



south carolina
STATE LIBRARY

February 1, 2022

Leesa M. Aiken
Agency Director

The Honorable Jeffrey E. Johnson
Legislative Oversight Committee
S.C. House of Representatives
P.O. Box 11867
Columbia, SC 29211

Dear Representative Johnson,

During the South Carolina State Library's presentation to the Legislative Oversight Committee, I was asked for additional information on several topics. I have enclosed the information with this letter and includes:

- A list of South Carolina Board of Trustees and their terms
- The South Carolina State Library's Code of Conduct
- The South Carolina State Library's Progressive Discipline policy
- The South Carolina State Documents program manual
- The South Carolina State Documents Depository statutes
- A list of State Depository libraries in South Carolina
- A list of Federal Depository libraries in South Carolina

As the depository for South Carolina, we are charged with collecting State publications. State publications are defined in statute as:

"any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine, or other similar written material excluding interoffice and intraoffice communications issued in any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency."

I appreciate the opportunity to highlight the South Carolina State Library and public libraries in our state. I will be happy to clarify any information or answer additional questions.

Sincerely,

Leesa M. Aiken
Agency Director

South Carolina State Library – House Oversight Follow-Up Questions

1. According to the statute, South Carolina State Library is charged with the development and extension of library services throughout the state. Do other states have libraries with similar statutory directives?

Yes, most state libraries have a library development department which offers consulting to public libraries.

2. Can you briefly talk about how library services have changed in the past 10-15 years?

The State Library's role has evolved in the past 15 years, significantly, in some ways. Many years ago the State Library would supplement the public libraries' collections but that service is no longer needed as public libraries have been able to build their own collections. One of the main roles of the State Library is consulting in public libraries which continuously evolves because libraries are responsive to their communities and the changes within the community, so the consultation topics change often. Our online resources continue to grow as technology evolves and changes. Many library resources, are available electronically. Libraries are now involved in feeding children, financial literacy, telehealth, and food literacy, none of which was happening 10-15 years ago. Libraries must be flexible to meet the changing needs of their patrons. Some examples of how libraries serve the community include workforce development resources, information for job seekers, free tax preparation assistance, vaccine sites, mammogram and cervical cancer screenings, and various STEM programs and activities.

3. Do you believe the State Library is nimble enough to keep up with the change in communication?

Yes, the State Library employs an excellent IT Department and Communications Department that ensures our agency stays on top of the latest technology and trends relating to communication. We are active on social media platforms and teach classes on engagement. We created the South Carolina Government Social Media Idea Exchange group a few years ago and currently have almost 300 members, representing over 100 different governmental agencies, including the Commission on Minority Affairs, South Carolina Business One Stop, South Carolina Department of Health and Environmental Control, and the Lexington Sheriff's Department. The group shares information on topics such as Social Media Risks, Benefits, and Best Practices, Podcasting, Engaging Consumers, etc.

4. Can you give me more insight on how Covid has affected your agency?

Due to the nature of the work performed by many staff members at the State Library, which includes statewide travel, the majority of our staff easily transitioned to working from home. They were already equipped with computers that are capable of accessing the

State Library network. We employ an excellent IT department that was able to transition the rest of our staff to working from home. The State Library was able to provide the same or similar services while working remotely. Some of our services had to be modified. We switched to curbside service for patrons receiving or returning books. Grants research consultations were handled virtually as well as reference questions. We created a new program called Book-A-Librarian. Our library development consultations and trainings were also held virtually. We transitioned many of our annual awards programs Young Minds Dreaming, the State Notable Documents Awards, and TBS Art Gallery to a virtual format. The only negative impact was that our Talking Book Services mail was stopped for approximately two weeks out of an abundance of caution. We made the decision to quarantine our book cartridges until more information was available on the spread of COVID-19. We were able to quickly transition back to our regular schedule after research was published by REopening Archives, Libraries, and Museums (REALM). REALM is a research project conducted by OCLC, the Institute of Museum and Library Services, and Battelle to produce and distribute science-based COVID-19 information that can aid local decision making regarding operations of archives, libraries, and museums.

5. Has the library received any national award or been recognized for innovations or services?

The State Library and many staff have received awards and recognitions. This list does not include awards to public libraries in South Carolina and their staff.

The South Carolina State Library has been recognized for the following:

- 2018 Maureen Hayes Author/Illustrator Visit Award
- Host site for the 2017 May Hill Arbuthnot Honor Lecture featuring Jacqueline Woodson
- United for Libraries, in partnership with South Carolina State Library, South Carolina Academy of Authors, and Friends of South Carolina Libraries, designated the GLEAMNS Dr. Benjamin E. Mays Historical Preservation Site in Greenwood, S.C., a Literary Landmark
- Talking Books Services selected for the ASGCLA/Keystone Library Automation System (KLAS) & National Organization on Disability (NOD) Award
- Literary Landmark designation: Harvin-Clarendon County Library - Peggy Parish
- Literary Landmark designation: Arthenia J. Bates Millican Home

South Carolina State Library employees have received the following awards, scholarships and recognitions:

- Julie Klauber Award
- Selected to 2022 Children's Literature Legacy Award Committee

- Founders Award at 4th Annual Library Communications Conference
- John N. Olsgaard Distinguished Service Award
- Library Journal's 2020 Movers & Shakers
- PLA Leadership Fellows scholarship recipient for the Executive Management Program at the Evans School of Public Affairs, University of Washington
- 2015 American Library Association Mover & Shake
- 2010 ALA Mover and Shaker
- Recipient of South Carolina Library Association's annual Scholarship for Diversity in Librarianship
- ALA 2019 Emerging Leader

6. How do you define underserved?

The Office for Diversity, Literacy, and Outreach Services (ODLOS) provides resources to library and information workers who serve traditionally underrepresented groups.

ODLOS defines underrepresented groups as:

- Adult New and Non-Readers
- Bookmobile Communities
- Gay, Lesbian, Bisexual and Transgender People
- Incarcerated People and Ex-Offenders
- Older Adults
- People of Color
- People with Disabilities
- Poor and Homeless People
- Rural, Native, and Tribal Libraries of All Kinds
- Spanish Outreach

The South Carolina State Library follows this definition.

7. What methods are employed by the agency to assess communities across the state? Is there a method?

We use information or surveys from various sources including the annual public libraries survey, information from the Department of Education, Department of Labor, and census demographics to evaluate data and determine which programs, projects, or needs a community may have. We gather statistical data from other agencies regarding things like broadband access, attendance at early learning or pre-K, First Steps, K-12, etc. The needs of the community are regularly assessed to insure that we are adequately using resources and staff. We also regularly communicate with public libraries to understand their needs and the needs of the communities they serve.

8. Do you have associated metrics to identify the goals and if so, how do you measure your progress?

9. What is your zero tolerance policy for gossip? How is that handled?

A copy of the South Carolina State Library Progressive Discipline Policy is attached.

10. Do you have examples of projects or initiatives of partnerships with other state agencies?

The State Library maintains multiple partnerships throughout the state and country including:

- The South Carolina State Library staff partnered with the Faces of Margraten project to help locate photographs of more than 30 South Carolina servicemen who were killed in action in World War II and buried or honored on the “Wall of the Missing” in Margraten American Cemetery in the Netherlands.
- We partnered with South Carolina Department of Natural Resources to provide access to the South Carolina Wildlife Magazine. Issues dating back to 1954 are digitized and uploaded to our digital collection.
- We continued our partnership with the Confederate Relic Room and Military Museum, digitizing the Colin J. McRae papers, important research on Confederate trade with England.
- SC Plants the Seed is a partnership between various state agencies including the South Carolina State Library, Department of Social Services, Department of Health and Environmental Control, and local farmers, that target low-income and rural populations by bringing local farmers to public libraries and providing nutrition education, free books, and affordable, fresh produce. The goals of this program are to promote early literacy and lifelong learning; increase awareness about locally farmed produce; provide lower-income and rural populations the chance to buy healthier foods using SNAP benefits; and educate residents about safe food preparation and storage.
- We were asked by the South Carolina Historical Association to digitize their annual proceedings and add them to our digital collections. From 2016 to 2017 we scanned the Proceedings of the South Carolina Historical Association starting in 1931 and ending in 2001. From 2002 onward the proceedings are born digital.
- Horry Georgetown Technical College used the Digitization in a Box kit for a yearbook collection project that was later added to the South Carolina Digital Library. They scanned 10 yearbooks from 1968-1980 in FY 2016/2017.
- Greenwood County Library’s project became available in the South Carolina Digital Library in FY 2016/2017. The project covered approximately 832 scanned items including library photographs, bookmobile photographs, area servicemen photographs, county historical photographs, and county maps.
- In FY 2017/2018, using the Digitization in a Box program equipment, Marlboro County Library digitized 19 yearbooks to be made available online for the public.

