

Monte Loos

From: Tornquist, Kristi <kristi.tornquist@sdstate.edu>
Sent: Friday, April 26, 2013 3:15 PM
To: 'looskota@kotatv.com'
Cc: Schafer, Chris; Mix, Vickie
Subject: Full Depository Application
Attachments: SDSUApplication for Full Depository Library Status 042613.docx

Monte Loos

I have attached South Dakota State University's application for Full Depository Library Status. Please let us know if you have any questions or need any further information.

Thank you for your consideration. We would be honored to receive this designation and pleased to accept the responsibility.

Sincerely,

Kristi Tornquist, Ph.D.
Chief University Librarian
Hilton M. Briggs Library
Box 2115
South Dakota State University
Brookings, SD 57007-1098
(605) 688-5106

Application for Full Depository Library Status

History: In 2012, the State Publications Library Distribution Program operated by the SD State Library was revised. As part of the process, a new depository library program was defined and approved in Administrative Rule Chapter 24:30:07. The State Library Board is accepting applications for two full depository libraries. Libraries designated as full depository libraries shall:

(1) Designate a person by name as administrator of the program for the purpose of direct contact with staff at the State Library;

(2) Retain and make accessible all state publications obtained through the program, regardless of format, for a minimum of five years with the exception of those publications that are clearly superseded by subsequent editions or that are issued at a later date in cumulated form;

(3) Discard publications received through the program only according to procedures set forth by the State Library;

(4) Allow the state librarian access to the program for purposes of evaluation;

(5) Conduct at least two annual public orientations or workshops that highlight the use of state publications; and

(6) Attend, annually, at least one continuing education opportunity offered by the State Library government publications staff.

Library: Hilton M. Briggs Library, South Dakota State University

Library Address/Phone: SBL 2115 North Campus Drive, Brookings, SD 57007, 605.688.5106

Library Director: Dr. Kristi Tornquist, Chief University Librarian

Administrator of the Program: Vickie Mix, Government Documents Librarian

Email/Phone number for Administrator: vickie.mix@sdstate.edu 605.688.5958

The State Library Board will award contracts based upon evaluation of geographic balance, available space and staff, and other factors affecting public access to the collection (AR 24:30:07:04). Addressing these factors, describe why your library is qualified to be a full depository library. Please limit to two paragraphs.

Hilton M. Briggs Library, South Dakota's largest library, is located on the campus of South Dakota State University, Brookings, S.D. Hilton M. Briggs Library, opened in 1977 and holds over 620,000 volumes, 2,150 periodical subscriptions, 31,000 online electronic journals, 15,000 electronic books, 573,000 government documents, 79,000 maps and approximately 840,000 microforms. As part of the land grant mission, university purposes include education, research, outreach, service and social responsibility for the state, region, nation and world. South Dakota State University's library was designated as an official U.S. depository library in 1889. Currently, approximately 77% of the materials made available through the Federal Depository Library Program (FDLP) are selected and received by Briggs Library. Briggs Library has also been a State Documents Depository Library since 1975 and has a comprehensive public access policy for all public documents:

<http://www.sdstate.edu/library/resources/documents/upload/DocumentsPolicy2010.pdf>. In addition, the library features expert research assistance and online research guides for identifying and accessing federal, state, local and international government information <http://libguides.sdstate.edu/government>.

Geographically located in Eastern South Dakota, the library serves a wide populace area. We are a public institution in which any resident of South Dakota may check out library materials and use library equipment, resources and facilities. We offer interlibrary loan services to South Dakota libraries as well as libraries throughout the world. The library is open seven days a week for a total of over 100 hours per week during Spring and Fall semesters. As the largest library in the state, there is ample space available for state agency publications. We have been collecting state publications since 1975 and have always included them in collection development and housing plans. A recent shelving analysis indicates over 20,561 linear feet of empty shelving space. The library employs 30 staff, including 13 professional librarians. The Government Documents Department, a separate library service point, is staffed by one professional librarian, one-part time support staff employee and one-two student workers. Procedures and processes are currently in place to manage state government agency publications. We are committed to fulfilling all the requirements for a full depository library including:

- A designated administrator of the program
- Retention and access to all state publications for a minimum of five years
- State librarian access to the program for evaluation purposes
- Offering a minimum of two annual public orientations or workshops focusing on use of state publications
- Annual attendance at a minimum of one continuing education opportunity through the State Library government publications staff.

We appreciate your consideration of our application.

Send application and any supporting documentation to:

Monte Loos

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Applications will be accepted until May 31, 2013. The State Library Board will make selections at the July 11, 2013 board meeting to be held in Pierre.