

Handbook for Agency Contacts

2019 revised edition



COLORADO
Department of Education
Colorado State Library

Introduction

The Colorado State Publications Library (CoSPL) was established in 1980 to provide Coloradeans with in-depth and permanent access to information from their state government. The General Assembly mandated this program as an essential function of state government in CRS 24-90-201/208 and CRS 24-1-136.

CoSPL has four major functions:

- **Obtaining/identifying publications both in print and in digital formats**
- **Cataloging/classifying publications in a searchable database**
- **Distributing publications to 13 depository libraries with paper or digital documents**
- **Providing information services via phone, in person, email, U. S. mail, or fax**

Definitions

State agencies are those supported wholly, or in part, by state appropriated funds including the state general fund, federal funds, and/or cash funds, and are required to deposit their publications with CoSPL.

Agencies include any unit of state government that expends state appropriated funds: All State Offices/Agencies, Office of the Governor, General Assembly, State Supreme Court, All Boards, Commissions, Advisory Councils, and Task Forces, State College/Universities, but not public school districts

A “**state publication**” is defined as any material, both print and digital, published by the authority of a state agency, regardless of the source of funds. State publications are those intended for distribution outside the issuing agency, and not compiled or reproduced solely to meet internal needs.

Most publications would fall into one of the following categories that include both paper and digital formats:

Annual Reports, Agency Plans, General Reports, Reports to the General Assembly, Task Force/Commission Reports, Budgets, Program Brochures, Pamphlets, Guidelines/Standards, Videotapes/CDs/DVDs, or Serials

The following are examples of what are NOT considered “state publications”.

- Items produced solely to meet the internal operating needs of the agency.
- Routine correspondence or memoranda to agency client groups, staff, etc.
- Items with a short (six months or less) active use life, such as workshop announcements, etc.

Services Provided to State Agencies

The essential ingredients needed for the library to accomplish its goal are the publications your agency produces both in print and digital format. By obtaining and identifying the publications from your agency in a timely manner, CoSPL will:

- **Organize, preserve**, and make your publications available for continued use;
- **Publicize** your agency’s print/digital publications, through our online library catalog, web site and blog posts;
- **Centralize the distribution** of your publications to save you staff time and effort;
- **Loan your publications to the public** when your own supply is exhausted;
- **Answer questions and** make appropriate referrals to your staff;
- **Loan publications to your staff** to help with their work for your agency;
- **Loan publications to those who cannot afford to purchase** any that you sell which enables your agency to be responsive to the public.

Colorado State Publications Library Website:

<http://www.cde.state.co.us/stateinfo/>

Search the Catalog

Read the Blog

Ask Us a Question

Procedures for Agency Contacts

Designation of an Agency Contact

The Director, or Supervisor, of your agency should designate an “Agency Contact” as the primary link between CoSPL staff and the agency (regulations call this person the “publications liaison officer”) to coordinate sending publications. Whenever a change in the Agency Contact occurs, CoSPL should be notified immediately and orientation for the new person will be provided. Within an agency, the Agency Contact may establish a network of other staff to assist with identifying and sending publications to CoSPL.

Duties of an Agency Contact

- Send copies of print publications and links to digital publications. This should be done on a frequent basis and in the quantities required.
- Contact CoSPL staff when questions arise about whether certain publications should be sent.
- Assist CoSPL staff with referrals when questions need to be asked of experts in the agency.
- Respond to claims for missing copies or missing titles and resolve any issues concerning sending publications.

Sending Publications to CoSPL

Agencies should send publications to the Library at the time of release of the first printing or when placed on the agency web site. Once your publication has been received and cataloged, it will be listed in our library catalog database which is available through the Internet at: <http://www.cde.state.co.us/stateinfo>

Number of Paper Copies

The minimum number to deposit is **4 paper copies**. However, we prefer to receive a total of **11 copies** to allow distribution of a title to our Depository Libraries. The paper copies are distributed to:

CoSPL – 1 reference copy, 1 copy to loan
Library of Congress, Washington, D.C. – 1 copy to support the state congressional delegation
University of Colorado, Norlin Library – 1 permanent reference copy
Depository Libraries – each sent 1 copy (if 11 are received)

Shipments may be made in whatever manner is convenient to the agency. State Mail Services is recommended when available. Send shipments to:

Colorado State Publications Library
State Office Building
201 East Colfax, Room 314
Denver, CO 80203-1704

Paper and Digital Copies

If a publication is both produced in digital format and printed for distribution, CoSPL will need to be sent at least 4 paper copies along with notification of the web page URL or a pdf file.

Digital Only Publications

If a publication is digital only, the agency provides notification to CoSPL of the web page URL or sends the pdf/html file to spl@cde.state.co.us. CoSPL catalogs the digital publication and, in turn, notifies the Depository Libraries of its availability.

List of Statewide Depository Libraries

In order to provide resident local access to state publications, a system of affiliated Depository Libraries was established. Located in all geographic areas of the state, these libraries and their staff provide expertise to assist with information searches. The names and locations are listed below as well as with contact information at this URL:

<http://www.cde.state.co.us/stateinfo/sldepsit.htm>

Colorado State Publications Depository Libraries:

Boulder: University of Colorado, Norlin Library

Colorado Springs: Pikes Peak Library District, Penrose Public Library, University of Colorado at Colorado Springs Library

Denver: Central Library, Auraria Library, Auraria Higher Education Campus

Durango: Fort Lewis College, John F. Reed Library

Fort Collins: Colorado State University Library, Morgan Library

Glenwood Springs: Colorado Mountain College, Spring Valley Library

Golden: Colorado School of Mines, Arthur Lakes Library

Grand Junction: Mesa County Public Library District, Main Library

Greeley: University of Northern Colorado, Michener Library

Gunnison: Western State College, Leslie J. Savage Library

Pueblo: Pueblo City-County Library District

Steamboat Springs: Colorado Mountain College, Alpine Campus Library

APPENDIX A:

State Publications Library Law

Colorado Revised Statutes C.R.S. 24-90-201 to 208

24-90-201. Establishment of a state publications depository and distribution center.

In consideration of the fundamental importance attached in our constitutional republic to a well-educated citizenry participating in our democratic processes that understands the activities of its state government, and to allow the people of the state to draw benefits from information developed at public expense, and to enjoy access to the information services of state agencies, there is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. The center shall ensure that all state publications are available to residents of Colorado through a system of depository libraries. Operation of the center is declared to be an essential administrative function of the state government.

24-90-202. Definitions.

As used in this part 2, unless the context otherwise requires:

(1) "Center" means that section of the state library responsible for the state publications depository and distribution functions.

(2) "Depository library" means a library designated to collect, maintain, and make available to the general public state agency publications.

(3) "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.

(4) "State publication" means any information for public distribution, regardless of format, method of reproduction, source, or copyright that is produced, purchased for distribution, or authorized, with the imprint of, or at the total or partial expense of the agency, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204. "State publication" includes, without limitation, information available electronically by means of computer diskettes, compact discs, computer tapes, other electronic storage media, or a public telecommunications network.

24-90-203. Purposes - direction - rules.

(1) The purposes of the center are to identify, collect, catalog, distribute, preserve, and make state publications, regardless of format, available to the public. Public access to such publications may be accomplished by use of depository library facilities throughout the state, and, for electronic documents, by means of a public telecommunications network.

(2) The center shall be under the direction of the state librarian.

(3) The state board of education shall adopt such rules as are necessary or appropriate to accomplish the provisions of this part 2. No rule shall deny public access to the state publications enumerated in this part 2.

24-90-204. Deposits of state publications.

(1) Every state agency shall, upon publication, deposit at least four copies of each of its state publications with the center. The center may require additional copies of certain state publications to be deposited when designated by the state librarian as being required to fulfill the purposes of this part 2. Publications shall be provided within ten working days of such publication in the following manner:

(a) In the case of any publications produced in print, four copies of said publication shall be deposited with the center.

(b) In the case of any publication produced in electronic form, including those made available through a public telecommunications network, an electronic copy or notification of the publication of such electronic copy shall be deposited with the center in a form specified by the center.

24-90-205. Permanent public access to state publications.

The center shall coordinate with state agencies, depository libraries, or other entities permanent public access to state publications, regardless of format.

24-90-206. Depository library agreements - requirements.

(1) The center may enter into depository agreements with any state agency or public library or with out-of-state research libraries and other state libraries. The number of depository libraries shall not exceed thirty. The requirements for eligibility to become and continue as a depository shall be established by the state library. The standards shall include and take into consideration population, the type of library or agency, ability to preserve such publications and to make them available for public use, and such geographic locations as will make the publications conveniently accessible to residents in all areas of the state.

(2) In addition to any other material distributed to state publications depository libraries, the state librarian shall distribute any materials to be incorporated by reference in state rules that are provided to the state publications depository and distribution center pursuant to section 24-4-103 (12.5) (c) (II) (B). The state librarian and any state publications depository library shall make materials distributed pursuant to this subsection (2) available to the public as soon as possible.