The McColl High School Yearbooks became available online on the South Carolina Digital Library.

- We digitized slides from the South Carolina State Arts Collection for the Arts Commission to use for their 40th anniversary celebration.
- In FY 2016/2017 digitized a four volume set of books on the history of Dorchester, SC titled Dorchester: Our Homes – Our People – Our Story by James A. Way. 1,836 pages were digitized using the Bookeye 3 scanner.
- Digitized DHEC Annual Reports, State Board of Health Annual Reports, Pollution Control Authority Annual Reports, and Water Pollution Control Authority Annual Reports and add them to the SCSL Digital Collection Depository.
- The Department of Transportation asked us to scan and make available in our digital collection the 3 volumes of the Beaufort Area Transportation Studies and 1 map. Those became available in the South Carolina Digital Collection in FY 2017/2018.
- In FY 2018/2019 a research analyst from the State House asked if we would digitize Plan for the Eighties from SC ETV which consisted of 250 pages scanned.
- At the request of the South Carolina State Museum, the covers of all of the “Images” magazines produced by the SCSM were digitized for the SCSM’s 35th anniversary celebration. The covers were digitized in March 2018. The rest of the content within the “Images” magazines were digitized for the South Carolina State Library’s digital collections in November 2018 and completed February 2019 as well as “Smash” magazine, the issues preceding the “Images” magazine brand.
- At the request of the Human Affairs Commission, the South Carolina State Library digitized a scrapbook containing newspaper clippings about the Human Affairs Commission from 1972 to 1983; 107 pages were digitized, completing the scrapbook.
- Hosted a photo exhibit by Pete Marovich (displayed at the South Carolina State Library from February 2 to March 30, 2018) (Shadows of the Gullah Geechee) on the South Carolina Digital Library with the University of South Carolina. The project consists of 20 photographs.
- Coordinated by Richland Library, the transcriptions were a state-wide library collaboration project to make voter registration documents from 1868 available and legible to the public. The South Carolina State Library participated by transcribing two South Carolina counties, Barnwell County and Williamsburg County. Assigned in September 2018, Williamsburg County transcripts were completed by early December 2018 and Barnwell County was completed between December 2018 and March 2019.
- Open Parks Network is collaborative project with Clemson University and the National Park Service to create a digital collection available to the public containing information of or relating to National and State Parks across the United

States. The South Carolina State Library collaborated and provided digitized materials relating to South Carolina State Parks such as brochures, pamphlets, and newsletters. Approximately 101 materials were digitized for the program.

Metadata is being added to these materials in our current fiscal year.

- Collaborated with Backstage Library Works, an organization that provides high-quality digitized materials for preservation and access of collections. This project focused on digitizing materials related to the Civil Rights Movement events that took place in South Carolina. Some materials included South Carolina State University Annual Reports from the 1960's to 1970's as well as reports from the Secretary of State.
- The Gussie Johnson Papers Project was a collaborative project between the South Carolina State Library, the South Carolina State Museum, and the Confederate Relic Room and Military Museum. Gussie Johnson was a member of the Women's Army Corps during World War II. With the help of CRR intern Tamala Malerk, 212 documents and photographs were digitized in June 2019 using the SCSL digitization equipment and resources. SCSL later compiled all of the metadata in FY 2019-2020 for all of the digitized materials for the two museums.
- The South Carolina Department of Education and the South Carolina State Library (SCSL) embarked on a \$1.5 million partnership to address the continuing academic impact of the COVID-19 pandemic. The partnership will span the next three years and is funded through the American Rescue Plan's Elementary and Secondary School Emergency Relief (ARP ESSER).
- The South Carolina State Library partnered with South Carolina Connections Academy (SCCA). The partnership emphasizes library usage for face to face meetings between students and teachers, use of online statewide services such as Discus, South Carolina's Virtual Library.
- Check Out SC is a partnership between the SC State Library and SC Parks, Recreation and Tourism (SCPRT). The purpose of this project is to encourage patrons to take advantage of public spaces, specifically state parks, and enjoy the benefits of spending more time outdoors. Each public library has the opportunity to acquire backpacks with a variety of materials, including a Statewide Park Passport provided by SCPRT that allow patrons free day-entry into state parks.
- The South Carolina State Library partnered with BGTIME (Bridging Generations through Technology, Information, Media and Engagement) The program is coordinated in the University of South Carolina's renowned IFRA Newsplex multimedia facility. Students from the University of South Carolina and Benedict College are trained and then dispatched to senior centers and partner sites such as the State Library, to provide guidance and the skills necessary to use this online community forum.
- We created the South Carolina Government Social Media Idea Exchange group a few years ago and currently have almost 300 members, representing over 100 different governmental agencies, including the Commission on Minority Affairs, South Carolina Business One Stop, South Carolina Department of Health and

Environmental Control, and the Lexington Sheriff's Department. The group shares information on topics such as Social Media Risks, Benefits, and Best Practices, Podcasting, Engaging Consumers, etc.

- The South Carolina State Library offered website accessibility assessments through the Able Access Project in partnership with Able South Carolina. These assessments will help ensure that library websites meet legal standards for website accessibility and that they are accessible to all members of the public, including those with disabilities.
- The South Carolina Center for Community Literacy, the Augusta Baker Endowed Chair for Childhood Literacy, and the South Carolina State Library partnered on the second annual Project READY (Reimagining Equity & Access for Diverse Youth) S.C. learning cohort course. This course will provide professional development for school and public youth services librarians, focused on foundational concepts relating to racial equity, emphasizing services to BIYOC (Black, Indigenous, and Youth of Color). It incorporates the Project READY curriculum created at the University of North Carolina, and funded by an IMLS grant, designed to be used in conjunction with live meetings (in-person or online) and group discussions. A small group of school and youth services librarians will have the opportunity to join a statewide cohort to work through the Project READY modules and earn CEU credits.
- As part of a Cooperative Agreement with the Institute of Museum and Library Services, awarded to Boston Children's Museum to expand its existing School Readiness through Partnerships program to 3 new states; the South Carolina State Library has been selected to engage in this work in South Carolina in partnership with the Children's Museum of the Low Country.
- The South Carolina State Library is pleased to be a partner in the launch of NC LIVE's Carolina Cooperative Library Services (CCLS), a new cooperative purchasing service available to all libraries and K-12 schools in North Carolina and South Carolina. CCLS will save libraries time by centralizing the negotiation, licensing, ordering, renewal and invoicing elements of e-resource and software procurement. CCLS will save libraries money by negotiating exclusive bulk discounts on relevant e-resources and software.
- The South Carolina State Library and the South Carolina Department of Administration's Division of Technology Operations will partner together to host a quarterly virtual meeting for schools and libraries who seek to participate in the federal E-Rate program.
- The South Carolina State Library is pleased to partner with the 2012 Class of Leadership Columbia and The Free Medical Clinic, Inc. During February and the beginning of March, the South Carolina State Library is a donation site for many needed items for the Clinic. The Clinic's mission is to provide quality healthcare, at no cost, to residents of the community who cannot pay for such services and who have no health insurance.

