



**SOUTH CAROLINA STATE DOCUMENTS DEPOSITORY LIBRARY MANUAL**

(April, 2009)

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South Carolina State Library  
1500 Senate Street  
P. O Box 11469  
Columbia, SC 29211

## INTRODUCTION

The South Carolina State Documents Depository Library Manual is intended to aid libraries in the depository system in the processing and servicing of South Carolina state documents. The manual may be amended or added to as needed.

Contacts at the South Carolina State Library for answering questions about the state documents depository are:

Organization, servicing, help, use of state documents:

Elaine Sandberg, Government Documents Librarian, South Carolina State Library

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803-734-8625

Cataloging and classification of state documents:

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## South Carolina State Depository Libraries

### **South Carolina State Library**

*(Main Documents Collection and  
Distribution Point)*

Elaine Sandberg, Government  
Documents Librarian  
esandberg@statelibrary.sc.gov  
1500 Senate Street  
Post Office Box 11469  
Columbia, SC 29211  
(803) 734-8625  
(803) 734-4757 (Fax)

### **Clemson University**

Robert Muldrow Cooper Library  
Clemson, SC 29634-3001  
(864) 656-3027  
(864) 656-7156 (Fax)

### **Coastal Carolina University**

Kimbel Library  
755 Highway 544  
PO Box 261954  
Conway, SC 29528-6054  
(843) 347-3161  
(843) 349-2412 (Fax)

### **College of Charleston**

Addlestone Library  
66 George Street  
Charleston, SC 29424  
(843) 953-5530

### **Francis Marion University**

James A. Rogers Library  
Florence, SC 29501  
(843) 661-1300  
(843) 661-1309 (Fax)

### **Greenville County Library**

300 College Street  
Greenville, SC 29601  
(864) 242-5000  
(864) 235-8375 (Fax)

### **Lander University**

Larry A. Jackson Library  
Stanley Avenue  
Greenwood, SC 29646  
(864) 388-8365  
(864) 388-8816 (Fax)

### **South Carolina State University**

Miller F. Whittaker Library  
300 College Street, NE  
P.O. Box 7491  
Orangeburg, SC 29117  
(803) 536-7000  
(803) 536-8902 (Fax)

### **Spartanburg County Public Libraries**

151 South Church Street  
Spartanburg, SC 29306-3241  
(864) 596-3505  
(864) 596-3518 (Fax)

### **USC-Aiken**

Gregg-Graniteville Library  
171 University Parkway  
Aiken, SC 29801  
(803) 641-3320  
(803) 641-3302 (Fax)

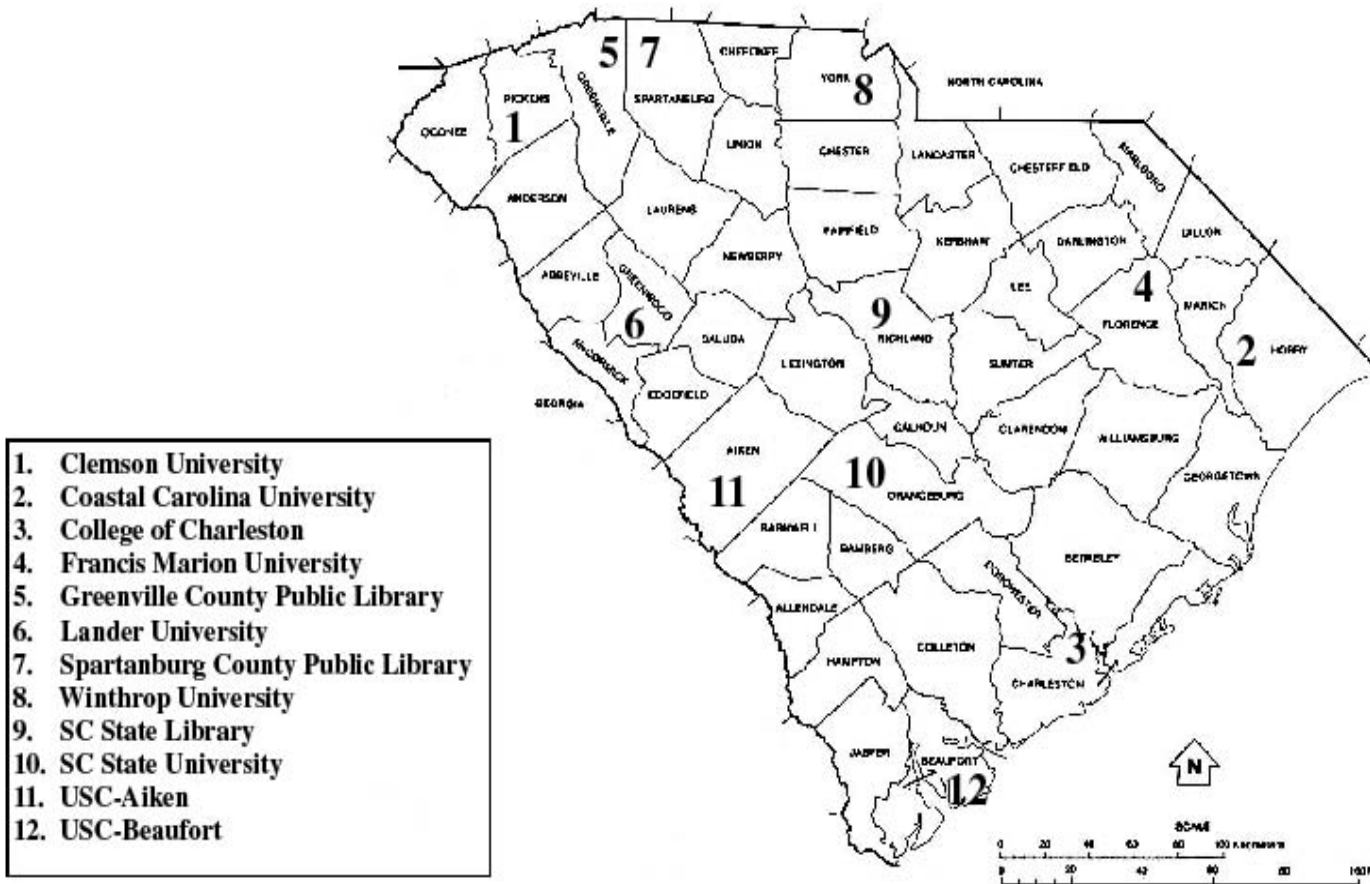
### **USC - Beaufort**

USC-Beaufort Library  
800 Carteret Street  
Beaufort, SC 29902  
(843) 521-4122  
(843) 521-4198 (Fax)

