This study on the management and use of state documents is included in the Indiana Library Studies. (Other reports in this series are available as ED 044 131 through 044 145.) Options for improvement and a plan of action for improved government documents management are given based upon studies of: (1) the present management of state documents in the State Library of Indiana; (2) state documents management in other states; and (3) management and use of state documents in Indiana public, academic and school libraries. Eleven recommendations are given to help improve the storage and retrieval of state documents in order to provide better services to the users of these collections. (SG)
Report Number Seventeen
of the
Indiana Library Studies

Peter Hiatt
Director and General Editor

THE MANAGEMENT AND USE OF STATE DOCUMENTS IN INDIANA

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The Indiana Library Studies

The Indiana Library Studies represent the first statewide exploration of Indiana libraries of all types and of the library and information needs of Indiana's citizens. A federally funded research project of the Indiana State Library, the Studies are directed by Dr. Peter Hiatt, Consultant to the Indiana State Library and Associate Professor of Indiana University's Graduate Library School. Guidance for the project and advice on the reports have been provided by the Indiana Library Studies Advisory Committee:

Harriet E. Bard and Ralph Van Handel
Indiana Library Association

Anthony Cefali and Ray Fetterly
Indiana Library Trustees Association

Georgia Cole and Estella Reed
Indiana School Librarians Association

John H. Moriarty and Donald E. Thompson
College and University Roundtable of the Indiana Library Association

William H. Richardson and Ralph Simon
Indiana Chapter of the Special Libraries Association

Marcelle Foote, Director
Indiana State Library

This report has been submitted to the following:
Indiana Library and Historical Board
Indiana Library Association
Indiana Library Trustees Association
Indiana School Librarians Association
College and University Roundtable of the Indiana Library Association
Special Libraries Association, Indiana Chapter

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ACKNOWLEDGMENTS

The surveyors would like to acknowledge with thanks, the cooperation they received in making this study from Miss Marcelle Foote and her staff at the Indiana State Library, especially Mrs. Hazel Hopper, Head of the Indiana Division, and Mrs. Lois Burton of the Catalog Division. Gratitude is also due to the state librarians of other states and to the librarians of Indiana who responded to questionnaires and to Miss Betty Hopkins, Documents Librarian, Wayne State University, and Miss Rae Rips of the Detroit Public Library.
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CHAPTER I

INTRODUCTION

Wayne State University's Office of Urban Library Research undertook this study of the management and use of state documents in Indiana at the invitation of the Indiana State Library as a part of the Indiana Library Studies, being conducted under the direction of Dr. Peter Hiatt. The charge was to recommend a plan of action for improved service, based upon an analysis of present management of state documents by the Indiana State Library, and how this compares with practices followed in other states, a review of the law governing documents in Indiana and in other states, and a survey of how state documents are used in the libraries of Indiana.

The recommendations made in this report are based on information gathered in the following ways:

1. Conferences with Indiana State Library personnel most concerned with documents, and with the state printer on how documents are presently being produced, acquired, cataloged, classified, distributed and exchanged.

2. A questionnaire addressed to the other forty-nine state libraries soliciting information on their laws pertaining to documents deposit and distribution, their practices in acquisition, organization and dissemination of documents and their methods of maintaining bibliographical control. Replies were received from thirty-nine states. (see Appendices A and B)
3. A questionnaire sent to forty-four selected academic, public and school libraries in Indiana on how documents are now being used and what changes would be desirable in the present documents practices at the State Library. The libraries selected were those included in Indiana's TWX network, those now receiving all state documents in the State Library's distribution, and the academic libraries participating in Indiana's serials data bank project. (see Appendices C and D)

4. An analysis of the statutes pertaining to deposit and distribution of documents in each state, using American Library Laws by Alex Ladenson, 3rd edition, 1964 and its supplements, and information supplied by the various state libraries.

5. An evaluation of Indiana's management of state documents in the light of the Standards for Library Functions at the State Level as adopted by the American Association of State Libraries and the U. S. Conference of Governors. (see Appendix F)

6. Conferences with Betty Hopkins, Documents Librarian, Wayne State University, and with Rae Rips, Chief, History and Travel Department, Detroit Public Library.

For the purpose of this study documents have been defined to mean all internal records of government agencies plus their published works. For a more detailed, explicit definition of the varieties of publications included in the basic statement above, the surveyors recommend the
language used in Indiana Senate Bill 61 of 1967:

"Public documents" includes any book, booklet, magazine or periodical, pamphlet, leaflet, sheet, card or other published item produced by printing press, multilith, multigraph, mimeograph or similar quantity duplication means by an official, department, division, bureau, board, commission, educational institution or other agency of the state government of Indiana . . . except . . . publications of the state university presses, directives for internal administration, intra-office and inter-office publications and forms. . . .

Full credit for the research in this report belongs to Ms. Edith Phillips, Assistant Professor, Department of Library Science, Wayne State University (formerly Book Selection Coordinator and Head of Cataloging, Michigan State Library).
CHAPTER II

PRESENT MANAGEMENT OF STATE DOCUMENTS
BY THE INDIANA STATE LIBRARY

In the fiscal year 1967-68, 636 state documents were received at the Indiana State Library.¹

A 1925 statute (see Appendix G) gives the library responsibility for the preservation and distribution of state documents. It specifies that the Board of Public Printing deliver to the library 300 copies of each and every report, document, bulletin or other publication published at the expense of the state, with some exceptions. Perhaps because the number of copies is unrealistic the law is not being observed. However, even if it were being observed, those publications not going through the Board of Public Printing would still be difficult to obtain, for the law is directed toward the Board only.

Senate Bill 61 which was proposed and passed in 1967 as a replacement for the 1925 law fixed responsibility for supplying documents to the library on the issuing agency. The number of copies to be delivered was to be based upon the individual document and a decision by the State Library.

To insure that the State Library received copies of all state documents, Senate Bill 61 contained this statement:

Each official, department, division, bureau, board, commission, educational institution or other agency of state government shall designate a member of its staff as documents officer. The chief administrative officer of each political subdivision shall, unless other designation is made, be presumed to be the documents officer; which officer will be the liaison with the Indiana State Library in matters of his agency's public documents and their distribution,

and it shall be the responsibility of each agency to keep the state library notified of the name of the documents officer. Each agency of state government and each political subdivision shall deliver to the state library ten (10) copies of every public document immediately upon publication and, for those public documents published by state government which within thirty (30) days of their receipt by the state library are designated as public documents for deposit in the depository libraries or for distribution to other libraries, shall deliver to the state library the number of copies requested, not to exceed one hundred and fifty (150) except that by consent of the issuing agency such greater number as the state library requests may be delivered.

This specific and inclusive statement might have been effective in securing a very complete coverage of state publications. It also extended the responsibility for providing the State Library with documents to all the political subdivisions of the state.

The bill went on to impose a penalty upon any person who failed to comply with the provisions of the act. It was in part this clause which caused the Attorney General to declare Senate Bill 61 unconstitutional and the Governor to veto it, after it had been passed. In reviewing the legislation for the fifty states, no other example was found of sanctions imposed in the statutes. The Supreme Court of Indiana is now considering the legality of the Governor's pocket veto. [Editor's note: The 1969 Indiana Legislature repealed all of the 1967 bills (including Senate Bill 61) which had been pocket vetoed by the Governor.]

Another issue raised by the Indiana Attorney General was that of the lack of an appropriation to implement the provision of publications to the State Library.

The Indiana State Library procures most documents by requesting them (usually twelve copies) of the issuing agencies. One copy of some publications, particularly annual reports, of the various departments
are sent automatically to the library for preservation. This arrangement was established by a gubernatorial memo in 1953 after the discontinuation of the Indiana Yearbook which had previously contained such reports.

For documents that are serials, the library is on the mailing lists of the issuing departments and the documents are sent regularly. For information on non-serial publications, a library staff member goes to the office of the Board of Public Printing where one copy of all publications received from commercial printers are held for his examination. If the document invoiced at the Board has not been received at the library, the library requests it of the issuing agency. A file containing the names of the officials responsible for documents at each agency is maintained at the State Library. Because of the disinterest of some agencies in appointing a documents officer, and because of the personnel turnover of these agencies, the Head of the Indiana Division of the State Library estimates that this file is only about sixty percent accurate and complete.

Some documents are not sent through the Board, but are produced wholly within the issuing department. To secure these, the State Library is dependent upon the cooperation of the issuing department, or legislative committee. Although most agencies do send a single copy to the State Library, there have been occasions when it has learned of a publication too late to procure duplicate copies for distribution to other libraries.
In acquiring all documents for the state's official files and in acquiring sufficient copies for distribution and exchange, the present system is weak and inefficient. Although the State Library eventually acquires an official copy of almost all documents, the process for doing so is cumbersome and time-consuming.

All documents received at the State Library are given full cataloging. Usually this is original cataloging, since the documents would not have been received at the Library of Congress and cataloged in time for this cataloging to be used at the State Library. The Dewey Decimal classification is used with some modifications, which are not recorded except in the shelf list. Library of Congress subject headings are used, again with some modifications. Since documents are a part of the Indiana Division collection, catalog cards for them appear in the public catalog.

