HANDBOOK FOR STATE AGENCY CONTACTS

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HANDBOOK FOR STATE AGENCY CONTACTS

I. What is the SPDC

In accordance with NRS 378.150 – 210, the State Publications Distribution Center (SPDC) collects all Nevada state, county and municipal government publications intended for the public and distributes them to designated depository libraries within the state, which in turn keep state and local government publications accessible for use and provide assistance without charge to library users.

In-scope publications are cataloged and classified at the Nevada State Library, Archives and Public Records (NSLAPR). Two copies are kept on site in the NSLAPR collection. The publications are made accessible through its online catalog on the Web, known as CLAN (Cooperative Libraries Automated Network).

Depository libraries in the state network make their government publications holdings available similarly through their online catalogs. For a complete list of libraries in the Nevada depository network, see Appendix 2, *Contact Information for Nevada Depository Libraries.*

II. How the SPDC benefits Nevada state agencies

a. By enabling citizens from all areas of Nevada to have timely and easy access to the publications of their state government.
b. By creating and preserving a complete, centralized, and organized historical record of Nevada through its state publications.
c. By maximizing access to state publications through one global and many local library database entries, as well as access at the Library of Congress.
d. By allowing agencies to refer public requests for their materials to libraries, saving agencies' staff time.
e. By providing access to out-of print publications, no longer available at the agency or on its website.
f. By providing library staff at the depositories who are trained to assist the public in finding the publications they need.

III. What agencies are required to send publications to the SPDC

All state agencies and local governments in Nevada are included in the mandate governing the Nevada state depository system.

NRS 378.160 defines a state agency as including "the Legislature, constitutional officers or any department, division, bureau, board, commission or agency of the State of Nevada." Local government is defined as "every political subdivision or other entity which has the right to levy or receive money from ad valorem or other taxes or any mandatory assessments, and includes, without limitation, counties, cities, towns, boards, school districts and other districts organized pursuant to chapters 244A, 309, 318, 379, 474, 541, 543 and 555 of NRS, NRS 450.550 to 450.750, inclusive, and any agency or department of a county or city which prepares a budget separate from that of the parent political subdivision."

The statute has slightly different requirements for state and local governments, but the intent is clear: both state and local entities of government are addressed by the statutes and included in the program.

IV. The definition of a state publication

The Nevada statute offers three tests for determining if your publication fits the parameters of a state publication:

a. Is it produced pursuant to the authority of or at the total or partial expense of a state agency or local government?

b. Is it required by law to be distributed by a state agency or local government?

c. Is it distributed publicly by a state agency or local government outside that state agency or local government?

If one can answer yes to any one of these three questions, the publication fits the legal definition of a state publication. Further, a publication is "information in any format or medium." This means that the emphasis of the program is on information of importance to the public, regardless of the format or medium of its publishing. A state publication, then, may be in print, a pdf on a website, published to a CD, DVD or microform. The program is intended to capture public information, regardless of its format.

This definition does not apply to official or original public records, which are required for internal use only and are created strictly for administrative and/or operational use. The Nevada State Archives is responsible for preserving records with historical value.

Publication Examples -- the following list includes examples of materials published for general distribution that meet the NRS definition of "state publication":

Annual and biennial reports
Audits (financial and management)
Brochures
Budgets and budget requests
Codes (as compendia)
Directories and rosters
Drafts of plans (published for public review)
Environmental impact statements (draft & final)
Financial reports
Handbooks, guides and manuals
Journals and magazines
Laws (published as separate compendia)
Maps
Newsletters
Pamphlets
Planning and evaluation documents
Research reports and studies
Rules and regulations (as compendia)

Standards (as compendia)
State or strategic plans
Statistical compilations

Exclusions -- the following list of publications are generally considered useful for internal distribution only, and therefore not considered within the scope of a "state publication":

Agendas
Advertisements
Affidavits
Announcements
Art work
Applications
Calendars
Contracts
Correspondence
Fiction
Forms
Fund raising materials
Grant proposals
Bids, hearings (transcripts of)
Job announcements
Memorabilia
Memoranda
Minutes of meetings
News or press releases
Newsletters & mailing lists (internal)
Notices of proposed rule adoption
Notices of sale
Personnel manuals
Petitions
Photographs
Policy handbooks
Programs announcements
Recruitment materials
Reprints (reissued without change)
Speeches
Stationery
Telephone directories
Volunteer newsletters

You may deal with publications that do not appear to be addressed by these guidelines. If this is the case, please contact program staff listed below. They can help you determine if your publication is within the scope of the state publications program.