24-90-207. On-line catalog of state publications.

The center shall maintain an on-line catalog providing free public access to records of state publications, regardless of format, by author, title, subject, and key word through a public telecommunications network.

24-90-208. State publications distribution.

The center shall distribute state publications, in paper, electronic, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

APPENDIX B:

State Publications Administrative Rules and Regulations

Code of Colorado Regulations 1CCR 301-28

DEPARTMENT OF EDUCATION

Colorado State Board of Education

ADMINISTRATION OF THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

1 CCR 301-28

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

24-90-201, et seq., C.R.S., establishes a State Publications Depository and Distribution Center as a section of the State Library. The Rules address state agencies' deposit of publications, and depository libraries' designation and responsibilities. 24-90-203(3) C.R.S. requires the State Board to adopt rules to accomplish the provisions of 24-90-203(2) C.R.S.

The amendments to 1 CCR 301-28 conform the rules to current statutory authority found at 24-90-201 C.R.S. et seq.

2490-R-200.00 State Agencies' Deposit of Publications

200.01 Who Shall Deposit

200.01 (1) State agencies supported wholly or in part by state funds are required by Section 24-90-204, C.R.S. 1973, to deposit immediately upon publication the digital copy or, if printed, at least four copies and preferably twenty (20) copies of their state publications with the State Publications Depository and Distribution Center, Colorado State Library (Depository Center), within ten (10) days of publication.

200.01 (2) "State Publication" means any information for public distribution, regardless of format, method of reproduction, source, or copyright that is produced, purchased for distribution, or authorized, with the imprint of, or at the total or partial expense of the agency, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204. "State Publication" includes, without limitation, information available electronically by means of computer diskettes, compact discs, computer tapes, other electronic storage media, or a public telecommunications network.

200.02 Publications Required to be Deposited

200.02 (1) Publications required to be deposited are those informational materials defined in Section 24-90-202(4), C.R.S. 1973, published by the authority of a state agency and released for distribution to the public which are not compiled and produced solely to meet the internal operating needs of the agency, or its divisions. Materials may be in any physical format, reproduced by any method, and may deal with any subject matter.

200.02 (2) Informational materials specifically required by Federal or State law to be disseminated to the public fall under this definition and are required to be deposited with the Center. Materials offered to the public for sale or by paid subscription are published for public distribution and are required to be deposited.

200.02 (3) Most items published by state agencies are obvious candidates for deposit with the Center. Such items as annual reports, budgets, maps, magazines, directories, special reports, studies, handbooks, manuals and guides are important items for deposit.

200.02 (4) An agency may produce some items which are not appropriate for deposit. Agencies should consult with the Depository Center staff for assistance in interpretation. An appeals procedure is available to resolve differences. Agencies wishing to have a comprehensive, documented agreement for excluding certain items have the option of requesting a memorandum of understanding with the Depository Center.

200.03 Materials Not Required to be Deposited

200.03 (1) The following materials are not required to be deposited:

200.03 (1) (a) Materials which are not "state publications" as defined above.

200.03 (1) (b) Correspondence and inter-office memoranda compiled and reproduced solely to meet the internal operating needs of the agency and its divisions.

200.03 (1) (c) Materials which are not released for public distribution.

200.03 (1) (d) Materials specifically excluded by negotiation between the Depository Center and the agency. These decisions may be formalized in a memorandum of understanding.

200.04 Guidelines for Determination of Deposit Titles

200.04 (1) To assist agencies in complying with the requirements to deposit state publications, the Depository Center will offer guidance with general problems and requirements for depositing specific items.

200.05 Number of Copies to be Deposited

- 200.05 (1) Every state agency shall, within ten (10) days of publication, deposit at least four, and preferably twenty (20), copies of each of its state publications (with the exception of audiovisual materials) with the Center. One copy of each such audiovisual material shall be deposited with the Center. The State Librarian or designee may require additional copies of certain state publications to be deposited when deemed more than four or twenty (20) copies are required to fulfill the purposes of this part 2, (Section 24-90-204, C.R.S. 1973).
- 200.05 (2) Whenever any report is required or allowed to be made to the General Assembly, the filing of such report in each House of the General Assembly plus copies to those legislators requesting such, shall be deemed to be sufficient compliance with the direction or authority to make such report.

