

STATE OF OHIO
DEPOSITORY LIBRARY INSTRUCTIONS

December 2004
Revised October 2005
Revised June 2009

INTRODUCTION

The law establishing the distribution system for state publications by the State Library of Ohio was Amended House Bill 27 of the 102nd General Assembly passed in 1957. Funds to implement the system were not available until 1959. The distribution system has evolved into a cooperative effort between Government Information Services which solicits publications, assigns call numbers and compiles shipping lists and Ohio Documents, and Transport Services which sorts and packages the publications for shipment.

The need for written instructions for the Ohio Depository Library Program has been recognized by the State Library of Ohio. These instructions are based on the Federal Depository Library Program.

Please see the appropriate section for general publications or legislative publications.

DEPOSITORY AUTHORITY GENERAL PUBLICATIONS.

Ohio Revised Code 149.11 Distribution of publications intended for general public use.

Any department, division, bureau, board, or commission of the state government issuing a report, pamphlet, document, or other publication intended for general public use and distribution, which publication is reproduced by duplicating processes such as mimeograph, multigraph, planograph, rotaprint, or multilith, or printed internally or through a contract awarded to any person, company, or the state printing division of the department of administrative services, shall cause to be delivered to the state library one hundred copies of such publication, subject to the provisions of section 125.42 of the Revised Code.

The state library board shall distribute the publications so received as follows:

(A) Retain two copies in the state library;

(B) Send two copies to the document division of the library of congress;

(C) Send one copy to the Ohio historical society and to each public or college library in the state designated by the state library board to be a depository for state publications. In designating which libraries shall be depositories, the board shall select those libraries which can best preserve such publications and which are so located geographically as will make the publications conveniently accessible to residents in all areas of the state;

(D) Send one copy to each state in exchange for like publications of such state.

The provisions of this section shall not apply to any publication of the general assembly or to the publications described in sections 149.07, 149.08, 149.09, and 149.17 of the Revised Code, except that the secretary of state shall forward to the document division of the library of congress two copies of all journals, seven copies of laws in bound form as provided for in section [149.09](#) of the Revised Code, and seven copies of all appropriation laws in separate form.

DEPOSITORY STATUS

A library that wants to become a depository for state of Ohio documents must submit a letter of request to the State Librarian. An application form will be sent to the library. Following an inspection to make certain that the facilities are adequate to house, maintain and provide access to Ohio documents, the State Librarian will recommend to the State Library Board that approval be granted or denied. The application will be kept on file at the State Library. Libraries must accept all publications. They may not receive only a particular category of publications.

A library that wants to give up their designation as a depository for state of Ohio documents must submit a letter to the State Librarian.

ACCESSIBILITY

Free access to state publications must be available to all library patrons wishing to use them. Ohio publications are cataloged by the State Library of Ohio Cataloging Services staff using OCLC. The bibliographic records contain an Ohio document call number as well as a Library of Congress call number. The bibliographic records are included in the SLO catalog and therefore in the OhioLINK system making it easy for all libraries to copy catalog the publications for inclusion into their own catalogs. Publications can be cataloged with the classification system that the depository library prefers. They can be housed in a separate Ohio section or included with the general collection.

RETENTION

Publications of general interest can be offered to another library or discarded after five years. Before discarding, the State Library of Ohio should be offered the publications. If they are not needed by the State Library of Ohio, they can be offered elsewhere or discarded.

DIGITAL COLLECTION

The majority of publications from state agencies are currently published digitally. These digital publications receive full bibliographic records using OCLC and are included in the State Library of Ohio catalog as a digital collection. Additions to the digital collection with title, OCLC number and Ohio document call number are posted to the Documents page of the State Library's web site monthly. Additions are also announced monthly on the [stategovdocs](#) list. Depository libraries are **strongly encouraged** to add these publications to their catalogs.

STATEGOVDOCS

Stategovdocs is a mailing list for state depository libraries in Ohio. All state depository libraries that receive a monthly shipment of Ohio general publications and/or a weekly shipment of Ohio legislative publications must have at least one person who is responsible for state documents subscribe to this mailing list.

