

Manual For Publications Officers



Oklahoma Department of Libraries

200 N.E. 18th Street

Oklahoma City, OK 73105

Revision 2010

This Publication is issued by the Oklahoma Department of Libraries as authorized by 65 O.S. 2001 §3-110. Copies have not been printed but are available on the agency website.

Introduction

Since 1913, Oklahoma state government agencies have been required by law to deposit copies of their publications with the Oklahoma State Library. However, it was not until 1978, with the creation of the Publications Clearinghouse as a unit of the Oklahoma Department of Libraries, that a formal effort was begun to gather and preserve these materials.

Among the statutory duties of the Publications Clearinghouse are:

- 1. To establish a state publications depository library system for the use of the citizens of this state;*
- 2. Other than publications issued in an electronic format, to collect state publications from every agency and to retain and preserve permanently a minimum of two copies of the publications;*
- 3. For publications issued in an electronic format, to electronically retain and preserve permanently such publications or the information contained therein, and to facilitate free public access to such publications or information.”*

[65 O.S. 2001, § 3-113.3, Senate Bill 1697 (2010)]

This manual is designed to assist state agency personnel, specifically Publications Officers, to comply with the statutory requirement to deposit state publications or provide notice of electronic publication with the Oklahoma Publications Clearinghouse:

“ Every agency except institutions of higher education, but specifically including any board of regents for higher education, which issues a state publication shall immediately deposit a maximum of twenty-five copies with the Publications Clearinghouse; provided, the provisions of this section shall not apply to a publication which is published in an electronic format and made available to the public on the website of the issuing agency. Any agency issuing a publication which is published in an electronic format shall notify the Publications Clearinghouse and provide and maintain a link to the electronic version of the publication.”

[65 O.S. 2001, § 3-114, Senate Bill 1697 (2010)]

Questions or comments should be directed to:

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th St.
Oklahoma City, OK 73105
(405) 522-3188; 1-800-522-8116

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I. Depositing State Publications With The Oklahoma Publications Clearinghouse

1. What is a state publication? The Oklahoma Statutes define the term “state publications” very broadly:

“State publications” means any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law. “State publication” incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency.
[65 O.S. 2001 §3-113.2(2)]

2. Publication is evidenced by distribution. Generally, the easiest way to determine if specific “informational material” is considered to be a “publication” is to answer the question, “Has the informational material been distributed outside of the agency?”

Format (e.g. brochure, pamphlet, poster, etc.) and method of reproduction (e.g. photocopy, offset printing, letterpress, laser printing, electronic, website, e-newsletter, etc.) are not factors to consider. If the informational material is intended for public distribution or is required by law (e.g., copies sent to the Speaker of the House of Representatives, President Pro Tempore of the Senate, and/or the Governor), then it more than likely is a state publication. If the informational material is intended for agency personnel and board members only, then it may fall into the category of state records, which is addressed through the records management program of the Department of Libraries.

Informational material that is not distributed outside of the agency is not considered to be a state publication.

Any information publically available on an agency website or a website supported by state agency funding or staffing has been distributed to persons outside of the agency. Website areas requiring a password for access have not been distributed to persons outside of the agency.

3. Publications include those produced under contract. It is important to remember that entities other than state agencies may also produce state publications. This occurs when an organization produces a report, study, etc. as a result of a contract with, or under the supervision of, a state agency or under the sponsorship of a state agency (*see Illustration 1*). Contracts that include production of a publication should comply with 65 O.S. 2001 § 3-113.2(2) and 65 O.S. 2001 § 3-114A. Publications of colleges and universities are exempt from the deposit requirement, but if produced under contract with a state agency, that agency is required to deposit publication copies.

Illustration 1 Third-Party Application



The University of Oklahoma

COLLEGE OF CONTINUING EDUCATION

**HOUSING MARKET ANALYSIS
REAL ESTATE CONSULTATION
Woodward County Market Analysis
Woodward County, Oklahoma**

Effective Analysis: August 7, 2001

Date of Report: March 25, 2002

Prepared For:

Oklahoma Housing Finance Agency
Oklahoma Department of Commerce
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The attached Woodward County Residential Housing Market Analysis is part of a *Statewide Affordable Housing Market Study* and was financed in whole or in part by funds from the U.S. Department of Housing and Urban Development as administered by the Oklahoma Department of Commerce.

Center for Business and Economic Development, McCarter Hall, Room 600, 1610 Asp Avenue
Norman, Oklahoma 73072-6405
Phone: (405) 325-7331 FAX : (405) 325-7329

Websites that exist due to contract with an Oklahoma state agency are a publication produced under contract.

4. Entire agency websites not to be deposited. The Oklahoma Department of Libraries will use independent means of collecting and preserving entire agency websites. As of fall 2010 there is a pilot project to assess whether preserving agency websites is feasible. **Agencies should not block harvesting of agency website by the Oklahoma Department of Libraries or its authorized service provider.** The Department of Libraries will contact individual agencies concerning robot.txt blockage or any other problems in harvesting agency websites. Any harvesting of state agency websites will not include password protected information or services.

Proper disposition or retention of electronic files involved in agency websites, and the paper records related to them, comes under the state records management program and is the responsibility of the agency Records Manager.

5A. Publications in an electronic format made available on an agency website do not have to be deposited in print or printout. Notice of such publications in an electronic format must be made to the Oklahoma Publications Clearinghouse. *(See Chapter V, Duties of Agency Publication Officer.)*

This includes publications available in an electronic format on an agency website but also published in print.

See Table 1 for electronic information formats that are being collected as state government publications.

Not all files posted on state agency websites are being collected. See Table 3A and 3B for information formats that are not being collected and for which no notice of electronic publication is needed. Table 3C discusses electronic data files and Internet-only formats such as interactive databases/directories which are not to be deposited.

Many PDF files on agency websites are collected by Oklahoma Publications Clearinghouse as Oklahoma state government publications *but PDF format itself does not automatically indicate that the information needs to be deposited.*

5B. The Oklahoma Publications Clearinghouse to have links to the electronic publications.

“It is the further intent of the Legislature that the Publications Clearinghouse and the Oklahoma Department of Libraries disseminate links to or other means by which to access publications to the same recipients required by law to receive copies or who have traditionally received copies of publications not published in an electronic format. A directory of the links to the publications shall be prominently featured on the ok.gov portal.”

[2001 65 O.S. §3-113B (Senate Bill 1697 (2010))

The Oklahoma Publications Clearinghouse and www.ok.gov will carry out this legislative mandate by having a prominent link on the state portal, www.ok.gov, to the electronic collection of Oklahoma State Government Publications in Oklahoma Crossroads. See Chapter VI for description of the depository system including the electronic collection.

6. Number of print copies to be deposited when the publication is not made available in an electronic format on an agency website.

