

## **Procedures for State Depository Libraries**

The State Library collects the publications of Agencies under the Governor's jurisdiction, legislative and judicial branches of the government of the Commonwealth. According to Title 22, Chapter 143 of the Pennsylvania Code a depository program was created to disperse to various libraries throughout Pennsylvania copies of these documents.

<http://www.pacode.com/secure/data/022/chapter143/chap143toc.html>

The legislation states what institutions may be a depository and the termination of that status by the institution.

### **Selection of materials**

At the present time there is no specific selection of materials for Pennsylvania documents. The staff of the State Library will fill as many of the boxes to be shipped as possible with the materials received. According to the PA Code designated libraries must keep materials for five years from receipt of materials. A list of the materials is included with the box.

An annual list of all added materials to the Pennsylvania documents collection will be posted to the State Library's website. An updated version of the Pennsylvania documents classification scheme will also be posted.

### **Disposition of materials**

Libraries may dispose of materials that are more than five years of age. There is a Facebook page for documents librarians, both federal and state, in Pennsylvania. This is a closed group so the staff members of the institution must be a friend of the State Library's documents librarian Kathy Hale. Once the staff member is a friend then the person can list the requested documents for disposal. If the staff member does not get any communication from the list in 90 days then permission has automatically been granted to dispose of the material.

Materials should be listed on the Facebook page in the following manner:

Title, Agency, date (If the item is a serial then list inclusive dates (1998-2005))

### **Disposition of depository status by Pennsylvania Depositories**

According to Title 22, Section 143.7

<http://www.pacode.com/secure/data/022/chapter143/s143.7.html>

#### **§ 143.7. Termination of depository collection status.**

(a) *Voluntary termination.* If a library decides to relinquish its status as a depository collection it shall do so by letter to the State Librarian. Both the head librarian and the president of the board of trustees in the case of public libraries

and the head librarian and the president of the institution in the case of academic libraries must sign the letter. The State Librarian will arrange to halt the shipment of Commonwealth publications to such libraries and make appropriate mutual arrangement to dispose of any unwanted state publications on deposit with the library.

(b) *Involuntary termination.* If a depository collection library does not comply with the agreed-to conditions, and, after adequate warning, refuses to comply with said conditions, the State Librarian shall terminate depository status and end the shipment of Commonwealth publications to that library. Notice of termination shall be given by a letter explaining the reasons for the termination to the head librarian with a true copy of the letter to either the president of the institution in the case of an academic library or the president of the board of trustees in the case of public library. Return to the Commonwealth of publications on deposit shall be arranged between the State Librarian and the library's head librarian.

The State Librarian is the person who is responsible for arranging the cessation of the shipments from the State Library to a Pennsylvania Documents depository library.

## **Procedures**

- I. A library that wishes to drop from the Pennsylvania State Documents Depository Program must send a letter to the State Librarian stating that they wish to relinquish their status as a Pennsylvania Documents depository. Both the Head Librarian and the Head of the Board of Trustees in the case of a public library or the Director of the Library and the President of the institution should sign the letter in the case of academic libraries as stated in the Pennsylvania Code.
- II. The State Librarian or their office contacts the Director of the State Library of Pennsylvania (State Library). The State Librarian indicates that the library wishes to drop their status as a Pennsylvania Depository. The mailings to the depository libraries are currently directed through the Government Documents librarian. The Director would send a communication to the Documents Librarian to cease the distribution of materials to the library withdrawing from the program.
- III. A copy of the communication from the State Librarian to the Director of the State Library should be kept in the Office of Commonwealth Libraries and the Director's offices. A copy would also be held by the documents librarian as part of the records retention schedule.
- IV. The State Librarian sends an official letter to the Director of the Library of the institution wishing to drop their status in the Pennsylvania that the library has been officially dropped as of a certain date.

Sample Communication A

**Letter from library wishing to drop depository status to the State Librarian**

Dear State Librarian:

[Name of Library] wishes to drop their depository status as a Pennsylvania depository as of this date.

*[The reason for the library wanting to drop depository status]*

***Scenario A***

Our library is requesting to retain all of the depository material that have been shipped to us to this point

***Scenario B***

Our library wishes to discard the materials that we have received to date. We agree to work with the Pennsylvania Documents Librarian at the State Library to see if they want any of the material or if there is any other Pennsylvania Depository that wishes to take the materials.

Sincerely,

[Name of Head Librarian]

For a public library

[Name of Board of Trustees]

[Name of Director of the Library]

For academic libraries

[Name of President of the Institution]

Sample Communication B

**Communication of the State Librarian to the Director of the State Library**

To: Director of the State Library

From: State Librarian

RE: Withdrawal of [Name of Library] from the Pennsylvania Depository Program

Date:

The [name of library] has officially applied to be withdrawn from the Pennsylvania Depository Program. I have given my consent for the library to withdraw. Please communicate to the Government Documents Librarian to cease shipments of materials to [name of the library].

Sample Communication C

Communication to the library withdrawing from the program

Dear [Name of the Head of the Board of Trustees]

You are officially granted withdrawal of the Pennsylvania documents depository status as of [date]. It is understood as of this date that no depository copies of Pennsylvania documents will be sent to your library. If you wish to dispose of any of the Pennsylvania documents that you currently have please contact the Pennsylvania Documents Librarian:

Kathy Hale  
State Library of PA  
607 South Drive  
Room 102 Forum Bldg.  
Harrisburg, PA 17126-1745  
(717) 787-2327  
[kahale@pa.gov](mailto:kahale@pa.gov)

Thank you for your years of service to disseminate the information of government to Pennsylvanians. The Office of Commonwealth Libraries is sorry to see you drop from the program. If you wish to resume the program please contact me at any time.

Stacey Aldrich  
State Librarian

Cc: Library Director, [Institution Name]  
Pennsylvania Documents Librarian of the State Library