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## 1: Why should my agency deposit its publications to the State Publications Distribution Center (SPDC)?

- It enables citizens from all areas of Nevada to have timely and easy access to the publications of their state government.
- It creates and preserves a complete, centralized, and organized historical record of Nevada through its state publications.
- It maximizes access to state publications through one global and many local library database entries, as well as access at the Library of Congress. For a full list of libraries in the Nevada depository network see the [Handbook for State Agency Contacts](#) .
- It allows agencies to refer public requests for their materials to libraries, saving agencies' staff time
- It provides access to out-of print publications, no longer available at the agency or on its website.
- It provides library staff at the depositories who are trained to assist the public in finding the publications they need.
- It is the law, see [NRS 378.150 - .210](#) .

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## 2: How many copies of our publications do we send to the SPDC?

- **State agencies** send at least **12 copies** of each print publication. **15 copies** is the ideal, as that allows the SPDC to make a full distribution.

- **Cities, counties, regional agencies, school districts, and special district agencies send 6 copies.**

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### **3: What publications should we send? What publications should we not send?**

The Nevada statute offers three tests for determining if your publication fits the parameters of a state publication:

- Is it produced pursuant to the authority of or at the total or partial expense of a state agency or local government?
- Is it required by law to be distributed by a state agency or local government?
- Is it distributed publicly by a state agency or local government outside that state agency or local government?

For more detailed information about determining what a state publication is, refer to the [Handbook for State Agency Contacts](#)

. You may deal with publications that do not appear to be addressed by these guidelines. If this is the case, email the [Government Publications Librarian](#), or call program staff at 684-3329.

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### **4: What formats do we need to send?**

Any format that is used to distribute information to the public is also appropriate to send to the SPDC. This may include both print and electronic formats.

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### **5: Where do we send print publications?**

Print a copy of the [State Publication Transmittal Form](#) , complete it with the new publication information, and route it with the appropriate number of copies to:

State Publication Distribution Center  
Nevada State Library & Archives  
100 N. Stewart St.  
Carson City, NV 89701

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### **6: Where do we send electronic publications?**

Send an email including publication titles and web links to [NSLstatepubs@nevadaculture.org](mailto:NSLstatepubs@nevadaculture.org)  
Be sure to include your name and agency contact information so the department can reach you for clarification.

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### **7: What if I have additional questions about the program, not answered here?**

Direct additional questions to: Kathy Edwards  
Government Publications Librarian  
100 N. Stewart St.  
Carson City, NV 89701  
775-684-3329

FAX 775-684-3330

Email: [kedwards@admin.nv.gov](mailto:kedwards@admin.nv.gov)

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