“The Publications Clearinghouse shall have the following duties:

“2. Other than publications issued in an electronic format, to collect state publications from every agency and to retain and preserve permanently a minimum of two copies of the publications” [65 O.S. 2001, Section 3-113.3, Senate Bill 1697 (2010)]

State law authorizes the Oklahoma Publications Clearinghouse to determine the number of copies an agency needs to deposit.

“The Publications Clearinghouse shall have the following duties: ...

7. For publications not published in an electronic format, to determine the quantity of each publication of an agency to a maximum of twenty-five copies required to meet the needs of the state publications depository library system and to notify each agency of the required quantity” [65 O.S. 2001 § 3-103(6), Senate Bill 1697 (2010)]

Consult Table 1 for guidance on whether a print information format is considered to be a state publication. Consult Table 3A, 3B, and 3C for guidance on print information formats that are not considered to be a state publication or are not to be deposited with Oklahoma Publications Clearinghouse.

Consult Table 4 for guidance on number of print copies to be deposited with Oklahoma Publications Clearinghouse for state publications issued in print format but not available in electronic format on an agency website.

7. Exemptions to depository requirements in statutes. Table 2 lists the only exemptions given in the Statutes for the depository requirements.

Audiovisual publications do not need to be deposited with the Oklahoma Publications Clearinghouse, provided that one copy is preserved by the agency. [74 O.S. 2001 § 3106.1]

Institutions of higher education are exempted from statutory requirements to deposit publications with the Oklahoma Publications Clearinghouse. [65 O.S. 2001 § 3-114A]

Publications officers for institutions of higher education should note that they are required to submit an annual List of their publications to the Oklahoma Publications Clearinghouse (see Chapter V).

8. Some printed items are not publications. Not all printed items are publications under the statutory definition. The most obvious examples are forms. See Table 3A for examples of printed items that do not need to be deposited.

9. The Oklahoma Department of Libraries cannot, and does not, collect and preserve all formats of “informational materials” considered to be “state publications.” Not all state publications are collected and preserved by the Oklahoma Department of Libraries (OAC 405:20-9-1). See Table 3B for examples of formats not collected and preserved; these do not need to be deposited. Some formats of electronic publication are currently infeasible for collection and preservation. A primary example is an interactive database where a query is entered and a unique response generated. See Table 3C for examples of electronic formats not collected and preserved. The Oklahoma Department of Libraries will periodically evaluate the feasibility of preserving formats not collected at this time.

10. Publications produced by cooperative projects. Cooperative projects including more than one state agency, or a state agency and other participants, may produce state publications. Responsibility for deposit of state publications falls to the state agency physically producing or distributing the print publication, contracting for the print publication, hosting the electronic publication, or contracting for the hosting site. Portals or websites established by cooperatives including a state agency are subject to the same depository requirements as the agencies themselves. For cooperative projects including more than one state agency, deposit of publications by a single participant is sufficient. Websites funded by state agencies are subject to the state publications statutes.

11. Application of Depository Requirements. Contact the librarian of the Oklahoma Publications Clearinghouse for assistance in meeting depository requirements. The phone number is 405-522-3189; for agencies outside the metropolitan OKC dialing area call 1-800-522-8116 and ask for the Publications Clearinghouse.

“If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the statutory definition, in the rules of this chapter, or in the Manual for Publications Officers, or if the number of copies to be deposited is in question, the Publications Officer shall consult with the Clearinghouse Librarian for assistance in interpreting the Manual. If the state agency is not satisfied with the determination of the Clearinghouse Librarian, a written request should be submitted to the Director of the Department of Libraries who will make the final ruling.”

[OAC 405:20-9-4]

Table 1 State Publications

Examples of types of “State Publications” required to be deposited.

Affirmative Action Plans/Reports	Newsletters, e-Newsletters
Annual Reports/Biennial Reports	Pamphlets and Brochures/ Informational Fliers
Bibliographies	Planning and Evaluation Documents
Books	Posters
Bulletins	Reports
Catalogs	Research Reports
Codes	Rules and Regulations (Published as Compendia)
Computer Software or Online Database Users Guides	Rules Interpretations (not published in the Oklahoma Register; distributed outside the agency)
Curriculum Guides	State Plans
Directories	Statistics
Fact Sheets	Strategic Plans
Guides	Surveys
Handbooks	Technical Bulletins
Histories	Training Manuals for Persons Outside of the Agency
Laws (Published as separates)	
Legal Reports	
Magazines and Journals	
Manuals	
Maps	

Table 2 Exemptions From The State Depository Statutes

Examples of “State Publications” exempt from Deposit

Audiovisual Materials Exempt, provided one copy is preserved by the agency

[74 O.S. 2001 § 3106.1D]

College/University materials Exempt *[65 O.S. 2001 § 3-114(A)]*

Table 3 Items Not Required For Deposit

Table 3A Items Which Are Not State Publications

Examples of materials which do not meet the statutory definition of “state publication” and are NOT REQUIRED FOR DEPOSIT. In some cases these are printed items that do not qualify as “informational material.” Others are materials that are not “distributed to persons outside of the creating agency.” See the Records management program for retention requirements.

Agendas

Application Forms/Instructions

Board Minutes

Contest Forms/Instructions

Correspondence

Forms/Instructions for Forms

Grant Applications/Instructions

Grant Notices/Announcements

Grant/Project Evaluations for internal agency distribution only

Inventories

Invitations

Newsletters (available to staff only)

Photographs

Policies & Procedures Manuals (in-house)

Registration Forms

Staff Training Materials

Stationery

Telephone Lists

Table 3B Formats That Do Not Need to Be Deposited

Publications Officers Do Not Need To Submit Publication Notice For These Categories. Examples of types of “State Publications” not collected by the Oklahoma Publications Clearinghouse [OAC 405:20-9-1] and not required for deposit or electronic publication notice whether issued in electronic format or print format or both.

News releases

Fliers for dated events/conferences

Registration notices/forms

Conference agendas

Agency policies and procedure manuals (including any posted on agency website)

Memos, guidance to program participants; program reporting forms

Lists/bios/photos of board members

Staff directory/bios/photos contact information

Rolodex cards

Individual legal decisions, rulings, legal bulletins, memos having the force of administrative law. Deposit only compilations of legal rulings.

Unofficial copies of agency rules with no additional information. Deposit unofficial copies of agency rules that have additional information.

Agency basic information on website such as “About”, “Mission”

Organizational charts

Service area maps

List of links

Calendars

Website map

Miscellaneous print promotional items

Drafts of publications. Deposit only if unchanged as final publication and not reprinted/reposted.

Federal government publications distributed, reprinted or posted by an Oklahoma state agency

Reprinted articles, news stories, pamphlets, etc.