The general collection of the Indiana State Library is now being reclassified to the Library of Congress classification. In the process of re-classifying, the cards for older materials are being transferred gradually to a new catalog where the Library of Congress classified materials appear. Since it has been decided that all Indiana materials will continue to be classified in the Dewey Decimal classification, there will be in the future a completely separate catalog for this material including the state documents.

One librarian in the Catalog Division catalogs all material for the Indiana Division including documents which are monographs. The serial
documents are handled by the serials librarian in the Catalog Division. If their frequency of publication is annual or less, they are entered in a serials catalog kept in the Indiana Division. Serials of greater frequency than annual are entered in a checklist maintained in the Catalog Division.

At the time of the surveyor's visit to the Indiana State Library, because of staff vacancies, there was some arrearage in the processing of Indiana documents. A new Catalog Division head has been appointed, however, and it has been reported that the situation is improved.

Upon receipt of information concerning the publication of a document the Indiana Division requests twelve copies from the issuing agency: two copies for the official file, four copies for distribution to the four state universities (Indiana University, Indiana State University, Purdue University, and Ball State University), two copies for the Library of Congress, one copy for the Center for Research Libraries in Chicago, and three copies to fill requests. This is the normal order of priority. When it is not possible for the library to secure even twelve copies, the Library of Congress and the Center for Research Libraries are dropped from the distribution list, or the two copies for the Library of Congress are reduced to one. The librarian estimates that this happens very seldom.

After the first twelve copies have been distributed, the Indiana Division then makes a second request for additional copies for distribution to those public and academic libraries that want to receive all or selected state documents. An exception to this procedure is that some documents, such as Attorney General's opinions, House
and Senate Journals, Professional Engineers' and Surveyors' Reports, and Reports of Financial Institutions are sent automatically in quantity to the State Library for distribution. If the document appears to be of very general interest the library requests enough copies to send to all public and academic libraries in Indiana. Again, sufficient numbers are not always available for this wide distribution.

Those documents which are serial publications are not distributed by the State Library. Libraries needing these are asked to request the individual state agencies to place them on the regular mailing lists.

Of the 246 public libraries listed in Statistics of Indiana Libraries, 1966, seven libraries receive all documents and ninety-seven receive a selection. In addition, all 246 public libraries receive a few basic "tools," such as the Roster of State Officials and the Statistical Reports. Libraries may request additional titles from the State Library, but cannot be certain of receiving them if the supply is not sufficient. Of the approximately fifty-three college and university libraries in Indiana, seven receive all documents and twenty-three receive a selection of state documents. Four high school libraries or school systems receive all or a selection of documents. (see Appendix E)

Because the State Library lacks staff and space to handle a large collection of out-of-state documents, it exchanges state documents only with the four neighboring states of Ohio, Illinois, Michigan and Kentucky. However, the library does supply documents on request to other states, especially to New York and California. Listing in the Library of Congress'
Monthly Checklist of State Publications alerts other libraries to Indiana publications.

Documents received at the State Library are listed in its quarterly, Library Occurrent, a publication containing many items of general interest to libraries. Documents are listed under the issuing agencies. The list is not annotated, nor cumulated. If a request comes to the library for a checklist of documents, the usual practice is to send the four most recent issues of Library Occurrent. Library Occurrent is sent without charge to all libraries in Indiana, and the list of documents can be used for ordering or interlibrary-loan requests.
CHAPTER III

MANAGEMENT OF STATE DOCUMENTS IN OTHER STATES

In response to a questionnaire sent to all state libraries, information was received from thirty-nine states about their laws governing state documents and their practices in cataloging, listing and distributing documents. Supplementary information on documents laws in all states was obtained from Ladenson's compilation of American Library Laws.

Chart 1 details the states' legal provisions for the deposit and distribution of state documents.

In thirty out of fifty states the state libraries are designated as responsible for the distribution of documents; although responsibility for distribution of the laws, legislative journals, supreme court reports, and similar documents is frequently shared with other agencies such as secretaries of state, state law libraries, state historical commissions or societies, the state printer, and in a few instances, the law libraries of the state universities. In twenty states, other agencies are designated as solely responsible for documents distribution. Generally, these are the same agencies as listed above with the addition of the legislative council or reference bureau, the recorder of documents, the state historical library, and in two states, the departments responsible for publication. Only one state, Hawaii, does not designate the agency responsible for distribution.

State libraries are responsible for maintaining the official file of state documents in thirty-five of fifty states, though some states, California, Illinois and Virginia, indicate this is by practice, rather
### Chart 1

**Legal Structure for Deposit and Distribution of State Documents**

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<td>Dept. of Archives &amp; History</td>
<td>Dept. of Archives &amp; History</td>
<td>250</td>
<td>Statute</td>
<td>State Printer &amp; Issuing Agency</td>
<td>No</td>
<td>No</td>
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<td>Alaska</td>
<td>Legislative Council for Laws</td>
<td>State Historical Library &amp; Museum</td>
<td>---</td>
<td>---</td>
<td>Dept. of Administration</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Arizona</td>
<td>State Library</td>
<td>State Library</td>
<td>Those Needed for Exchange</td>
<td>State Library Agencies</td>
<td>Secy of State &amp; Issuing Agency</td>
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<td>No</td>
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<td>Arkansas</td>
<td>State Hist. Comm. &amp; Univ. of Ark.</td>
<td>University of Arkansas</td>
<td>60 to Historical Comm. &amp;</td>
<td>Statute</td>
<td>Issuing</td>
<td>No</td>
<td>Secy. State directed budget for dist. of Laws</td>
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<tr>
<td></td>
<td>of State (Secy. of State - laws)</td>
<td>of Ark.</td>
<td>20 to Univ. of Arkansas</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>California</td>
<td>State Printer &amp; State Library</td>
<td>(State Lib. does without authority)</td>
<td>50 to State Lib, 200 to Depo-</td>
<td>State Printer &amp; Issuing Agency</td>
<td>No</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Colorado</td>
<td>Supreme Court Library - Laws</td>
<td>State Archives</td>
<td>300 to Supreme Court Library</td>
<td>Statute</td>
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<td>State Library</td>
<td>125 Legislative Journals</td>
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<td></td>
<td></td>
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<td>500 Statutes</td>
<td></td>
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<td>1 Committee Hearings</td>
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<td>Delaware</td>
<td>Legis. Refer. Bureau, Secy. of State for Session Laws</td>
<td>Public Archives Commission</td>
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<td>Legis. Reference Bureau</td>
<td>---</td>
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<td>No</td>
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<td>Statute</td>
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<td>---</td>
<td>Issuing Agency</td>
<td>Issuing Agency</td>
<td>no</td>
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<td>yes</td>
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<td>State Library</td>
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<td>State Law Library</td>
<td>1 - 100 according to document</td>
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<td>no</td>
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<td>Issuing Agency</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Secy. of State</td>
<td>State Library</td>
<td>100 documents</td>
<td>5</td>
<td>Statute</td>
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</tr>
<tr>
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<td></td>
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<td>1</td>
<td>Statute</td>
<td>Secy. of State</td>
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<td>150</td>
<td>1</td>
<td>Statute</td>
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<td>Oklahoma</td>
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<td></td>
<td>100, 10 laws</td>
<td>3</td>
<td>Statute</td>
<td>State Agency</td>
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<td></td>
<td>25 Technical regulations</td>
<td>3</td>
<td>Statute</td>
<td>Legislative Committee</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Statute</td>
<td>Committee</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>For distribution of laws and journals</td>
</tr>
<tr>
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<td>-----------------------------------</td>
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<td>At least 50</td>
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<td>Bureau of Publications</td>
<td>no</td>
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<td>State Library</td>
<td>State Library</td>
<td>Sufficient number to exchange</td>
<td>State Librarian</td>
<td>Issuing Agency</td>
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<td>no</td>
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<td>Sufficient Copies</td>
<td>Statute</td>
<td>Issuing Agency</td>
<td>no</td>
<td>no</td>
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<td>South Dakota</td>
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<td>---</td>
<td>Governor</td>
<td>Issuing Agency</td>
<td>Depository copies, expense of State</td>
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<td>Tennessee</td>
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<td>60</td>
<td>Statute</td>
<td>Issuing Agency</td>
<td>yes</td>
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<td>State Library</td>
<td>State Library</td>
<td>150 Annual &amp; Biennial, special reports, 75 Legislative Journals, 150 all other</td>
<td>Statute</td>
<td>State Printer &amp; Issuing Agency</td>
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<td>no</td>
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<td>State Library</td>
<td>State Library</td>
<td>Sufficient Copies</td>
<td>State Librarian</td>
<td>no</td>
<td>no</td>
<td></td>
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<tr>
<td>Vermont</td>
<td>State Library</td>
<td>State Library</td>
<td>100 - unless State Librarian specifies differently</td>
<td>Statute and State Library</td>
<td>State Printer and Issuing Agency</td>
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<td>no</td>
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<td>Virginia</td>
<td>State Library and Director of Dept. of Purchases</td>
<td>State Library</td>
<td>2 to 10 and additional if necessary</td>
<td>Statute and State Library</td>
<td>State Printer and Issuing Agency</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>Washington</td>
<td>State Library (State Law Library for law, legislative Journals,)</td>
<td>State Library</td>
<td>125 of Printed Documents</td>
<td>State Library</td>
<td>Public Printer</td>
<td>no</td>
<td></td>
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<tr>
<td>West Virginia</td>
<td>Dept. of Archives &amp; History</td>
<td>Dept. of Archives &amp; History</td>
<td>Sufficient Copies</td>
<td>Dept. of Archives and History</td>
<td>no</td>
<td>no</td>
<td></td>
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<tr>
<td>Wisconsin</td>
<td>Division for Library Services</td>
<td>State Historical Society</td>
<td>3 Historical Society</td>
<td>Division for Library Services</td>
<td>yes</td>
<td>&quot;published at expense of State&quot;</td>
<td></td>
</tr>
<tr>
<td>Wyoming</td>
<td>State Library (Secy. of State for statutes &amp; digests)</td>
<td>State Library</td>
<td>100 Statutes &amp; Digests</td>
<td>Statute</td>
<td>State Printer Secy. of State</td>
<td>no</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- "published at expense of State"
than by statutory provision. State archives and history departments are responsible in seven states and share responsibility with state libraries in two states. State historical societies have this duty in four states; state law libraries in two states; a state historical library and museum in one; and a university library in one.