11. Do you have an objective way of how you evaluate your goals? Is there a system?

There are a number of methods we employ to evaluate our goals. We use participant surveys when evaluating the effectiveness of programs and products that we offer. We hold focus groups to evaluate potential changes to current resources and programs, and recommendations for resources that are needed. Other evaluation tools include measures of number of items circulated, number of programs hosted, program attendance, number of web resources accessed, number of items digitized, number of calls taken, number of classes held, etc. Additionally, we hold monthly staff meetings with the full staff and bi-weekly leadership meetings to discuss progress and update staff on various projects throughout the agency. The State Library staff regularly meet to discuss projects and outcomes. The goals for each employee's EPMS review and planning stage is directly tied to a Strategic Direction and Goals for the agency so that they understand how their contribution impacts success and achievement of the agency goals. Additionally, employees are encouraged to take ownership of projects they are involved in or responsible for and make suggestions based on feedback provided by our constituent groups.

12. Do you have any associated metrics for the goals identified on this slide? (1. Showcase programs and resources in collaboration with other organizations to demonstrate the state's vibrant cultural assets. 2. Lead a statewide digitization initiative to protect the past and build on the present. 3. Curate, preserve, and highlight a collection of South Carolina related published materials.) If so, how do you evaluate your efforts?

This is a fairly new goal for the State Library. While we have made progress highlighting the state's cultural assets including South Carolina related published materials, and digitizing state documents, we still have significant work that needs to be done in order to consider this goal a success. These efforts are typically evaluated by measures like number of documents digitized, number of South Carolina related programs hosted, program attendance, number of digitized documents accessed, and number of requests for digitization.

13. How do you define at-risk groups?

The United States Department of Education defines "at risk" as follows:

The term **at-risk** is often used to describe students or groups of students who are considered to have a higher probability of failing academically or dropping out of school. The term may be applied to students who face circumstances that could jeopardize their ability to complete school, such as homelessness, incarceration, teenage pregnancy, serious health issues, domestic violence, transiency (as in the case of migrant-worker families), or other conditions, or it may refer to learning disabilities, low test

scores, disciplinary problems, grade retentions, or other learning-related factors that could adversely affect the educational performance and attainment of some students. While educators often use the term *at-risk* to refer to general populations or categories of students, they may also apply the term to individual students who have raised concerns—based on specific behaviors observed over time—that indicate they are more likely to fail or drop out.”

Additional factors which may related to “at risk” include:

- Parental educational attainment, income levels, employment status, or immigration status
- Households in which the primary language spoken is not English
- Physical disabilities and learning disabilities
- Low performing schools
- Underfunded schools
- Transportation issues related to equal access to education, food resources, etc.

14. In my presentation I mentioned the ways that libraries impact their communities; I specifically mentioned the Carvers Bay Branch Library gaming program

The Carvers Bay Branch Library is located in rural South Carolina. There are 7,000 residents with a 15% unemployment rate with poverty and illiteracy rates both exceeding 30%. A gaming program was created which included a state-of-the-art interactive computer gaming center for teens with Xbox 360s and Dell gaming PCs. The strategy was to attract high school students to the library with the aim of expanding their horizons through developing the habit of regular public library use. The computer gaming club was an immediate success. Within a few weeks, over 60 children were participating. Approximately 90% of the members of the gaming club were African-American male teenagers, a very important demographic group to engage in rural Georgetown County. In order to participate in the gaming program, teens had to:

- have a current library card
- be in good standing (no serious misbehavior)
- have a commitment to checking out four items/month, two of which must be books

To gain more gaming time, teens could earn points by doing at least one of the following:

- writing book reports
- attending an after-school program
- participating in a youth service organization
- embracing other positive, self-improvement activities

In the first year of the program:

- Increase in library card holders from only 2% to 13%
- 42.7% of registered users were under 18 years old
- 56.8% of these juveniles checked out library materials
- 30% of gamers checked out 4 items monthly
- 20 teens monthly attend cultural programs at the library

The high school graduation rate went from 75.1% to 82.4% in two years.

15. Georgetown Prison Program – The Amazing Journey

The Georgetown Prison Program offers a variety (15) of trade skill programs including auto body repair, carpentry, barbering, landscaping, HVAC, thermal insulators, equipment operation (scrapers, compressors, front end loader, tractor, etc.), electrician, and plumbing. Each participant must attend life skills class prior to graduation. This course is the core of the program as social skills are developed or corrected in this class. Participants may elect to attend art therapy, business, or religious classes.

The following information was provided by the Amazing Journey, Inc. website that supports the Georgetown County Sheriff's Reentry Services (RES).

- Over 300 graduates with 0% recidivism
- 100% job placement
- RES graduates are all certified as journeymen by the State of SC and US Department of Labor
- Many interview and secure jobs before the end of their sentence
- RES graduates help fill acute shortages of qualified tradesmen in our area
- RES team members apply their skills to dozens of public services & building projects around the county saving the county over \$300,000 annually

16. How does your agency define cultural assets? Is there a formal definition?

Cultural assets can take on many forms through art, music, traditions, stories, language and histories that make up a community's identity, character and customs. The value of cultural assets is their contribution to the fabric of a community through cultural, artistic, creative, economic, historic, and social resources. The South Carolina Arts Commission defines "cultural districts" as "geographic areas that have a concentration of cultural facilities, activities and assets. These districts "serve as centers of cultural, artistic, and economic activity." The cultural assets of the South Carolina State Library can be defined similarly. Our State documents and cultural collections and programs serve to highlight the unique cultural, artistic, and economic activity of South Carolina.

17. Does your agency coordinate with other states and libraries regarding cultural assets?

The South Carolina State Library participates in the State Documents Collaborative Group. This group developed out of a need to engage all interested colleagues in state and local government information. There are several organizations involved including the Library of Michigan, Colorado State Library, State Library of North Carolina, and Oklahoma Department of Libraries. This group shares information on collecting state documents, preservation plans, digitizing strategies, state data, etc.

The South Carolina State Library participates in the Southeast Collaborative Conference. The 2021 Southeast Collaborative Online Conference is a collective effort by the State Library of North Carolina, South Carolina State Library, Georgia Public Library Service, and Library of Virginia to offer innovative and useful online learning experiences for library staff at all levels through a convenient online conference.

The State Library has collaborated with Georgia Center for the Book on several Authors of SC programs.

The South Carolina State Library has worked with the Northeast Document Conservation Center in Massachusetts and the New Jersey State Library to host an Emergency Preparedness and Disaster Planning Summit. The Summit was a workshop for library administrators, staff, and partners who seek to improve their knowledge around preparedness before, during, and after disasters. The Summit addressed topics such as: Introduction to Emergency and Disaster Preparedness Planning, Creating a Disaster Plan, Emergency Preparedness Considerations for People with Disabilities, Design before Disaster, Crisis Communications, Mental Health for Staff, Librarians' Roles and Supporting Staff in Emergencies, and Partnerships including the FEMA Ambassador program.

We do have several local relationships that are related to cultural assets in the state.

- The South Carolina State Library hosted A War on Two Fronts: African Americans Fight for Victory at Home and Abroad, an Athenaeum Press traveling exhibition from Coastal Carolina University. A War on Two Fronts explores how African Americans in the 92nd and 93rd Army infantry divisions fought for racial equality during wartime, and then went on to be active participants in the Civil Rights Movement.
- The South Carolina State Library and the South Carolina Digital Library partnered to present the South Carolina Children's Library Services Collection, a collection of historical and contemporary images from the 1940s-2000s relating to library services for children. The photographs are from the archives of the South Carolina State Library and many were taken by State Library field agents.

Portrayed in photographs are youth at public libraries, summer reading programs, other children's programs, and displays.

