**The Oregon Documents Depository program:**

**The Oregon Library Association’s Recommendations**

**December 2013**

The Oregon legislature established the Oregon Documents Depository program (OrDocs) to ensure that Oregon citizens have free public access to documents published by State agencies and the expertise to find them. Under the current model, the Oregon State Library is responsible for receiving public documents from State agencies and distributing them to the designated Oregon Documents depositories.

Each of these libraries is responsible for providing free public access to print and electronic documents, adding records for all depository items to relevant databases or other finding aids for at least five years, and retaining all print material for at least five years. Additionally, the Oregon State Library serves as the official archive for Oregon public documents, permanently retaining all of these publications and creating appropriate metadata for distribution to collaborators and, by extension, regional and international databases.

The current OrDocs program works well in several ways. The Oregon State Library creates high-level bibliographic catalog records and descriptive metadata for all Oregon Documents depository publications and shares this information widely. This cuts down on duplicate effort and leverages the technical expertise of the State Library. Access to Oregon documents has improved through selective digitization and the creation of appropriate finding aids by the Oregon State Library. Finally by virtue of the geographic distribution of the Oregon Documents depository libraries, people throughout the state including those in less populous areas have access to print Oregon documents.

If the OrDocs program is discontinued, we are concerned that public access to State agency publications and information may no longer be guaranteed free of charge. Compliance with stated objectives of Oregon statutes and administrative rules regarding the depository program would become problematic. A dearth of requirements and oversight regarding preservation may mean that State agency publications and information would become unavailable. Without the descriptive metadata generated by the State Library, State agency publications would be difficult or impossible for users to discover.

However, the OrDocs program could improve by building on its current expertise and infrastructure and collaborating more broadly on digitization efforts. The Oregon Library Association’s Documents Interest Group recommends the following:

1. Support the State’s continued role as a permanent archive for state documents, tangible and electronic. (OSL staff currently spend 29.5 hours per week on the physical collection, and 71 hours per week on the Oregon Documents Repository);
2. Identify and support expertise in the State Library or State Archives for the technical management of the program;
   1. Creation of piece-level metadata for the collection;
   2. Provision of inter-library loan of materials;
   3. Catalog as yet un-cataloged parts of the state collection.
3. Identify and support expertise in working with the public with access issues both in person and virtually;
4. Increase the digitization of historical state documents through collaboration among the State Library, the State Archives other Oregon libraries;
5. Improved collaboration between the Oregon State Library and the Oregon Archives to identify and improve access to and preservation of state agency produced documents;
6. Strengthened systems used for the identification, ingest, storage, preservation, and access to digital Oregon documents.