Table 3C State Publications in electronic format that are not required for deposit

Entire agency websites do not need to be deposited.

Interactive database/directory services on websites are not deposited due to infeasibility of capturing the electronic information produced by queries. See the Records management program for retention requirements of the files used for database/directory services.

Electronic data files made available to the public through websites or on demand do not need to be deposited. See the Records management program for retention requirements.

Blogs, RSS services, etc. do not need to be deposited.

Table 4 Number Of Copies Required For Deposit

This is for print (or CD/DVD) copies that were distributed outside the agency and the publication was not made available in electronic format on the agency website.

In general—in all cases of print publication (*Table 1 formats*) but no electronic availability to the public on the agency website:

If print run was 200 copies or more submit 21 copies.

If print run was less than 200 copies submit 2 copies.

Type of Publication	Deposit Requirement
<ul style="list-style-type: none"> • Affirmative Action Plans/Reports • Annual Reports/Biennial Reports <p><i>“Every agency, board, department, commission, or institution of this state shall deposit a maximum of twenty-five copies of its annual, semiannual, or biennial reports with the Publications Clearinghouse of the Department of Libraries for distribution and depository system purposes...” 74 O.S. 2001 § 3104</i></p>	<p>2 copies</p> <p>21 copies</p>
<p>Budgets</p> <ul style="list-style-type: none"> • Annual Operating Budgets (Published only; internal budget documents such as the budget request, budget work programs, budget activity reports are not deposited. Budget information provided to OSF is not considered to be published.) • Annual Executive Budget 	<p>2 copies</p> <p>21 copies</p>
<p>Conference/Training Workshop Materials</p> <ul style="list-style-type: none"> • Published Proceedings, Training Manuals • Directories and Rosters • Financial Reports 	<p>2 copies</p> <p>21 copies</p> <p>2 copies</p>
<p>General Information Publications</p> <ul style="list-style-type: none"> • Pamphlets, Brochures, Fact Sheets, Guides, Handbooks, Manuals • Legal Materials, Rules, Policies, Standards • Newsletters and Magazines 	<p>21 copies</p> <p>21 copies</p> <p>21 copies</p>
<p>Research Publications</p> <ul style="list-style-type: none"> • Reports, Studies, Surveys including those prepared under contracts 	<p>21 copies</p>

Table 4 (Continued) Number Of Copies Required For Deposit

State Plans

- State Plans Required for Federal Reporting 2 copies
- State Required Strategic Plans 2 copies
- State Program Plans intended for Public Distribution 21 copies

Audiovisual Materials

- Agency retains 1 or more copies. 0 copies
- Agency does not retain a copy. 1 copy

Maps 21 copies
Microforms 2 copies

Revisions and updates Deposit Requirement is = to the original requirement.

If published in electronic format (CDs, DVDs) and not posted on the agency website, deposit the same number of copies as for the print requirement unless there is a prior agreement with the Oklahoma Publications Clearinghouse concerning number of electronic copies to be deposited.

II. Standard Formatting For State Publications

You as the agency Publications Officer may not actually be involved in the production of the publications. This chapter gives advice about information that if included on the title page, cover, or elsewhere in a publication and also in webpages and web links, improves the chances that users can correctly identify and locate the publication that would be useful to them.

This chapter also includes guidance on electronic posting of state publications on agency websites.

1. Bibliographic format. For best identification of bibliographic elements of state publications, agencies are urged to follow best publishing practices. The Clearinghouse has identified the following practices:

“To achieve bibliographic control of state government publications and to assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter sufficient to distinguish it from other publications, the following information should be included on the title page or other suitable place near the beginning of each state publication required to be deposited with the Publications Clearinghouse:

- a. full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body;*
 - b. name of any personal author to whom credit is intended to be given;*
 - c. title of the publication;*
 - d. date and place of publication;*
 - e. frequency of issue (for periodicals and serials);*
 - f. volume and number of issue (for periodicals and serials); and*
 - g. date of issue (for periodicals and serials).”*
- [OAC 405: 20-7-1]*

2. Varying titles. State publications often include common words in their titles especially “Report,” “Annual Report,” “Rules” and so on. It is helpful to all who may be interested in obtaining your agency’s information to be consistent in title information included on title pages, covers, headers, footers, and other areas of the actual publication. It is helpful to have consistent use of full and short titles in news releases and especially on webpages.

For those publications issued more than one time such as newsletters:

- look at the title as it appeared on the immediate prior issue and see if the title has been continued correctly on the draft copy of the new issue

- change the title only if required to reflect changes in the information included in the publication or for other planned reason for better communication with potential users
- inadvertent changes in title, volume/issue numbering, dating cause trouble for potential users of that publication.

Most state agencies use Fiscal Year as the base dating for annual reports and similar publications. “2006” is understood as being FY 2005/06. If your publication is on a calendar, or other year basis such as Federal fiscal year, indicate this early in the publication, preferably on the title page.

3. Titles in webpages and links.

- It is not uncommon for web links to downloadable files (especially .pdf files) to use entirely different “title” information than that appearing on the actual publication downloaded. Prefer actual title information for the weblink over filenames. (See Illustration 2 for an example of this problem.)
- Since many .pdf files are not fully searchable by Internet browsers, the “title” in the weblink or webpage will appear in search results, but not the actual title on the publication itself. On webpages listing agency publications, you should use the title that is on the publication, then add other descriptive information as useful.

Title pages are recommended when the publication is in electronic format only; don’t begin with an Introduction or Foreword with no title indicated.

4. Formatting conventions for electronic publications.

4A. The electronic publication should match exactly the print format in cases where the publication is available in both formats.

Include the front cover and back cover in the electronic format. If there is information on the inside of the front cover and back cover include it in the electronic format.

Advertising in print formats is considered to be part of the publication. If the electronic format does not include the advertising, submit two copies of the print format publication to Oklahoma Publications Clearinghouse as well as filing the Publication Notice for the electronic format.

If for any reason the electronic publication does not include all of the information the user might expect, indicate on the webpage how the other information is to be located or requested. Examples might include extensive appendices, data files, photographs, etc. referred to in the publication but not posted by the agency.

