

Department of the Interior Departmental Manual

Effective Date: 7/19/71

Series: Library Services

Part 481: Library Management

Chapter 4: Depository Library Distribution

Originating Office: Office of Library and Information Services

This chapter has been given a new release number. * No text changes were made.
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4.1 Object. To assure effective distribution of the Department's publications under provisions of the Depository Library Act of 1962, PL 87-579.

4.2 Scope. All publications of the Department or any of its constituent agencies, that are not printed by or through GPO, which have public interest, educational or informational value, other than those exceptions below, are to be made available to the superintendent of Documents for Depository Library distribution.

4.3 Responsibility. It is the responsibility of each bureau or office to carry out its part of the provisions of PL 87-579.

4.4 Procedure.

A. Determination of Suitability: Each bureau or office shall determine whether a publication is suitable for Depository Library distribution by applying the following criteria:

- (1) The publication is of value for
 - (a) public information and awareness
 - (b) educational use
 - (c) scientific, technical, or research use
- (2) The publication is not
 - (a) limited to official use only
 - (b) classified for reasons of national security
 - (c) for administrative, operational or proprietary use only

- ephemera
- (d) issued periodically and regularly compiled totally at a later period
 - (e) a preliminary draft, working paper, press release, and open file or other
 - (f) a map or chart
 - (g) of local interest only
 - (h) otherwise readily available

B. Establishment of Series: Insofar as feasible publications which are to be made available for Depository Library distribution should be grouped in series having the following characteristics:

- (1) a common subject interest
- (2) a uniform format
- (3) a simple system of numbering or other identification

C. Selections by Depository Libraries: The following factors should be considered in choosing the publications:

- (1) Bureaus and offices have no responsibility for supplying publications printed at or through the Government Printing Office, including its field plants.
- (2) Before printing of any new non-GPO series, each bureau or office will provide the Superintendent of Documents with an annotation describing the purpose, scope, nature, frequency, format, etc. The Superintendent of Documents will then send these annotations to the Depository Libraries for selection purposes. After Depository Libraries have indicated their need the Superintendent of Documents will notify the bureau or office of the number of copies required for this purpose. After receiving such notification, the bureaus or offices will include the required number of copies in their printing order and will provide them to the Superintendent of Documents for distribution. It will be to the advantage of the issuing bureau or office to serialize as much material as possible to assist Depository Libraries in selecting only needed publications.
- (3) An issuing office may require Depository Libraries to obtain initial copies of publications through the depository system rather than through its mailing list. Lists of Depository Libraries receiving specific series or publications may be obtained from the Superintendent of Documents.
- (4) Bureaus and offices will not be required to supply back issues.
- (5) Questions involving changes in policy or procedures related to implementing

the Depository Library Act shall be referred to the Director of Library Services.

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