In twenty-seven of the fifty states, including Indiana, the state library is responsible both for distributing documents and maintaining the official file.

In specifying the number of copies to be supplied for deposit and distribution, the state statutes vary widely from one copy to 500 copies. Figures in the 0 - 100 copies range are given for twenty-eight of the states, in the 101 - 200 copies range in six states, over 201 in four states. The number of copies for legal publications, legislative bills, session journals, revised statutes, supreme court decisions, etc., are often larger than for general publications. The laws in eleven states contain general statements such as "sufficient copies for exchange and distribution." Thirteen states provide that the state library or librarian shall determine the number needed.

The 1925 statute in Indiana follows the pattern in specifying a certain number of copies, but the number stated (300) is at the upper end of the range of numbers given.

Responsibility for supplying the documents to the state library is given to the issuing agencies in thirty-nine states, though in seven of these responsibility is shared, either with the state printer or with the secretary of state. In a few states, these latter two officials are listed as solely responsible. Generally, the secretary of state's responsibility is concerned with the legislative documents, and that of
the state printer with other printed documents rather than those re-
produced by the issuing agency.

In only one state, Illinois, was there a definite stipulation of
appropriation ($20,000 for the Secretary of State) to administer the
program. In five states, a general statement such as "at the state's
expense," or "shall be donated to the state library," was made. Evidently,
the majority have not encountered difficulty through lack of appropriation.
However, the Indiana constitution does contain an article "No money shall
be drawn from the treasury but in pursuance of appropriations made by law."

Patterns for the distribution of state documents within the states
which responded to that portion of the questionnaire are tabulated in
Chart 2. Among these states, eleven send a selection of their documents to
all public libraries. Twelve states send all their documents to key public
libraries. A selection of documents is sent to all academic libraries in
eight states; only four states report sending all their documents to all
academic libraries. Key academic libraries receive selected documents in
seven states; all documents in eleven states. Only one state reports that
its total distribution is by request only.

When a selection of documents is sent, the decisions are made by
the receiving libraries in twelve states, by the documents or reference
librarian at the state library agency in nine states, by the issuing
agencies in three.

Twenty-two states indicate that they distribute documents to other
states; nineteen of these send a selection of documents; only three
indicate that they distribute all their documents to other states.
Indiana's practice in distributing documents both within and outside the
state is reported in Chapter II.
# CHART 2
## DISTRIBUTION OF STATE DOCUMENTS

<table>
<thead>
<tr>
<th>State</th>
<th>To Other States</th>
<th>To All Public Libraries</th>
<th>To Key Public Libraries</th>
<th>To All Academic Libraries</th>
<th>To Key Academic Libraries</th>
<th>On Request Only</th>
<th>Who Makes Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S¹</td>
<td>A²</td>
<td>S</td>
<td>A</td>
<td>S</td>
<td>A</td>
<td>S</td>
</tr>
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<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connecticut</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delaware</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Idaho</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Illinois</td>
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<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Kansas</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
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</table>

¹ Selection of Documents Produced  
² All Documents Produced
<table>
<thead>
<tr>
<th>State</th>
<th>To Other States</th>
<th>To All Public Libraries</th>
<th>To Key Public Libraries</th>
<th>To All Academic Libraries</th>
<th>To Key Academic Libraries</th>
<th>On Request Only</th>
<th>Who Makes Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentucky</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
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</tr>
<tr>
<td>Louisiana</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Receiving Library</td>
</tr>
<tr>
<td>Maryland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
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<td>Receiving Library</td>
</tr>
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<td>Minnesota</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
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</tr>
<tr>
<td>Nebraska</td>
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<td></td>
<td>X</td>
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</tr>
<tr>
<td>Nevada</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Issuing Agency</td>
</tr>
<tr>
<td>New Jersey</td>
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<td></td>
<td></td>
<td>X</td>
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<td>New York</td>
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<td></td>
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<td>X To Other Libraries</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Receiving Library</td>
</tr>
<tr>
<td>State</td>
<td>To Other States</td>
<td>To All Public Libraries</td>
<td>To Key Public Libraries</td>
<td>To All Academic Libraries</td>
<td>To Key Academic Libraries</td>
<td>On Request Only</td>
<td>Who Makes Selection</td>
</tr>
<tr>
<td>------------------------</td>
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<td>-------------------------</td>
<td>-------------------------</td>
<td>---------------------------</td>
<td>----------------------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>Pennsylvania</td>
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<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X Gift and Exchange Libraries</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Receiving Library</td>
</tr>
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<td>Texas</td>
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<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Receiving Library</td>
</tr>
</tbody>
</table>

CHART 2--(Continued)
Under Senate Bill 61 the Indiana State Library would have established a public documents depository system in which the designated libraries would receive a copy of each document "which in the determination of the Indiana State Library is of such general interest or use as to require the provision of copies for permanent availability and convenient access in the various geographical areas of the state." There would be as well other distribution within the state of documents which "have a popular interest requiring as wide a distribution as possible."

The organization of documents collections in other states is detailed in Chart 3. Of thirty-six libraries reporting, fifteen use the Dewey Decimal classification; fourteen use a special classification scheme; two use Library of Congress classification; one uses Reader's Guide headings; and one state does not classify but arranges documents by the issuing agency responsible for publication.

Most libraries file cards for documents in the general public catalog; seventeen libraries file cards for all documents, twelve for selected ones, and seven never place cards for state documents in their general catalog. Eighteen state libraries maintain a separate documents catalog; three of these in book form.

The great majority (29 of 36) use either the ALA/LC catalog code or the Anglo-American Cataloging Rules. Library of Congress subject headings are used in twenty-seven collections, Sears subject headings in three, a special list in one.

Indiana follows the prevailing pattern with its Dewey Decimal classification, Library of Congress subject headings, and full cataloging by the ALA/LC code. Although the State Library has no separate
### CHART 3

**ORGANIZATION OF DOCUMENTS WITHIN STATE LIBRARIES**

<table>
<thead>
<tr>
<th>Classification Scheme</th>
<th>Catalog Code</th>
<th>Subject Headings</th>
<th>Cards for Documents in Public Catalog</th>
<th>Separate Documents in Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>California</td>
<td>special</td>
<td>special key-word in agency name</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Connecticut</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>Delaware</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Florida</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>---</td>
<td>selected ones</td>
</tr>
<tr>
<td>Georgia</td>
<td>DDC modified</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Idaho</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>Illinois</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Indiana</td>
<td>DDC modified</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Iowa</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>Kansas</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Reader's Guide headings</td>
<td>---</td>
<td>---</td>
<td>no</td>
</tr>
<tr>
<td>Louisiana</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>State</td>
<td>Classification Scheme</td>
<td>Catalog Code</td>
<td>Subject Headings</td>
<td>Cards for Documents in Public Catalog</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Maryland</td>
<td>special code</td>
<td>---</td>
<td>---</td>
<td>yes - all card</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>DDC</td>
<td>---</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Michigan</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>Minnesota</td>
<td>L.C.</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Mississippi</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Missouri</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Nebraska</td>
<td>---</td>
<td>special alphabet by Dept.</td>
<td>Scars selected ones</td>
<td>not yet in practice</td>
</tr>
<tr>
<td>Nevada</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>in practice</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>New Jersey</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>New York</td>
<td>not classified arr. by agency</td>
<td>AAC/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
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<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Ohio</td>
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<td>special code</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Oregon</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>State</td>
<td>Classification Scheme</td>
<td>Catalog Code</td>
<td>Subject Headings</td>
<td>Cards for Documents in Public Catalog</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>special scheme</td>
<td>Dewey (?)</td>
<td>Sears</td>
<td>yes - all</td>
</tr>
<tr>
<td>South Dakota</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>Sears</td>
<td>selected ones</td>
</tr>
<tr>
<td>Texas</td>
<td>DDC</td>
<td>ALA/LC</td>
<td>---</td>
<td>selected ones</td>
</tr>
<tr>
<td>Virginia</td>
<td>L.C.</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>Washington</td>
<td>DDC modified</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>yes - all</td>
</tr>
<tr>
<td>West Virginia</td>
<td>special location scheme</td>
<td>ALA/LC</td>
<td>---</td>
<td>selected ones</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>selected ones</td>
</tr>
<tr>
<td>Wyoming</td>
<td>special scheme</td>
<td>ALA/LC</td>
<td>special</td>
<td>selected ones</td>
</tr>
</tbody>
</table>
documents catalog now, as the reclassification of its general collection progresses, there will be two separate catalogs; the second one of them listing the Indiana Division holdings, including the state documents.