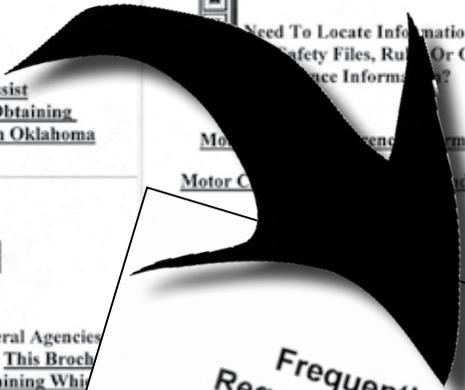
ILLUSTRATION - 2

Sample of Link to a Different Publication Title

Transportation Division Info Page

 <p>The Transportation Division administers and participates in several types of carrier licensing programs</p>	 <p><u>Motor Carrier Applications</u></p> 
 <p><u>A Guide to Assist Motor Carriers in Obtaining Intrastate Authority in Oklahoma</u></p>	 <p>Need To Locate Information On Safety Files, Rules Or Other License Information?</p> <p><u>Motor Carrier License Information</u></p> <p><u>Motor Carrier License Forms</u></p>
 <p>Various State and Federal Agencies Regulate Motor Carriers. <u>This Brochure May Assist You Determining Which Agencies To Contact</u></p>	
 <p>NOTICE Effective July 1, 2006 IFTA decals will Licensee \$2.00 per decal set. This change is pursuant to 165:5-3-1 (b)(2)</p>	
<p>SSRS and U Keep watching the for updates as they b</p> <p>UPDATE</p>	

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Frequently Asked Questions Regarding Intrastate Motor Carriers For-Hire and Private



Oklahoma Corporation Commission
Transportation Division
P.O. Box 52000
Oklahoma City, OK 73152-2000
(405) 521-2251

March 2005

4B. Electronic publications should be convenient to download.

Avoid posting a publication as a file too large to conveniently download. Remember that users will be accessing these publications from a wide variety of equipment/connectivity.

Publications may be posted as multiple files. Clearly indicate content of each file (Chapter One; Alfalfa-Grant Counties; Executive Summary; Index; Appendices; Appendix A; cover letter; etc.) Clearly indicate from a single webpage which files together constitute the publication. If the publication is posted as multiple files to enable downloading, a larger file as the “Complete” publication can also be posted as a choice for the user.

While there are currently no official requirements in Oklahoma Statutes or Administrative Law regarding electronic file formats, choose file formats with consideration of the users as well as the producers of the information. An unofficial preservation format preference is the use of Adobe PDF.

If using Adobe PDF for a publication, it is strongly recommended that the option “optimize for fast web view” be followed. Avoid settings that limit the usability of a publication.

The Oklahoma Publications Clearinghouse reserves the right to reformat electronic state government publications as needed to facilitate the access and preservation of these publications. [OS 2001 65§3-113.3, Senate Bill 1697 (2010)] This may include conversion to Adobe PDF from other file formats and splitting large files into multiple files to ease download of publications by users.

The Oklahoma Publications Clearinghouse will scan state government publications produced only in print format to produce an electronic version in accordance with the statute

*“To determine the necessity of and to make arrangements for the conversion of state publications to microform or electronic formats and to establish a system to assure the availability of such publications for distribution to designated depository libraries”
[OS 2001 65 §3-113.3(5)]*

5. Varying formats. Clearly identify on the publications themselves, on websites, and in news releases if there are varying formats of the publication available:

- print copies may be requested by a certain method
- copies may be electronically downloaded from the agency website
- copies are for sale with ordering information.

State if the information is being released in summary as well as full form. State supplementary materials (appendices, maps, illustrations, bibliographies, etc.) are included in the publication, or are available elsewhere, or have not been included.

III. Cost Statement

Changes Due To Senate Bill 1697 (2010)

Cost statement information below from the previous editions is still in effect and has not been repealed or modified by the Legislature.

However, since deposit of print copies with Oklahoma Publications Clearinghouse is no longer required provided that the publication is available in electronic format on an agency website:

Please revise your printing routines to omit the language “(Number of) Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries” if you are not sending any print copies to Oklahoma Publications Clearinghouse.

The Oklahoma Publications Clearinghouse recommends retention of the publication cost statement on electronic-only publications in order to notify the Legislature and the public that: “Copies have not been printed but are available through the agency website.”

There has been no change in the requirement for a cost statement on print publications. This applies when there is both a print run and electronic availability on the agency website.

1. Publication cost statement required by statute. An essential, though sometimes overlooked, step in readying a state publication is the preparation and addition of the cost statement, which is required by state law:

“Unless otherwise provided by law, every agency, department, board, commission or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them:

1. Name of issuing agency, department, board, commission or institution;

2. Authorization for publication. If such publication is not specifically authorized by statute the name of the person or persons so authorizing shall be stated;

3. Assurance of compliance with section 3-114 of title 65 of the Oklahoma Statutes.” [74 O.S. 2001 § 3105(A)]

2. Only exceptions to publication cost statement requirement. An exception to this law is given as follows:

“State promotion and informational publications produced by the Oklahoma Tourism and Recreation Department, Division of Travel and Tourism, and the Oklahoma Department of Commerce shall be exempt from the provisions of this section.” [74 O.S. 2001 § 3105(C)]

3A. Suggested wording of the print publication cost statement. State law does provide suggested wording for the cost statement, which includes all of the required elements mentioned previously:

“The information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

“This publications, printed by (name of printing firm) is issued by (here list the agency, department, board, commission or institution) as authorized by _____. (Number of) copies have been prepared and distributed at a cost of \$_____. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.” [74 O.S. 2001 § 3105(B)]

Use the above language for print only publications that have been deposited with Oklahoma Publications Clearinghouse. For print and electronic format publications not deposited with Oklahoma Publications Clearinghouse, do not use the “Copies have been deposited with...” language. See 3B for suggestions regarding a cost statement for the electronic format publication.

There are no set guidelines or formula for figuring the cost of a publication.

3B. Publication cost statements for electronic only publications. At this time the Oklahoma Statutes and the Oklahoma Administrative Code do not contain language concerning a cost statement for electronic only publications.

The Department of Libraries suggests the following statement:

“This publication is issued by (here list the agency, department, board, commission or institution) as authorized by _____. Copies have not been printed but are available through the agency website.”

IV. Who Must Deposit Publications With The Clearinghouse?

1. All agencies except institutions of higher education are required to deposit their publications.

“Every agency, except institutions of higher education, but specifically including any board of regents for higher education, which issues a state publication shall immediately deposit a maximum of twenty-five copies with the Publications Clearinghouse. [65 O.S. 2001 § 3-114(A)]

See chapter I for definition of state publication and for number of copies required to be deposited.

2. Agencies defined by statutes.

“Agency” means any office, officer, department, division, unit, bureau, board, commission, authority, institution, sub state planning district, or agency in any branch of state government, and all subdivisions of each when applicable, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational-technical schools.” [65 O.S. 2001 § 3-113.2(1)]

3. Cooperatives or collaborative projects. As mentioned in Chapter I, projects involving at least one state agency and having publications which are produced at the total or partial expense of an agency are subject to the depository requirements. When two or more state agencies are involved, deposit by one agency is sufficient.

4. Contracted publications. Contracts with commercial vendors, non-profit groups, research firms or consultants, and university-affiliated research may include production of a publication. If the publication is distributed and meets the definition of a “state publication,” the agency funding it must deposit copies with the Oklahoma Publications Clearinghouse. Posting on the website of a state agency or that of the contracted entity represents distribution to the public.