V. State/local agency contacts – procedures for submitting publications

a. Responsibilities of an agency contact

Sometimes known as an agency liaison, the agency contact ensures that the State Publications Distribution Center (SPDC) receives new publications from the agency or division to distribute statewide through the Nevada depository network. Specific duties of the agency contact follow:

1. Informs the SPDC of new publications in distribution by the agency or division, regardless of format
2. Understands the definition of a state publication, in accordance with NRS 378.150 - .210
3. Sends the appropriate number of copies of new publications to the SPDC.
4. Sends information regarding new electronic publications to the SPDC.
5. Keeps a record of publications sent to the SPDC.
6. Informs the SPDC when staffing changes occur that will affect publication distribution, e.g. agency contact changing positions or leaving the agency, agency or division reorganization, etc.
7. Contacts the SPDC when questions arise regarding staff, publications, or anything that might influence collection or distribution of state publications.

b. Designating an agency contact

The SPDC maintains contact information about publications staff and agency contacts in order to obtain current publications for program. The staff member responsible for distributing state publications outside of the agency is responsible for contacting the SPDC and giving them his current contact information. If he is aware of other publications staff in his agency that should be in touch with SPDC staff regarding state publications, he should call or e-mail the program. Ideally, an agency contact will be responsible for a known sector of publications or a known sector of his agency/division. If an agency contact is in doubt about the scope of his responsibility for distributing publications to the SPDC, it is best for him to resolve the scope of his responsibility within his agency, and then communicate the scope of his responsibility for publications to the SPDC.

c. Procedures for agency contacts

When your agency or division makes a new publication available, please send the appropriate number of copies to the SPDC using current contact information below, using the *State Publication Transmittal Form* below. On occasion, the agency may have difficulty supplying the mandated number of copies of the publication. If this is the case, contact the SPDC to discuss available options.

d. Print publications

Current law specifies that state agencies will upon release of a publication provide the SPDC with an electronic version of the publication. If a publication is available only in paper form, the state agency shall deposit 10 copies of the publication with the SPDC. Local governments will supply 6 copies of publications available only in paper form to the SPDC. Print a copy of the *State Publication Transmittal Form* below, complete it with the new publication information, and route it with the appropriate number of copies to the SPDC via interoffice or U.S. mail.

e. Electronic publications

In most cases, an electronic publication published by an agency for distribution outside the agency is published to the agency website. Similar to print publications, the SPDC collects electronic publications for preservation and access at the Nevada State Library, Archives & Public Records. Send notification of electronic publications in one of the following ways:

1. Print a copy of the *State Publication Transmittal Form* below, complete it with the new publication information, and route it to the SPDC via interoffice or U.S. mail.
2. Send the new publication title and web address to NSLstatepubs@admin.nv.gov

f. SPDC contact information

The State Publications Distribution Center (SPDC) is located at the Nevada State Library, Archives & Public Records in Carson City.

When sending print publications to the SPDC, route them by interoffice or U.S. mail to:

Nevada State Library, Archives & Public Records
Attn: State Publications Distribution Center
100 N. Stewart Street
Carson City, NV 89701-4285

When you have questions or problems regarding the program, contact:

Kathy Edwards
Government Publications Librarian
Nevada State Library, Archives & Public Records
Phone: 775-684-3329
E-mail: kedwards@admin.nv.gov

Or:

Josh Owens
Library Technician
Nevada State Library, Archives and Public Records
Phone: 775-684-3307
E-mail: jowens@admin.nv.gov

APPENDICES

1. **Form**
2. **Nevada Revised Statutes 378.150 - .210**
3. **Contact Information for Nevada Depository Libraries**

State Publication Transmittal Form
For Nevada State Agencies

As per NRS 378.180-210, send 10 copies of each state publication or 6 copies of each city or county publication along with this form to: State Publications Distribution Center, Nevada State Library, Archives and Public Records, 100 N. Stewart Street, Carson City NV 89701-4285. Include a copy of this form with your submission and keep a copy for your records.

Agency Contact Information

Today's Date: _____

Agency: _____ Division: _____

Contact name: _____ Position: _____

Phone: _____ E-mail: _____

Publication Information

Please include the title of each publication, the date published and whether the publication is available in print, electronic and web format. Check all that apply.

Publication Title	**Date Published**	**Print**	**Electronic**	**Web**	**URL**

Thank you for your participation in the State Publications Depository Program. If you have questions please contact Kathy Edwards at 775-684-3329 or visit our website at http://nsla.nv.gov/.

NRS 378.150 - .210

State Publications Distribution Center

NRS 378.150 Declaration of legislative intent. It is the intent of the Legislature in enacting NRS 378.150 to 378.210, inclusive, that:

1. All state and local government publications be distributed to designated depository libraries for use by all inhabitants of the State; and

2. Designated depository libraries assume the responsibility for keeping such publications readily accessible for use and rendering assistance, without charge, to patrons using them.

(Added to NRS by 1971, 499)

NRS 378.160 Definitions. As used in NRS 378.150 to 378.210, inclusive:

1. "Center" means the State Publications Distribution Center created by NRS 378.170.

2. "Depository library" means a library with which the Center has entered into an agreement pursuant to NRS 378.190.

3. "Local government" means every political subdivision or other entity which has the right to levy or receive money from ad valorem or other taxes or any mandatory assessments, and includes, without limitation, counties, cities, towns, boards, school districts and other districts organized pursuant to chapters 244A, 309, 318, 379, 474, 541, 543 and 555 of NRS, NRS 450.550 to 450.750, inclusive, and any agency or department of a county or city which prepares a budget separate from that of the parent political subdivision. The term includes the Nevada Rural Housing Authority.