### **Winthrop University**

Ida Jane Dacus Library  
701 Oakland Avenue  
Rock Hill, SC 29733  
(803) 323-2211  
(803) 323-3285 (Fax)

## MAP OF STATE DOCUMENTS DEPOSITORIES



12/08 AS



south carolina  
**STATE LIBRARY**

SECTION B  
Current State Law  
**Title 60 – Libraries, Museums and Arts**

Chapter 2

State Documents Depository

**SECTION 60-2-10.** Definitions.

As used in this chapter, unless the context clearly indicates otherwise:

- (1) “Complete depository” means a place, usually a library, that requests and receives at least one copy of all state publications;
- (2) “Depository system” means a system established by the State library in which copies to other designated depositories of libraries;
- (3) “Electronic” means publication only in a computerized format;
- (4) “Print” means publication in a format other than an electronic or computerized format;
- (5) “Selective depository” means a place, usually a library, that requests and receives one copy of selected state publications;
- (6) “State publication” means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine, or other similar written material excluding interoffice and intraoffice communications issued in any format by the State, any state agency or department, or any state-supported college of university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publications includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency.

**SECTION 60-2-20** State library official state depository of all state publications.

Notwithstanding any other provision of law, the South Carolina State Library is the official state depository of all state publications, with the responsibility for organizing and providing bibliographical control over state publications and distributing state publications to all libraries participating in a depository system.

**SECTION 60-2-30** State agencies, departments and state-supported institutions to provide at least fifteen copies of every state publication that the agency, department, college, or university prints or causes to be printed to the State Library within fifteen days of publication’s posting or distribution. The State Library Director may waive the deposition of any agency publication if:

- (1) the publication is of ephemeral value;
- (2) less than ten copies are to be printed and no electronic version is available; or the issuing agency requests a waiver.

**SECTION C**  
**APPLICATION FOR DESIGNATION AS A**  
**STATE PUBLICATIONS DEPOSITORY LIBRARY**

Act 348 of 1982 authorizes the South Carolina State Library to establish a system of depository libraries in South Carolina for state publications received in accordance with the Act. The \_\_\_\_\_ Library, located in \_\_\_\_\_ (planning district), hereby makes application for designation as a depository library for state publications.

**CERTIFICATION INFORMATION:**

The \_\_\_\_\_ Library hereby certifies that it can meet the STANDARDS FOR DEPOSITORY LIBRARIES as specified below:

**1. The library will be open for use at least 40 hours per week.** *(I think I changed this from 54)*  
(Actual hours of service are \_\_\_\_\_ per week.)

2. No restrictions or fees will be placed on use of depository items in the library. Availability of the depository collection may be publicized by the State Library.

**3. The library has sufficient existing space to house documents for at least five years, with an estimated growth of 35 linear feet per year.** ( \_\_\_\_\_ Library has \_\_\_\_\_ linear feet available for shelving state publications.)

4. The library has adequate study space for in-house use of depository items. (The \_\_\_\_\_ Library currently has \_\_\_\_\_ seats available for public use. These seats are located: \_\_\_\_\_ (a) throughout the library, \_\_\_\_\_ (b) near the documents area.)

5. The library has sufficient clerical staff to process depository items within two weeks after receipt.

6. The library has a full-time professional librarian on the staff who will be responsible for supervising the depository collection and will serve as a liaison with the State Library.

Name of Librarian \_\_\_\_\_

Title \_\_\_\_\_

7. AACR 2 cataloging, which will be supplied with depository shipments for all publications considered to be of permanent value, will be used by the library.

8. All depository items will be marked "STATE DEPOSITORY DOCUMENT" and the date received.

9. The library will maintain an orderly, systematic record of receipt and subsequent arrangement of depository items.

10. Depository items no longer essential to the library after five years will be offered to the State Library before being discarded.

11. Depository items that are clearly superseded by or cumulated in a later edition will be discarded only upon receipt of the later edition.

12. All costs for housing and servicing of depository items will be the responsibility of the depository library with the exception of shipping charges which will be paid by the State Library.

13. If the depository library is publicly funded, all costs incurred in the operation of the depository collection will be absorbed in the existing budget for the immediate future.

14. The library agrees that the State Library may inspect the depository collection at any time to determine the housing, organization, and service meet the standards for depository libraries.

15. The library will make an annual report on the depository collection to the State Library, supplying statistics on holdings and use and such other information as may be necessary to evaluate the program.

#### SUPPORTING INFORMATION

1. How does the library plan to organize depository documents?

Integrated into the main collection

Separate collection

Other (describe)

2. How does the library plan to classify depository items?

Dewey

L. C.

South Carolina State Documents classification (to be supplied on the shipping list)

Other (describe)

3. Is the library a member of SOLINET with access to the OCLC data base?

Yes

No

4. What method will the library use to provide subject access to the documents collection?

Main Catalog

Other (describe)

5. How will the library cooperate with the other libraries in the planning area to promote use of the documents collection?

6. How will its availability be made known to the public?

7. If there are any additional factors -- location, accessibility, staffing, supporting collections -- which support the library's application, attach sheets to describe them.



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Library Director

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Date

---

Chairman, Board of Trustees OR  
University or College President

## SOUTH CAROLINA STATE PUBLICATIONS

### DEPOSITORY LIBRARY AGREEMENT

This agreement made the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the SOUTH CAROLINA STATE LIBRARY (hereafter to as the State Library) and the \_\_\_\_\_ Library (hereafter referred to as the Depository Library).