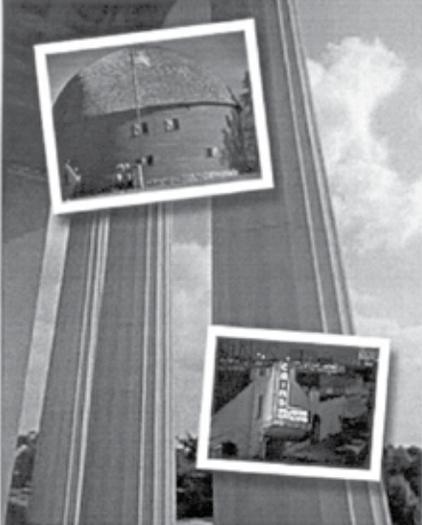
5. Contracted programs. Where an entity is contracted to carry out a program of a state agency, the publication activities of the program remain the responsibility of the state agency. This includes websites or portals funded by the state agency (*see Illustration 3*).

Illustration 3 Website Portal Funded by a State Agency

I Believe In Oklahoma - Resources http://www.ibelieveinoklahoma.com/index.php?option=com_content&



REASONS TO BELIEVE | **OKLAHOMA STARS** | **OKLAHOMA PRIDE** | **FAMOUS OKLAHOMANS** | **SHOW YOUR PRIDE** | **RESOURCES**



REASONS *Resources*

Talk to Us!

Have a suggestion for how to promote pride in Oklahoma? Do you have a great story to tell about Oklahoma pride in action? Want to share your Reasons to Believe. Drop us a line or give us a call.

I Believe in Oklahoma
Attn: Beth Schmidt
700 N. Greenwood Ave., Suite 1400
Tulsa, OK 74106-0703
Phone: 918-594-8416
E-mail: ibelieve@odoc.state.ok.us

Media Contact

If you're a member of the media and would like more information about I Believe in Oklahoma or would like to get more great facts about the state, contact [Leslie Blair](#) at 405-815-5320.

Partner Organizations

I Believe in Oklahoma is joined by an impressive list of "believers" who support Oklahoma and all it has to offer. Following is a list of organizations whose missions are inextricably entwined with promoting pride in Oklahoma. The list is in no way meant to be comprehensive. And we encourage you to [let us know](#) if there's an organization we should add. We encourage you to visit the websites for these organizations and see how they support our great state.

Oklahoma Department of Commerce
www.OKcommerce.gov
Contact: [Leslie Blair](#)

Oklahoma Department of Tourism
www.travelok.com
Contact: [Mike Fina](#)

Oklahoma Historical Society
www.ok-history.mus.ok.us

1 of 2 9/6/2006 9:43 AM

V. Agency Publications Officer

1. Agencies required to designate a Publications Officer. The Publications Officer is the agency's designated liaison with the Publications Clearinghouse of the Oklahoma Department of Libraries. Each agency is required to appoint one of its employees as the agency's Publications Officer:

“Every state agency shall designate one of its employees as the publications officer for the agency and shall notify the Publications Clearinghouse of the Department of Libraries of the name of the publications officer and of the name of any new publications officer should a change occur.” [74 O.S. 2001 § 3106.1(A)]

2. Duties of the Publications Officer. As delineated in the statutes:

“Each publications officer of a state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency, to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information which may be requested by the Publications Clearinghouse for the collection of state publications and the depository library system.” [74 O.S. 2001 § 3106.1(B)]

An important change with Senate Bill 1697 (2010) is the duty to electronically file a Publication Notice of an electronic state publication, see 4 below.

Publications Officers for higher education institutions do not have the duty to deposit their agency's publications.

The Publications Officer is also responsible for providing the Annual List of Publications required by the statutes (see 10 below):

“Every state agency including all institutions of higher education shall provide to the Publications Clearinghouse a complete list of its state publications in accordance with the rules and regulations of the Publications Clearinghouse.” [74 O.S. 2001 § 3106.1(E)]

3. Name of Publications Officer should be reported to Oklahoma Publications Clearinghouse. The Oklahoma Publications Clearinghouse contacts each state agency in January to confirm the name and phone number of the Publications Officer for that agency. The Notice form is addressed to the agency director. The completed Notice form should be returned to the Clearinghouse. Changes during the year can be made by contacting the Clearinghouse.

4. The Publications Officer must notify Oklahoma Publications Clearinghouse of publications available in electronic format on agency websites.

“Any agency issuing a publication which is published in an electronic format shall notify the Publications Clearinghouse and provide and maintain a link to the electronic version of the publication.”[65 O.S. 2001; §3-114. A, Senate Bill 1697 (2010)]

4A. Use the Publications Notices form as posted on the Oklahoma Department of Libraries website: <http://www.odl.state.ok.us/>.

There will be a link to this form from the homepage.

4B. Required fields on the Publications Notices form.

On the Publications Notices form enter:

1. Agency name
2. Name of person filing the form
3. Title of publication.
Include Date/Volume number information as part of Title.

Examples:

Annual report FY2010

[Newsletter name] January 2011

[Newsletter name] January 2011 v.10 no.1

4. Cut and paste URL from the agency website.

Do not file the Publications Notice until the publication is available on the agency website. The statute requires availability on the agency website to be considered an electronic publication.

If the publication is comprised of more than one file:

File only one Publication Notice.

Use the URL corresponding to the first part of the publication or the cover of the publication. You may use the URL for the webpage where the publication is linked.

4C. One publication per each Publications Notice form.

Each issue of a newsletter or other publication needs to have a separate Publications Notice form filed.

4D. Timely filing of the Publications Notice is required.

Under OAC rules of the Department of Libraries, the Oklahoma Publications Clearinghouse should be notified within thirty (30) days of publication on the agency website.

4E. Oklahoma Publications Clearinghouse will accept Publications Notice only on the form provided.

5 . Agency retains information about filing Publications Notice until it completes the required Annual List of Publications (see 10 on following pages).

Keep track of information on Publications Notices filed during the year to assist in completion of the required Annual List of Publications. Do so in a manner that facilitates the Annual List work. This could be keeping a print or electronic copy of the Publications Notice filing; making an entry in a Word or Access list; etc. If you leave this position before the Annual List is filed, make the information available for the next Publications Officer.

6. Required Reports should be separately filed as instructed by the Office of State Finance.

Reporting required by statute, often referred to as “required reports”, are now filed electronically through the OSF Online Filing System under the “Agency Reports” category. In general these are reports required to be made to the Office of the Governor, the President Pro Tempore of the Oklahoma State Senate, and the Speaker of the Oklahoma House of Representatives.

