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**Subject: Policy on Library Deposit Copies of University Publications**

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## **1. Purpose**

This policy is intended both to preserve the many publications of Virginia Tech for the historical record and to make them available to meet frequent demands. In the current absence of such a policy it is difficult for the University Libraries to fulfill requests for documents from local researchers, from other institutions, and from university departments and centers. Often these requests come from the authoring agencies themselves.

This policy will help the University Libraries to fulfill their mission; will ensure the community's continued access to an enormous variety of valuable research and institutional information; and will relieve issuing agencies of much of the burden of archiving their own publications.

## **2. Policy**

Each college, department, or center of Virginia Tech should send two copies of all publications to the Head of the Acquisitions Department of the University Libraries.

## **3. Procedures**

## **4. Definitions**

"Publications" include technical reports, working papers, conference proceedings, and other types of research publications officially produced by colleges, departments, and centers. Other publications not relating to research, such as promotional pieces, handbooks, newsletters, and departmental histories, are also sought. Documents pertaining to classified or proprietary research are excluded, as are monographs or other publications of individual faculty members not officially produced by units in the university.

## **5. References**

Policy Memorandum No. 124, "Policy on Library Deposit Copies of University Publications," approved by University Council and the President, February 24, 1992, and issued March 6, 1992.

## **6. Approval and Revisions**

Recommended by the University Library Committee.  
Approved by University Council: February 24, 1992.  
Approved by the President: February 24, 1992.

Annual review June 28, 2002 by Dean of Libraries, Eileen E. Hitchingham. No revisions.