200.06 Publications Liaison Officer

- 200.06 (1) Every state agency shall designate one of its staff members or employees as the publications liaison officer for the agency, shall notify the Depository Center of the identity of such officer, and shall immediately notify the Center should a change occur.
- 200.06 (2) The publications liaison officer of each state agency shall have the duty to provide the Depository Center with copies of all state publications of the agency, to compile and forward to the Center required lists of the agency's publications, and to provide other related information as may be requested by the Center.

200.07 Determination Whether Rules Apply

- 200.07 (1) If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the publications liaison officer of the agency shall consult with the division head of the Depository Center for assistance in interpreting the rules. If the state agency is not satisfied with the determination of the head of the Center, a written request should be submitted to the State Librarian or designee who will make the final ruling.

200.08 Agency List of Publications

- 200.08 (1) Upon written request from the State Librarian or designee, every state agency, including all institutions of higher education, shall provide to the Depository Center a complete list of its state publications, regardless of format.

200.09 Standard Format for State Publications

- 200.09 (1) To assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter, the following information should be included on the title page or other suitable place near the beginning of each state publication which is required to be deposited with the Depository Center:
- 200.09 (1) (a) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.
 - 200.09 (1) (b) Name of any personal author to whom credit is intended to be given.
 - 200.09 (1) (c) Title of the publication.
 - 200.09 (1) (d) Date, month and year and Place of publication.
 - 200.09 (1) (e) Frequency and number of issue if a periodical, that is, weekly, monthly, etc.
 - 200.09 (1) (f) Volume and number of issue, if appropriate.

2490-R-201.00 Depository Libraries' Designation and Responsibilities

- 201.00 (1) The Colorado State Library will designate depository libraries. Each designated depository library will enter into a formal agreement with the State Publications Depository and Distribution Center, Colorado State Library.
- 201.00 (2) Depository libraries shall be open to the general public for the free use of depository publications.
- 201.00 (3) Depository libraries shall have the interest, the resources (including staff, equipment and space), and the ability to provide public service and custody of state publications.
- 201.00 (4) Depository libraries shall keep the documents collection open for public service the same hours as other major parts of the library.
- 201.00 (5) Depository libraries must provide loan service of documents to any library in the State that is unable to obtain the material from another library.
- 201.00 (6) Each depository library, in conjunction with the publications liaison officer, shall notify the Depository Center of state publications not appearing in the distribution program and, upon the request of the Depository Center, shall provide the Center with copy(ies) of said publications.

201.01 Designation Procedures

- 201.01 (1) Each interested library shall notify the Depository Center of its interest in becoming a depository and submit an application to the Center.
- 201.01 (2) Depository designations shall be based on a combination of a geographical location, size of collection, designation as a federal depository library, population and demographic factors. Academic and public libraries will be given equal consideration.
- 201.01 (3) One depository designation will be reserved for each geographic area of the state. Additional depository designations shall be made as funding permits and shall be based on geographical locations, size of collection, designation as a federal depository library, population and demographic factors.

- 201.01 (4) Each designated depository library will agree to participate in a program of monitoring by the Depository Center staff designed to ensure compliance with rules and agreement provisions.
- 201.01 (5) The Depository Center will monitor the service programs of the depository libraries to determine compliance with agreement provisions. Depositories will be notified before monitoring visits occur. If a violation is found, the depository library will be granted six months to comply and a follow-up monitoring visit will be conducted to verify compliance.
- 201.01 (6) The total number of depositories will not exceed thirty (30).

201.02 General Provisions

- 201.02 (1) Depository libraries will abide by the retention of materials guidelines provided by the Depository Center.
- 201.02 (2) Depository libraries will file reports required by the Colorado State Library with the Depository Center on forms provided by the State Library.
- 201.02 (3) Each depository library will appoint a staff member who will be responsible for the state publications collection and service to serve as the contact person with the Depository Center and will immediately notify the Center should a change occur. Each depository library will be expected to send this representative or his designee to attend Depository Center meetings.