Please note that some of these “Agency Reports” are the same as State Publications. You as the Publications Officer may or may not be the designated agency staff member to file “Agency Reports.”

Filing the “Agency Reports” notice is separate from the statutory filing requirement of the “Publications Notice” to Oklahoma Publications Clearinghouse.

7. Depositing Print Publications when no electronic publication is available on the agency website.

“Upon release of a state publication by an agency, the publications officer shall deposit a maximum of twenty-five copies of the publication with the Publications Clearinghouse for record and depository system purposes.”

[65 O.S. 2001 § 3106.1(C)]

See Tables 1-3 for guidance on whether a printed item is a state publication that needs to be deposited.

See Table 4 for number of copies of print only publications to deposit.

8. Publications Transmittal Form. For print only publications, the Publications Officer should fill out the Publications Transmittal Form (*Illustration 4*) and send it with the copies of the publication.

Illustration 4 Publications Transmittal Sheet

PUBLICATIONS TRANSMITTAL PRINT ONLY PUBLICATIONS	
<p>Please include this form with each publication deposited. (For Publications Notice for electronic publications use form on Department of Libraries website: http://www.odl.state.ok.us/)</p>	
DATE:	NUMBER OF COPIES DEPOSITED:
AGENCY:	
PUBLICATIONS OFFICER:	
TELEPHONE:	
TITLE OF PUBLICATION:	
PUBLICATION DATE:	
OPTIONAL: <input type="checkbox"/> This publication is available in print and electronic formats. These print copies are being sent to OPC to be distributed to depository member libraries.	
REPLACEMENT:	
<input type="checkbox"/> This replaces an earlier publication entitled:	
<input type="checkbox"/> This does not replace an earlier publication.	
For help with this form call 522-3188 or 1-800-522-8116	
SEND PUBLICATION TO:	Oklahoma Publications Clearinghouse Oklahoma Department of Libraries 200 N.E. 18th St. Oklahoma City, OK 73105
<small>OPC FORM 1 (REV 10/2010)</small>	

Fill out as much of the form as you can easily identify. Do not delay shipment of publications because of any difficulties with the form questions.

The Clearinghouse daily accepts publications without the Transmittal Form; the more important need is to get the publications into the Depository System. The Clearinghouse will be glad to assist Publications Officers with the Transmittal Form.

The advantage to the Officer in filling out the form is that a copy can be kept at the agency to identify that the publication was deposited. This makes preparation of the required Annual List of Publications much easier.

9. Delivery of publications.

State agencies on the Inter-agency Mail System may send their print publications to:

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries

State agencies unable to use the Inter-agency Mail System should address deliveries to:

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th St.
Oklahoma City, OK 73105.

If you wish to deliver publications personally the Publications Clearinghouse is located on the 2nd floor, south end of the Wright Building, Oklahoma Department of Libraries.

The Clearinghouse staff will assist by picking up publication shipments at your agency, big or small, should this be helpful. Call the Clearinghouse at 522-3188 (OKC area) to arrange for pickup. Agencies outside the OKC metropolitan area should call 1-800-522-8116 and ask for the Publications Clearinghouse.

10. Annual List of Publications. The Publications Clearinghouse sends a reminder memo every January that the Annual List of Publications for the previous year should be compiled and submitted. The Annual List form may be used for this purpose (*Illustration 6*). This memo also serves as a reminder for any publications not yet deposited.

On the Annual List form enter Agency name, Publications Officers name and telephone number. Give title of publication. For newsletters also give the date of the issue. If the publication was posted on the agency website, put a check mark in the right column.

11. Publications Officers represent their entire agency.

Publications Officers at all agencies have many other duties. Though some work in agency Publications Departments or Public Information or Communications Departments, it is not uncommon for publications to be issued by many different offices

within that agency beyond those units. The Publications Officer should take steps to insure that all publications issued by the agency are known and that other employees involved in publishing activities are aware of the state publications and depository requirements and the cost publication statement requirement. The agency web manager and others involved with the agency website should especially be aware that all publications issued by the agency are known and that other employees involved in publishing activities are aware of the state publications and depository requirements and the cost publication statement requirement. The agency web manager and others involved with the agency website should especially be aware that their website probably contains state publications and of the depository rules for electronic only publications.

12. New Publications Officers. A newly designated Publications Officer should locate the Manual for Publications Officers on the Department of Libraries website at <http://www.odl.state.ok.us/sginfo/pubs-officer/index.htm>

If the prior Publications Officer is not available to review the duties, please call the Clearinghouse for a short phone briefing as needed.

The *Manual*, the print *Publications Transmittal Form* and the *Annual List of Publications* form, are available on the Department of Libraries website at www.odl.state.ok.us. Information relating to the Publications Clearinghouse is in the State Government Information section of the website.

13. Records Managers. Some Publications Officers also are assigned duties as their agency's Records Manager, but most do not have this double responsibility.

The state Records Management Program is run by the Department of Libraries Archives and Records Divisions and the laws and rules for retention and disposition of agency records are available through that part of the Department of Libraries.

VI. Depository Library System Of The Oklahoma Publications Clearinghouse

1. State Depository Program for the use of citizens. The purpose of the Oklahoma Publications Clearinghouse is defined by law as:

“To establish a state publications depository library system for the use of the citizens of this state.” [65 O.S. 2001 § 3-113.3(1)]

This represents the commitment of the state of Oklahoma to open access to the publications of its state agencies.

The current motto of the Oklahoma Publications Clearinghouse comes from the Preamble to the Oklahoma Constitution: “to secure just and rightful government.”

2. Preservation of state publications. The second purpose of the Oklahoma Publications Clearinghouse is defined by law as:

“To collect state publications from every agency and to retain and preserve permanently a minimum of two copies of said publications.” [65 O.S. 2001 § 3-113.3(2)]

*“For publications issued in an electronic format, to electronically retain and preserve permanently such publications or the information contained therein, and to facilitate free public access to such publications or information”
[65 O.S. 2001 § 3-113.3, Senate Bill 1697 (2010)]*

This represents the commitment of the state of Oklahoma to preserve state publications as needed for legal or historical purposes.

3. Electronic Preservation of State Publications. Oklahoma state government publications in electronic format are accessible through the Oklahoma Crossroads website at: <http://www.crossroads.odl.state.ok.us/>

They are collected by download from agency website after the publications officer files the “Publication Notice.”

State publications in electronic format are made available through this Department of Libraries service on the basis of the educational fair use provisions of the copyright laws. Users are referred to agencies originating the publications for questions concerning any other usage of the electronic publications.

This is a permanent collection; publications are not deleted even if superseded.

4A. Depository system. The Oklahoma Publications Clearinghouse depository library system includes nineteen member libraries in Oklahoma and the Library of Congress in Washington, D.C.