Chart 4 details information reported by the various states on their documents checklists. Accurate, complete and frequent listing of publications would seem to be essential to competent management of state documents. The Standards for Library Functions at the State Level endorsed by the American Association of State Libraries states that "a checklist of state documents should be published periodically by the state." However, only six states, California, Illinois, Louisiana, Tennessee, Texas and Wisconsin require by statute the publication of a list. The proposed bill for Indiana did require the publication of a quarterly, with the complete list to be cumulated annually. Despite the lack of statutory mandate, thirty-three states do publish documents checklists. Wisconsin and Louisiana each publish two lists, one by the state library, the other by another agency of state government.

About two-thirds of the lists attempt to cover all state publications, though some libraries add the statement that they list "all the documents received," with the implication that they may not be receiving all the state's publications. All the lists, including Indiana's, are arranged by the agencies issuing the publications. Only three or four libraries attempt to annotate their documents lists.

Less than half of the states publish lists more frequently than quarterly. Sixteen lists are published monthly or bi-monthly; seven are
<table>
<thead>
<tr>
<th>State</th>
<th>Agency Responsible for Publication</th>
<th>Inclusion</th>
<th>Frequency</th>
<th>Cumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona</td>
<td>State Library</td>
<td>All</td>
<td>Annual</td>
<td>no</td>
</tr>
<tr>
<td>California</td>
<td>State Library</td>
<td>Selected</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>Connecticut</td>
<td>State Library</td>
<td>?</td>
<td>Quarterly</td>
<td>No</td>
</tr>
<tr>
<td>Delaware</td>
<td>State Library</td>
<td>Selected</td>
<td>Quarterly</td>
<td>Annual</td>
</tr>
<tr>
<td>Florida</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>Georgia</td>
<td>State Library</td>
<td>Selected</td>
<td>Quarterly</td>
<td>No</td>
</tr>
<tr>
<td>Idaho</td>
<td>State Library</td>
<td>Selected</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Illinois</td>
<td>State Library</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indiana</td>
<td>State Library</td>
<td>All</td>
<td>Quarterly</td>
<td>No</td>
</tr>
<tr>
<td>Kansas</td>
<td>State Library</td>
<td>All</td>
<td>Irregular</td>
<td>No</td>
</tr>
<tr>
<td>Kentucky</td>
<td>State Archives &amp; Records</td>
<td>?</td>
<td>Semi-Annually</td>
<td>No</td>
</tr>
<tr>
<td>Louisiana</td>
<td>State Lib.</td>
<td>Selected</td>
<td>Monthly</td>
<td>No</td>
</tr>
<tr>
<td>&quot;</td>
<td>Recorder of Documents</td>
<td>All</td>
<td>Monthly</td>
<td>Semi-Annually &amp; 5 - 7 years</td>
</tr>
<tr>
<td>Maryland</td>
<td>Hall of Records</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>State</td>
<td>Agency Responsible for Publication</td>
<td>Inclusion</td>
<td>Frequency</td>
<td>Cumulation</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>?</td>
</tr>
<tr>
<td>Michigan</td>
<td>State Library</td>
<td>All</td>
<td>Bi-Monthly</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Minnesota</td>
<td>State Law Library</td>
<td>All</td>
<td>Annual</td>
<td>No</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Secretary of State</td>
<td>All</td>
<td>Semi-Annually</td>
<td>Plan 6-year Cumulation</td>
</tr>
<tr>
<td>Missouri</td>
<td>State Library</td>
<td>Selected</td>
<td>Monthly</td>
<td>2-year</td>
</tr>
<tr>
<td>Nebraska</td>
<td>State Library</td>
<td>All</td>
<td>Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>Nevada</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>Annually 6, 10-year</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>State Library</td>
<td>All</td>
<td>Biennial</td>
<td>No</td>
</tr>
<tr>
<td>New Jersey</td>
<td>State Library</td>
<td>All</td>
<td>Bi-Monthly</td>
<td>No</td>
</tr>
<tr>
<td>New York</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>North Carolina</td>
<td>State Library</td>
<td>All</td>
<td>Bi-Monthly</td>
<td>No</td>
</tr>
<tr>
<td>Ohio</td>
<td>State Library</td>
<td>Selected</td>
<td>Quarterly</td>
<td>No</td>
</tr>
<tr>
<td>Oregon</td>
<td>State Library</td>
<td>All</td>
<td>Quarterly</td>
<td>No</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>No</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>State Library</td>
<td>All</td>
<td>Biennial</td>
<td>No</td>
</tr>
<tr>
<td>Texas</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>No</td>
</tr>
<tr>
<td>State</td>
<td>Agency Responsible for Publication</td>
<td>Inclusion</td>
<td>Frequency</td>
<td>Cumulation</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
<td>-----------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Virginia</td>
<td>State Library</td>
<td>All</td>
<td>Annual</td>
<td>No</td>
</tr>
<tr>
<td>Washington</td>
<td>State Library</td>
<td>All</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>West Virginia</td>
<td>State Library</td>
<td>All</td>
<td>Semi-Annually</td>
<td>No</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Divn. Lib. Services</td>
<td>Selected</td>
<td>Bi-Monthly</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>State Hist. Society Library</td>
<td>All</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
</tbody>
</table>
published semi-annually or annually. A cumulated list would seem to be essential for effective bibliographic control, but twenty state checklists, including Indiana's, are not cumulated. Eight lists are cumulated annually; one, semi-annually and at five to seven-year intervals; one list has a two-year cumulation, another a ten-year cumulation, and one is planned for a four-year cumulation.
CHAPTER IV

MANAGEMENT AND USE OF STATE DOCUMENTS IN KEY PUBLIC, ACADEMIC AND SCHOOL LIBRARIES IN INDIANA

A questionnaire addressed to forty-four of the larger academic, public and school libraries in Indiana solicited information on how these libraries organize and use state documents and what services and patterns of distribution they would find useful from the State Library.

Charts 5 and 6 detail how documents are organized in the libraries of the state. This information has important implications for how the State Library might best classify, catalog and list documents in order to best serve these libraries.

Of the seventeen academic libraries responding, thirteen incorporate at least a selection of state documents into their book collection. Five libraries have a separate collection, but incorporate at least a few selected documents into the book collection.

Almost all academic libraries that place cards for documents in the general catalog use the ALA/LC catalog code and L. C. subject headings. The use of Dewey and Library of Congress classifications is rather evenly divided; nine use L. C., seven use Dewey. Among the nine libraries using L. C., seven are presently total depositories for state documents. The libraries were asked if they would use the Indiana State Library cataloging without change if it were provided to them. Of those responding, eight said "no." The State Library's use of Dewey Decimal classification was the common reason given for refusal.