201.03 Termination of Depository Designations

- 201.03 (1) If a designated depository library wishes to terminate its depository agreement, a written notice must be given to the Colorado State Library thirty (30) days prior to the intended date of termination.
- 201.03 (2) Depository libraries found to be in violation of the depository agreement shall be subject to termination of their depository status by the Colorado State Library. The Depository Center staff will make a recommendation to terminate depository status to the State Librarian or designee and will give written notice of the intent to terminate depository status to the director of the library in question.
- 201.03 (3) A depository library that receives notice of intent to terminate depository status may appeal that action within sixty (60) days from the date of notice to the State Librarian. It is the responsibility of the depository library to show cause why the termination should not occur and that it is in compliance with the depository agreement provisions. The final decision will be made by the State Librarian.
- 201.03 (4) A depository library that receives the final decision from the State Librarian may appeal that action within thirty (30) days of the final decision to the State Board of Education. It is the responsibility of the depository library to show cause why the termination should not occur and that it is in compliance with the depository agreement provisions. The final decision will be made by the State Board of Education.
- 201.03 (5) All materials deposited with the depository libraries remain the property of the Colorado State Library.
- 201.03 (6) Upon termination of a depository agreement, disposition of the materials deposited with the library will be determined by the Colorado State Library.

GUIDELINES FOR DEPOSITORY LIBRARIES

1. The Depository Center will notify depository libraries of forthcoming monitoring visits.
2. Depository libraries which notify the Depository Center of documents not distributed through the program will provide the Center a copy of the cover, the title page and other information needed to identify the issuing agency. A complete copy of the document will be provided upon request of the Depository Center.
3. The Depository Center recommends that depository libraries organize the state documents collection according to the classification numbers assigned to each publication by the Center in order to facilitate use of the index to state publications provided by the Center.
4. Depository libraries shall provide for the orderly processing and custody of state publications provided by the Depository Center.
5. Claims for missing items should be made to the Center within three weeks of receipt of each shipment.
6. Depository libraries will assume the responsibility for the replacement of lost or damaged depository documents except for those items missing from the original shipments made by the Depository Center.
7. Depository libraries will retain state documents provided by the Depository Center indefinitely, or until permission to discard or distribute to other libraries is received from the Center.
8. Superseded items will be identified by the Center and those items shall be discarded unless needed for the collection of the depository library for historic purposes. Such items shall be marked as superseded.
9. Depository libraries shall send status reports of activities on forms supplied by the Colorado State Library to the Depository Center at least once each year.

Editor's Notes

History

Entire Rule eff. 06/30/2009.

APPENDIX C

Sample Email/Newsletter Article about the State Publications Library

(You may use this article to remind and encourage agency staff to send publications in a timely manner.)

The Colorado State Publications Library needs to receive our state agency's publications. The library collects, organizes, and loans state publications as a central location for all state agencies. It provides Colorado residents, including state employees, access to state information via an online public catalog at www.cde.state.co.us/stateinfo. A digital repository is also available at <http://hermes.cde.state.co.us/> which is accessible through general internet searches. Catalog records for publications are in over 50% of public library catalogs in Colorado.

By sending our agency's print publications for external distribution and by providing notification of our web publishing, you will make information by and about our agency available to Colorado residents throughout the state. You can also refer questions from the general public requesting publications to the Colorado State Publications Library where they can be borrowed.

Sending 11 copies of publications will ensure access through a system of academic and public libraries located throughout the state that serve as state information depositories. Also, as a result of the library's cataloging, our web publications will be easier for the public to find.

While the General Assembly established this program (CRS 24-90-201), it is really in the best interest of our programs and services to make the public more aware of our publications and information.

You can send your print publications or notification of web publishing to me (insert name of contact person, phone, etc.) and I will forward them, or you may send them directly to the library via the State Services Mail System at:

Colorado State Publications Library
201 E. Colfax, Room 314
Denver, CO 80203

Or email: spl@cde.state.co.us

If you have any question regarding these services, please contact me or the State Publications Library at 303-866-6725.

APPENDIX D:

Publication Transmittal Form

TO: State Publications Library

FROM:

DATE:

SUBJECT: Enclosed Agency Publication

TITLE OF PUBLICATION: _____

USE ONE COPY OF THIS FORM FOR EACH PAPER SUBMISSION OR ELECTRONIC NOTIFICATION. REPRODUCE FORM AS NEEDED.

- 1) ___ Eleven copies are enclosed, including copies for distribution to state publications depository libraries.
- 2) ___ Four copies are enclosed, including one permanent reference copy and one circulating copy for the State Publications Library, one copy for the Library of Congress, and one copy for the University of Colorado at Boulder's Norlin Library.
- 3) ___ Not published in paper. Published online at URL: _____
- 4) ___ None of the above. Copies are provided as follows: (e.g. DVD, PDF, Word document, etc.)

SEND THIS FORM AND THE PUBLICATIONS TO:

Colorado State Publications Library
State Office Building, Room 314
201 East Colfax Avenue
Denver, CO 80203
303-866-6725
or e-mail notification to: zimmer_a@cde.state.co.us