The Oklahoma member libraries are listed on the map/directory in Illustration 6 and 7. These libraries contribute their own resources of space, personnel, equipment, and computing facilities towards the goals of the depository system.

Each of these libraries makes Oklahoma state publications available to anyone interested in using them. Access is not restricted by residence, whether you are a registered library user, or whether you are a faculty member or student at an academic institution. These libraries have posted hours of service that often include extensive evening and weekend hours of opening.

Each of these libraries provides service to users of Oklahoma state publications. This includes assistance in identifying and locating specific publications and reference assistance for questions that may be answered through these publications. The libraries usually accept inquiries through phone, fax, and e-mail.

4B. Print deposits of Oklahoma state government publications. Agencies issuing publications in print format that are not available electronically on agency websites deposit 21 copies of the publication with the Oklahoma Publications Clearinghouse. These are then distributed to the member libraries. Prior to the development of the Internet and for the first years of Internet availability to Oklahomans, most publications were distributed in print format to the depository libraries.

5. Searching the electronic collection: Oklahoma Crossroads
<http://www.crossroads.odl.state.ok.us/index.php>

On the By Collection dropdown menu choose “Oklahoma State Govt Publications.” (*see Illustration 8*)

For best results use the Advanced Search screen. Click Advanced Search at the top of the screen.

On the Advanced Search page, click “Clear all” at the bottom of the screen under Select Specific Collections:

Then check only “Oklahoma State Government Publications” collection.

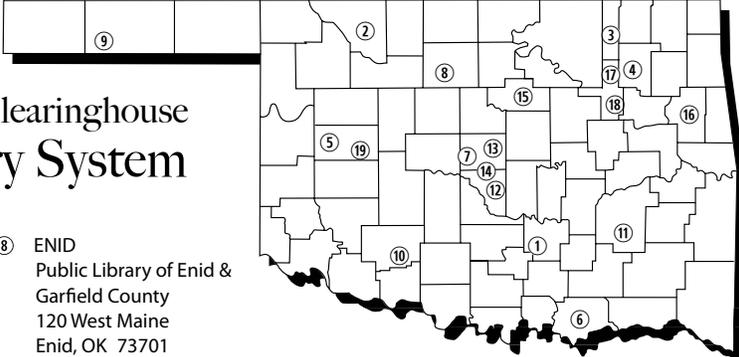
Enter terms in the familiar search boxes to search for “All of the Words” or “The Exact Phrase.” It’s not helpful to put in “Oklahoma” in the “All of the Words” box.

You may enter a search that will retrieve all publications of an agency. From the Advanced Search page choose “Search Selected Fields” option at top. On the Selected Fields search page, in the “All of the Words” box enter words from the agency name and on the “in” dropdown menu highlight “Okla State Agency” field. Press “Search.”

Searching assistance is available from the Oklahoma Publications Clearinghouse (405-522-3188) or any of the depository member libraries.

Illustration 6 State Depository Library Map

Oklahoma Publications Clearinghouse Depository Library System



① ADA
Linscheid Library
East Central University
Ada, OK 74820
Contact: Theda Schwing
(580) 559-5229

② ALVA
J. W. Martin Library
Northwestern Oklahoma
State University
Alva, OK 73717
Contact: Susan Jeffries
Pam Davidson
(580) 327-8672

③ BARTLESVILLE
Bartlesville Public Library
600 S. Johnstone
Bartlesville, OK 74003
Contact: Nadine Hawke
(918) 338-4169

④ CLAREMORE
Stratton Taylor Library
Rogers State University
1701 W. Will Rogers Blvd.
Claremore, OK 74017
Contact: Carolyn Gutierrez
(918) 343-7786

⑤ CLINTON
Clinton Public Library
721 Frisco
Clinton, OK 73601
Contact: Theresa Trickey
(580) 323-2165

⑥ DURANT
H.G. Bennett Memorial Library
Southeastern Oklahoma
State University
Durant, OK 74701
Contact: Brandon Burnette
(580) 745-2795

⑦ EDMOND
Chambers Library
University of Central Oklahoma
100 N. University Drive
Edmond, OK 73034-5210
Contact: Dana Jackson
(405) 974-2904

⑧ ENID
Public Library of Enid &
Garfield County
120 West Maine
Enid, OK 73701
Contact: Ruth Ann Evans
(580) 616-7192

⑨ GOODWELL
Marvin E. McKee Library
OK Panhandle State University
323 West Eagle Blvd.
Goodwell, OK 73939
Contact: Janet Kravig
(580) 349-1542

⑩ LAWTON
Lawton Public Library
110 S.W. Fourth
Lawton, OK 73501
Contact: David Snider
(580) 581-3450

⑪ McALESTER
McAlester Public Library
401 N. Second
McAlester, OK 74501
Contact: Christopher Elliott
(918) 426-0930

⑫ NORMAN
Bizzell Memorial Library
University of Oklahoma
401 W. Brooks
Norman, OK 73019
Contact: Jeffrey Wilhite
(405) 325-3141

OKLAHOMA CITY

⑬ Metropolitan Library System
300 Park Avenue
Oklahoma City, OK 73102
Contact: Ursula Ward
(405) 606-3545
Sharon Bish
(405) 231-8650

**⑭ Oklahoma Publications
Clearinghouse**
OK Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105
Contact: Gary Phillips
(405) 522-3189 or
(800) 522-8116

⑮ STILLWATER
Edmon Low Library
Oklahoma State University
Stillwater, OK 74074
Contact: Connie Kirby
(405) 744-6546

⑯ TAHLEQUAH
John Vaughan Library
Northeastern State University
Tahlequah, OK 74464
Contact: Susan Woitte
(918) 456-5511—ext 3246

TULSA

⑰ Tulsa City/County Library System
400 Civic Center
Tulsa, OK 74103
Contact: Robbie Sittel
(918) 596-7946

⑱ McFarlin Library
University of Tulsa
2933 E. 6th Street
Tulsa, OK 74104-3123
Contact: Andy Lupardus
(918) 631-2874

⑲ WEATHERFORD
Al Harris Library
Southwestern Oklahoma
State University
Weatherford, OK 73096
Contact: Phillip Fitzsimmons
(580) 774-3731



Illustration 7 State Depository Library Logos

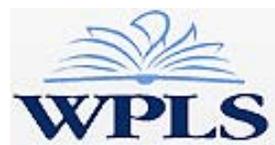
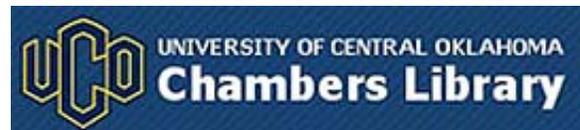


Illustration 8 Oklahoma Crossroads

Oklahoma Crossroads: Documents and Images : Browse - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.crossroads.odl.state.ok.us/cdm4/browse.php?CISOROOT=%2Fstgovpub

