

# Clearinghouse Guidelines for Depository Libraries: FAQ

## What is the North Carolina State Documents Depository System?

The North Carolina State Depository Library System was created by [G.S. 125-11](#) and became effective October 1, 1987. The depository library program established a system for the distribution of publications produced by state agencies to the designated depository libraries. The law was created to ensure and enhance access to valuable current and historical North Carolina state government publications throughout North Carolina.

## What are the responsibilities and services of the State Library?

By law the State Library of North Carolina is the “official, complete and permanent depository for all State publications.” The State Library is responsible for carrying out the provisions of the G.S. 125-11. These include developing and maintaining standards for the depository libraries, designating and contracting with the libraries as either full or selective depository libraries, and adopting rules to administer the program.

The Government and Heritage Library (GHL) at the State Library provides information and reference services about North Carolina publications to state and local government officials, members of the General Assembly, state employees and to the public. Digital NC government publications are available at <http://ncgovdocs.org/> and print copies can be loaned directly to state employees. Currently publications are loaned to the public through interlibrary loan. After Administrative Code changes are approved in Fall 2017, members of the public will be able to borrow publications directly from the GHL. For information and reference services concerning North Carolina government publications please contact the Government and Heritage Library at 919-807-7450 or [slnc.reference@ncdcr.gov](mailto:slnc.reference@ncdcr.gov)

## What are the responsibilities and services of the State Publications Clearinghouse?

The North Carolina State Publications Clearinghouse is responsible for collecting, classifying, cataloging and distributing the publications of state government for the Depository Library System in order to enhance access to the publications.

Publications are catalogued into the OCLC database and assigned call numbers according to the [Classification Scheme](#) for North Carolina State Publications.

When state government publications are submitted to the Clearinghouse, two copies are retained in the Government and Heritage Library’s state documents collection (one for permanent reference and one available for loan), one copy is sent to the Library of Congress, and the others are distributed to the depository libraries.

The Clearinghouse is responsible for maintaining records: of publications received, classified and cataloged; of items distributed to the depository libraries; and of items added to the [North Carolina State Government Publications Collection](#) digital repository.

Shipments of state publications are sent to North Carolina's depository libraries every two weeks. A customized shipping list is included with each shipment.

The Clearinghouse publishes the bimonthly Checklist of Official North Carolina State Publications which is electronically available through the State Publications Collection:

<http://digital.ncdcr.gov/cdm/ref/collection/p249901coll22/id/18414>

The Clearinghouse serves as the liaison between the state agencies and the depository libraries, and strives to maintain open, clear and continually good communication with both groups. Please address depository system and Clearinghouse inquiries to Denise Jones, Clearinghouse Liaison, [denise.jones@ncdcr.gov](mailto:denise.jones@ncdcr.gov) or 919-807-7445 or

State Publications  
State Library of North Carolina  
4640 Mail Service Center  
Raleigh NC 27699-4600

### **What are the two types of depository libraries?**

**Full** depository libraries receive all publications available for distribution. The purpose of a full depository is to provide a complete research collection of state publications for use in a major geographical area.

**Selective** depository libraries provide ready access to state government publications for residents in particular areas of the state. Each selective depository may elect to receive from 25% to 75% of the distributed publications. They select only those publications needed to support their program and meet the needs of their clientele. Selective depositories depend on the full depositories for the seldom used items.

### **What are the responsibilities and services of the depository libraries?**

- **Public services**

Each depository library's state documents collection must be open to the public for free use. Depository libraries must maintain sufficient hours of public service (a minimum of 45 hours per week) to allow convenient public access to the documents collection.

Depository libraries should offer reference service in the use of state documents to any citizen of the State of North Carolina. The depository libraries are free to establish their own circulation policies for use of the depository materials.

Depository libraries are required to lend or to provide photocopies of depository materials to other libraries upon request, subject to their existing interlibrary loan agreements and established circulation policy.

- **Staffing requirements**

A professional librarian must be designated by the depository library to coordinate depository activities and to act as a liaison with the State Library of North Carolina. This librarian is responsible for administering the library's selection and receipt of depository materials. In libraries with a separate state documents collection, the librarian is responsible for organizing and maintaining the documents collection.

In libraries that integrate state documents into the general collection, the state documents liaison librarian should assist other staff in using the materials effectively. Adequate support staff must be provided to maintain and service the North Carolina depository documents collection.

- **Processing, organization and maintenance of the depository collection**

All documents received from the North Carolina State Publications Clearinghouse should be processed and accessible to the public within 30 days of receipt. All documents received through the depository program must be date stamped and the property stamp should include the phrase **N.C. Depository**. Each shipment of documents should be compared to the enclosed shipping list. Contact the Clearinghouse of any discrepancies of shipment within 10 days of receiving.

Use of the North Carolina documents classification scheme is not mandatory but each depository library must provide an orderly, systematic recording of receipt and arrangement of documents acquired through the depository program. Depository libraries are expected to maintain the collection in good physical condition. Those with active binding programs are encouraged to bind state publications whenever appropriate. Materials without Class numbers and OCLC numbers are ephemeral and may be kept or disposed of as appropriate.

OCLC holding records cannot be entered by the Clearinghouse for depository libraries. Depositories need to enter their own holding records for the non-ephemeral publications.

While it is not required, adding a link to the digital North Carolina State Government Publications collection, <http://ncgovdocs.org/>, to your web pages provides additional access to born digital state publications. Adding records to your catalog for state publications that exist in digital format is another way to provide access to these publications.

- **Retention and disposal of depository documents**

Print items no longer of reference or research value after 10 years in full depository libraries, and after 5 years in selective depository libraries, should first be offered to the Clearinghouse, then offered to other depositories before being discarded. Items that are clearly superseded or cumulated in a later edition may be discarded upon receipt of the later edition. Microfiche items more than 10 years old may be disposed of in the trash. There is no need to check with the Clearinghouse before disposal of microfiche.

### **What is the process for termination of depository status?**

The depository library may voluntarily relinquish its depository privilege by written request to the Coordinator of the Clearinghouse, stating that the library no longer wishes to be a depository for North

Carolina government publications, and stating reasons for the request. The letter must be signed by the director of the depository library. Following receipt of the letter there will be a 30-day period in which the Clearinghouse and the depository library will attempt to resolve any issues. At the end of that time, if the request is not withdrawn, the depository designation will be terminated.

Upon termination of the depository privilege, the Clearinghouse will send instructions concerning disposition of the depository publications. Materials deposited with a library remain the property of the State Library of North Carolina and may not be disposed of in any manner without authorization of the Clearinghouse.

### **What are Core Collection Titles?**

The [core title list](#) are those state publications considered basic for any library collection. Level 1 core titles are considered necessary collection for all North Carolina libraries. Level 2 core publications are necessary for intermediate collections in metropolitan libraries. Level 3 core publications are necessary for research libraries. The most recent edition of all core titles must be available at the depository libraries in *either electronic or paper format*. (NOTE: Some core titles are no longer published or are only a digital publication now.)

The Clearinghouse will supply core Collection titles that are considered depository items. But for titles for which there is a substantial cost, libraries should order the publication directly from the agency or publisher. Core collection titles will be so indicated on the shipping lists. Most core collection titles are of a reference nature and depository libraries may wish to make them non-circulating.