



## Policy on Library Deposit Copies of University Publications

### No. 10000

**Policy Effective Date:**  
8/2/2018

Last Revision Date:  
6/28/2002

**Policy Owner:**  
Dr. Tyler Walters

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**Affected Parties:**  
Faculty  
Staff

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### 1.0 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 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.

### 2.0 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.

### 3.0 Procedures

The University Libraries will make publications available to the community, according to current policy and practice. The Libraries will regularly notify colleges, departments, and centers to solicit publications for deposit.

### 4.0 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.

### 5.0 References

### 6.0 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.



## Virginia Polytechnic Institute and State University

- Revision 1

Removed reference to retired Presidential Policy Memorandum and added procedures.

Reviewed July 13, 2018 by Dean of Libraries, Tyler O. Walters.

Approved August 2, 2018 by Interim Executive Vice President and Provost, Cyril R. Clarke.