

DEFINED STANDARDS

3121

(Reviewed 12/2013)

The guidelines in this Section have been set up to help you determine if your publications fall under the Library Distribution Act. These same guidelines can help your agency's Publications Representative develop policies that will aid understanding of the requirements of the Library Distribution Act. These guidelines will also help your Publications Representative establish publications procedures.

All Agency publications fall under the Library Distribution Act, except for:

1. Publications that are specifically excused by law.
2. Publications that are specifically excused elsewhere in SAM.
3. All forms.
4. Letters.
5. Memorandums.
6. Exclusive use documents.
7. Legally restricted items.
8. Organizational and procedural manuals.
9. Publications for use only within the State administration.

You may choose to have some of your publications be issued under the Library Distribution Act, that otherwise would not. The types of publications that you may so designate, include:

1. Local interest circulars and publications.
2. Specialized publications of primary use to a select group.
3. Reports on minor reorganizations and policy changes dealing with State administration.
4. Market reports and weeklies that are tied to critical dates.

(Continued)

SAM – PUBLICATIONS AND DOCUMENTS

(Continued)

DEFINED STANDARDS

3121 (Cont. 1)

(Reviewed 12/2013)

Typical publications that fall under the Library Distribution Act include publications:

1. That are of lasting interest and use to the public.
2. That are of general interest.
3. That are of interest only to a few people that are spread over a wide geographic area.
4. That are of interest only to a few people, but when the State is the only source of the information and the information can be used for other purposes.
5. That are a group of periodicals compiled once a year. These periodicals would otherwise not qualify, but because of their calendar nature, their content becomes important.