
PUBLICATIONS RECORDS

PURPOSE: To establish a policy to govern distribution and retention of University publications.

Various publications of Boise State University need to be preserved as permanent records because of obligations and/or historical value. This policy establishes basic responsibility for the minimum distribution and permanent retention of various official Boise State University publications.

The policy will insure compliance with the requirements of state law:

It shall be the duty of the head of every agency, board, bureau, commission, or department of the State of Idaho, including all state-supported institutions of higher education in Idaho, to deposit with the librarian of the Idaho State Library for use and distribution to the academic, regional public, special libraries of Idaho, the Library of Congress, and to others within the discretion of the State Librarian, twenty copies of all documents, reports, surveys, monographs, serial publications, compilations, pamphlets, bulletins, leaflets, circulars, maps, charts, or broadsides of a public nature, which it prints, mimeographs, or otherwise reproduces for public distribution.

Definition of Applicable Boise State University Publications

The Idaho State Library has delegated to the universities the responsibility for deciding what publications should be distributed.

Responsibilities for Coordination and Compliance

Periodically the BSU Print Shop sends copies of every item printed. From those, the Archives selects which ones to distribute and contacts the office of origin to obtain the necessary copies.

BOISE STATE UNIVERSITY PUBLICATIONS DISTRIBUTION SCHEDULE

<u>Publications</u>	<u>BSU Librarian</u>
Boise State University Bulletins (includes Catalog, Course Schedules, Admissions and Special Issues)	22 (20 for ISL)*
Directories	22 (20 for ISL)*
Reports	
Research and Special	22 (20 for ISL)**
Conference Proceedings	21 (20 for ISL)*
Serial Publications	
Focus	22 (20 for ISL)*

All other applicable publications

2 (for Archives)

Distribution of other publications not included in this schedule will be arranged on a case by case basis by the BSU Library and Idaho State Library.

** ISL, Idaho State Library - Twenty copies are required to be sent to the Documents Librarian at the Idaho State Library in order to insure compliance with state law for copies of such publications to be distributed to the academic, regional public, special libraries of Idaho, the Library of Congress, and to others within the discretion of the State Librarian.*

*** Unless restricted or confidential material.*