Whereas, the General Assembly of the State of South Carolina enacted Senate Bill 27 as Act 348 of 1982, naming the State Library as the central depository for state publications; and

Whereas, Act 348 authorizes the State Library to establish a system of depository libraries in South Carolina; and

Whereas, \_\_\_\_\_ - Library has applied for and has been approved by the State Library for designation as a Depository Library:

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD that:

The STATE LIBRARY shall:

1. Collect and distribute state publications obtained under Act 348 to the Depository Library in regular shipments;
2. Provide a shipping list with each shipment, giving catalog and state documents classification information;
3. Enter state non-ephemeral publications in the OCLC data base;
4. Provide assistance as requested in the organization and use of state publications;
5. Establish policies and procedures for the disposal of state publications;
6. Publicize the depository program statewide;
7. Conduct periodic inspections of each depository library; and
8. Collect and disseminate annually statistics and information pertaining to the depository library system.

The DEPOSITORY LIBRARY shall:

- 1. Maintain a minimum of 40 hours of service per week;**
2. Provide free, unrestricted access to state publications and reference assistance in their use to any individual requesting service;
3. Assign a full-time professional librarian to supervise the organization and reference use of state publications, although that librarian need not spend full-time on state publications;
- 4. Provide space for housing of state publications, including space for expansion based on the estimate of 35 linear feet per year;**
5. Provide space for in-house reference use of state publications;

6. Maintain an orderly, systematic record of receipt and subsequent arrangement of state publications;
7. Mark state publications received through Act 348 as "STATE DEPOSITORY DOCUMENT" and the date received;
8. Accept and use AACR2 cataloging as provided by the State Library;
9. Abide by policies established by the State Library for disposal of state publications;
10. Mark and shelve state publications within two weeks of receipt;
11. Abide by all items covered in the approved application for designation as a Depository Library; and
12. Report annually to the State Library as to the organization, use and condition of the state publications collection;

This agreement shall continue in effect as long as it is mutually satisfactory to both parties. It may be terminated by the State Library, after a formal warning, if the Depository Library fails to maintain standards or by the Depository Library after giving the State Library three (3) months advance written notice.

IN WITNESS WHEREOF, the State Library and the Depository Library have caused this agreement to be executed by their duly authorized officers or representatives.

SOUTH CAROLINA STATE LIBRARY

\_\_\_\_\_

DEPOSITORY LIBRARY  
(PUBLIC LIBRARY)

DEPOSITORY LIBRARY  
(ACADEMIC LIBRARY)

\_\_\_\_\_  
By: Library Director

\_\_\_\_\_  
By: Library Director

\_\_\_\_\_  
By: Chairman, Board of Trustees

\_\_\_\_\_  
By: University or College President

## Section D1

### PROCESSING OF STATE DOCUMENTS

#### I. General information

When a state document is received by the State Library, a decision is made as to whether the document is to be cataloged or treated as ephemera. Both cataloged and ephemeral publications will be sent to depository libraries. All documents in a depository shipment will be listed on the shipping list which accompanies the shipment.

#### II. The shipping list

##### A. Organization on the shipping list

1. The Shipping List is arranged by State Documents Classification number. Ephemera are listed by issuing agency and title. Serials, including annuals, monthly and weekly publications, and periodic publications, are listed separately, as are documents not included in depository shipments.
2. The format of the shipping list is as follows:
  - a. Cataloging required
    - 1) Monographs
    - 2) New serials
    - 3) Serial additions
  - b. Cataloging optional
    - 1) Monographs
    - 2) New serials
    - 3) Serial additions
    - 4) Periodicals
  - c. Supplementary materials – updates to previously supplied cataloged documents.
  - d. Ephemera – no cataloging supplied

##### B. Sample shipping list

(see Appendix A)

##### C. Checking in items on shipping list

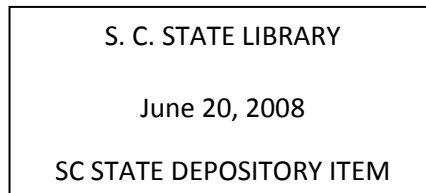
1. The shipment should be checked against the shipping list for possible errors or omissions.
2. If a document has been omitted, please notify the State Library giving the specific title of the document and the date of the shipping list.
3. A decision should be made by the individual depository library as to the disposition of documents categorized as “cataloging optional” and “ephemera”. **Any document selected to be cataloged should be routed with all documents categorized as**

**“cataloging required” to the appropriate department in your library.** Disposition of materials not to be cataloged is left up to the individual depository library.

4. Items of limited distribution

When the State Library determines that an issuing agency cannot supply sufficient copies of a document to meet depository requirements, the State Library will make a decision as to which depository library will receive the publication. Such decisions will be based on local interest in the topic covered by the particular document. The item will be crossed out in red on the shipping list (see example, Appendix 1) denoting that the library will not receive the document. In all cases, the State Library will acquire copies for interlibrary loan.

5. **Each document should be stamped with the depository library’s state documents depository stamp. The stamp should include local ownership and date of receipt.** The following is an example of a depository stamp:



6. Retention of shipping list

Libraries may discard shipping lists at their own discretion after cataloged items have been added to the collection.

III. Cataloging and classifying state documents

A. General information

Refer to the shipping list for the OCLC number for cataloging and classification. The descriptive cataloging conforms to AACR2 which all depository libraries should use. The subject cataloging uses Library of Congress subject headings. The State Documents Classification number is given, although depository libraries may determine which classification system to use.

B. Cataloged documents

1. Libraries may use the OCLC number to retrieve bibliographical records on the OCLC database.
2. SOLINET members adding documents to the database will have to input classification numbers regardless of the classification system used. Those libraries using the state documents classification system will need to refer to the shipping list and input the state documents classification number in the 099 field of the OCLC record. If the 099 field is

already used for another special classification, the library may have to request a change in the OCLC profile.