- The digital collection, South Carolina Public Library History, 1930-1945, represents the collaborative efforts of several individuals at the South Carolina State Library and USC Libraries.
- The South Carolina State Library and the South Carolina Digital Library present the South Carolina Library Buildings Collection, a collection of images of public library buildings in the state from the 1940s-1970s. The photographs are from the archives of the South Carolina State Library and many were taken by State Library field agents. Topics include exterior views of headquarter and branch locations, interior views, and construction.
- The South Carolina State Library and the South Carolina Digital Library present the South Carolina Bookmobiles Collection, a collection of historical and contemporary images from the 1940s to the early 2000s. The photographs are from the archives of the South Carolina State Library and many were taken by State Library field agents. Portrayed in photographs are public library bookmobiles from across the state, featuring the bookmobiles themselves, library staff, patrons of all ages, and the collections housed in these mobile libraries.
- The Digitization in a Box Project allows public libraries and cultural heritage entities in South Carolina to borrow scanning equipment, a laptop, and software from the State Library to start a new digitization project. Staff from institutions who participate in this program will be provided hands-on training from State Library staff on best practices of scanning, workflows, metadata, and promotion. The purpose of this program is to encourage libraries, archives, and museums to make available digital collections to support the educational, recreational, and informational needs of citizens. Collections will be hosted at the South Carolina Digital Library and searchable at the Digital Public Library of America.
- South Carolina State Library staff members installed the Cecil Williams traveling photography exhibit, "Unforgettable: Celebrating a Time of Life, Hope and Bravery" at the Aiken County Historical Museum, and other libraries across the state.
- Two exhibits at the South Carolina State Museum were highlighted at a special event hosted in partnership by the South Carolina State Library, South Carolina State Museum and a group of mental health service and educational organizations. The Lives They Left Behind: Suitcases from a State Hospital Attic, and Bull Street: Life Behind the Wall were brought to the State Museum through a collaborative effort by S.C. Protection and Advocacy, Mental Health America of South Carolina, NAMI (National Alliance on Mental Illness) Mid-Carolina, NAMI S.C., and the S.C. Department of Mental Health.
- The Columbia Museum of Art (CMA), in collaboration with Richland Library and the South Carolina State Library, provided a special arts and literacy field trip to more than 500 third-grade students from Richland, Kershaw, and Newberry counties, during April and May. "All Around Town, All Around the State" is a

hands-on reading and art program that provides students with a rare cultural experience to which these children might not otherwise be exposed.

18. What type of resources are generally digitized?

South Carolina State Documents are the main items digitized by the South Carolina State Library. Agencies may request the State Library to digitize certain documents of relevance. The State Library also digitizes documents that are requested often.

19. State Library Board information

The State Library Board currently has 4 members with expired terms; however, these board members will continue to serve until a replacement is appointed. Mark Herring was recently appointed to the Board by the Governor's office in October 2021. Prior to Mr. Herring's appointment, the District 5 seat was vacant since 2019, after the passing of Board member Michael Simmons. The State Library has been in frequent contact with the Governor's Office about replacing Board members with expired terms. Several individuals have expressed interest in serving on the South Carolina State Library Board and submitted applications to the Governor's office.

Mr. Walter Caudle

District: 2nd

Term Commencing: 6/30/2014

Term Expiring: 6/30/2024

Mr. Caudle completed former board member Suzie Rast's appointment and was eligible for a full appointment after this partial appointment. According to statute 60-1-10 "No person is eligible to serve as a member of the board for more than two successive terms, except that a person appointed to fill an unexpired term may be reappointed for two full terms."

Mrs. Loretta K. Green

District: 1st

Term Commencing: 6/30/2011

Term Expiring: 6/30/2021

Mr. Mark Y. Herring

District: 5th

Term Commencing: 6/8/2021

Term Expiring: 6/30/2025

Mr. Herring replaced deceased board member, Michael Simmons.

Ms. Deborah Hyler
District: 7th
Term Commencing: 6/30/2009
Term Expiring: 6/30/2019

Mr. Marty R. McKenzie
District: 6th
Term Commencing: 6/30/2009
Term Expiring: 6/30/2019

Ms. Martha Murtiashaw - Chair
District: 3rd
Term Commencing: 6/30/2012
Term Expiring: 6/30/2022

Mrs. Alanna I. Wildman - Vice Chair
District: 4th
Term Commencing: 6/30/2011
Term Expiring: 6/30/2021

20. Does the board schedule annual meetings or retreats to review, discuss, and evaluate the long range plans or are there just quarterly meetings?

The State Library Board meets bi-monthly, on the 4th Thursday of the month. All meetings are held at 10:30 a.m. at 1500 Senate Street, Columbia, SC 29201 unless otherwise noted. The next State Library Board meeting is scheduled for March 24, 2022. The State Library Board may schedule annual meetings or retreats as needed.

21. Which of the library services are most used?

According to the FY20 Public Library Survey data, the most used service in South Carolina libraries is the circulation of juvenile print books. 5,165,670 juvenile print books total were circulated for all libraries. The 2nd most used service would be circulation of adult print materials at 4,720,202 adult print books total for all libraries. There were 2,472,239 wireless sessions used at the library in FY20.

22. Which region of the state has the highest use rate?

The top 5 public library systems that have the highest usage rate in South Carolina are:

1. Richland County Public Library System
2. Lexington County Public Library System
3. Spartanburg County Library System
4. Greenville County Library System

5. Beaufort County Library

The highest usage rate was determined by using the FY20 Public Library Survey "Grand Total Circulation/Usage of Print, Non-Print, and Electronic Materials All Ages" divided by "Population of Service Area." A copy of the usage spreadsheet is attached.

23. During your tenure as agency director, has the board recommended or supported legislation?

The Board has supported Proviso 27.1 LIB: Aid to Counties Libraries Allotment which was a proviso to increase state aid from \$75,000 to \$100,000.

24. Why does every county not have a bookmobile? How does that work?

Bookmobiles vary from county to county. Some counties do not have bookmobiles due to funding issues.

The following county systems have a Bookmobile:

ABBE Regional Library System, Allendale Hampton Jasper Regional Library, Anderson County Library, Berkeley County Library System, Calhoun County Library System, Charleston County Public Library System, Cherokee County Library System, Chester County Library System, Clarendon County Library System, Colleton County Library System, Dillon County Library System, Dorchester County Library System, Fairfield County Library System, Florence County Library System, Georgetown County Memorial Library System, Greenville County Library System, Greenwood County Library System, Horry County Memorial Library, Kershaw County Library System, Lancaster County Library System, Laurens County Library System, Lexington County Public Library System, Marion County Library System, Marlboro County Library System, Oconee County Library System, Orangeburg County Library Commission, Richland County Public Library System, Spartanburg County Public Library System, Sumter County Public Library System, Williamsburg County Library System, York County Library System, Beaufort County Library.

25. What is the difference between an outreach vehicle and a bookmobile? Is outreach through the county or your agency?

While outreach and bookmobiles are not managed directly through our agency, the State Library does provide partial LSTA grant funding up to \$50,000 to enable libraries to purchase outreach vehicles and bookmobiles through a competitive grant process. The State Library acts as a fiscal agent for state funds appropriated for aid to public libraries. The State Library receives a federal grant from the Institute of Museum and Library Services. Public libraries are eligible for grant funds through a competitive application process with the State Library. State and federal funding reinforce staffing, collections,

and Internet resources, ensuring libraries maintain the institutional capacity to meet residents' needs.

26. Are public colleges and universities considered public libraries under statute?

Public colleges and universities are not considered public libraries.

27. How many official depositories are there and where are they located? What are the requirements for a library to qualify as a depository? Is there a process for evaluating whether existing depositories have the physical infrastructure to manage their collections (climate control systems, etc.)?

South Carolina has 18 Federal Depository libraries and 12 State Depository libraries. A copy of the South Carolina State Documents Depository Library Manual has been included for your reference.