All the public libraries responding use Dewey Decimal classification for their general collection. None of these libraries incorporate all state documents into the book collection. Ten of the twelve public...
## Chart 5

**Organization of Documents by Indiana Public Libraries**

<table>
<thead>
<tr>
<th>Library</th>
<th>Incorporated Into Book Collection</th>
<th>Separate Documents Collection</th>
<th>Pamphlet File</th>
<th>Cards for Documents in Public Catalog</th>
<th>Catalog Code</th>
<th>Classification Scheme</th>
<th>Subject Headings</th>
<th>Would Use State Cataloging? If not, reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawfordsville Public Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>Sears</td>
<td>yes</td>
</tr>
<tr>
<td>Evansville Public Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>no</td>
</tr>
<tr>
<td>Kokomo Public Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>might</td>
</tr>
<tr>
<td>Lake County Pub. Library</td>
<td>selected</td>
<td>---</td>
<td>selected</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>Sears</td>
<td>yes</td>
</tr>
<tr>
<td>Albert A. Wells Nem. Lib., Lafayette</td>
<td>---</td>
<td>yes</td>
<td>selected</td>
<td>yes</td>
<td>Brief Catalog</td>
<td>Dewey</td>
<td>---</td>
<td>yes</td>
</tr>
<tr>
<td>Muncie Public Library</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>no</td>
<td>Brief Catalog</td>
<td>Docs. Classif.</td>
<td>---</td>
<td>yes</td>
</tr>
<tr>
<td>New Albany-Floyd County Pub. Lib.</td>
<td>selected</td>
<td>---</td>
<td>selected</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>Sears</td>
<td>yes</td>
</tr>
<tr>
<td>Morrison- Reeves Lib., Richmond</td>
<td>selected</td>
<td>---</td>
<td>selected</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>no, might need to change</td>
</tr>
<tr>
<td>Seymour Public Library</td>
<td>---</td>
<td>selected</td>
<td>selected</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>Sears</td>
<td>yes</td>
</tr>
<tr>
<td>South Bend Public Library</td>
<td>selected</td>
<td>---</td>
<td>selected</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Vigo County Public Lib.</td>
<td>---</td>
<td>---</td>
<td>yes</td>
<td>no</td>
<td>---</td>
<td>---</td>
<td>Ball subject Headings</td>
<td>---</td>
</tr>
<tr>
<td>High School Libraries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bosse High School Lib., Evansville</td>
<td>selected</td>
<td>---</td>
<td>selected</td>
<td>no</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>probably</td>
</tr>
<tr>
<td>Wiley High School Lib., Terre Haute</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

---

**Note:**
- "selected" indicates a choice has been made for the particular method of classification.
- "---" indicates that the library uses no particular method of classification.
- "no" indicates the library does not use the particular method of classification.
- "might" indicates a possible need for change in classification.
- "probably" indicates a probable need for change in classification.
- "no, might need to change" indicates a possible need for change in classification.
<table>
<thead>
<tr>
<th>Library</th>
<th>Incorporated Into Book Collection</th>
<th>Separate Documents Collection</th>
<th>Pamphlet File</th>
<th>Cards for Documents in Public Catalog</th>
<th>Catalog Code</th>
<th>Classification Scheme</th>
<th>Subject Headings</th>
<th>Would Use State Cataloging. If not, reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Theological Sem. Lib.</td>
<td>selected</td>
<td>selected</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td></td>
<td>L.C.</td>
</tr>
<tr>
<td>DePauw University Roy. O. West Lib.</td>
<td>a few</td>
<td>---</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>---</td>
<td>no - use L.C.</td>
</tr>
<tr>
<td>Earlham College Lilly Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>no - use L.C.</td>
</tr>
<tr>
<td>Univ. of Evansville Clifford Mem. Lib.</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>not &quot;as is&quot; use L.C.</td>
</tr>
<tr>
<td>Goshen College Library</td>
<td>selected</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Hanover College Library</td>
<td>selected</td>
<td>---</td>
<td>yes</td>
<td>yes</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Indiana Central College Library</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Indiana Institute of Technology Library</td>
<td>---</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>---</td>
<td>Dewey</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Indiana University Libraries</td>
<td>a few</td>
<td>yes</td>
<td>no</td>
<td>no*</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>no - use L.C.</td>
</tr>
<tr>
<td>Indiana State University Lib.</td>
<td>selected</td>
<td>---</td>
<td>yes</td>
<td>selected Brief Catalog</td>
<td>L.C.</td>
<td>---</td>
<td>---</td>
<td>not &quot;as is&quot;</td>
</tr>
<tr>
<td>Indiana School of Medicine Library</td>
<td>yes</td>
<td>---</td>
<td>---</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>L.C.</td>
<td>no - not needed</td>
</tr>
<tr>
<td>Indiana-Purdue Regional Campus Library, Fort Wayne</td>
<td>yes</td>
<td>a few</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>no - use L.C.</td>
</tr>
</tbody>
</table>

*Not for those in the separate documents collection; yes for those incorporated into book collection.
<table>
<thead>
<tr>
<th>Library</th>
<th>Incorporated Into Book Collection</th>
<th>Separate Documents Collection</th>
<th>Pamphlet File</th>
<th>Cards for Documents in Public Catalog</th>
<th>Catalog Code</th>
<th>Classification Scheme</th>
<th>Subject Headings</th>
<th>Would Use State Cataloging. If not, reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manchester College Funderburg Library</td>
<td>yes</td>
<td>some</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Mennonite Biblical Seminary Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>---</td>
<td>yes</td>
</tr>
<tr>
<td>Purdue University Libraries</td>
<td>yes</td>
<td>some</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>Dewey</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>St. Joseph's College Library</td>
<td>selected</td>
<td>---</td>
<td>yes</td>
<td>selected</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>yes</td>
</tr>
<tr>
<td>Lilly Library</td>
<td>yes</td>
<td>---</td>
<td>yes</td>
<td>---</td>
<td>ALA/LC</td>
<td>L.C.</td>
<td>L.C.</td>
<td>no - use</td>
</tr>
</tbody>
</table>
libraries keep documents in the pamphlet file, but seven of these incorporate some into the book collection. Four public libraries keep documents in a separate collection. Nine of the twelve public libraries put cards for some documents in the public catalog; the same nine use Dewey Decimal classification. Eight of these use the ALA/LC cataloging code. Half of the public libraries used L. C. subject headings, half used Sears. Of the twelve public libraries responding, seven of them indicated that they would use the Indiana State Library cataloging if it were provided to them. None of these, however, are presently including cards for all documents in their catalogs.

Most academic, public and school libraries use the documents list in Library Occurrent for ordering. Six libraries use the list for interlibrary-loan purposes. Five libraries said they made little or no use of the list. When asked what use they would make of a checklist which was more complete, and cumulated, most libraries indicated that they would continue to use it as a selection tool. Ten libraries thought they could use such a list as an index to their own documents collection, and one would use it for cataloging information. Two still thought they would make no use of the list.

Chart 7 details the preferences of Indiana libraries on distribution patterns. There was clear evidence that most libraries preferred to depend on the State Library for documents, rather than on a regional depository. Most libraries preferred to receive a checklist and a selection of documents and depend on the State Library for the remainder. The thirteen libraries who preferred to receive all documents were Indiana
<table>
<thead>
<tr>
<th>TYPES OF SERVICES</th>
<th>NUMBER OF LIBRARIES CHOOSING THIS SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Choice</td>
</tr>
<tr>
<td>(a) receive the list and all documents which would be used only within your constituency</td>
<td>4</td>
</tr>
<tr>
<td>(b) receive the list and all documents as a regional depository to provide documents service for others in the region</td>
<td>9</td>
</tr>
<tr>
<td>(c) receive the list and selected documents to be used only with your constituency, and depend on the State Library to furnish those not received</td>
<td>10</td>
</tr>
<tr>
<td>(d) receive the list and selected documents to be used only with your constituency, and depend on a regional depository to provide those not received</td>
<td>3</td>
</tr>
<tr>
<td>(e) receive the list only and depend on the State Library to furnish needed documents</td>
<td>4</td>
</tr>
<tr>
<td>(f) receive the list only and depend on a regional depository to furnish needed documents</td>
<td>0</td>
</tr>
</tbody>
</table>
State University, the Mennonite Biblical Seminary, Fort Wayne Public Library, Seymour Public Library, Hanover College, Indiana University, Indiana-Purdue Regional Campus at Fort Wayne, Purdue University, St. Joseph's College, Lake County Library, Lafayette's Wells Memorial Library, Muncie Public Library and the New Albany-Floyd County Public Library. Most libraries would prefer to receive only those documents useful to their own constituency.

Twenty-five of thirty-one libraries indicated interest in attending a workshop conducted by the State Library concerning the use and management of state documents.
CHAPTER V

OPTIONS FOR IMPROVEMENT IN THE MANAGEMENT OF
INDIANA STATE DOCUMENTS

Although there is no evidence of a large discrepancy between the number of documents produced in Indiana, and the number secured by the State Library for the official file and for distribution, it is obvious that the present system is conducive to incomplete coverage.

If Senate Bill 61 does become law, and is observed, the problem of acquisition should be solved.

If the governor's pocket veto is held to be constitutional, legislation might be re-introduced which would make the issuing agencies responsible for supplying to the State Library those documents not produced by the state printer. The stipulation in the 1925 statute that 300 copies of all documents be deposited with the State Library is unrealistic. New legislation might reduce the number of copies required, perhaps to a maximum of 150 copies, or give authority to the state librarian to determine the number of copies of each document which are needed.

Indiana libraries responding to the questionnaire on their use of state documents indicated that the documents checklist presently being published as a part of Library Occurrent is not satisfactory because:

1) It may not be complete (because of gaps in acquisition).
2) It is not published frequently enough.
3) It is not cumulated.
4) It lacks a subject index.
5) It does not indicate which documents have been selected for distribution to libraries.

6) It does not include information on the length and size of the document, its cost, its classification number and other bibliographic data useful to the local cataloger.

7) Its inclusion in Library Occurrent with other miscellaneous material detracts from its value as a reference tool.

The problem of incomplete acquisition has been discussed above.

