

California State Publications—Introduction

▪ INTRODUCTION

California State Publications (CSP) is a listing of official publications received by the California State Library from executive agencies, the Legislature and the judiciary. *CSP* is published monthly and cumulated annually as provided for by the Library Distribution Act (Government Code section 14910).

Scope

Documents listed in *CSP* are those that qualify as “state publications” under the terms of Government Code section 14902. The definition includes, but is not limited to, annual reports, statistical compilations, hearing transcripts, reports on research, directories and periodicals.

Publications of the University of California, internal publications, and forms are specifically excluded by section 14902. They are not distributed to depository libraries and thus are not listed in *CSP*. The following publications are also omitted from listing in *CSP*:

- Bills, amendments, slip laws, daily journals and daily and weekly editions of legislative histories and indexes
- Revisions or amendments designed to be interfiled into loose-leaf publications
- Course catalogs and program announcements of the California State University
- Publications received more than three years after the date of publication, unless still available for acquisition

Periodicals and serials are listed on first receipt in the monthly *CSP*, and again if the bibliographic record changes.

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▪ ACQUISITION OF PUBLICATIONS

Individuals, organizations and non-depository libraries should contact the issuing agency to obtain a publication. When special acquisition information is available, it appears in *CSP* in an availability note. In addition, a partial list of agency addresses and Internet sites is included in this introduction. Prices are included in *CSP* when known. *Requests should not be sent to the California State Library, unless CSL publishes the document.*

▪ LIST OF AGENCY MAILING AND INTERNET ADDRESSES

The following is a partial list of agencies for publications frequently listed in *CSP*. The addresses listed here are for their publications units where documents can be ordered. Internet addresses are for that portion of these agencies' web sites where, in addition to online documents, information on how to order hard copy is listed either as online order forms or as name/ mailing addresses.

Assembly publications for sale by California Legislature

Chief Clerk's Office
State Capitol, Room 3196
P.O. Box 942849, Sacramento, CA 94249-0001
Phone: (916) 319-2846

Senate publications for sale by California Legislature

Senate Publications
1020 N Street, Room B-53
Sacramento, CA 95814
Phone: (916) 327-2155
<https://spub.senate.ca.gov/>

Legislative bills for sale by Legislative Bill Room

1020 O Street, Room A-107
Sacramento, CA 95814
Phone: (916) 445-2645
<http://www.dgs.ca.gov/osp/Programs/BillRoom.aspx>

California Department of Education

CDE Press, Sales Unit
1430 N Street, Suite 3207
Sacramento, CA 95814
Phone: (800) 995-4099 or (916) 445-1260
Fax: (916) 323-0823
<https://www.cde.ca.gov/re/pn/>

California Energy Commission

Publications Unit
1516 Ninth Street, MS-13
Sacramento, CA 95814
Phone: (916) 654-5200
<http://www.energy.ca.gov/publications/index.php>

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▪ WEB VERSION OF CALIFORNIA STATE PUBLICATIONS

Beginning in 2019, *CSP* is only available on the Web through the California State Library's home page. To subscribe to the notification list to be alerted when a new issue has been made available online, join the *California State Publications* mailing list at <http://www.library.ca.gov/mailling-lists/>. To access the Web version of *CSP*, go to <http://www.library.ca.gov/government-publications/ca-publications/>.

▪ CALIFORNIA DOCUMENT DISTRIBUTION TO DEPOSITORY LIBRARIES

Library Distribution Act (LDA)

In 1945 the California Legislature, with the goal of making all state publications freely available to the citizens of California, passed the Library Distribution Act (Government Code sections 14900-14912), thereby establishing a depository library system. Each California state document depository library contracts with the Department of General Services to receive, record, shelve and preserve state publications and to give free service to patrons wishing to use them.

Complete depositories receive all publications distributed by the State Printer to depository libraries (LDA publications) and all publications directly issued from executive agencies, the Legislature and the judiciary. *Selective depositories* also receive LDA publications directly from the State Printer, but they receive only some of the publications distributed by agencies, the Legislature and the judiciary.

The Library Distribution Act is administered by the California State Library, which evaluates and approves applications for depository status, formulates policies and procedures relating to the operation of the depository program, provides consulting services, and evaluates depository library performance. The text of the Act is available on the Web at: <http://www.leginfo.ca.gov/calaw.html> (choose "Government Code" and use the search term "14900", or access the text of the law directly at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=5.5.&chapter=7.&article=6.).

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▪ LDA PUBLICATIONS

The State Printer automatically distributes some publications to all depository libraries. These are commonly known as “LDA publications.” Each shipment of LDA publications to depository libraries includes a packing list (LDA list). If a publication is missing from a shipment, the library should photocopy the LDA list, indicate the missing title, and send the copy along with the library’s address as it appears on LDA shipments to *(the following address is for depositories libraries only)*:

Office of State Publishing
Mass Mail/LDA
344 N. 7th St.
Sacramento, CA 95814
(916) 445-5353

Requests for missing publications must be made within six (6) weeks from the date of the LDA list and will be honored as long as the supply lasts.

On occasion a title will be crossed off an LDA list. This indicates a publication that is no longer available from the State Printer. Requests for these publications can be sent to the Government Publications Section of the State Library, where every effort will be made to honor them.

Publications Not Distributed by the State Printer

Most state agency publications are distributed directly from state agencies to depository libraries. Claims for these publications should be sent to the state agency listed as author, publisher, or sponsor in *CSP*. Addresses and telephone numbers may be found in the *California Online Directory* (<https://cold.govops.ca.gov/>). Whenever possible, ordering information is included in *CSP* in an availability note.

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▪ RETENTION AND DISPOSAL POLICIES FOR DEPOSITORY LIBRARIES

Publications distributed to depository libraries, although on permanent deposit, remain the property of the State of California and may not be disposed of in any manner without the written authorization of the State Library, except as provided below:

- Publications received prior to September 15, 1945, and duplicates are not subject to these policies.
- Publications chosen for discard should be first offered to the Government Publications Section, California State Library.
- Regional library consortia may, with the approval of the State Library, reduce the number of duplicate copies owned by complete, selective, or law library depositories in their library systems provided there is an acceptable method of sharing between libraries and providing public access to the remaining copy or copies.

For further information, write to:

Government Publications Section, California State Library
P.O. Box 942837, Sacramento, CA 94237-0001
Telephone: (916) 654-0261
Email: cslgps@library.ca.gov

Complete Depositories

Complete depository libraries must retain all publications permanently, except as follows:

1. Any publication may be discarded when it is superseded by a cumulation or a new edition or revision, e.g., legislative histories, codes and compilations of laws or regulations, directories, college and university catalogs, and superseded pages of loose-leaf publications.
2. Any publication may be discarded when it is replaced by another format, e.g., paper copies when replaced with microfacsimile, slip laws when replaced by *Statutes and Amendments to the Codes* (session laws), and the daily legislative journals when replaced by the bound edition.
3. Ephemeral publications may be discarded when no longer current or useful, e.g., announcements of conferences and workshops, award lists, exhibit catalogs and premium lists, class schedules of the California State University, lists of publications intended for order use only, and press releases.
4. Statistical publications issued more often than annually may be discarded after five years.
5. Legislative daily files may be discarded on receipt of a later file.
6. Legislative bills, constitutional amendments, and concurrent and joint resolutions may be discarded two years after the close of the session.

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Selective Depositories

Selective depository libraries may dispose of publications at any time, with the exception of the following classes of material that must be retained for at least five years:

1. Periodicals (e.g., *Outdoor California*, *Journal of the Center for Families, Children and the Courts*).
2. Administrative and statistical reports issued by state agencies (e.g., *Biennial report of the California Department of Industrial Relations*, *Annual report of the Insurance Commissioner*, *Annual report of fatal and injury motor vehicle traffic accidents*).
3. Basic state level fiscal documents (e.g., *Governor's budget*, *Final change book*, *Economic report of the governor*).
4. Basic legislative reference works (e.g., *Senate final history*, *Assembly final history*, *Legislative index and table of sections affected*).

Law Library Depositories

Law library depositories must retain publications in accordance with Government Code section 14909 as administered by the State Library. Section 14909 stipulates that maintenance of basic general documents shall not be required of law library depositories, but they shall maintain basic legal documents. Such basic legal documents shall include legislative bills, legislative committee hearings and reports, legislative journals, statutes, administrative reports, California Code of Regulations, annual reports of state agencies and other legal materials published by the state.

For further information, write to:

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