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Dissemination of Publications	ACA Standards: 2-CO-1A-24		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Dissemination of the Oklahoma Department of Corrections Publications

The Oklahoma Department of Corrections (ODOC) has established in writing and maintains a system for providing free access to publications for the use by the citizens of the State of Oklahoma. (2-CO-1A-24)

I. State Publications

The agency must submit copies of all “state publications” to the Oklahoma Publications Clearinghouse as required by state statute (65 O.S. 1991, § 3-114(A)).

A. Definition

1. “State publications” are defined as any informational materials, regardless of format and method of reproduction, that are intended for public distribution or are required by law to be sent to the Governor, legislature or other official body (65 O.S. 1991, § 3-113.2(2)). Examples of state publications may include: agency annual reports, agency planning and evaluation documents and administrative rules (in their published form).
2. “State publications” may also include any informational materials distributed outside the agency for which the agency incurred the cost of issuing directly, or contracted with a third party to produce.
3. Informational materials intended for distribution to agency personnel only are not considered state publications. Calendars, internal telephone lists, announcements, policy and operations memoranda, interoffice correspondence, facility newsletters, etc., are examples of documents not considered to be state publications.

B. Standard Format

In an effort to achieve bibliographic control and uniformity in the identification of state publications, the following items will be included on a title page or other suitable place near the beginning of each publication (OAC 405:20-7-1):

1. Full name of the issuing agency, including the division or unit responsible for publication;
2. Name of any personal author to who credit is intended to be given;
3. Title of the publication;
4. Date and place of publication;
5. Frequency of issuance (for periodicals and serials);
6. Volume and number of issue (for periodicals and serials); and
7. Date of issue (for periodicals and serials).

C. Cost Statement (74 O.S. 1991, § 3105 (A))

1. Oklahoma state government publications are required to include a statement of cost at a prominent place near the front or back of each publication issued which includes:
 - a. Name of issuing agency, department, board, commission, or institution;
 - b. Authorization for publication. If such publication is not specifically authorized by statute, the name of the persons so authorizing will be stated; and
 - c. Assurance of compliance with 65 O.S. § 3-114.
2. Wording for the cost statement, which includes all the required elements mentioned above, is as follows:

“This publication, printed by (name of printing firm) is issued by (name of the agency, department, board, commission, or institution) as authorized by _____. _____ (how many) copies have been prepared and distributed at a cost of \$____. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries” (74 O.S. 1991, § 3105(B)).

II. Oklahoma Publications Clearinghouse (OPC)

The OPC receives state publications and adds them to its permanent collection for

reference and archival purposes. Publication titles are added to a national on-line database which is used by libraries throughout the United States as well as immediate dissemination to 14 designated reference libraries located within the State of Oklahoma.

A. Agency Responsibility

There will be two levels of publications officers: an agency publications officer and local publications officers.

1. The executive communications administrator will serve as the agency publications officer (74 O.S. 1991, § 3106.1(A)).
2. The agency publications officer will:
 - a. Provide the OPC with copies of all state publications produced by the agency;
 - b. Compile and forward to the OPC required lists of agency state publications; and
 - c. Provide other related information which may be requested by the OPC for the collection of state publications and the depository library system.
3. Each division/district/facility/unit head will designate a member of their staff to serve as the local publications officer. Local publications officers will forward copies, upon completion, of all state publications produced within their respective locations to the agency publications officer.

B. Deposit Process

1. The OPC determines the quantity of each state publication an agency must submit (65 O.S. 1991, § 3-113.3(6)). Generally, 25 copies are requested for high profile publications, publications with a high color content, charts, graphs, etc.
2. Upon receipt of state publications from the local publications officers, the agency publications officer will forward a listing of publications to:

Oklahoma Publishing Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

3. On a semi-annual basis, the agency publications officer will report the agency's publications to the clearinghouse (74 O.S. 1991, § 3106.1(E)).
4. In the case of audio tapes, video recordings, DVDs, films, slides, or other audiovisual publications or productions, each facility public information officer will notify the agency publications officer of their production and will retain one copy of each audiovisual publication for preservation (74 O.S. 1991, § 3106.1 (B,C,D)). The agency publications officer will notify the OPC as outlined in this procedure.

III. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

65 O.S. 1991, § 3-113.2(2), 3-113.3(6), 3-114(A)

74 O.S. 1991, § 3105(A, B)

74 O.S. 1991, § 3106.1(A-E)

Administrative Rule OAC 405:20-7-1

IV. Action

The division head is responsible for compliance with this procedure.

The administrator of Executive Communications is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020303 entitled "Dissemination of the Oklahoma Department of Corrections Publications" dated April 16, 2014

Distribution: Policy and Operations Manual
Agency Website