

Connecticut State Documents Depository Program and Connecticut Digital Archive

Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106
Government Information and Reference Services Unit
(860)757-6500



The Connecticut State Documents Depository Program collects, distributes and preserves the publications of Connecticut state government. [Connecticut General Statutes, Chapter 188, Sec. 11-9b-d](#) mandate that the Connecticut State Library administer that program, and extends that mandate to electronic publications, which are preserved through the Connecticut Digital Archive.

COLLECTION and DISTRIBUTION

The Library collects 17 copies of each hard copy publication for distribution. The State Library retains two copies, two copies are sent to the Library of Congress, and the others are sent to a network of [Depository Libraries](#) throughout Connecticut. This distribution ensures that documents are available in multiple locations and are conveniently located for all Connecticut residents. Digital publications are made available through our public catalogs.

ACCESS

The State Library gives documents added value by fully cataloging each title, including author, title, subject and keyword access. Access to cataloged state publications is provided on the Web through [CONSULS](#), our online catalog (shared with the four state universities); [reQuest](#), the statewide union catalog; and worldwide through OCLC's [WorldCat](#). Once located via the catalogs, state publications may be borrowed directly or through interlibrary loan. Digital publications are available directly through these catalogs.

PRESERVATION

As the printed materials age, the Library takes appropriate steps to ensure their preservation through climate control, binding, repairing, and reformatting. The Library uses the Connecticut Digital Archive to preserve and provide access to state publications that are in digital format.

BENEFITS TO THE AGENCY

Depositing a state publication with the State Library ensures its availability to Connecticut citizens, government entities, and individuals throughout the world, now and in the future. The cumulative depository collection is a vital part of the public record of Connecticut and its agencies.



**The
Connecticut
State
Documents
Depository
Program**

*provides access to
and preserves your
Agency's
publications.*



WHAT TO SEND

An agency should send publications if:
 They are produced at the total or partial expense, or under authority, of the agency, or under the authority of a group of organizations including the agency.
AND/OR
 They are distributed outside the author agency in multiple copies or on the Web.
 For example:

Administrative directives	Newsletters, periodicals or journals
Annual and biennial reports	Maps
Audits (financial and management)	Planning and evaluation documents
Directories and rosters	Reports to the Governor or Legislature
Financial reports	Research reports and studies
Handbooks, guides and manuals	Strategic or state plans
Internal newsletters	Statistical compilations

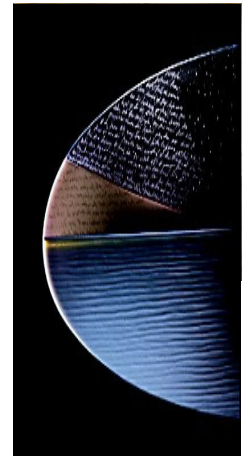
Examples of items that do **not** need to be sent:
 Agendas, advertisements, announcements, or correspondence

GUIDELINES FOR SELECTING PUBLICATIONS

- Reports and/or describes the activity of an agency, or of a subset of an agency (e.g., annual reports, statistical tables or analyses)
- Provides access to the information produced by one or more of the services inherent to the agency (e.g., *Registration Report, Statement of the Vote*)
- Legislatively, judicially or administratively mandated
- Presents the results of a state task force, commission, or of committee work
- Intended for public dissemination
- Includes content that is substantial, comprehensive or unique

How to submit paper and hard copy publications:

- Send seventeen (17) copies to:
Collection Management Unit
Attention: Connecticut Documents
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106



How to submit digital publications:

- Send the URL for any newly posted publication or publication being removed from your agency's Web site to: CDA@cslib.org
- Use "New publication" or "Removed publication" in the subject line of the message.

The Connecticut Digital Archive captures, provides access to and preserves your Agency's electronic publications.

If you have questions about print publications or about the Connecticut State Documents Depository Program, contact:

- Nancy Lieffort (860) 757-6574
nlieffort@cslib.org or
- Julie Schwartz (860) 757-6576
jschwartz@cslib.org

If you have questions about digital publications or the [Connecticut Digital Archive](#), contact:

- Stephen Rice (860) 757-6567
srice@cslib.org



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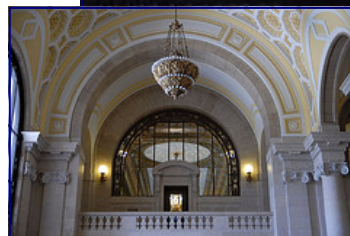
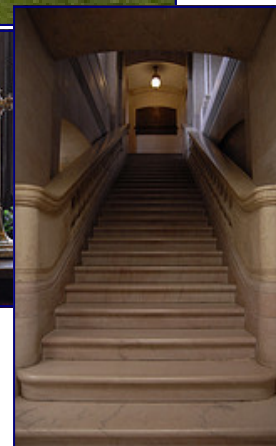
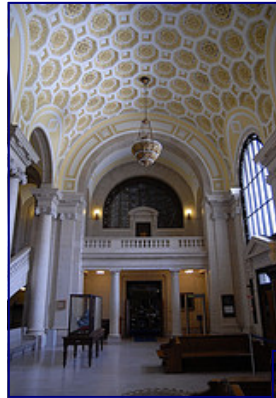
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**The
Connecticut
State
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And

**The
Connecticut
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**Preserve
And
Disseminate
Your
Agency's
Publications**



Photos courtesy of Robert J. Holt