



The University of the State of New York • The State Education Department  
The New York State Library • Cultural Education Center • Albany, NY 12230  
<http://www.nysl.nysed.gov>:1950

**The NEW YORK STATE DOCUMENT DEPOSITORY LIBRARY PROGRAM** assists New York State agencies in disseminating information on the agencies' work to the citizens of the State. The New York State Library administers this program and serves as the central depository for all State and legislative documents. These documents provide researchers, government officials, and the public with invaluable sources of information on the operations of State government both generally and with regard to specific programs.

The New York State Document Depository Library Program, which dates from 1955, officially became law with enactment of Chapter 176, Laws of 1993.

The Program requires State agencies to send **thirty copies of each of their publications** to the New York State Library and, in turn, directs the Library to distribute this information to a network of publicly accessible libraries throughout New York State. The program also requires that the agency designate a **public information officer (PIO)** to serve as liaison between the agency and the Library regarding the distribution of public documents.

In 1994, with the approval of Chapter 331, Laws of 1994, the State Legislature amended the law to require agencies to **forward one copy of all public documents recorded in electronic or machine-readable format** to the New York State Library.

**THE PRINTING AND PUBLIC DOCUMENTS LAW**

In 1993 the New York State Legislature passed and the Governor signed into law a bill that establishes the **New York State Library** as the "central repository for the distribution of all public documents. In accordance with this responsibility the state library shall establish a public documents distribution system consisting of depository libraries throughout New York State." The New York State Library shall distribute the documents, list the documents in the monthly and annual checklist of government publications, include these documents in a central catalog and issue a reminder to the public information officer of each state agency to supply the documents.

This law defines the terms public document, core document, and State Agency responsibilities. A **public document** "shall mean any final annual, biennial, regular, statutorily mandated or other report, study or multi-year plan issued by a state agency in multiple copies, which has been distributed to the public..."

Every State Agency shall:

"(A) Designate a **Public Information Officer** ... who will serve as the liaison between...the State Library and the Agency regarding the distribution of public documents...It shall be the responsibility of such Officer: to forward **thirty copies**, upon completion, of each public document issued to...the State Library; and with regard to the production of those public documents included in the **State Library's list of Core Documents**, to forward a total of **one hundred fifty copies**, once issued, to...the State Library; and to forward the requisite number of copies of public documents...**free of charge**, even if copies of these documents must be purchased by the general public." and,

"(B) submit a written notification...to the State Library of the identity of the designated **Public Information Officer**."

Also, "Each State Agency shall incorporate within its **Annual Report a listing of all public documents** and any journal, booklet, brochure, consumer guide, newsletter, official statement made in connection with the issuance of a debt obligation, code, regulation, pamphlet, book, leaflet, map, directory, periodical, serial, magazine, training manual, yearbook, compendium, film, video cassette or other electronic information program that the Agency has issued in multiple copies and distributes to the public during the proceeding year. For each document the title, author, and terms of distribution shall be included in the listing." Upon written request, the **State Library** shall be entitled to **thirty copies** of any document listed within the **Agency's Annual Report**.

See **Laws of New York 1993, Chapter 176** and **1994, Chapter 331** for the specific content of these laws.

## **FREQUENTLY ASKED QUESTIONS ABOUT THE NEW YORK STATE DOCUMENT DEPOSITORY LIBRARY PROGRAM**

### **1. What is the New York State Document Depository Library Program?**

The NYS Document Depository Library Program is a system to ensure access by citizens to publications produced by their state government. State agencies supply their publications to the New York State Library, which in turn disseminates copies to a network of publicly accessible libraries throughout the state.

### **2. How many libraries are there in the NYS Document Depository Library Program?**

Over three hundred libraries participate at one of four program levels. The type and amount of material they receive depend on their designated level. Collections range all the way from basic information about publications to extensive holdings from many state agencies.

### **3. What kinds of publications should our agency send to the State Library?**

The State Library requests that each agency send copies of all of its publications, everything from brief pamphlets to lengthy technical reports. Exempt documents include administrative and internal publications, correspondence, memoranda, and confidential materials.

### **4. How many copies of our agency's publications should we send to the State Library?**

As stated in chapter 176 of the laws 1993 a minimum of 30 copies of all your agency's publications should be sent to the library. The law requires 150 copies of those titles which have been identified as heavily used (core) reference works. Core titles are listed below.

**5. Where do we send the copies?**

Please send your publications to:  
Document Distribution Center  
Room 30, Education Building  
Washington Avenue  
Albany, New York 12234

**6. What does the State Library do with our agency's publications?**

The Library distributes copies of the publications to libraries throughout the state. These libraries have agreed to make publications available for public use. The State Library also keeps copies for its own collection, makes a microfiche copy for future access, and shares information about these publications with other libraries and the public.

**7. What about information in electronic or other machine readable format?**

Chapter 331 of the laws of 1994 requires that one copy of each public document produced in electronic or machine readable format be forwarded to the State Library.

**8. Where do we call for more information?**

Please call (518) 474-7492 or (518) 474-8846 or write to:  
New York State Library  
Documents/Gift and Exchange  
Cultural Education Center  
Albany, New York 12230  
nysddp@unix2.nysed.gov

**9. How can our agency access its publications?**

If your agency supplied copies of its publications to the State Library, the publications will be accessible to you. You will be able to consult the collection and make copies. The State Library will also make a microfiche duplicate of a publication for your permanent retention, if you wish.

**10. Is there special recognition for outstanding agency publications?**

The New York Library Association / Government Information Roundtable (NYLA/GIRT) presents Notable Documents Awards each year. Depository librarians and members of the public may submit names of publications which they have found particularly noteworthy for consideration by the NYLA/GIRT Awards Committee. Agencies may also nominate their own publications.

**THE LIST OF CORE REFERENCE WORKS**

**Division of the Budget**  
Mid-year Financial Update

**Department of Economic Development**  
Business Statistics

**Education Department**  
Directory of Public Schools and Administrators  
Annual Educational Summary  
Directory of Non-Public Schools and Administrators

**Office of General Services**  
State Directory

**Governor's Office**  
Annual Budget Message

**Department of Health**  
Vital Statistics of New York State

**Department of Labor**  
Employment Review

**Legislative Bill Drafting Commission**  
Laws of New York

**Department of Motor Vehicles**  
Vehicle and Traffic Law

**Nelson A. Rockefeller Institute of Government**  
New York State Statistical Yearbook

**Senate Research Services**  
Summary of Legislation

**Department of State**  
New York State Register

**Department of Taxation & Finance**  
Income Tax Forms and Instructions



Please contact us with information about those of your agency publications that can be included in the program and any change in the designation of your agency's PIO. Any questions concerning the program, your publications or other State agency publications, or requests for copies of our information packet, can be directed to Documents/Gift & Exchange at the address cited above.