

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** State Publications

**Policy Number:** 2.14

**Is this policy new, being reviewed/revised, or deleted?**    New

**Date of last revision, if applicable:**

**Unit(s) Responsible for Policy Implementation:** Provost and Vice President for Academic Affairs

**Purpose of Policy (what does it do):** To comply with state law on the handling of state publications at public universities

**Reason for the addition, revision, or deletion (check all that apply):**

- ☐ Scheduled Review      ☐ Change in law      ☐ Response to audit finding
- ☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** SFA lacked a policy concerning the deposit of certain publications in accordance with the State Publications Depository Program. This policy was prepared by staff in the university's library to address the university's compliance with the program.

**Specific rationale for each substantive revision:**

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## **State Publications**

**Original Implementation:** April 24, 2018

**Last Revision:** None

The Texas State Publications Depository Program (TSPDP) collects and maintains state publications in a centralized location. All public universities must forward their publications to the TSPDP.

### **Definition of Qualifying Publications**

A state publication is information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed by or for the agency. Public universities are required to deposit or make accessible copies of all state publications that have not been exempted from the State Publications Depository Program.

### **The Publications Liaison**

The university will designate a publications liaison who is responsible for receiving publications from university departments and offices. Six copies of qualifying publications will be submitted to the publications liaison within thirty (30) days of publication. Requests for special exemption may be submitted to the publications liaison who will forward them to the state librarian.

**Cross Reference:** 13 Tex. Admin. Code Ch. 3

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Director of Library

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs