

STATE OF NEW JERSEY
DIVISION OF THE STATE LIBRARY
Affiliated with Thomas Edison State College
Norma E. Blake, State Librarian

State Government Information Services
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Agreement between the New Jersey State Library, Bureau of State Government Information Services acting as the Primary Depository for New Jersey State Documents, and _____ acting as a Secondary Depository for New Jersey State Documents.

- 1.1 The _____ accepts designation as a Secondary Depository for New Jersey State Documents as offered by the New Jersey State Library and accepts the conditions for such status as agreed to in this contract.
- 2.1 The Primary Depository shall secure copies of State publications as specified in NJSA 52:14-25.1 and 52:14-25.2.
- 2.2 The Primary Depository shall ship documents to the Secondary Depositories at least once a month with shipping lists provided and the shipments numbered consecutively within the calendar year.
- 2.3 When the issuing agency fails to deliver to the Primary Depository enough copies to provide one copy to each Secondary Depository, the items provided will be sent to the Secondary Depositories according to a priority list developed and published by the Primary Depository.
- 2.4 The Primary Depository will attempt to replace items missing from shipments or missing shipments for the Secondary Depositories when claimed according to 3.3 below.
- 2.5 The Primary Depository shall retain forever all State publications with the exception of certain ephemeral materials such as news releases, press summaries and announcements and agency reprints of laws.
- 2.6 The Primary Depository will maintain both reference and circulating copies of most of the documents in its collection, thereby insuring the availability of State documents to researchers and libraries.
- 3.1 In exchange for the prompt procurement and free shipment of State documents, and in order to provide a local complement to the Primary Depository collection, the Secondary agrees to maintain its collection for the use of the residents of New Jersey as follows.

- 3.2 All Secondary Depositories agree to accept and service all materials sent to them whether in paper copy or microform. The Secondary Depository may if it so desires convert microform to paper copy or convert paper copy to microform.
- 3.3 The Secondary Depository shall keep a record of shipments received, shall open each shipment within ten working days of receiving it, shall claim missing shipments and missing items within a shipment within a month, and shall return duplicate shipments received by mistake.
- 3.4 A full-time professional librarian shall be designated by the Director of the Secondary Depository to serve, as one of his/her duties, as the person with overall responsibility for management of and reference assistance to the Secondary Depository's New Jersey Documents Collection. This person's name shall be reported to the Primary Depository by the Director of the library.
- 3.5 The Secondary Depository shall maintain the depository collection in as good physical condition as the other collections in the library.
- 3.6 The Secondary Depository shall make the depository collection available for use by the general public and shall provide reference assistance at all times that general reference assistance is available.
- 3.7 Beginning with shipments received two months after the date of this agreement, the Secondary Depository shall provide subject access to all newly received material. The following are several different forms of subject access any one of which is automatically acceptable to the Primary Depository. Other means of access must have the written approval of the Primary Depository.
 - a) Full cataloging, including subject entries, in the main public catalog; or
 - b) a special documents catalog that includes subject entries; or
 - c) a special subject card file that covers all the documents; or
 - d) pamphlet files for all materials, arranged by subjects, with a minimum of 40 different subjects; or
 - e) the minimum acceptable, use of the Primary Depository's subject-based classification scheme for all non-serial, non-periodical materials (call numbers will be provided on the shipping list), providing that the reference staff maintains a list of the cutter numbers and understands how to use the classification system as a subject approach.
- 3.8 The Secondary Depository shall assemble basic written procedures for the use of the library's staff and a brief descriptive guide to its collection of New Jersey Documents for the use of the library's patrons.
- 3.9 The Secondary Depository may set its own circulation policy for New Jersey Documents.

- 3.10 The Secondary Depositories were established to provide access to current materials. All materials received by the Secondary Depository from the Primary Depository must be retained for five years from date of receipt and then may be discarded at the option of the Secondary Depository; ephemeral items as listed in 2.5 above may be discarded when no longer of value to the Secondary Depository. Superseded lists, directories and guides may be discarded.
- 3.11 Those Secondary Depository libraries who choose to build strong, retrospective collections may enter into a separate "Secondary Retrospective Depository Library" agreement with the Primary Depository. These "S.R.D.L." shall be given high priority in the assignment of documents in short supply.
- 4.1 Because Law School Libraries are the only highly specialized libraries within this Depository Network, the following option is made available to them.
- 4.2 Law School Libraries may reject any materials* at the time they are received if two conditions are met:
- a) There must be a non-Law School Secondary Depository within the same legal municipality so that the residents of that municipality do not lose access to full depository; and
 - b) the Law School Library must return to the Primary Depository at the Law School's expense at least quarterly all items it has chosen not to retain from current shipments.
- 4.3 This Law School Option applies only to selection at the time of receipt of shipments and does not affect any other provisions of this agreement.
- 5.1 The Primary Depository will make periodic inspections to insure compliance with this agreement. Libraries found to be not in compliance will be given written notice by the Assistant Commissioner/State Librarian of the areas of non-compliance.
- 5.2 Failure of the Secondary Depository to correct cited areas of non-compliance within 90 days of notification can result in the removal of its Secondary Depository designation upon a hearing held by the Assistant Commissioner/State Librarian at which the Secondary Depository may be heard.

* "may reject any materials": a clarification of this is available from the Primary Depository.

- 5.3 The Secondary Depository can relinquish its Secondary Depository status voluntarily by making written application to the Assistant Commissioner/State Librarian.
- 5.4 This agreement goes into effect immediately and remains in effect indefinitely unless the depository law is changed or until replaced by a new agreement.

John J. Livingstone, Jr.
State Librarian

Date

Date

JHL/REL/pp