Federal Depository Libraries in South Carolina:

South Carolina State Library, Columbia

Robert Muldrow Cooper Library, Clemson University

Law Library, University of South Carolina, Columbia

Miller F. Whittaker Library, South Carolina State University, Orangeburg

Medford Library, University of South Carolina, Lancaster

Thomas Cooper Library, University of South Carolina, Columbia (Regional depository library)

Daniel Library, The Citadel Military College, Charleston

Headquarters Library, Spartanburg County Public Libraries, Spartanburg

Florence County Library, Florence

Addlestone Library, College of Charleston, Charleston

Benjamin F. Payton Learning Resource Center, Benedict College, Columbia

Larry A. Jackson Library, Lander University, Greenwood

James B. Duke Library, Furman University, Greenville

Greenville County Library System, Greenville

Dacus Library, Winthrop University, Rock Hill

Gregg-Graniteville Library, University of South Carolina, Aiken

James A. Rogers Library, Francis Marion University, Florence

Kimbel Library, Coastal Carolina University, Conway

South Carolina Depository Libraries

South Carolina State Library, Columbia

Clemson University, Robert Muldrow Cooper Library, Clemson

College of Charleston, Marlene and Nathan Addlestone Library, Charleston

Francis Marion University, James A. Rogers Library, Florence

Greenville County Library System, Greenville

Horry Georgetown Technical College, Conway Campus Library, Conway

Lander University, Larry A. Jackson Library, Greenwood

South Carolina State University, Miller F. Whittaker Library, Orangeburg

Spartanburg County Public Library, Spartanburg

USC Aiken, Gregg-Graniteville Library, Aiken

USC Beaufort, USC-Beaufort Library, Beaufort

Winthrop University, Ida Jane Dacus Library, Rock Hill

Standards for State Depository Libraries

1. The library will be open for use at least 40 hours per week.
2. No restrictions or fees will be placed on the use of depository items in the library.
Availability of the depository collection may be publicized by the State Library.
3. The library has sufficient existing space to house documents for at least five years, with an estimated growth of 10 linear feet per year.
4. The library has adequate study space for in-house use of depository items.
5. The library has sufficient clerical staff to process depository items within two weeks after receipt.
6. The library has a full-time professional librarian on the staff who will be responsible for supervising the depository collection and will serve as a liaison with the State Library.
7. RDA cataloging, which will be supplied with depository shipments for all publications considered to be of permanent value, will be used by the library.
8. All depository items will be marked "STATE DEPOSITORY DOCUMENT" and the date received.
9. The library will maintain an orderly, systematic record of receipt and subsequent arrangement of depository items.
10. Depository items no longer essential to the library after five years will be offered to the State Library before being discarded.
11. Depository items that are clearly superseded by or cumulated in a later edition will be

discarded only upon receipt of the later edition.

12. All costs for housing and servicing of depository items will be the responsibility of the depository library with the exception of shipping charges which will be paid by the State Library.
13. If the depository library is publicly funded, all costs incurred in the operation of the depository collection will be absorbed in the existing budget for the immediate future.
14. The library agrees that the State Library may inspect the depository collection at any time to determine the housing, organization, and service meet the standards for depository libraries.
15. The library will supply (through a phone call or email) statistics to the State Library on holdings and use and such other information as may be necessary to evaluate the program. A brief survey will be supplied to each library on an annual basis.
16. The library will make state document records available through the library catalog.

28. How are you all working to satisfy the requirement in 60-1-130?

S.C. Code Section 60-1-130 states “The South Carolina State Library shall promote cooperation among governmental bodies, including but not limited to, departments, agencies, institutions, boards, committees, and commissions of the State and political subdivisions of the State, including school districts, and among libraries of all types and shall encourage the sharing of resources among libraries at all service levels. None of the provisions of this chapter may be construed to interfere with the authority of the governing boards of institutions of higher learning or the governing boards of public, school, or special libraries.” One of the most recent ways that the State Library has worked to satisfy section 60-1-130 is through our partnership with the Department of Education. The partnership provides virtual tutoring through tutor.com to all South Carolina students 24 hours a day, 7 days a week. Recently released assessment data indicates a need for high-dosage tutoring for both students performing on grade level who need additional assistance and those who are having academic difficulty and are at-risk of not meeting on-time graduation requirements.

The State Library regularly partners with schools, groups, and state agencies to share resources. Some of those partnerships include the South Carolina K-12 School Technology Initiative, Partnership Among South Carolina Academic Libraries, SC Vision Education Partnership, South Carolina First Steps, the South Carolina Department of Employment and Workforce, the State Museum, and many others.

29. Do you have a visual or graphic that illustrates the statewide library network?

The map of SCLends libraries and public libraries is attached.

30. Are there any performance bonuses or incentives connected to performance?

The State Library does offer performance based bonuses to employees for special projects, earning a degree, and other exceptional performance at the discretion of the department manager and agency director. Employees are also eligible to be nominated for Employee of the Quarter which comes with a monetary bonus. A copy of the State Library Bonus Policy is attached.

31. How does the board evaluate the director's performance?

The Director's performance is evaluated annually by the State Library board. The board completes an Agency Head Performance Evaluation and Planning Stage documents. These evaluations are handled through the Agency Head Salary Commission and the State Fiscal Accountability Authority.

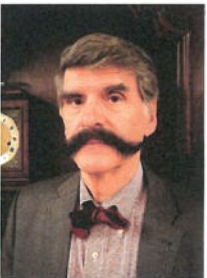
Board Members

Mr. Walter Caudle

4201 Parkman Drive
Columbia, SC 29206
(803) 730-8815
District: 2nd
Term Commencing: 6/30/2014
Term Expiring: 6/30/2029

Mrs. Loretta K. Green

130 Pearl Lane
Reevesville, SC 29471
(843) 276-9649
District: 1st
Term Commencing: 6/30/2011
Term Expiring: 6/30/2021

Mr. Mark Y. Herring

428 Guilford Road
Rock Hill, South Carolina 29732
District: 5th
Term Commencing: 6/8/2021
Term Expiring: 6/30/2025

Ms. Deborah Hyler

527 Rosewood Drive
Florence, SC 29501
(843) 260-8692



District: 7th

Term Commencing: 6/30/2009

Term Expiring: 6/30/2019

Mr. Marty R. McKenzie



1516 Lucky Road

Lake City, SC 29560

(843) 939-8091

District: 6th

Term Commencing: 6/30/2009

Term Expiring: 6/30/2019

Ms. Martha Murtiashaw - Chair



101 West Wesley Street

Walhalla, SC 29691

(864) 280-3438

District: 3rd

Term Commencing: 6/30/2012

Term Expiring: 6/30/2022

Mrs. Alanna I. Wildman - Vice Chair



9 Woodburn Ridge Road

Spartanburg, SC 29302

(864) 590-8793

District: 4th

Term Commencing: 6/30/2011

Term Expiring: 6/30/2021

State Library Information

- Annual Report (</sites/default/files/docs/SCSL%20Annual%20Report%202020.pdf>)
- Public Notice of Board Meetings (</public-notice>)



The South Carolina State Library Board has adopted the following Code of Conduct in order that the library may provide to its users and staff a safe and welcoming environment and an atmosphere conducive to research, study, and work.

The following activities and behaviors are not permitted in the library or on library premises. Prohibited harmful, disruptive, or destructive behaviors include but are not limited to:

1. Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.

a. Engaging in sexual conduct or lewd behavior on library premises, as defined by South Carolina Code of Laws SECTION 16-15-365.

b. Use or under the influence of controlled substances on library premises as defined by South Carolina Code of Laws SECTION 44-53-110.

c. Smoking or other use of tobacco inside library buildings as defined by South Carolina Code of Laws SECTION 44-95-20. Smoking at the entrance to the library is prohibited and is restricted to cigarette receptacles. The use of smokeless tobacco products inside the library is not allowed.

d. Possessing, drinking, or under the influence of alcohol or illegal drugs.

e. Stealing, mutilating, or defacing library materials are violations of state law, South Carolina Code of Laws SECTION 16-13-330, 331, 332, 340, as amended, and violators may be subject to arrest, fine, or imprisonment.

f. Altering, damaging, or modifying any library computer, computer system or network, computer software or program or data contained therein are violations of state law, South Carolina Code of Laws SECTIONS 16-16-20, 30, 40, as amended; and violators may be subject to arrest, fine, or imprisonment.

g. Intentionally seeking to view, access, procure, or disseminate obscene or pornographic materials, as defined by South Carolina Code of Laws SECTION 16-15-305.

2. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users. Such conduct includes, but is not limited to, the use of any personal electronic equipment, including mobile phones, radios, audio players, etc., at a volume that disturbs others; abusive or threatening language or gestures; loud or boisterous behavior or talking, refusing to leave the building during an emergency or drill evacuation, or failing to exit the building at closing, or not following directions from staff during an emergency or drill.

3. Using library materials, equipment, furniture, fixtures or building in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person, or for other

than library purposes, such as running a business, sleeping, bathing, shaving, washing hair, or changing clothes.

4. Soliciting, petitioning, or distributing written materials or canvassing on library premises for any purpose without express permission of the Library staff. Such conduct extends to any activities that impede access to or exiting from the building.

5. Interfering with the free passage of library staff members or library users in or onto library premises including, but not limited to, placing objects such as bicycles, skateboards, scooters, strollers, backpacks, or personal packages in such a manner as to impede access into the building or onto the premises.

6. Leaving personal possessions unattended on library property.

7. Bringing animals inside the library with the exception of trained service animals or those allowed at a library-approved event.

8. Disturbing others in the library as a result of poor personal hygiene practices or offensive body odor. Entering library buildings with bare feet or bare chest, or attire that is inappropriate for conducting work in the library.

9. Consuming food or drink in the library's public areas with the exception of library-approved events.

To ensure compliance with the South Carolina State Library's Code of Conduct and other official library policies, the staff of the South Carolina State Library are authorized to verbally warn individuals when they are violating these official rules or policies. Any individual who persists in prohibited behavior after receiving a warning from library staff will be asked to immediately leave the library premises. If the individual refuses to leave the library, law enforcement officials will be summoned by library staff to address the situation. In any situation involving illegal activity on the part of an individual, State Library staff will notify law enforcement officials immediately to respond to the situation.

The Code of Conduct may be changed at any time, subject to verbal approval by the board of trustees.

In the case of repeated violations of the Code of Conduct or an egregious act by an individual, the South Carolina State Library may revoke/suspend the individual's privileges to use the library's facilities in accordance with the South Carolina Code of Laws.

Library staff will complete and submit to Library Administration an incident report to describe and document any event that involves summoning law enforcement personnel to the library or results in the eviction of an individual from library premises.

Approved by SC State Library Board on March 22, 2018.



south carolina STATE LIBRARY

South Carolina State Library Progressive Discipline Policy

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

SECTION A: GENERAL

A review of the progressive discipline procedures should be maintained to ensure that all supervisors are being consistent in taking disciplinary action against employees involved in similar situations and that employees are aware of the disciplinary actions. Consequently, each supervisor and employee will be given a copy of the policy. This progressive discipline policy does not apply to probationary employees who may be disciplined at the agency's discretion.

Disciplinary problems should be handled by one or more of the following actions, but not necessarily in this order:

1. Informal Counseling
2. Oral Reprimand
3. Written Reprimand
4. Reassignment
5. Demotion
6. Suspension
7. Termination

The appropriate discipline for any incident of misconduct is a matter for the Agency's management to determine in light of all surrounding circumstances. Human Resources will coordinate with management as necessary in administering disciplinary action.

Disciplinary actions beyond an oral reprimand must be approved in advance by the Human Resources department. When misconduct does not result in immediate termination, an employee should be given notice that continued improper conduct could result in dismissal.

The original of all disciplinary actions above oral reprimands should be transmitted to Human Resources for inclusion in the employee's official personnel file in Human Resources.

SECTION B: GUIDELINES

The circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred and any previous counseling, will suggest what action should be taken. Usually, counseling or an oral reprimand is sufficient for the first occurrence of a minor offense. A record of this action with the employee's and the supervisor's signatures should be placed in the employee's personnel file. A repetition of the offense or the first occurrence of a more severe offense should be followed by a written reprimand which becomes a part of the employee's permanent personnel file (which should also be signed by the employee as having been received and understood). Further repetitions of the offense or the first occurrence of a very serious offense is followed by suspension, reassignment, demotion, termination or other appropriate action. Please note that these are intended only to be guidelines because it is most difficult to be all-inclusive or to assign a degree of severity to the various examples given below. For example, "leaving the work station without authorization" may range from a temporary absence from the workstation to complete abandonment of a position. In such case, a manager must rely on judgment as an experienced administrator to arrive at appropriate disciplinary action. At management's discretion, individual offenses calling for oral or written reprimands could cumulatively result in suspension or termination.

SECTION C: VOLUNTARY RESIGNATIONS AND PERFORMANCE ISSUES

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact the agency during this time period will be considered to have voluntarily resigned. All performance related problems should be addressed by the guidelines established in the Employee Performance Management System.

SECTION D: DISCIPLINARY ACTIONS

No disciplinary actions beyond a written reprimand may be taken without being authorized by the Agency Director or a designee. Division Directors and Unit Managers may recommend appropriate discipline. The following steps shall be followed in such cases when discipline beyond the written reprimand is necessary.

1. The supervisor presents all facts surrounding the incident to the Unit Manager, or in the cases where the Unit Manager is initiating the action, he/she presents the facts to the Division Director with a recommendation for discipline.

2. If the Division Director agrees with the recommendation, the matter is next discussed with the Human Resources Officer and the Agency Director or a designee.
3. If action is to be taken, it shall be taken under the authority and signature of the Agency Director or a designee with the supervisor initiating such action.

Table of Offenses and Actions

Offense	Range of Disciplinary Actions	Reference
Unauthorized Leave	Written Reprimand to Termination	
Habitual Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand to Termination	
Abuse of Leave	Oral Reprimand to Termination	<i>Refer to Family and Medical Leave Act and Americans With Disabilities Act</i>
Excessive Absenteeism	For employees who become unreliable because of frequent absenteeism, even if for sufficient reasons. Termination should be preceded by counseling to inform the employee of the problem.	<i>Refer to Family and Medical Leave Act and Americans With Disabilities Act</i>
Leaving Work Station without Authorization	Oral Reprimand to Termination	
Reporting to Work Under the Influence of Alcohol	Suspension to Termination	<i>Section 8-11-110 of the SC Code of Laws; Act on Alcoholism</i>
Drinking Alcoholic Beverages on the Job	Termination	<i>Section 8-11-110 of the SC Code of Laws; Act on Alcoholism</i>
Reporting to Work Under the Influence of Drugs	Suspension to Termination	
Possessing or Using Illegal Drugs on the Job	Termination	
Insubordination	Oral Reprimand to Termination	

Offense	Range of Disciplinary Actions	Reference
Falsification of Records or Documents	Suspension to Termination	
Stealing	Termination	
Negligence	Oral Reprimand to Termination	
Willful Violation of Written Rules, Regulations or Written Policies	Oral Reprimand to Termination	
Unauthorized Use of State Equipment or Property	Oral Reprimand to Termination	
Destruction or Written Misuse of Property or Equipment	Suspension to Termination	
Unauthorized Solicitation or Sales on State Premises	Suspension to Termination	
Unauthorized Possession of Firearms on the Job	Termination	
Unauthorized Distribution of Written or Printed Material of Any Kind	Written Reprimand to Termination	
Sleeping While on Duty	Written Reprimand to Termination	
Horseplay	Oral Reprimand to Termination	
Malicious Use of Profane/Abusive Language to Others	Oral Reprimand to Termination	
Loafing	Oral Reprimand to Termination	
Interference With Other Employee's Work	Oral Reprimand to Termination	
Working on Personal Jobs During Work Hours	Oral Reprimand to Termination	

Offense	Range of Disciplinary Actions	Reference
Excessive Use of Telephone for Personal Matters	Oral Reprimand to Termination	
Defacing State Property	Written Reprimand to Termination	
Sexual Harassment	Written Reprimand to Termination	<i>Refer to Anti-Harassment Policy</i>
Conviction of up to a felony	Termination	
Conviction of a misdemeanor which adversely reflects on an individual's suitability for continued employment	Termination	
Discourteous treatment of visitors and/or customers	Oral Reprimand to Termination	
Failure to maintain satisfactory or harmonious working relationships with employees or supervisors	Oral Reprimand to Termination	
Improper conduct or conduct unbecoming a state employee	Written Reprimand to Termination	
Willful false statements to a supervisor	Suspension to Termination	
Workplace Violence	Termination	<i>Refer to Workplace Violence Policy</i>

The above indicated range of disciplinary actions in response to specific offenses is to be used as a guide and is not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. The state and federal laws referenced above are not all-inclusive in administering discipline.