4. "Publication" includes any information in any format or medium that is produced pursuant to the authority of or at the total or partial expense of a state agency or local government, is required by law to be distributed by a state agency or local government, or is distributed publicly by a state agency or local government outside that state agency or local government. The term does not include:

(a) Nevada Revised Statutes with annotations;

(b) Nevada Reports;

(c) Bound volumes of the Statutes of Nevada;

(d) Items published by the University of Nevada Press and other information disseminated by the Nevada System of Higher Education which is not designed for public distribution;

(e) Official state records scheduled for retention and disposition pursuant to NRS 239.080; or

(f) Records of a local government which have been scheduled for disposition pursuant to NRS 239.124 or retention pursuant to NRS 239.125.

5. "State agency" includes the Legislature, constitutional officers or any department, division, bureau, board, commission or agency of the State of Nevada.

(Added to NRS by 1971, 499; A 1989, 251, 595, 605; 1993, 399; 2005, 740; 2013, 516)

NRS 378.170 Creation; regulations.

1. There is hereby created within the State Library and Archives a State Publications Distribution Center.

2. The State Library and Archives Administrator:

(a) Except as otherwise provided in paragraph (b), may adopt such regulations as may be necessary to carry out the purposes of the Center.

(b) Shall adopt regulations prescribing the procedures for submitting an electronic version of a publication to the Center pursuant to NRS 378.180.

(Added to NRS by 1971, 499; A 1985, 124; 1997, 3142; 2013, 517)

NRS 378.180 State and local agencies to provide electronic version of publications when released; duty to provide paper copies under certain circumstances.

1. Except as otherwise provided in this subsection, every state agency shall, upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is available only in paper form, the state agency shall deposit 10 copies of the publication with the Center.

2. Except as otherwise provided in this subsection, every local government shall, upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is available only in paper form, the local government shall deposit six copies of the publication with the Center.

3. If a publication is available only in paper form at the time copies are deposited with the Center pursuant to subsection 1 or 2, every state agency and local government shall, upon release of the publication in an electronic format or medium, provide the Center with an electronic version of the publication.

4. If a state agency or local government provides an electronic version of a publication to the Center pursuant to this section, the state agency or local government shall:

(a) Include, in a conspicuous location at or near the beginning of the publication, the date on which the publication was initially released by the state agency or local government; and

(b) Submit the electronic version of the publication in accordance with regulations adopted by the State Library and Archives Administrator pursuant to NRS 378.170.

(Added to NRS by 1971, 499; A 1973, 1472; 1983, 920; 1985, 465; 1993, 399, 1580; 1995, 579; 1997, 20; 2005, 741, 1091; 2013, 517)

NRS 378.190 Depository agreements with other libraries; standards.

1. The Center may enter into depository agreements with any library in this State that is open and accessible to the general public.

2. The State Library and Archives Administrator shall establish standards for eligibility as a depository library pursuant to subsection 1. Such standards may include and take into account, without limitation:

(a) The type of library;

(b) The ability of the library to preserve publications and to make them available for public use; and

(c) The geographical location of the library, to assure that the publications are conveniently accessible to residents in all areas of the State.

(Added to NRS by 1971, 500; A 1997, 3143; 2005, 741)

NRS 378.200 Distribution of copies of state and local publications.

1. After receipt of any publication from a state agency or local government pursuant to NRS 378.180, the Center shall distribute copies of that publication to depository libraries.

2. The Center shall retain sufficient copies in the State Library and Archives for preservation and use by the public. The remaining copies must be used for distribution in accordance with any agreements entered into with other states and the Library of Congress for the exchange of publications, and for lending to those libraries that are not depository libraries.

(Added to NRS by 1971, 500; A 1973, 346; 1979, 182; 1985, 124; 2005, 741)

NRS 378.210 Center required to post availability of state and local publications. The Center shall make available on the Internet website of the State Library and Archives the titles of the publications received by the Center pursuant to NRS 378.180.

(Added to NRS by 1971, 500; A 2005, 742)

Contact Information for Nevada Depository Libraries

Carson City	
Nevada State Library, Archives & Public Records State Publications Distribution Center 100 North Stewart Street Carson City, Nevada 89701-4285	775-684-3329
Research Library Legislative Counsel Bureau 401 South Carson Street Carson City, Nevada 89701-4747	775-684-6827
Elko	
Elko County Library Elko-Lander-Eureka Counties Library System 720 Court Street Elko, Nevada 89801	775-738-3077
Las Vegas	
Lied Library University of Nevada, Las Vegas 4505 Maryland Pkwy, Las Vegas, NV 89154-7001	702-895-2100
Las Vegas Library Las Vegas-Clark County Library District 833 Las Vegas Blvd. North Las Vegas, Nevada 89101	702-507-3500
Reno	
Mathewson-IGT Knowledge Center University of Nevada, Reno 1664 N. Virginia St. Reno, Nevada 89557-0322	775-682-5593
Downtown Reno Library Washoe County Library System 301 South Center Street Reno, Nevada 89505	775-327-8312
Non-Nevada Depository Libraries	
Library of Congress Washington, D.C.	