Policy Directive

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
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This Policy Directive may be varied, withdrawn or replaced at any time.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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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.

<table>
<thead>
<tr>
<th>Publication</th>
<th>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’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Networked Electronic Publication</td>
<td>Any document accessible on the World Wide Web, downloadable from a file transfer Internet site, or accessible through a commercial subscriber network”</td>
</tr>
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</table>

Distributed in accordance with circular list(s):

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tr>
<td>78</td>
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<td>G</td>
<td>54</td>
<td>I</td>
<td>J</td>
<td>56</td>
<td>73 Miller Street North Sydney NSW 2060</td>
<td>Locked Mail Bag 961 North Sydney NSW 2059</td>
<td>Telephone (02) 9391 9000 Facsimile (02) 9391 9101</td>
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</table>

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.

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

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:

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

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