3. "Cataloging required" documents
  - a. Monographs should be fully cataloged through OCLC and included in the public catalog.
  - b. Serials, excluding periodicals
    - 1) Same as 3. a. Monographs
    - 2) Once the State Library has supplied cataloging data for a serial, no further cataloging will be sent on the shipping list. The shipping list will include the serial title and date of issue being sent which is to be used to update local library holdings records.
    - 3) When a serial has been cataloged, depository libraries may exercise local option in selecting a check-in procedure.
    - 4) For monographic serials, cataloging will be supplied.
  - c. Periodicals – see 4b.
4. "Cataloging optional" documents
  - a. The depository library has three options for handling "cataloging optional" documents:
    - 1) Treat as a "cataloging required" document.
    - 2) Shelve by State Documents Classification, with reference access through the Checklist of South Carolina State Publications.
    - 3) Place in an information file.
  - b. Most periodicals will be categorized as "cataloging optional" and the depository library may treat them according to local policy.
5. Supplementary materials to previously supplied items
  - a. Supplements, revision pages and errata sheets, which are occasionally issued by state agencies, will be listed on the shipping list by state documents classification number and the title of the document which they supplement.
  - b. Supplements should be marked and treated like the parent document.
  - c. Revision pages and errata sheets require no processing and should be inserted in the base volumes promptly.

IV. Ephemera

1. Publications which the State Library has decided not to catalog will be listed in alphabetical order on the shipping list by agency. The decision to declare an item ephemera may be based on one or more of the following reasons:
  - a. Information is not of lasting value
  - b. Information is extracted from a more substantial state document
  - c. Information is not unique to South Carolina state government and has been produced as a public information service
2. Maintenance of ephemera is not required under the depository library agreement. Depository libraries may wish to consider the following options in dealing with ephemera:
  - a. file in vertical files
  - b. use as display materials
  - c. place on general distribution table
  - d. catalog
  - e. discard immediately

## **Section D-2**

### **RETENTION AND DISCARDING OF STATE DOCUMENTS**

- I. Retention of state documents
  - A. Guidelines
    1. All materials received through the state document depository system that are designated as required or optional cataloging must be retained for a period of five full years from the date of receipt.
    2. Exceptions
      - a. In the case of a title which has been clearly superseded by a newer edition, the earlier edition may be discarded.
      - b. Due to their historical value, the following titles may not be discarded without prior approval by the S.C. State Library.
        - 1) Legislative manual
        - 2) S.C. Vital and Morbidity Statistics
        - 3) Detailed Mortality Statistics, South Carolina
        - 4) South Carolina Statistical Abstract
        - 5) Economic Report, the State of South Carolina
        - 6) South Carolina State Budget
        - 7) Crime in South Carolina
        - 8) Checklist of South Carolina State Publications
      - c. There are no retention requirements governing state documents received as ephemera.
- II. Discarding of state documents
  - A. Procedures
    1. State documents sent under "cataloging optional" may be discarded five (5) years from date of receipt.
    2. Using your discretion to discriminate between "less important" titles, send a list of the "important" titles you plan to discard to the Documents Librarian at the State Library to fill in any losses in that collection.



**SECTION D-3**  
**DOCUMENTS IN ELECTRONIC FORMAT (SCEDOCS)**

When the state agencies began posting documents to their websites the State Library realized that the future of the documents depository system would begin to change. The Library would copy the publications onto archival paper and would provide a link to the document in the public catalog. In a short time, agency websites changed and documents were often taken down. Agency domain names often changed also. The public catalog quickly accumulated broken links and documents were lost.

In 2005 the State Library began harvesting agency publications that had been published in electronic format. Documents are saved as pdfs and cataloged as usual, but the location is Internet. They are saved to library servers, so that they will be permanently accessible. A unique call number/url is assigned. Notification of Edocs added to SCSL is a part of the Shipping List as Items Not in Depository. Electronic format documents may be candidates for a Notable State Documents award.

- Depository Libraries are urged to save the electronic documents to their own library servers and to update OCLC records to show additional location of copies.
- Depository Libraries should also record on catalog records electronic editions of serials, particularly the major titles listed in section I.A. 2.b. under Retention and section II. under Public Service in this manual.
- If saving electronic documents to library servers is not a policy of the Depository Library, the depository librarian should direct users to the online catalog of the State Library, preferably with a link to the catalog on their website.
- Depository staff should become familiar with the Edocs and direct patrons to the State Library online catalog for access.
- Knowledge and promotion of accessing documents in electronic format are essential to keeping the State Documents Depository Program alive.

## **Section E**

### **STATE DOCUMENTS CLASSIFICATION SYSTEM**

The classification system for South Carolina state documents was devised by the State Library in 1970. It is based on a combination of the system devised by Raynard Swank for international, state, county, and municipal documents and the Documents Office Classification for federal documents.

Utilizing letters and numbers, the state documents classification system provides an alphabetic by agency arrangement with form division numbers for type of publication. Individual publications are denoted by year of coverage or by Cutter number.

The 3-figure Cutter table is used to identify agencies; a simplified Cutter table devised for Florida documents is used for individual publications (see p.E8).

## OUTLINE OF SOUTH CAROLINA STATE DOCUMENTS CLASSIFICATION SYSTEM

### I. Conventions of the people (Constitutional, etc.)

#### A. First line

1. Constitutional conventions A2

2. Conventions other than constitutional

(These will be indicated by adding a capital letter to the first line [A2] keyed to the main issue at the convention [e.g. nullification, A2N]).

#### B. Second line

1. Form division 1.

a. Constitutions (S.C.)

b. Journals and proceedings 3.

c. Committee reports 8.

2. Individual publication designation

After form division add last three digits of year in which convention adjourned.

### II. Legislature

#### A. First line

1. Both houses A3

2. House of Representatives A4

3. Senate A5

4. Committees, councils and other special service bodies A3 with

a. Standing committees – Add one significant capital letter based on the committee's name to the legislative symbol. If necessary because of like letters in committee names, use as many letters as necessary to maintain alphabetical order. A4 cutter  
A5 number  
A3 with  
A4 cutter  
A5 number

e.g. A4W House Ways and Means Committee

A5Pena Senate Penal and Charitable Institutions

A5Peni Senate Penitentiary

b. Study of interim committees – Each study of interim committee will be given a separate call number by Cuttering the subject of the committee (3-digit Cutter table) and adding the results to the first line. A3 with  
A4 cutter  
A5 number

e.g. A3Ag475 for the Study Committee on Aging.

B. Second line

1. Form division

- a. Bills 1.
- b. Digests 2.
- c. Journals 3.
- d. Calendar 4.
- e. Session laws (applies to A3 only) 5.
- f. Revised statutes and codes (applies to A3 only) 6.
- g. General publications 7.
- h. Publications of committees, councils and other special service bodies, excluding hearings 8.
- i. Hearings of committees 9.