In order to increase the frequency of the list to monthly or bi-monthly issues, the State Library could: 1) remove the checklist from the quarterly Library Occurrent, or 2) increase the frequency of Library Occurrent. In view of the additional cost and staff work load this would involve, and also in view of the fact that inclusion of the list with other material detracts from its value as a reference tool, the second solution seems questionable.

Cumulation of the documents checklist, at least annually could be facilitated by a variety of production methods: 1) An entry for each document as it is acquired could be key-punched. The punched card could then be sorted and printed out by electronic data processing equipment for both monthly and cumulated lists. This method would insure rapid cumulation as often as desired. The present output of Indiana documents does not suggest any need for a computerized approach. 2) The monthly and cumulated list could be produced photographically by shingling the main entry catalog cards for all documents, ten to a page. The advantage of this method would be that it uses as input catalog cards already produced, and provides the users of the list with the complete bibliographical
information normally appearing on the catalog card. Inter-filing cards for each month's acquisitions in a master file as soon as the current list had been issued would enable rapid production of a cumulated volume at the end of each year. The checklist could be typed each month, and the cumulated issue retyped. The disadvantages of this method include the facts that it is time consuming, and would tend to include less information than an actual picture of the catalog card.

A subject index could be included in each month's list, or it could be provided only for the annual cumulation. Until the yearly number of Indiana documents becomes much larger, it would seem that an annual subject index would be sufficient. If the photographic method of producing the list is adopted, a working file of all subject entry cards could be kept, and the subject index, showing page numbers, prepared as soon as the main-entry portion of the cumulated list was complete. In any production method, the L. C. subject headings should be used, possibly with slight variations to avoid excessive repetition of the state name. Documents selected for distribution to those libraries which are not total depositories could be asterisked in both the monthly and cumulated volumes.

The photographic method of producing a documents checklist would provide all libraries with full catalog information on all documents. This could also be achieved by sending duplicate sets of the State Library's catalog cards with the documents to all libraries wishing to receive them.

The present distribution of state documents appears to be erratic, based neither on a pattern of geographic coverage, nor on a strengthening
of existing reference centers. At present, only two public libraries among fifteen designated for the TWX network, are state documents depositories. Of the twenty-four libraries which are now depositories for federal documents, only ten are receiving all or a selection of state documents. A plan of distribution could be based on: 1) a concept of regional reference centers, bringing documents within driving distance of all users in the state, or 2) sending all, or a selection of documents only to those libraries needing them for their own constituency, with the rest of the libraries of the state receiving rapid service from the State Library collection. If Senate Bill 61 is not declared law, a thoughtfully conceived and flexible plan for documents distribution should be written and implemented.

Libraries in Indiana responding to the questionnaire favored prompter distribution of documents and the deposit of documents from a wider range of agencies. They also expressed the need for a more clearly defined policy on what the State Library chooses to send them. The great majority of libraries feel the need for in-service training on the management and use of documents.

Expanded services from the State Library in both the acquisition and distribution of documents is contingent upon an expanded staff.

Retaining the Dewey Decimal classification for state documents, while the rest of the State Library collection goes to Library of Congress classification will create a documents catalog separate from the general State Library catalog—a step away from standard practice in documents handling. The surveyors feel that having two catalogs may reduce the
value of the general catalog, since it will no longer reflect the total resources of the library. Having separate catalogs would also further reduce the use of state documents in answering general subject reference questions; and a dual system may in the long run require more staff time and effort.

Since the major users of documents among the libraries of the state are the academic libraries which tend to use Library of Congress classification, the decision to remain with Dewey is further questionable.
Recommendation 1

Unless Senate Bill 61 is declared law, new legislation on state documents should be introduced. This legislation should contain the following provisions.

a. A precise and comprehensive definition of a state document.

b. Authority for the State Library to maintain the official file of state documents and to distribute them (libraries now must request additional copies of the issuing agencies).

c. A requirement that the issuing agencies be responsible for depositing all documents with the State Library.

d. A requirement that a documents officer be designated in every state agency.

e. A requirement that a sufficient number of copies of each document be supplied the State Library for preservation and distribution, with the number of copies to be determined by the state librarian.

Recommendation 2

Until new legislation is in effect, the Governor should be asked to issue a directive to all executive agencies to supply copies of all documents to the State Library. A precedence for this procedure is in the gubernatorial memo of 1953 to all agencies requiring them to send copies of their annual reports to the State Library.
Recommendation 3

The State Library should send semi-annual reminders to all state agencies about their responsibility to supply copies of their documents to the library.

Recommendation 4

The State Library should publish a complete checklist of state documents separate from the Library Occurrent to be distributed to all state agencies, all academic and public libraries and selected school libraries. This list should be issued for the present at least bi-monthly, with an annual cumulation.

The list should be produced by photographing the main entry catalog cards. Since it will contain full bibliographic information, no annotation should be necessary.

The annual cumulation should give detailed information concerning its publication, including an explanation of its scope and of its forms of entry, call numbers, bibliographic data, the distribution policy of the state, and a list of the depository libraries for state publications. The annual cumulation should also include an index by subject and personal authors' name when applicable.

The master file for the annual cumulation should be retained for a period of five years. At the end of that time, a decision should be made, with the major users of the checklist whether a five to seven year cumulation would be justified. The cost of producing such a checklist in 500 copies, with five bi-monthly issues, plus an annual cumulation, has
been estimated at approximately $300 per year.

Recommendation 5

The State Library should designate the libraries of the four state universities as depositories for all state documents.

Recommendation 6

The State Library should invite all other libraries of the state who wish to receive all, or a selection of state documents regularly to make application stating the needs of their own constituency.

Recommendation 7

The State Library should hold a workshop with all libraries designated as selective depositories in order to reach a commonly accepted policy on documents to be chosen for distribution.

Recommendation 8

The State Library should distribute documents at least once a month.

Recommendation 9

The State Library should acquire enough copies of all state documents to maintain the official file, lend documents to other libraries in Indiana, exchange documents with other libraries outside the state, and supply documents or additional copies to those libraries wishing to order individual items.
Recommendation 10

The State Library should add to the staff, one librarian II, whose primary duty it would be to work with state documents, their acquisition and dissemination, to edit the documents checklist and to administer in-service training in documents for the libraries of the state.

Since the output of state documents is not sufficient to occupy a person full time, this librarian might also be responsible for the federal documents for which the State Library is a regional depository, and for reference service relating to both kinds of documents.

Since the primary use of documents is by personnel in state government, the documents librarian might also be responsible for producing a monthly, annotated bibliography of state, federal, and out-of-state documents, reports, periodicals and books of special interest to state government.

Additional clerical time would also be needed for production of the documents checklist and improved distribution procedures.

Recommendation 11

The State Library should reconsider its decision to retain the Dewey Decimal classification for its state documents, weighing the advantages of including the documents in the general library catalog and of becoming compatible in classification with the university libraries, each of which performs original cataloging on state documents.
APPENDIX A

QUESTIONNAIRE ON STATE DOCUMENTS MANAGEMENT

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION
Office of Urban Library Research

DETROIT, MICHIGAN 48202

DEPARTMENT OF LIBRARY SCIENCE

As part of a study on the management of state documents in Indiana, Wayne State University is surveying practices followed in the 50 states. Would you be willing to complete this questionnaire and return it by November 20, 1968 to:

Miss Genevieve M. Casey, Associate Professor
Department of Library Science
Wayne State University
Detroit, Michigan 48202

Copies of the Indiana Library Study will be made available to all state libraries. If there are charges for any of the materials we request, please bill the Office of Urban Library Research, Wayne State University.

1. Is there a statute in your state requiring the regular deposit of government publications with the State Library?
   Yes [ ]  No [ ] (If "yes" please furnish us with a copy)

2. Who decides how many copies of state documents are received at the State Library?
   The statute [ ]  Issuing agency [ ]
   The Library [ ]  Other [ ]

3. Who supplies the State Library with the documents?
   State printer [ ]  Issuing agency [ ]
   Other [ ]

4. Is the State Library responsible for maintaining the official collection of state documents?
   Yes [ ]  No [ ] (If no, indicate who is)

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5. Does the State Library distribute state documents?
   If yes, please check, indicating whether the total output of state
   documents is sent or a selection.
   
