- ❖ Even if you don't print the publication, you still need to submit it.
- ❖ Copies of digital documents can be emailed to slnc.digitaldocs@ncdcr.gov . Please be sure to fill out a copyright release, if the publication is copyrighted. You only need to submit **one** electronic copy of your digital publication.



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- ❖ You should submit **both paper and electronic** copies of your publications to us. Our paper depository libraries still want to receive paper copies.
- ❖ Digital files for publications that are only distributed in paper should also be sent so that the publication can be included in the digital repository collection.
- ❖ If it's more convenient, you may also burn your files to a CD or save them to a flash drive and mail them to us.
- ❖ You can view digital publications in our State Publications Collection at:
<http://statelibrary.ncdcr.gov/govdocs/cdm/index.html>

Resources Available:

- ❖ **Clearinghouse website:** <http://statelibrary.ncdcr.gov/ghl/services/clearinghouse.html>
- ❖ **G.S. 125-11:**
http://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_125/Article_1A.pdf
- ❖ **Handbook for State Agencies:** <http://statelibrary.ncdcr.gov/ghl/handouts/AgencyHandbook.pdf>
- ❖ **North Carolina State Pubs listserv:** For those publishing or taking care of State Documents. Join listserv or email: ncstatepubs@lists.ncmail.net
- ❖ **N.C. State Publications Collection of Digital Documents:**
<http://www.ncgovdocs.org/>
- ❖ **Access to State Government Information initiative:**
<http://digitalpreservation.ncdcr.gov/asgii/>
- ❖ **Digital Preservation Education for NC State Government Employees:**
<http://digitalpreservation.ncdcr.gov/>
- ❖ **Copyright Release Form (PDF format):**
[http://statelibrary.ncdcr.gov/ghl/handouts/copyright form.pdf](http://statelibrary.ncdcr.gov/ghl/handouts/copyright%20form.pdf)
- ❖ **Copyright Release Form (WORD format):**
[http://statelibrary.ncdcr.gov/ghl/handouts/copyright form.doc](http://statelibrary.ncdcr.gov/ghl/handouts/copyright%20form.doc)