2. Individual publication designation

a. Form divisions 1-7 –

- (1) If the General Assembly and session numbers are given on a publication, they will the form division.

e.g. A4 for the House Journal of the second session  
3.99-2 of the 99<sup>th</sup> General Assembly

The four digits of the year will then follow on the 3<sup>rd</sup> line.

- (2) If only the year of publication is given, then the last three digits of the year will follow the form division.

e.g. A4 for the House Journal of 1852  
3.852

- (3) An extra session will be indicated by adding an “x” to the session number (e.g. 99-2x).

b. Form division 8

For all committee reports issued annually covering the committee’s activities, the form division 8 will be followed by the last three digits of the year of publication. For other committee publications, excluding hearings, the form division will be followed by a simplified Cutter number taken from the subject of the publication. Subcommittee reports will be indicated by Sub.-1, etc. on the third line.

c. Form division 9

Form division 9 will be used only for hearings and will be followed by a simplified Cutter number for the subject of the hearing. When necessary, location of the hearing will follow the Cutter number. Location designation will be based on Cities and Towns symbols devised by the State Library. (See p. E9). The date of the hearing will be given on the 3<sup>rd</sup> line if necessary.

C. Designation of collected departmental reports (Reports and Resolutions)

1. First line

A9

2. Second line

a. Number indicating series

1. Title—“Reports and Resolutions” is No. 1

Subsequent series would receive 2., 3., etc.



2. Additional form divisions beginning with the number "10" may be used as needed for expansion.

3. Individual publication designation

If the form division is:

a. 1 – follow with a three-digit code for the final year of the report.

e.g. L6165 S. C. State Library. Report,  
1.981 1980/81.

b. 2, 4, 7, 8, 9 – follow with simplified Cutter number for distinctive word in title (preferably subject).

e.g. G7461Ec S. C. Office of the Governor. Division  
2.H31 of Economic Opportunity. HEAP, home energy assistance program.

A second publication, entitled Operations Manual...  
HEAP would be: G7461Ec  
2.H31-2

c. 3 – follow with Simplified Cutter number for distinctive word

in the series title (preferably subject).

e.g. H5386 S.C. Dept. of Highways and Public  
3.A22 Transportation. South Carolina traffic accidents.

d. 5 or 6 – For publications applicable to (or by the authority of) an entire department or agency, follow the method which will keep like rules, regulations, or laws together on the shelf in logical sequence.

(1) In the case where laws or regulations are issued by year, follow the form number by the 3-digit code for the year.

e.g. Ele255 S.C. Election Commission.  
5.980 Registration and election laws of South Carolina. 1980.

(2) For those publications on a specific subject, or those not applicable to or by the authority of the department or agency as a whole, follow with a Simplified Cutter number for distinctive word (preferably subject) in title.

e.g. W6463 S.C. Wildlife and Marine Resources  
6.F47 Dept. South Carolina fishing and  
1980 hunting regulations, 1979/80.

(3) In the case where laws or regulations are issued separately with a distinctive numbering system, use the form number 5 or 6 followed by a Cutter number for the title of the set. The number of the law or regulation on the fourth line and the date on the last line.

e.g. Ad495 S.C. Adjutant General's Office  
6.R33 Regulations

no. 40-3	no. 40-3
C1	Change 1
970/10/8	8 Oct. 1970

[ In the filing and shelving, the 5 or 6 with the three-digit code for year comes before the 5 or 6 with a Simplified Cutter number ]

4. Separates (i.e. publications lifted from a larger work and issued separately) are classified like their parent publication and followed by an accession letter (lower case). This type of publication is rare.

e.g.	Ae825	Separate from 1969 Annual Report of
	1.969a	Aeronautics Commission

C. Third line

1. Further identification of individual publications is as follows:  
 a. 2, 4, 7, 8, 9 – indicate new edition or revision of publication with four digits of year published, adding month and date if necessary. For coverage of an upcoming time period, use last year given; for a span of years, use both.

e.g.	Ed8332	S.C. Dept. of Education, List of
	2.L41	sources selection: library materials...
	1980	3 <sup>rd</sup> ed., 1980.

Ed8332	S.C. Dept. of Education. Directory
8.S24	of South Carolina schools, 1980/81.
1980	1980.

W6463	S.C. Dept. of Wildlife and Marine
3.S548-2	Resources. South Carolina wildlife
1978-1979	magazine index, Jan.-Feb. 1978- Nov.-Dec. 1979.

- b. 3 – give, in order of preference:

1. Number within the series

e.g.	C5935Ex	Clemson University. Extension
	3.C46	Service. Circular no. 611.
	no. 611	Revised 1980.
	1980	

2. Whole series number

e.g.	W7375Li	Winthrop College. Dacus Library.
	3.D12	Dacus focus. No. 15, 1981.
	no. 15	

3. Volume and issue number

L6165	S.C. State Library. News for
3.N38	South Carolina Libraries.
v.13/6	v. 13, no. 6.

e.g.

4. Year, month, day (if series is issued once a year, just put year) e.g.  
So135 S.C. Dept. of Social Services.  
3.T47 Title XX: comprehensive  
1979 annual services program plan.

c. 5 or 6 – see III. B. 3.d (2) and (3)

2. Indexes are given inclusive numbers of coverage with the word “Index” on last line, thus filing at the end of the material indexed.

3. Supplements to publications are noted as:

a. For dated supplements, the 3 digits of the year will follow sup.

e.g. sup. 980

b. For undated supplements, add sup. 1, sup. 2, etc.

c. Parts, addenda, etc. will be pt. 1, ad. 1, etc.

