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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. § 3-114) the Oklahoma Administrative Code, and rules promulgated by the Department of Libraries.

A. Definition

1. “State publications” means any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law (65 O.S. § 3-113.2). “State publication” incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency.
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

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 whom 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. § 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. The number of copies printed or identification of the website or websites at which the publication is located;
 - d. If applicable, the name of the printing firm doing the printing; and
 - e. 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. § 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 online database used by libraries throughout the United States and are immediately disseminated to 14 designated reference libraries in Oklahoma.

A. Agency Responsibility

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

1. The director of Communications will serve as the agency publications officer (74 O.S. § 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 Agency Publications Officer will comply with the Administrative Code 405:20-7-1.

III. References

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

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

74 O.S. § 3105 (A, B)

74 O.S. § 3106 (A-E)

Administrative Rule OAC 405:20-7-1

IV. Action

The division head is responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020303 entitled "Dissemination of the Oklahoma Department of Corrections Publications" dated November 17, 2016

Distribution: Policy and Operations Manual
Agency Website