

State Documents Collection Policy

The State Documents Collection Policy can be used by state agencies and institutions of higher education for guidance in the submission of documents to the State Library of Florida for its collections and for inclusion in the Depository Program.

It is the policy of the State Library of Florida to collect and preserve, to the best of its ability, all documents that are created under the authority of, or at the total or partial expense of a state official, state department, state board, state court, or state agency, or are required by Florida law to be publicly distributed. Materials are selected for collection and preservation based on intellectual content, research and educational use, and long-term benefit to the citizens of Florida.

It is the policy of the State Library of Florida to collect and preserve materials published by institutions of higher education that are of particular interest to the citizens of Florida in the administration of Florida state colleges, universities, and community colleges.

It is the policy of the State Library of Florida and the State Documents Depository Program to collect and preserve all documents meeting these policy guidelines in the format in which they were primarily distributed to the public.

All documents selected will be accessible (either in hard copy or electronically) from the State Library of Florida, and will appear, at a minimum, in the State Library of Florida's catalog.

What We Collect from State Agencies

Following are a few examples of the types of materials the State Library of Florida collects from state agencies, departments, commissions, and boards:

Annual reports

Periodicals and newsletters

Research reports and studies

Statistical compilations

Bibliographies

Handbooks, manuals, and guides developed for the use of the public

Maps and posters

Audio and video recordings

CDs, DVDs, and other electronic formats

What We Collect from Institutions of Higher Education

In addition, the State Library of Florida endeavors to collect the following materials published by state institutions of higher education in Florida:

Descriptive course catalogs

Student arts/literary magazines

Law Reviews, when published with state funds

What We Do Not Collect

Forms and applications

Fliers and announcements for specific events, such as performances and lectures

Internal agency working procedures

Employee newsletters

Press releases

Regulatory announcements and public comment notices
Student newspapers
Schedules of classes
Sports schedules

The State Library of Florida does not collect bills introduced in the Legislature except in hard copy. Electronic copies will be available as long as they are maintained by the Web sites of the House and Senate.