### **SIMPLIFIED CUTTER TABLE FOR SOUTH CAROLINA**

A-B	1
C-D	2
E-G	3
H-K	4
L-O	5
P-R	6
S-T	7
U-W	8
X-Z	9

The “Cutter” number is formed by writing the first letter of the word to be Cuttered, followed by the numbers for the next two letters.

e.g. Birds = B46

Tax = T19



**Cities & Towns****Cities & Towns Symbol****County**

Abbeville	A1A	Abbeville
Aiken	A2A	Aiken
Alcolu	C6A	Clarendon
Allendale	A3A	Allendale
Anderson	A4A	Anderson
Andrews	G1A	Georgetown
Angelus	C5A	Chesterfield
Antreville	A1An	Abbeville
Arcadia	S2A	Spartanburg
Ashepoo	C7A	Colleton
Aynor	H2A	Horry
Bamberg	B1B	Bamberg
Barnwell	B2B	Barnwell
Batesburg	L4B	Lexington
Bath	A2B	Aiken
Beaufort	B3B	Beaufort
Beech Island	A2Be	Aiken
Belton	A4B	Anderson
Bennettsville	M3B	Marlboro
Bethune	K1B	Kershaw
Bishopville	L3B	Lee
Blacksburg	C3B	Cherokee
Blackville	B2Bl	Barnwell
Blair	F1B	Fairfield
Blenheim	M3Bl	Marlboro
Bluffton	B3Bl	Beaufort
Bowling Green	Y1B	York
Bowman	O2B	Orangeburg
Branchville	O2Br	Orangeburg
Buffalo	U1B	Union
Burton	B3Bu	Beaufort
Calhoun Falls	A1C	Abbeville
Camden	K1C	Kershaw
Cameron	C1C	Calhoun
Campobello	S2C	Spartanburg
Carlisle	U1C	Union
Catawba	Y1C	York
Cateechee	P1C	Pickens
Cayce	L4C	Lexington
Central	P1Ce	Pickens
Chapin	L4Ch	Lexington
Charleston	C2C	Charleston
Cheraw	C5C	Chesterfield
Cherokee Falls	C3C	Cherokee
Chesnee	S2Ch	Spartanburg

**Cities & Towns****Cities & Towns Symbol****County**

Chester	C4C	Chester
Chesterfield	C5Ch	Chesterfield
Clearwater	A2C	Aiken
Clemson	O1C	Oconee
Clinton	L2C	Laurens
Clover	Y1C	York
Columbia	R1C	Richland
Converse	S2Co	Spartanburg
Conway	H2C	Horry
Cordova	O2C	Orangeburg
Coward	F2C	Florence
Cowpens	S2Cp	Spartanburg
Dalzell	S3D	Sumter
Darlington	D1D	Darlington
Denmark	B1D	Bamberg
Dillon	D2D	Dillon
Dixiana	L4D	Lexington
Donalds	A1D	Abbeville
Drayton	S2D	Spartanburg
Due West	A1Du	Abbeville
Duncan	S2Du	Spartanburg
Easley	P1E	Pickens
Edgefield	E1E	Edgefield
Edisto Island	C2E	Charleston
Effington	F2E	Florence
Ehrhardt	B1E	Bamberg
Elgin	K1E	Kershaw
Elloree	O2E	Orangeburg
Enoree	S2E	Spartanburg
Estill	H1E	Hampton
Fairfax	A3F	Allendale
Fingerville	S2F	Spartanburg
Florence	F2F	Florence
Folly Island	C2F	Charleston
Fort Lawn	C4F	Chester
Fort Mill	Y1F	York
Fountain Inn	G2F	Greenville

<u>Cities &amp; Towns</u>	<u>Cities &amp; Towns Symbol</u>	<u>County</u>
Gaffney	C3G	Cherokee
Georgetown	G1G	Georgetown
Gilbert	L4G	Lexington
Glendale	S2Gl	Spartanburg
Gramling	S2Gr	Spartanburg
Graniteville	A2G	Aiken
Gray Court	L2G	Laurens
Great Falls	C4G	Chester
Greeleyville	W1G	Williamsburg
Greenville	G2G	Greenville
Greenwood	G3G	Greenwood
Greer	G2Gr	Greenville
Grover	D3G	Dorchester
Hamer	D2H	Dillon
Hampton	H1H	Hampton
Harleyville	D3H	Dorchester
Hartsville	D1H	Darlington
Heath Springs	L1H	Lancaster
Hemingway	W1H	Williamsburg
Hickory Grove	Y1H	York
Hilton Head	B3H	Beaufort
Hodges	G3H	Greenwood
Holly Hill	O2H	Orangeburg
Hollywood	C2H	Charleston
Honea Path	A4H	Anderson
Inman	S2I	Spartanburg
Irmo	L4I	Lexington
Iva	A4I	Anderson
Jackson	A2J	Aiken
Jamestown	B4J	Berkeley
Jefferson	C5J	Chesterfield
Joanna	L2J	Laurens
Johns Island	C2J	Charleston
Johnsonville	F2J	Florence
Johnston	E1J	Edgefield
Jonesville	U1J	Union
Kershaw	L1K	Lancaster
Kingstree	W1K	Williamsburg

**Cities & Towns****Cities & Towns Symbol****County**

Lady's Island	B3L	Beaufort
La France	A4L	Anderson
Lake City	F2L	Florence
Lake View	D2L	Dillon
Lamar	D1L	Darlington
Lancaster	L1L	Lancaster
Lando	C4L	Chester
Landrum	S2L	Spartanburg
Lane	W1L	Williamsburg
Langley	A2L	Aiken
Latta	D2La	Dillon
Laurens	L2L	Laurens
Leesville	L4L	Lexington
Lexington	L4Le	Lexington
Liberty	P1L	Pickens
Lincolnton	C2L	Charleston
Little Rock	D2Li	Dillon
Loris	H2L	Horry
Lugoff	K1L	Kershaw
Lyman	S2Ly	Spartanburg
Lynchburg	L3L	Lee
Manning	C6M	Clarendon
Marietta	G2M	Greenville
Marion	M2M	Marion
Martin	A3M	Allendale
Mauldin	G2Ma	Greenville
Mayesville	S3M	Sumter
McBee	C5M	Chesterfield
McClellanville	C2M	Charleston
McColl	M3M	Marlboro
McCormick	M1M	McCormick
Moncks Corner	B4M	Berkeley
Mt. Croghan	C5Mt	Chesterfield
Mt. Pleasant	C2Mt	Charleston
Mullins	M2Mu	Marion
Murrels Inlet	G1M	Georgetown
Myrtle Beach	H2M	Horry
Newberry	N1N	Newberry
New Ellenton	A2N	Aiken