Catalog Quick Search

Home : Browse : Advanced Search : Preferences : My Favorites : About : Help

Oklahoma Crossroads: Documents and Images

Browsing item(s) in Oklahoma State Government Publications

Results 1-20 of 3896 item(s) Page 1 of 195 : (<< 1 2 3 4 5 6 7 8 9 10 >>) :: Previous : Next

Select All : Clear All :

	Image:	Title:	Subject:	Notes:
<input type="checkbox"/> 1.		1 2 3 solutions for school readiness : issues and answers in Oklahoma.	Readiness for school--Oklahoma.	(OKDHS pub ; no. 05-49)
<input type="checkbox"/> 2.		10-year economic impact.	Robert M. Kerr Food & Agricultural Products Center. Farm produce--Research--Oklahoma. Food industry and trade--Research--Oklahoma. Research institutes--Oklahoma.	
<input type="checkbox"/> 3.		1984 archaeological test excavations in northwestern Oklahoma.	Excavations (Archaeology)--Oklahoma.; Oklahoma--Antiquities.	(Papers in highway archaeology ; no. 8)
<input type="checkbox"/> 4.		1986 Comanche County weather modification project.	Rain-making--Oklahoma--Comanche County. Comanche County (Okla.)--Climate.	Final report (Operational weather modification ; v. 18) "Submitted to Oklahoma Water Resources Board"

Done

start

Oklahoma Cros... OHFA News - ... Manual for Publ... New Manual O... Adobe Photosh... 12:22 PM

6. State publications cataloged by libraries. The Oklahoma Department of Libraries, with the assistance of some of the depository system member libraries, prepares catalog records or metadata for most state agency publications.

Publications in formats such as brochures, fact sheets, posters are not collected in electronic form and are not cataloged but they are preserved in print or printout form and are listed in a database maintained by the Oklahoma Publications Clearinghouse. They are available at the Oklahoma Publications Clearinghouse collection, 2nd floor, Wright Building, Oklahoma Department of Libraries, 200 NE 18th Street, Oklahoma City.

Catalog or metadata records are included in the international OCLC “Worldcat”© database. This can be freely searched at:
<http://www.worldcat.org/advancedsearch>

The catalog of the Oklahoma Department of Libraries collection is available at its website: www.odl.state.ok.us. This will list the cataloged print holdings of the Oklahoma Publications Clearinghouse. Many of the depository libraries also have on-line catalogs that include Oklahoma state publications.

7A. Most printed state publications for 1978-2010 are available at the Department of Libraries. State publications in the Publications Clearinghouse collection are available for use during regular library hours, 8AM-5PM, Monday-Friday, at the Wright Building, Department of Libraries, 200 NE 18th Street, Oklahoma City. The Clearinghouse is located at the south end of the 2nd floor. Staff members will retrieve the publications needed from the stacks and assist with reference questions. State government employees registered with cards at the Department of Libraries may check out state publications from the Clearinghouse collection.

Select print publications from 2010 on are also available at the Department of Libraries. Legal publications of the State of Oklahoma are available at the Oklahoma Publications Clearinghouse and the Cartwright Library in the State Capitol building. Print publications that were not made available on an agency website may be held by the Oklahoma Publications Clearinghouse.

Printed state publications for 1978-2010 are available through interlibrary-loan. The Oklahoma Department of Libraries maintains one copy of state publications which are not loaned. The second copies are available for loan directly to state agency personnel registered with library cards at the Department. The second copies are also regularly loaned throughout the country to users requesting them through their local libraries.

Member libraries of the state depository system also will send their state publications on interlibrary-loan. Local checkout of state government publications follows the rules and procedures of that particular library.

The Library of Congress is a member of the Oklahoma Publications Clearinghouse depository system. From 1978-2010 print copies of many state publications were deposited with the Library of Congress in Washington, D.C. The Library of Congress is the largest library in the world and services primarily the Federal government executive, legislative, and judicial branches and the worldwide community of researchers. The Library of Congress now accesses Oklahoma state government publications through agency websites and through the electronic collection in Oklahoma Crossroads.

7B. Most publications in the electronic collection at the Oklahoma Crossroads website will not be available in print or printout through the Oklahoma Publications Clearinghouse.

Users who need print copies may print out full or partial copies from the files accessed at Oklahoma Crossroads.

The metadata “document description” included there will indicate if there is a print copy available at Oklahoma Department of Libraries. For most publications 2010 on there will not be a print copy available through Oklahoma Department of Libraries.

VII. Notable Documents Awards

Oklahoma state government publications are recognized nationally and internationally for their quality.

Since 1988, the Oklahoma Publications Clearinghouse has nominated state agency publications for the Notable Document award. This award is sponsored by the Government Documents Round Table of the American Library Association (GODORT).

The purposes of the GODORT Notable Document award include:

- To recognize excellence in government publications, identify documents of distinction and commend individual works of superlative nature.
- To advertise the extensive range of information available in government documents, illuminate the role of documents in society, and encourage their use by people of all ages.

There are usually 20 or fewer Notable Documents awards for state publications announced by GODORT annually.

The Publications Clearinghouse has also submitted nominations for consideration as “notable documents” to the international scholarly *Journal of Government Information*.

The Oklahoma Department of Libraries notifies agency directors and publications officers when it nominates one of their publications for a “Notable Document” award. When a publication wins the “Notable Document” award, the Department asks the Governor’s office to issue a Commendation to the agency for its achievement.

Many Oklahoma state agencies have received national recognition for their winning “Notable Documents.” The complete list of award winners is maintained on the Department’s website at <http://www.odl.state.ok.us/sginfo/notable.htm>.

Oklahoma state agencies that have received a Notable Document award are:

Oklahoma Aeronautics Commission

Oklahoma Arts Council

Commission on Children and Youth

Oklahoma Climatological Survey
Oklahoma Department of Commerce
Oklahoma Conservation Commission
Oklahoma Criminal Justice Resource Center
District Attorneys Council
State Department of Education
Oklahoma Department of Emergency Management
Oklahoma Employment Security Commission
Department of Environmental Quality
Office of State Finance
Oklahoma Geological Survey
Governor's Commission on Government Performance
Office of Handicapped Concerns
State Department of Health
Oklahoma Historical Society
Oklahoma House of Representatives
Department of Human Services
Indian Affairs Commission
Department of Labor
Oklahoma Legislature Joint Interim Committee on Violence Prevention
Oklahoma Department of Libraries

Oklahoma State Bureau of Narcotics and Dangerous Drugs Control

Department of Rehabilitation Services

Oklahoma Senate

Oklahoma Teacher Preparation Task Force

Tourism and Recreation Department

Water Resources Board

Department of Wildlife Conservation

Oklahoma Commission on the Status of Women