

# ADMINISTRATION POLICY No 9

## SUBJECT - Legal Deposit of Published Documents

### 1.1 POLICY PURPOSE

The purpose of this policy is to provide the shire staff with the information and procedures relating to the Legal Deposit Act 2012 which requires organisations in Western Australia to deposit publications with the State library of WA.

### 1.2 POLICY OBJECTIVE

Legal Deposit (LD) is a statutory provision requiring publishers to deposit copies of their publications in a nominated collecting institute. The Legal Deposit system ensures that the works of authors and publishers will be preserved for present and future generations.

The comprehensive collections formed through Legal Deposit provide a valuable resource for research into all aspects of Western Australian life: its history and culture including artistic, commercial, technical and scientific endeavour.

### 1.3 DEFINITIONS

**Publication** - A work is deemed to have been published if reproductions of the work or edition have been made available (whether by sale or otherwise) to the public.

**Work** - A work can be a book or a periodical (such as a newsletter or annual report); a newspaper or a piece of sheet music; a map, plan, chart or table; a program, catalogue, brochure or pamphlet. In some states, it also includes material published in electronic format such as computer disks, CDs and DVDs.

**Best Copy** - The deposit copy must be the best complete copy of a work as published. For example, if both a hardback and paperback edition is published, one copy of the hardback edition must be deposited.

### 2.1 POLICY

The State Library of Western Australia is the Legal Deposit Library for Western Australia. The [Legal Deposit Act 2012](#) was passed in May 2012. This Act covers print, audio-visual and digital material, including works published on the internet.

The [Legal Deposit Regulations 2013](#) covering print and other physical items came into force on 1 January 2014 and apply to publications published in Western Australia, by a person who is resident in WA, or whose principle place of business is in WA (this includes the Shire of Jerramungup).

A publication is any work that has been made available to the public. A publication can be in any format: a book, newspaper, journal, pamphlet, map, printed music, film, CD, DVD, computer disc or other device.

Each time such a published document is varied or updated in any way it must be deposited (sent in physical hard copy) to the State Library **within 30 days** and National Library **within 1 month**.

## 2.2 EXAMPLES OF PUBLISHED MATERIAL

Shire of Jerramungup examples of published material that are **required** to be provided to the State and National Libraries, each and every time they are amended and published, include (note, this is not an exhaustive list and if you are unsure about a publication, check with the Chief Executive Officer or Deputy Chief Executive Officer).

- Books
  - Handbooks
  - Guidebooks
- Newspapers, Magazines, Pamphlets & Newsletters
  - Monthly Information Bulletins
- Directories
- Postcards
- Music
- Periodicals
- Maps
- Films
- Annual Reports
- Annual Budget
- Journals
- Adopted Strategies & Management Plans (not drawings in isolation)
- Standard Public Information Sheets / Pamphlets / Brochures / Guides
- Adopted Information Statements (such as Public Interest Disclosure/Freedom Of Information etc)
- Policy & Procedure Manuals (as amended)
- Delegation register (as amended)
- Council & Committee Agendas & Minutes.

Examples of published material that are **not required** to be forwarded include;

- Blank forms and stationary
- Media Releases
- Advertising/Advertisements
- Letters
- Electronic or online registers (eg. Synergy Soft such as the Ratebook, Cat & Dog Registers etc.)

- Internet and other online publications are not currently covered by the 2013 Regulations. Regulations covering these publications will be developed by the State Library in consultation with stakeholders.

### 3.1 PROCEDURE FOR DEPOSITING PUBLISHED MATERIAL

The publisher is required to provide the Records Officer with a printed copy (or digital copy to be printed) for all publications required to be deposited. This should be done within one week of publication to allow appropriate time for document to be processed and posted within the legislated time frame.

The responsibility for complying with the legislation lies with the relevant Supervisor or CEO that publishes the documents.

Once received, it becomes the responsibility of the records officer to ensure the document is posted on time to comply with legislation.

The records officer is to follow the below steps for processing the document for Legal Deposit.

1. Legal Deposits Register located on the server (Network>Server2>Users>Records Management>Legal Deposits)
2. Complete details of document on register
3. Type the unique LD number onto the document cover page using the following format:

**Publications with a Cover Page:**

(near the date or version control)

“LD01012014/1” (*Arial font, size 12*)

**Publications with no cover page:**

Shire of Jerramungup

8 Vasey Street (PO Box 92), Jerramungup WA 6337

Phone: (08) 9835 1022 Fax: (08) 9835 1161

Email: [records@jerramungup.wa.gov.au](mailto:records@jerramungup.wa.gov.au)

Website: [www.jerramungup.wa.gov.au](http://www.jerramungup.wa.gov.au)

LD01012014/1

(use Aerial font, font size should be smaller than that of the address details and relevant to document type and format)

4. Save a copy of the document into the folder for that year (Network>Server2>Users>Records Management>Legal Deposits>Year). Title the document using the unique LD number followed by the document name (as listed on register).  
*Eg. LD01012014.1 Annual report 2014-2015.PDF*

5. Within 30 Days of Publication, send one printed copy to:  
Legal Deposit  
State library of WA  
25 Francis Street  
Perth WA 6000
  
6. Within One month of publication, send one printed copy to:  
Legal Deposit Unit  
National Library of Australia  
Canberra ACT 2600
  
7. A receipt will be issued and posted back, log receipt number on LD register and file a copy in the Legal Deposit Receipts file through Synergy.