



*2/8/2018 (approved)*

## **Policy for Contributing to One or More State Depositories**

**Mission Statement:** The five State depositories were built in the early 1990's to support the off-site storage of collections of the thirteen public universities.

**Policy Statement:** An institution that is not one of the thirteen public universities may contribute to a State depository if the following guidelines are followed.

Please note that the depositories are nearing capacity and are unable to accept large collections.

1. The volume(s) to be contributed are first donated to one of the thirteen public universities who has the right to:
  - a. Refuse the donation.
  - b. Accept the donation.
  - c. If b, then
    - i. Ownership is transferred to the accepting institution
    - ii. The accepting institution processes the volume(s) to be included in their local depository
    - iii. The material is then available for circulation via PCIRC
2. The volume(s) to be contributed do not duplicate holdings already located in the depositories (i.e. the material is unique to the depositories).
3. According to an email (October 21, 2011) from the Office of Budget and Management, other institutions may contribute to the depositories as long as:
  - a. A charge is not assessed.
  - b. The material is available for lending to all of OhioLINK.