   To other states on exchange  Selection ☐  Total ☐
   To all public libraries in the state  Selection ☐  Total ☐
   To key public libraries in the state  Selection ☐  Total ☐
   To all academic libraries in the state  Selection ☐  Total ☐
   To key academic libraries in the state  Selection ☐  Total ☐
   On request only ☐  Other ☐

6. If only a selection of the total state documents is distributed, who makes the selection?
   Documents Librarian ☐  Receiving State or Library ☐
   Issuing Agency ☐  Other ☐ (Please specify)

7. Approximately how many state documents (titles) were published in 1967/68?
   For Preservation? ☐  For Distribution? ☐

8. Are state publications classified by
   Dewey Decimal classification? ☐  Library of Congress Classification? ☐
   Specially devised document classification? ☐ (Please include a copy of the classification scheme)

9. Are catalog cards for state documents placed in the State Library public catalog?
   For all state documents ☐  For selected ones ☐

10. What catalog code do you use A.L.A/L.C.? ☐  Other ☐ (Please supply sample)

11. Does the State Library maintain a separate catalog of state documents?
    Book ☐  Card ☐
12. What subject heading list do you use? L.C. □ Sears □

Other □ (Please supply sample)

13. Does the State Library distribute?

A checklist including □ A checklist of selected □

all documents? □ documents? □

(Please include a recent issue of the list)

14. Is this checklist annotated? Yes □ No □

15. What is the frequency of publication? Monthly □ Quarterly □

Annually □

16. When is it cumulated? Quarterly □ Annually □ Two-years □

Five years □ Other □ (Please explain)

17. How is the list arranged? By main entry □ By classification □

By subject alphabetically □

18. Who publishes the checklist? State Library □ State Printer □

Other □

19. To whom is documents list distributed?

To all public and academic libraries in the state □

To all school libraries □ To selected public and academic □

libraries

To selected school libraries □ To all departments □

To other states □

20. How is your list produced? From punch cards □ From magnetic tape □

From standard file cards □ Other □ (Please explain)
APPENDIX B

STATE LIBRARIES RESPONDING TO QUESTIONNAIRE ON DOCUMENTS MANAGEMENT

Arizona  Nebraska
Arkansas  Nevada
California  New Hampshire
Connecticut  New Jersey
Delaware  New Mexico
Florida  New York
Georgia  North Carolina
Idaho  Ohio
Illinois  Oregon
Iowa  Pennsylvania
Kansas  Rhode Island
Kentucky  South Dakota
Louisiana  Tennessee
Maryland  Texas
Massachusetts  Utah
Michigan  Virginia
Minnesota  Washington
Mississippi  West Virginia
Missouri  Wisconsin

Wyoming
As part of a state-wide survey of Indiana's library resources and needs, Wayne State University's Office of Urban Library Research has been asked to conduct a study of the management and the use of Indiana state documents. We would appreciate it very much if you would give us the information requested below and return the questionnaire by December 18 to:

Genevieve Casey
Associate Professor, Department of Library Science
Wayne State University
Detroit, Michigan 48202

Please check appropriate replies.

1. Do you keep your Indiana state documents:
   (a) in a separate collection? ______
   (b) incorporated into the book collection? ______
   (c) in a pamphlet file, by subject? ______
   (d) a combination of these? ______ (Please explain)

2. If you catalog documents, are cards filed in your public catalog?
   Yes ______ No ______

3. If you catalog documents, how do you do it?
   (a) full cataloging, using LC/ALA code? ______
   (b) brief cataloging or checklisting? ______
   (c) subject heading list used?
      LC ______ Sears ______ Other ______
      (Please specify)

4. How do you classify them?
   Dewey ______ LC ______ Other ______
   If "other," please enclose sample.

5. The Indiana State Library catalogs their documents fully, using LC subject headings (modified) and Dewey Decimal Classification. Would you use their catalog cards without change, if they were provided to you?
   Yes ______ No ______
   If "no," please explain.

6. Who is responsible for the documents collection at your library?
   (a) documents librarian ______
   (b) reference librarian ______
   (c) other ______
   (Please explain)

Percentage of time (estimated) spent on documents collection ______

Office of Urban Library Research
7. What use do you make of the state library's documents listing in the library Occurrent?
   (a) order list ______
   (b) interloan list ______
   (c) other ________________________________
      (Please specify)

8. If the list were cumulated and made more complete, what uses could you make of it?
   (a) as an ordering guide ______
   (b) as an index, in lieu of cataloging ______
   (c) other ________________________________
      (Please specify)

9. If the list were cumulated and improved, which of the following types of service would you prefer? Please mark in order of preference, 1-6.
   (a) receive the list and all documents which would be used only within your constituency ______
   (b) receive the list and all documents as a regional depository to provide documents service for others in the region ______
   (c) receive the list and selected documents to be used only with your constituency, and depend on the state library to furnish those not received ______
   (d) receive the list and selected documents to be used only with your constituency, and depend on a regional depository to provide those not received ______
   (e) receive the list only and depend on the state library to furnish needed documents ______
   (f) receive the list only and depend on a regional depository to furnish needed documents ______

10. Would your library be willing to receive all state documents and:
    (a) retain them for a period of 3 years? ______
        5 years? ______
        indefinitely? ______
    (b) make them available for borrowing by other libraries in your area? ______

11. Would you be interested in attending a workshop conducted by the state library concerning the use and management of state documents?
    Yes _____ No _____

12. What changes in the state library's documents procedures would improve or facilitate your use of them?
APPENDIX D

INDIANA LIBRARIES SURVEYED FOR DOCUMENTS USE

Public:

*Albert A. Wells Memorial Library, Lafayette
Brazil Public Library
*Crawfordsville Public Library
*Evansville-Vanderburgh County Public Library
*Fort Wayne Public Library
Fremont Public Library
Gary Public Library
Huntington Public Library
*Kokomo Public Library
*Lake County Public Library, Griffith
Madison Public Library
*Morrison-Reeves Public Library, Richmond
Monroe County Public Library, Bloomington
*Muncie Public Library
*New Albany-Floyd County Public Library
*Seymour Public Library
*South Bend Public Library
Speedway Public Library
*Vigo County Public Library, Terre Haute
Vincennes Public Library

Academic:

*Associated Mennonite Biblical Seminaries, Elkhart
Ball State University, Muncie

*Libraries responding to Questionnaire
*Christian Theological Seminary, Indianapolis
*DePauw University, Greencastle
*Earlham College, Richmond
*Goshen College, Goshen
*Hanover College, Hanover
*Indiana Central College, Indianapolis
*Indiana Institute of Technology, Fort Wayne
*Indiana-Purdue Regional Campus, Fort Wayne
*Indiana State University, Terre Haute
*Indiana University, Bloomington
*Indiana University Medical School, Indianapolis
Indiana University-Northwest Campus, Gary
*Manchester College, North Manchester
*Purdue University, Lafayette
Rose Polytechnic Institute, Terre Haute
*St. Joseph's College, Rensselaer
St. Meinrad Archabbey, St. Meinrad
*University of Evansville, Evansville
University of Notre Dame, Notre Dame
Valparaiso University, Valparaiso
Vincennes University, Vincennes
*Wabash College, Crawfordsville

School:

Bloomington High School, Bloomington

*Bosse High School, Evansville

Supervisor of School Libraries, Gary Community School Corporation, Gary

*Wiley High School, Terre Haute
APPENDIX E

INDIANA LIBRARIES RECEIVING DOCUMENTS
FROM THE STATE LIBRARY

Public:

Akron
Albion
Alexandria
Anderson
Atlanta
Auburn
Aurora
Bedford
Beech Grove
Berne
Bloomington
Bluffton
Boonville
Boswell
Brazil
Bremen
Bristol
Brook
Brookville
Butler
Carlisle
Clayton
Clinton
Colfax
Columbus
Converse
Corydon
Crawfordsville
Danville
Darlington
Decatur
East Chicago
Elkhart
Elwood
Evansville
   (Vanderburgh Co.)
Evansville
   (Willard Lib.)
Fort Wayne
Fowler
Fremont
Gary
Goshen
Greencastle
Greenfield
Greensburg
Greenwood
Hamlet
Hammond
Huntingburg
Huntington
Jeffersonville
Kendallville
Kentland
Kewanna
Kirklin
Kokomo
Lafayette
LaGrange
Lake Co. Library
LaPorte
Lawrenceburg
Lebanon
Liberty
Ligonier
Madison
Marion
Merrim
Michigan City
Middletown
Mishawaka
Monterey
Monticello
Montpelier
Mount Vernon
Muncie
Nappanee
Nashville
New Albany
New Harmony
Newport
North Manchester
Otterbein
Owensville
Oxford
Pendleton
Peru
Plymouth
Princeton
Richmond
Rochester
Rockville
Rushville
Seymour
Shelbyville
Shoals
South Bend
South Whitley
Speedway
Spencer
Sullivan
Tall City
Terre Haute
Thornton
Union City
Vincennes
Wabash
Walkerton
Walton
Warsaw
Waterloo
West Lafayette
Whiting
Winamac
Worthington

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Academic:

Ancilla Domini College
Ball State University
Butler University
DePauw University
Earlham College
Goshen College
Hanover College
Huntington College
Indiana Central College
Indiana-Purdue Regional Campus at Fort Wayne
Indiana State University
Indiana University Department of Government, Bloomington
Indiana University Division of Social Science, Indianapolis
Indiana University Kokomo Regional Campus
Indiana University Law Library, Bloomington
Indiana University Libraries, Bloomington
Indiana University Northwest Campus, Gary
Indiana University-Purdue University, Indianapolis
Manchester College
Marian College
Oakland City College
Purdue University Libraries, Lafayette
Rose Polytechnic Institute
St. Meinrad Archabbey
Taylor University
Tri-State College
University of Evansville
University of Notre Dame
University of Notre Dame Law School
Valparaiso University
Vincennes University
Wabash College

School:

Bloomington High School, Bloomington
Bosse High School, Evansville
Supervisor of School Libraries, Gary Community School Corporation, Gary
Wiley High School, Terre Haute
APPENDIX F

EXCERPT FROM STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL
(Chicago, American Library Association, 1963, p. 9)

7. Each state should maintain a complete collection of the documents of its own government and of current documents of comparable states, plus a strong central collection of both local and federal documents.