EMPLOYEE COMMENTS

The employee may attach additional comments to any disciplinary action, if desired, within two weeks from the date of the disciplinary action.

WORKPLACE VIOLENCE

Section 7, Chapter 1, Title 1 of the 1976 Code of Laws, Article 21, Workplace Domestic Violence Policy (Section 1-1-1410) requires every state agency to develop and implement an agency workplace domestic violence policy and adopt a "zero tolerance" approach to the act or threat of violence of any kind. If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. The "zero tolerance" approach must be applied to all forms of workplace violence. These include, but are not limited to:

- Physical-the use of force in order to harm;
- Threats-expressions of intent to inflict injury;
- Harassment-words, gestures, and actions which tend to annoy, alarm, or abuse another person;
- Property damage-intentional damage to property owned by the state, employees, visitors, or vendors; and
- Domestic-physical harm or injury or an offer or attempt to cause physical harm or injury by a household member.

Last updated: 10/01/2006



SOUTH CAROLINA STATE DOCUMENTS DEPOSITORY SYSTEM

SOUTH CAROLINA STATE DOCUMENTS DEPOSITORY LIBRARY MANUAL

(August 2019)

L 6165 8.D36 2019

South Carolina State Library
1500 Senate Street
Columbia, SC 29201



CONTENTS

Introduction

Section A: List and Map of South Carolina State Documents Depository

Libraries Section B: South Carolina Code of Laws: State Documents Depository

Section C: State Documents Depository Application and Agreement

Section D: Processing of State Documents - Physical Items

Section E: Documents in Electronic Format

Section F: Retention and Discarding of State Documents

Section G: State Documents Classification System

Section H: Marketing and Promotion of State Documents

Appendix 1: Outline of South Carolina State Documents Classification System

Appendix 2: Sample Shipping List (paper)

Appendix 3: Sample Shipping List (electronic)

Appendix 4: State Documents Depository System Logo

Introduction

The South Carolina State Documents Depository Library Manual is intended to aid libraries in the depository system in the processing and servicing of South Carolina state documents. The manual may be amended or added to as needed.

Contacts at the South Carolina State Library for answering questions about the South Carolina State Documents Depository are:

Organization, servicing, help, use of state documents:

Sheila Dorsey, Collections Librarian, South Carolina State Library

sdorsey@statelibrary.sc.gov

(803) 734-7065

Cataloging and classification of state documents:

Wesley Sparks, Cataloger, South Carolina State Library

wsparks@statelibrary.sc.gov

(803) 734-8662

Mailing address:

South Carolina State Library

1500 Senate St.

Columbia, SC 29201

Section A: List and Map of South Carolina State Documents Depository Libraries

South Carolina State Depository Libraries

South Carolina State Library

*(Main Documents Collection and
Distribution Point)*

1500 Senate Street
Columbia, SC 29201
(803) 734-8625
(803) 734-4757 (Fax)

Clemson University

Robert Muldrow Cooper Library
Clemson, SC 29634
(864) 656-3027
(864) 656-7156 (Fax)

Coastal Carolina University

Kimbel Library
376 University Blvd.
PO Box 261954
Conway, SC 29528
(843) 347-3161
(843) 349-2412 (Fax)

College of Charleston

Addlestone Library
205 Calhoun Street
Charleston, SC 29401
(843) 953-5530

Francis Marion University

James A. Rogers Library
4822 E. Palmetto Street
Florence, SC 29506
(843) 661-1300
(843) 661-1309 (Fax)

Greenville County Library System

Hughes Main Library
24 Heritage Green Place
Greenville, SC 29601
(864) 242-5000
(864) 235-8375 (Fax)

Lander University

Larry A. Jackson Library
320 Stanley Avenue
Greenwood, SC 29646
(864) 388-8365
(864) 388-8816 (Fax)

South Carolina State University

Miller F. Whittaker Library
300 College Street, NE
P.O. Box 7491
Orangeburg, SC 29117
(803) 536-7000
(803) 536-8902 (Fax)

Spartanburg County Public Library

151 South Church Street
Spartanburg, SC 29306
(864) 596-3505
(864) 596-3518 (Fax)

USC Aiken

Gregg-Graniteville Library
171 University Parkway
Aiken, SC 29801
(803) 641-3320
(803) 641-3302 (Fax)

USC Beaufort

USC Beaufort Library
800 Carteret Street
Beaufort, SC 29902
(843) 521-4122
(843) 521-4198 (Fax)