DEPOSITORY AUTHORITY LEGISLATIVE PUBLICATIONS

Ohio Revised Code [149.12](#) Distribution of legislative publications to libraries.

The state library board shall forward, free of charge, one copy of each legislative bulletin, daily house and senate journal, pamphlet law as described in section [149.09](#) of the Revised Code, and summary of enactments published by the legislative service commission, to the following libraries:

(A) Each library within the state that has been designated by the state library board under section [149.11](#) of the Revised Code as a depository for state publications;

(B) In each county containing no library described in division (A) of this section, to a public library designated by the state library board to receive the journals, bulletins, and summaries described in this section. The state library board shall designate libraries that can best preserve the publications and are so located geographically that they can make the publications conveniently accessible to the residents of the county.

The state library board shall forward the daily house and senate journals once every week while the general assembly is in session and the legislative bulletin, each pamphlet law, and the summary of enactments as they are published.

Each library receiving publications under this section or under section [149.09](#) of the Revised Code shall make these publications accessible to the public.

DEPOSITORY STATUS

Legislative depository libraries are located so residents of each county in Ohio will be able to have access to publications of the General Assembly.

A library may not give up its depository status if it is the only legislative depository within a county.

A library that wants to become a legislative depository must submit a letter of request to the State Librarian. An application form will be sent to the library. Following an inspection to make certain that the facilities are adequate to house, maintain and provide access to Ohio documents, the State Librarian will recommend to the State Library Board that approval be granted or denied. The application will be kept on file at the State Library.

ACCESSIBILITY

Free access to state publications must be available to all library patrons wishing to use them. Publications can be cataloged with the classification system that the depository library prefers. They can be housed in a separate Ohio section or included with the general collection.

RETENTION

Legislative publications should be retained for a minimum of five years. The State Library of Ohio is capable of quickly responding to requests for older material via scanning and email.

Electronic format substitution may be made under the following circumstance. A depository is permitted to replace tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible. Government information in electronic format must be free of charge to the user.

The Ohio General Assembly web site at <http://www.legislature.state.oh.us/acts.cfm> is the official online site for Ohio session laws from the 122nd General Assembly (1997-1998) forward. Session laws are not distributed in paper. Electronic access should be made for these publications. OCLC # 57936560
Ohio document call number OGA 1.13:

Electronic substitution may be made for the Ohio House of Representatives Journal beginning with the 125th General Assembly. It is available at the Ohio General Assembly web site at <http://www.legislature.state.oh.us/Journals.cfm>. OCLC #5508861
Ohio document call number OGA 98.9:

Electronic substitution may be made for the Ohio Senate Journal beginning with the 126th General Assembly. It is available at the Ohio General Assembly web site at <http://www.legislature.state.oh.us/Journals.cfm>. OCLC # 59164383
Ohio document call number OGA 204.20:

Electronic substitution may be made for the Digest of Enactments, formerly Summary of Enactments, for the year 1997 forward. It is at the Legislative Service Commission web site at <http://www.lsc.state.oh.us/digest/> OCLC # 57726997
Ohio document call number OY L 51.20/5:

THE STATE LIBRARY OF OHIO
APPLICATION FOR DEPOSITORY STATUS

The _____
Name of Library

wishes to become a depository to receive
_____ general publications of the various departments, divisions, bureaus, boards, commissions and
other agencies of the State of Ohio in accordance with section 149.11 of the Ohio Revised Code.

_____ Ohio legislative publications in accordance with section 149.12 of the Ohio Revised Code.

Street City County Zip Code

Contact person _____

Phone _____ email _____

I _____ understand that the facilities of the
library must be adequate to house and maintain such publications in reasonable order and we will ensure
that they will be made conveniently accessible to those residents of the state desiring to access them.

Signature

Title

Date

I _____ hereby certify that _____
Representative of the State Library of Ohio Name of library

has adequate facilities to house and maintain State of Ohio publications distributed by the State Library of
Ohio.

Date

State Librarian Date _____