Collections of government documents are of prime importance for historical research, public affairs, and to meet particular informational needs. The full collection of each state would normally be maintained by the state library agency, and a checklist of state documents should be published periodically by the state. Regional centers for state documents should also be developed within the state in existing libraries, and the agencies administering these encouraged to collect local publications and official reports for their areas as well. The regional document centers would logically be the libraries serving as regional reference centers . . . . Regional depositories for federal documents are also important in building document resources.
63-807 (13764). Reports, documents, and bulletins—Court reports—Session laws. The board of public printing shall deliver to the library three hundred (300) copies of each and every report, document, bulletin or other publications published at the expense of the state, except session laws of the general assembly, Supreme and Appellate Court reports, the publications of the historical bureau, the year-book and the journals of the house and senate. The secretary of state shall also deliver two (2) copies of each volume for the reports of the Supreme and Appellate Courts to the library and historical department and shall supply to the legislative bureau such number of the session laws of the general assembly as may be needed by the bureau either to supply its own needs or to exchange for the session laws of other states. (Acts 1925, ch. 58, §7, p. 190.

Cross-Reference. Legislative bureau, §60-1701 et seq.

63-808 (13765). Distribution of documents.—The library and historical department shall retain copies of all such reports, documents, bulletins or other publications as may be necessary for the use of the library and historical department, or any of its divisions, and the copies remaining shall be distributed and exchanged in such manner as may be prescribed by the board. (Acts 1925, ch. 58, §8, p. 190)
A BILL FOR AN ACT to provide for the distribution of the public documents of the State of Indiana and to insure that such documents are freely accessible to the citizens of the state; and providing penalties.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF INDIANA:

SECTION 1. It is the policy of the State of Indiana to insure that the public documents of the state and its political subdivisions are preserved and that they are made freely available for use by its citizens. The state shall maintain a complete collection of all such public documents in the Indiana State Library, shall establish a public documents depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in the designated depository libraries, and shall distribute to other libraries copies of those public documents published by the state which are of greatest interest or use and for which a more general distribution is appropriate.

SECTION 2. For the purposes of this act "public document" or "public documents" includes any book, booklet, magazine or periodical, pamphlet, leaflet, sheet, card or other published item produced by printing press, multilith, multigraph, mimeograph or similar quantity duplication means by an official, department, division, bureau, board, commission, educational institution or other agency of the state government of Indiana or its political subdivisions for public information, guidance or regulation, or in the meeting of legal requirements for such publication except that publications of the state university presses, directives for internal administration, intra-office and inter-office publications and forms are excluded and if provision is made in other acts for the distribution of session laws of the general assembly, the journals of the house and senate of the general assembly, Supreme and Appellate Court reports, the publications of the historical bureau, and the yearbook, any of these so provided for are excluded from this definition of "public document" or public documents."

SECTION 3. The Indiana State Library shall collect, preserve, list and distribute, according to the provisions of this act, the public documents of the State of Indiana and its political subdivisions. Each official, department, division, bureau, board, commission, educational institution or other agency of state government shall designate a member of its staff as documents officer and the chief administrative officer of each political subdivision shall, unless other designation is made, be presumed to be the documents officer; which officer will be the liaison with the Indiana State Library in matters of his agency's public documents and their distribution, and it shall be the responsibility of each agency to keep the state library notified of the name of the documents officer. Each agency of state government and each political subdivision shall deliver to the state library ten (10) copies of every public document immediately upon publication and, for those public documents published by state government which within thirty (30) days of their receipt by the state library are designated as public documents for deposit in the depository libraries or for distribution to other libraries, shall deliver to the state
library the number of copies requested, not to exceed one hundred and fifty
(150) except that by consent of the issuing agency such greater number as the
state library requests may be delivered. The cost of publishing the state pub-
lications collected and distributed under the provisions of this act shall be
borne by the issuing agency. The cost of administering and distributing the
state publications shall be included in the budget of the Indiana State Library
over and above the amounts appropriated for the general operation of the state
library.

SECTION 4. The Indiana State Library shall:

(a) Keep at least two (2) copies of each public document as perma-
    nent reference copies.

(b) Organize and administer the public documents depository system
and distribute to each depository library one (1) copy of each state-issued
public document received which in the determination of the Indiana State Library
is of such general interest or use as to require the provision of copies for
permanent availability and convenient access in the various geographical areas
of the state through deposit in depository libraries. "Depository library," for
the purpose of this act, shall mean a library in Indiana which elects to be a
depository library and which is a designated depository library for United States
government documents, or which may be designated under regulations established
by the Indiana Library and Historical Board in accordance with the provisions of the
Acts of 1945, Chapter 120. Designation as a depository library is contingent upon
the provision of adequate facilities for the storage and use of such publications
and the written agreement of such library that it will accept and keep one (1)
copy of each publication deposited, permit free use of the publications by the
public, keep the publications readily accessible for use, render assistance in
the use of the publications, and not destroy or otherwise dispose of the publi-
cations without the approval of the Indiana State Library. Designation as a
depository library may be removed for failure to meet the conditions prescribed
in this section or in the written agreement.

(c) Distribute to appropriate libraries, including depository libra-
    ries and in addition to their depository distribution, copies for reference or
circulation of those state-issued public documents which in the determination
of the Indiana State Library, have a popular interest requiring as wide a distri-
bution as possible. This distribution shall be from the supply remaining after
the required distribution of such public documents to depository libraries or
from such additional supply as the Indiana State Library may procure. The dis-
tribution and the quantity of such distribution shall be determined by the
Indiana State Library.

(d) Prepare and issue quarterly complete lists of state-issued public
documents issued during the immediately preceding quarter, such lists to indicate
items distributed to depositories. These lists shall be cumulated and printed
annually, at the end of each calendar year.

SECTION 5. Any person who fails to comply with the provisions of this act
shall be guilty of a misdemeanor and upon conviction shall be liable to a fine
of not exceeding one hundred dollars ($100).
Honorable Roger D. Branigin
Governor of Indiana
206 State House
Indianapolis, Indiana 46204

Dear Governor Branigin:

I have examined Senate Enrolled Act No. 61 and find the same to be unconstitutional in that it violates Art. 10, Sec. 3 of the Indiana Constitution.

SENATE ENROLLED ACT NO. 61

This Act, by giving all inclusive definitions, requires every department of Indiana government, state and local (with some minor exception), to provide up to 160 copies of all publications to the Indiana State Library. The Act does not appropriate any funds enabling the official or agency to publish those documents. It purports to provide for appropriations for the Library, but does not indicate how much is to be appropriated, nor how this figure may be determined. In view of the fact that the legislature has attempted to provide appropriations for the Library, but not for the publishing official, or agency, it follows under the maxim of "expressio unius, exclusio alterius;" that they intended no appropriations for those officials and agencies. Highland Sales Corp. v. Vance (1962), 244 Ind. 20, 186 N.E. 2d 682.

Section 3 of Article 10 of the Indiana Constitution provides:

"No money shall be drawn from the treasury but in pursuance of appropriations made by law."

The office has stated,

"No one may create an obligation on behalf of the state, either legal or moral, unless there has first been an appropriation." 1954 O.A.G. No. 65, at 67.
A situation similar to the one at hand was at issue in Book v. State Office Building Commission (1958), 238 Ind. 120, 149 N.E. 2d 273. In that case plaintiff contended that the statute creating the Commission violated Art. 10, Sec. 3, because it did not provide for any appropriation to enable state agencies to pay for the use of the building. The Court held the statute constitutional, however, on the ground that "It is anticipated that the legislature will make proper appropriations for the use and occupancy of the proposed building. . . ."

This Act goes further, however, by making it a misdemeanor for the person charged with the duty not to comply. Thus the public official is faced with this dilemma, spend public money not appropriated for the purpose outlined in the Act or commit a misdemeanor. If the penal sanction was not present then as in the Book case, supra, the public official could decline to follow the mandate of the act until an appropriation for compliance is forthcoming. Since the Act does not allow this alternative it must fall as unconstitutional when read against Art. 10, Sec. 3 of the Indiana Constitution.

A statute granting an appropriation must contain the sum to be expended or a method of determining the appropriation, a person or persons authorized to expend the sum, and the purpose for which it is to be expended. 1958 O.A.G., p. 22; 1953 O.A.G., p. 422; and if there is any real doubt as to whether the legislature has exercised its function to appropriate, the officers should not take the money from the treasury. Ristine v. State (1863), 20 Ind. 328; 1945 O.A.G., pp. 499, 509; State ex rel Martin v. Porter (1883), 89 Ind. 260.

Respectfully submitted,

[Signature]

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