**Cities & Towns****Cities & Towns Symbol****County**

Newry	O1N	Oconee
Nichols	M2N	Marion
Ninety Six	GeN	Greenwood
North	O2N	Orangeburg
North Augusta	A2No	Aiken
North Myrtle Beach	H2N	Horry
Ocean Drive Beach	H2O	Horry
Olanta	F2O	Florence
Olar	B1O	Bamberg
Orangeburg	O2O	Orangeburg
Pacolet	S2P	Spartanburg
Pageland	C5P	Chesterfield
Pamplico	F2P	Florence
Patrick	C5Pa	Chesterfield
Pawley's Island	G1P	Georgetown
Pelion	L4P	Lexington
Pelzer	A4P	Anderson
Pendleton	A4Pe	Anderson
Pickens	P1P	Pickens
Piedmont	G2P	Greenville
Pinewood	S3P	Sumter
Plum Branch	M1P	McCormick
Pomaria	N1P	Newberry
Pontiac	R1P	Richland
Port Royal	B3P	Beaufort
Prosperity	N1Pr	Newberry
Richland	O1R	Oconee
Ridgeland	J1R	Jasper
Ridge Spring	S1R	Saluda
Ridgeway	F1R	Fairfield
Rion	F1Ri	Fairfield
Rock Hill	Y1R	York
Rockton	F1Ro	Fairfield
Roebuck	S2R	Spartanburg
Round O	C7R	Colleton
Rowesville	O2R	Orangeburg
Ruby	C5R	Chesterfield
Ruffin	C7Ru	Colleton

<u>Cities &amp; Towns</u>	<u>Cities &amp; Towns Symbol</u>	<u>County</u>
Russellville	O2R	Orangeburg
Salley	A2S	Aiken
Saluda	S1S	Saluda
Santee	O2S	Orangeburg
Schofield	B1S	Bamberg
Scranton	F2S	Florence
Sellers	M2S	Marion
Seneca	O1S	Oconee
Sharon	Y1S	York
Simpsonville	G2S	Greenville
Six Mile	P1S	Pickens
Slater	G2Sl	Greenville
Smoaks	C7S	Colleton
Smyra	Y1Sm	York
Society Hill	D1S	Darlington
Spartanburg	S2S	Spartanburg
Springfield	O2Sp	Orangeburg
Starr	A4S	Anderson
St. George	D3S	Dorchester
St. Matthews	C1S	Calhoun
St. Stephens	B4S	Berkeley
Summerton	C6S	Clarendon
Summerville	D3Su	Dorchester
Summit	L4S	Lexington
Sumter	S3S	Sumter
Surfside Beach	H2S	Horry
Swansea	L4Sw	Lexington
Tatum	M3T	Marlboro
Taylors	G2T	Greenville
Timmonsville	F2T	Florence
Travelers Rest	G2Tr	Greenville
Trenton	E1T	Edgefield
Troy	G3T	Greenwood
Turbeville	C6T	Clarendon
Una	S2U	Spartanburg
Union	U1U	Union
Van Wyck	L1V	Lancaster
Varnville	H1V	Hampton
Wadmalaw Island	C2W	Charleston

**Cities & Towns**

**Cities & Towns Symbol**

**County**

Wagner	A2W	Aiken
Walhalla	O1W	Oconee
Wallace	M3W	Marlboro
Walterboro	C7W	Colleton
Ward	S1W	Saluda
Ware Shoals	G3W	Greenwood
Wattsville	L2W	Laurens
Welford	S2W	Spartanburg
West Columbia	L4W	Lexington
West Union	O1We	Oconee
Westminister	O1Ws	Oconee
White Stone	S2Wh	Spartanburg
Whitmire	N1W	Newberry
Williamston	A4W	Anderson
Williston	B2W	Barnwell
Winnsboro	F1W	Fairfield
Woodford	O2W	Orangeburg
Woodruff	S2Wo	Spartanburg
Yemassee	H1Y	Hampton
York	Y1Y	York

## SECTION F

### PUBLIC SERVICE USE OF STATE DOCUMENTS

#### I. General information

State documents contain economic, demographic, social, and political information about South Carolina, its political subdivisions, and its people. State documents provide current statistical information usually not available in other publications. A collection of state documents developed over a period of time provides an excellent source for historical research about South Carolina.

Public Service librarians should be familiar with basic sources of information issued by South Carolina governmental agencies. The following list of state documents should be considered as a starting point in servicing reference requests related to state government. Monographs have been excluded. Since the list is subjective, based on the State Library's experience with state documents, depository librarians may wish to add documents that have been helpful.

#### II. State documents of reference value

##### A. General reference

1. **Checklist of South Carolina State Publications** – quarterly, with index cumulating quarterly and annually. Contains a list of state publications received by the State Library during the fiscal year, arranged alphabetically by agency. Includes addresses for agencies and committees, OCLC numbers, and an index by author, subject, and title. The Checklist has been replaced by the published Shipping Lists.
2. **Annual reports** – Some state agencies and committees issue annual reports covering the fiscal year. These contain a brief historical narrative and description of current programs and services. Many reports contain valuable statistical information, some of which is unique. For example, the Election Commission annual report contains results of primary and general elections. Organization charts and budgetary information may also be included. Agencies are no longer required to publish an annual report. See the **Accountability reports**, which summarize how funds were spent and what progress is made toward strategic plans and goals.
3. **South Carolina Code of Laws** – Basic volumes are kept current by annual supplements and are replaced on a periodic, irregular basis. Contains statewide laws promulgated by the General Assembly, codified by subject, and regulations promulgated by State agencies, arranged by agency. Also contains the U.S. and S.C. constitutions, court rules, statutory tables, and an index to local laws.



4. **South Carolina Economic Report** – annual – Contains analyses of the U.S. and S.C. economies; reports on S.C. economic activity in agriculture, finance, forestry, manufacturing, parks, recreation and tourism, and transportation. Includes a statistical appendix.
5. **South Carolina Legislative manual** – annual – Contains pictures, biographical sketches, and committee assignments of members of the General Assembly; rules of the House and Senate; directory of state commissions, board, and agencies. Also includes Congress, the state judicial system and local political office holders. Appended is a section on South Carolina symbols and historical facts including the music and text of the state song.
6. **South Carolina Real Estate Manual** – irregular – Intended mainly for real estate professionals and students, but can be used by the layman. The manual is divided into four major sections covering real estate license law, an introduction to real estate law, real estate principles, and real estate brokerage practices.

