

Policy Directive



Ministry of Health, NSW
73 Miller Street North Sydney NSW 2060
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Telephone (02) 9391 9000 Fax (02) 9391 9101
<http://www.health.nsw.gov.au/policies/>

Published Information Access - Requirement to Deposit NSW DoH Publications with Special Libraries

Document Number PD2005_400

Publication date 27-Jan-2005

Functional Sub group Corporate Administration - Communications

Summary Requirement to lodge publications with libraries etc.

Author Branch Strategic Relations and Communications

Branch contact Strategic Relations and Communications 9391 9637

Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, Community Health Centres, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals

Distributed to Public Health System, Community Health Centres, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals

Review date 27-Jan-2019

Policy Manual Not applicable

File No. 98/1509

Previous reference 2004/78

Issue date 10-Nov-2004

Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

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CIRCULAR

File No	98/1509
Circular No	2004/78
Issued	10 November 2004
Contact	Brian Tutt Library & Knowledge Services 02 9391 9078

**Access to Published Information:
Requirement to Deposit NSW Health Department Publications
with Special Libraries**

This circular supersedes circular number 77/276

The Department has certain requirements with regards to the distribution of all material published by the Department and these are in line with the Premier's Memorandum 00-15, Access to published information, laws, policies and guidelines and they can be downloaded from <http://premiers.nsw.gov.au>

These requirements are designed to ensure that all NSW Health and Area Health Service publications are easily accessible to the public via public libraries in NSW, and that archive copies of all publications are held in the State Library of NSW, the Department's library and in the case of Area Health Service publications in a designated library within each Area Health Service.

Specifically the requirement is:

- Eight (8) copies of each publication to be sent to specified libraries
- Notification of all networked electronic publications (including revisions and updates) to be sent to specified libraries.

1. Definitions

The following two definitions are used throughout this circular. The definitions are sourced from the Premier's Department of NSW *Access to published information: laws, policy and guidelines* May 2000, page 6.

Publication	Any form of information which is published, intended to be made available to the public, or able to be accessed by the public, whether or not it has actually been distributed"
Networked Electronic Publication	Any document accessible on the World Wide Web, downloadable from a file transfer Internet site, or accessible through a commercial subscriber network"

Distributed in accordance with circular list(s):

A 78	B 13	C 75	D	E	73 Miller Street North Sydney NSW 2060
F 28	G	H 54	I	J 56	Locked Mail Bag 961 North Sydney NSW 2059
K	L	M	N	P	Telephone (02) 9391 9000 Facsimile (02) 9391 9101

In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.

2. Deposit Requirements for Printed Publications

2.1 Eight (8) copies of all publications, except where this will cause unreasonable hardship, must be distributed as follows within *one month* of publication to the following libraries / information services.

Copies	Library/ Information Service	Address Details
Two copies to each of	State Library of New South Wales	Government Publications Librarian State Library of New South Wales Macquarie Street SYDNEY NSW 2000 Telephone: 9273 1619 Facsimile: 9273 1286 Email: govdep@sl.nsw.gov.au
	Brian Tutt Library and Knowledge Centre, NSW Health If the publication is produced by an Area Health Service one (1) copy will go the Brian Tutt Library and Knowledge Centre and the other to the designated deposit library in the Area Health Service	Deposit Officer Brian Tutt Library and Knowledge Centre NSW Health Department Locked Mail Bag 961 NORTH SYDNEY NSW 2059 Telephone: 9391-9078 Facsimile: 9391-9267 Email: dohlib@doh.health.nsw.gov.au List of designated Area Health Services Libraries to be developed and included.
One copy to each of	National Library of Australia	Legal Deposit Unit National Library of Australia CANBERRA ACT 2600 Telephone: 02 6262 1312 Facsimile: 02 6273 4492 Email: legaldep@nla.gov.au

	NSW Parliamentary Library	<p>Government Publications Officer, Library Parliament of New South Wales Macquarie Street SYDNEY NSW 2000</p> <p>Telephone: 9230 2349 Facsimile: 9231 1932 Email: libreq@parliament.nsw.gov.au</p>
	Universities of New South Wales	<p>Government Publications Ward Library University of Western Sydney Locked Bag 1797 PENRITH SOUTH DC, NSW 1797</p> <p>Telephone: 9852 5912 Facsimile: 9852 5940 Email: d.dougall@uws.edu.au</p>
	University of Sydney	<p>Fisher Library University of Sydney NSW 2006</p> <p>Telephone: 9351 7268 Facsimile: 9351 3689 Email: elecdeposit@library.usyd.edu.au</p>
	NSW Government Information Service	<p>The Manager NSW Government Bookshop GPO Box 5160 SYDNEY NSW 2001</p> <p>Telephone: 9238 0975 Facsimile : 9228 7227 Email: gisinfo@commerce.nsw.gov.au</p>

2.2 Publications from the Department of Health should be sent directly to the Brian Tutt Library and Knowledge Centre, who will handle the distribution to the various libraries / information services as detailed above. Publications from the Area Health Services should be sent directly to the Brian Tutt Library and Knowledge Centre with the exception of the copy being deposited in the designated library within the Area Health Service. This copy should be identified as a deposit copy and be forwarded directly to the designated library.

3. Deposit Requirements for Networked Electronic Documents

The addresses of all new electronic documents must be sent to the following libraries / information services within *one month* of publication on the Internet:

Library / Information Services	Address Details
DOH Electronic Publications only Information Services, Health Public Affairs NSW Health	pubs@doh.health.nsw.gov.au or Fax: (02) 9391 9580
All electronic documents Brian Tutt Library and Knowledge Centre NSW Health	dohlib@doh.health.nsw.gov.au or Fax: (02) 9391 9267
State Library of New South Wales	govdep@sl.nsw.gov.au or Fax: (02) 9273 1248
NSW Parliamentary Library	libreq@parliament.nsw.gov.au Fax: 9231 1932
University of Western Sydney Library	d.dougall@uws.edu.au Fax: 9852 5940
National Library of Australia (Only requires notification of items, which are not also published in hardcopy and deposited).	Legaldep@nla.gov.au or Fax: (02) 6273 4492

4. Not in Scope of Deposit Requirements

Do **not** deposit any of the following:

- Office papers;
- Correspondence;
- Draft documents; or
- Internal procedure manuals or other documents intended for circulation within the agency or between agencies

These should be treated as outlined in Circulars 99/34 and 99/96

Robyn Kruk
Director-General