

## **University of Illinois at Urbana – Champaign Library Policy Compliance with State Library Act**

Four copies of all campus publications reproduced in quantities of 100 or more for general distribution must be submitted to the State Library and University Archives as indicated below.

All Campus departments whether having publications duplicated or printed comply with "The State Library Act" as amended in 1972. This Act requires that three (3) copies of all publications be sent to the Illinois State Library "within two weeks of their distribution." A fourth copy is needed for the University Archives.

Responsibility for transmitting Urbana-Champaign Campus publications to the State Library is assigned to the Director of Publications and Marketing.

The Law defines "publications" as "any document, report, directory, bibliography, rule, regulation, newsletter, pamphlet, brochure, periodical, or other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency, excepting however, correspondence, inter-office memoranda, and confidential publications."

Since this is a very broad definition, a more specific definition of "publication" for the University of Illinois at Urbana-Champaign has been developed. For this campus, "publication" is defined as one which is reproduced by any means in one hundred or more copies and is for general distribution (to others outside of the individual department). This does not include any internal working documents or restricted research documents, regardless of the quantity printed. A publication falls under the law, whether priced or non-priced, and whether paid for in whole or in part from state appropriated funds.

The procedures for submission of all publications subject to the State Library Act are as follows:

1. Any publication which is printed at the Urbana-Champaign Campus Office of Printing Services will be sent automatically to the State Library. No action on the part of the originating department is required.
2. Four (4) copies of all other publications, as defined above, which are prepared or sponsored by any academic or administrative unit should be sent to:

Director of Publications and Marketing  
807 South Wright, Suite 520 West  
MC-315  
CAMPUS MAIL

Publications should be sent immediately upon their release. Do not wait to send a number of publications at one time, since the State Library should receive its three (3) copies within two weeks after distribution. The fourth copy will be submitted to the University Archives.

3. University of Illinois at Urbana-Champaign publications will be transmitted to the Documents Unit of the Illinois State Library.

Questions concerning this policy statement should be directed to the Office of Publications and Marketing, 333-9200.

Issued by: Associate Chancellor for Public Affairs  
Approved by: Associate Chancellor for Public Affairs  
Date Issued: October 27, 1999  
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