#### B. Statistics

1. **Annual Vital Statistics Series** – annual, in two or more volumes – v1 South Carolina Vital and Morbidity Statistics – Contains trends and data on births, deaths, marriages, divorces, annulments and communicable diseases by state, county and places of 2500 or more. V2 Detailed Mortality Statistics – Contains tables of counts of deaths by cause of death, age, race and sex for the state.
2. **Crime in South Carolina** – annual – Contains statistics on trends in criminal activity and crimes reported in South Carolina by type of crime, by weapons used, by day and time of crime, by sex and age of criminal, etc. Arrest data are given by county and type of crime.
3. **Rankings of the counties and School Districts of South Carolina** -- annual – Tables rank counties and school districts in South Carolina in areas of population, economy, and education.
4. **South Carolina Statistical Abstract** – annual – contains statistical data specific to South Carolina that are generated by state and federal agencies, arranged by broad subject area. Contains a small section of state rankings and a section giving sources of statistics.

5. **South Carolina Traffic Accidents** -- annual – Statistics include motor vehicle registration by county and number of traffic accidents and deaths for the state, counties, and places with 2500 or more by type of accident, weather and road conditions, alcohol involvement, and type of vehicle.
6. **State of South Carolina Higher Education Statistical Abstract** -- annual – Contains statistics for public and private colleges and universities in areas of enrollment, degrees awarded, faculty, appropriations and expenditures. Some data are given by race and sex.

C. Directories

1. **Directory of South Carolina Schools** – annual – Consists of a directory of personnel at the State Department of Education at each school district office. Contains directory of chief official at individual schools; at state institutional schools; at federal schools; at private schools; at state-supported and private colleges and universities, including technical colleges; at area vocational schools; and at various education-related agencies. Also includes personnel at other education-related associations and state agencies, and a list of each state's superintendent of education.
2. **Directory, South Carolina Historical Organizations** – annual --Lists historical societies and commissions by county, giving officers and their addresses and telephone numbers. Also lists statewide historical and history-related organizations and the ten regional planning councils.
3. **Industrial Directory of South Carolina** – annual – (Discontinued) Detailed report on manufacturing firms in South Carolina giving address, telephone, chief officer(s), employment figures, and product(s) manufactured. Information is supplied by the manufacturer and is arranged by name of firm, by parent company, by location, and by Standard Industrial Classification (SIC) number. An international section lists exporters and importers.
4. **Licensing Boards** – Several state licensing agencies issue a directory of professionals licensed to practice in South Carolina. Most directories are issued annually. Examples are: 1) Directory of Licensed Auctioneers 2) Directory of South Carolina State Board of Engineering Examiners 3) Directory-South Carolina State Board of Engineering Examiners 4) Directory-State Board of Dentistry 5) Directory-State Board of Examination and Registration of Physical Therapists 6) Directory-State Board of Medical Examiners.

## **SECTION G**

### **MARKETING AND PROMOTION OF STATE DOCUMENTS**

Using state documents depends upon two concepts: knowing that the documents with the needed information exist, and finding that information. Promotion of the collection must first make the patrons aware of the information available to them. Only then can library staff begin to help find the needed information.

To help promote your collection, consider some of these ideas:

- Include mention of and stop at the collection when giving tours of the library.
- Display the South Carolina State Documents Depository logo on websites and letterheads.
- Inform other staff of state government information.
- Consider offering introductory sessions on state government information.
- Include state documents in information displays, particularly in displays off site of the library.
- Contact certain patrons who may be interested in the information.
- Contribute to a "new resources" newsletter.
- Add state documents titles to your catalog, or create a separate catalog for use at the Information Services Desk.

## APPENDIX 1

### Sample Shipping List

#### SHIPPING LIST

JANUARY 2009

A3Au255 8.D47-2      A review of the Department of Disabilities and Special Needs.  
OCLC 295088242      S.C. General Assembly. Legislative Audit Council.  
<http://www.lac.sc.gov/Reports/2008/DDSN.htm>

C38 2.M19-3            College of Charleston Maymester and Summer sessions  
OCLC 298944018      College of Charleston.

C736 2.A87-5           Automotive-related companies in South Carolina, 2008. S.C.  
OCLC 281643326      Dept. of Commerce.  
<http://www.statelibrary.sc.gov/scedocs/C736/001091.pdf>

C736 2.C15             Call center opportunities in South Carolina. S.C. Dept. of Commerce  
OCLC 295074069

~~C736 2.C57 2            Cost of doing business. S.C. Dept. of Commerce.  
OCLC 295069358~~

#### SERIALS SHIPPING LIST

January 2009

Ag8357 3.M16           South Carolina market bulletin S.C. Department of Agriculture.  
OCLC 08246250        January 1, 2009  
                                  January 15, 2009  
<http://www.scd.a.state.sc.us/marketbulletin/marketbulletin.htm>

B8595Em 3.I57           The insurance advantage.                    S.C. Employee Insurance Program  
OCLC 71341064                                    2008

B8595Em 8.I57           Insurance orientation handbook.           S.C. Employee Insurance Program  
OCLC 58426607                                    2009

DOCUMENTS NOT IN DEPOSITORY SYSTEM  
January 2009

A3Ed832 8.T83  
OCLC 297540131

The 2010 goal. S.C. Education Oversight Committee

B8595Em 8.B35  
OCLC 297449382

Benefits administrator manual S.C. Employee Insurance  
Program.  
2009

C736 2.C57  
OCLC 295069358

Cost of doing business. S.C. Dept. of Commerce.

C736 3.E25  
OCLC 297527365

South Carolina economic outlook. S.C. Dept. of  
Commerce.

Em735M 3.W56-2  
OCLC 297540126

Workforce trends newslines. S.C. Employment Security  
Commission. Labor Market Information.

H434 8.A51-2  
OCLC 299163698

Ambulance services S.C. Dept. of Health and Human  
Services.  
2009

<http://www.dhhs.state.sc.us/dhhsnew/ServiceProviders/ProviderManualsAll.asp?pType=AmbulanceServices>