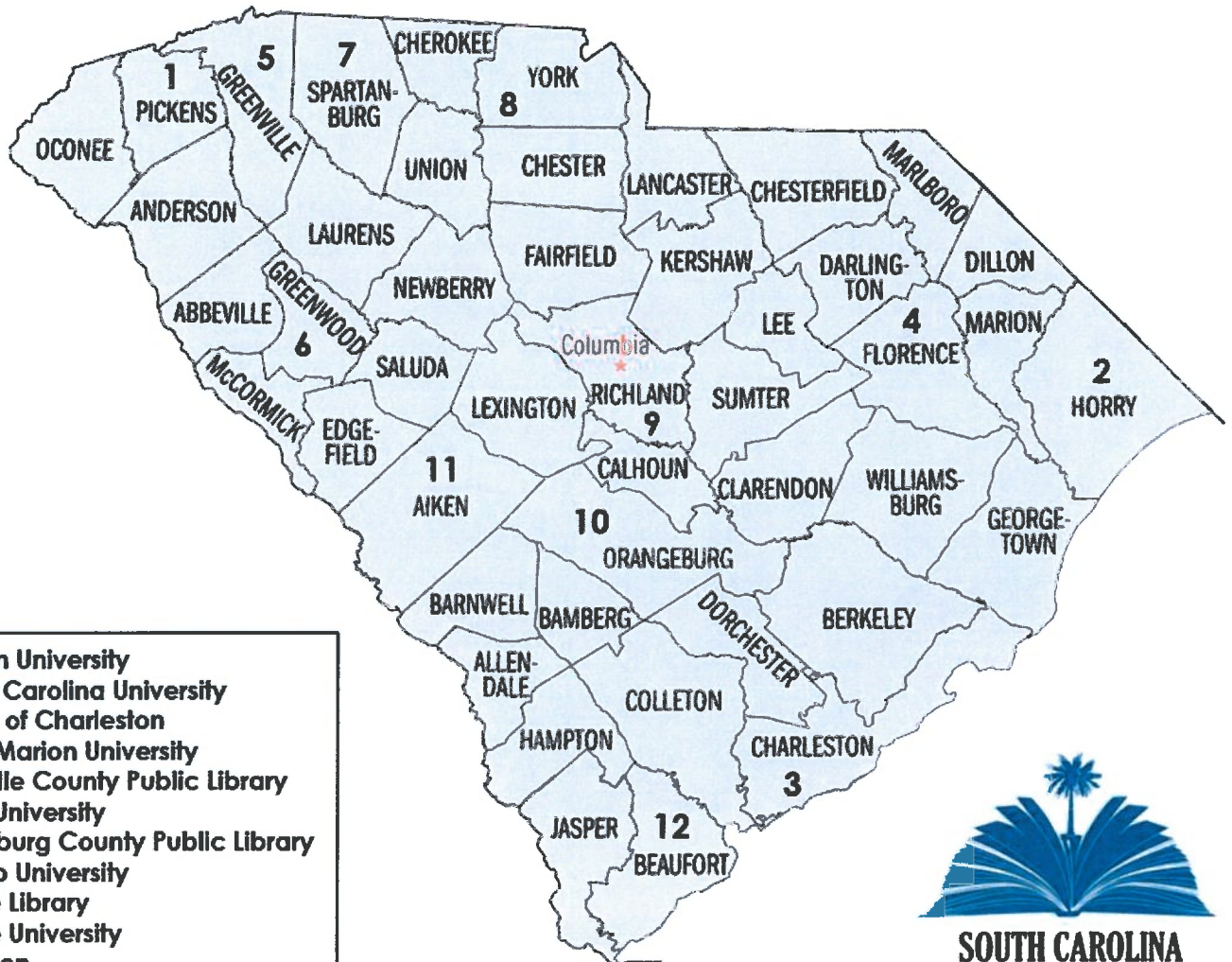
Winthrop University

Ida Jane Dacus Library
824 Oakland Avenue
Rock Hill, SC 29733
(803) 323-2211
(803) 323-3285 (Fax)

Library of Congress

Anglo-American Acquisitions Division
Government Documents Section
101 Independence Avenue, S.E.
Washington, D.C. 20540

MAP OF STATE DOCUMENTS DEPOSITORIES



1. Clemson University
2. Coastal Carolina University
3. College of Charleston
4. Francis Marion University
5. Greenville County Public Library
6. Lander University
7. Spartanburg County Public Library
8. Winthrop University
9. SC State Library
10. SC State University
11. USC-Aiken
12. USC- Beaufort



SOUTH CAROLINA
STATE DOCUMENTS
DEPOSITORY SYSTEM

Section B: South Carolina Code of Laws: State Documents Depository

Title 60 – Libraries, Museums and Arts

CHAPTER 2 State Documents Depository

SECTION 60-2-10. Definitions.

As used in this chapter, unless the context clearly indicates otherwise:

- (1) "Complete depository" means a place, usually a library, that requests and receives at least one copy of all state publications;
- (2) "Depository system" means a system established by the State Library in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;
- (3) "Electronic" means publication only in a computerized format;
- (4) "Print" means publication in a format other than an electronic or computerized format;
- (5) "Selective depository" means a place, usually a library, that requests and receives one copy of selected state publications;
- (6) "State publication" means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine, or other similar written material excluding interoffice and intraoffice communications issued in any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

SECTION 60-2-20. State library as official state depository of all state publications.

Notwithstanding any other provision of law, the South Carolina State Library is the official state depository of all state publications, with the responsibility for organizing and providing bibliographic control over state publications and distributing state publications to all libraries participating in a depository system.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

SECTION 60-2-30. State agencies, departments and state-supported institutions to provide copies of state publications; exceptions.

All state agencies, departments, and state-supported colleges and universities must provide at least fifteen copies of every state publication that the agency, department, college, or university prints or causes to be printed to the State Library within fifteen days after the printing. A publication produced only in electronic format must be electronically provided to the State Library within fifteen days of the publication's posting or distribution. The State Library Director may waive the deposition of any agency publication if:

- (1) the publication is of ephemeral value;
- (2) less than ten copies are to be printed and no electronic version is available; or
- (3) the issuing agency requests a waiver.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

Section C: State Documents Depository Application and Agreement

Application for Designation as a State Publications Depository Library

Act 348 of 1982 authorizes the South Carolina State Library to establish a system of depository libraries in South Carolina for state publications received in accordance with the Act. The _____ Library, located in _____ (planning district), hereby makes an application for designation as a depository library for state publications.

CERTIFICATION INFORMATION:

The _____ Library hereby certifies that it can meet the STANDARDS FOR DEPOSITORY LIBRARIES as specified below:

1. The library will be open for use at least 40 hours per week.
Actual hours of service are _____ per week.
2. No restrictions or fees will be placed on the use of depository items in the library.
Availability of the depository collection may be publicized by the State Library.
3. The library has sufficient existing space to house documents for at least five years, with an estimated growth of 10 linear feet per year. _____ Library has _____ linear feet available for shelving state publications.
4. The library has adequate study space for in-house use of depository items. The _____ Library currently has _____ seats available for public use. These seats are located _____ (a) throughout the library, _____ (b) near the documents area.
5. The library has sufficient clerical staff to process depository items within two weeks after receipt.
6. The library has a full-time professional librarian on the staff who will be responsible for supervising the depository collection and will serve as a liaison with the State Library.

Name of Librarian _____
Title _____

7. RDA cataloging, which will be supplied with depository shipments for all publications considered to be of permanent value, will be used by the library.
8. All depository items will be marked "STATE DEPOSITORY DOCUMENT" and the date received.
9. The library will maintain an orderly, systematic record of receipt and subsequent arrangement of depository items.

10. Depository items no longer essential to the library after five years will be offered to the State Library before being discarded.
11. Depository items that are clearly superseded by or cumulated in a later edition will be discarded only upon receipt of the later edition.
12. All costs for housing and servicing of depository items will be the responsibility of the depository library with the exception of shipping charges which will be paid by the State Library.
13. If the depository library is publicly funded, all costs incurred in the operation of the depository collection will be absorbed in the existing budget for the immediate future.
14. The library agrees that the State Library may inspect the depository collection at any time to determine the housing, organization, and service meet the standards for depository libraries.
15. The library will supply (through a phone call or email) statistics to the State Library on holdings and use and such other information as may be necessary to evaluate the program. A brief survey will be supplied to each library on an annual basis.
16. The library will make state document records available through the library catalog.

SUPPORTING INFORMATION

1. How does the library plan to organize depository documents?
_____ Integrated into the main collection
_____ Separate collection
_____ Other (describe)
2. How does the library plan to classify depository items?
_____ Dewey
_____ LC
_____ South Carolina State Documents classification (to be supplied on the shipping list)
_____ Other (describe)
3. Does the library have access to the OCLC database?
_____ Yes
_____ No
4. How will the availability of state documents be made known to the public?

5. Please describe any additional factors -- location, accessibility, staffing, supporting collections -- which support the library's application.

South Carolina State Publications Depository Library Agreement

This agreement, made the _____ day of _____, _____, by and between the SOUTH CAROLINA STATE LIBRARY (hereafter to as the State Library) and the _____ Library (hereafter referred to as the Depository Library).

Whereas, the General Assembly of the State of South Carolina enacted Senate Bill 27 as Act 348 of 1982, naming the State Library as the central depository for state publications; and

Whereas, Act 348 authorizes the State Library to establish a system of depository libraries in South Carolina; and

Whereas, _____ Library has applied for and has been approved by the State Library for designation as a Depository Library:

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD that:

The STATE LIBRARY shall:

1. Collect and distribute state publications obtained under Act 348 to the Depository Library in regular shipments;
2. Provide a shipping list with each shipment, giving catalog and state documents classification information;
3. Enter state publications into the OCLC data base;
4. Provide assistance as requested in the organization and use of state publications;
5. Establish policies and procedures for the disposal of state publications;
6. Publicize the depository program statewide;
7. Conduct periodic inspections of each depository library; and
8. Collect and disseminate annually statistics and information pertaining to the depository library system.

The DEPOSITORY LIBRARY shall:

1. Remain open for use 40 hours per week.
2. Provide free, unrestricted access to state publications and reference assistance in their use to any individual requesting service;
3. Assign a full-time professional librarian to supervise the organization and reference use of state publications, although that librarian need not spend full-time on state publications;

4. **Provide space for the housing of state publications, including space for expansion based on the estimate of 10 linear feet per year;**
5. Provide space for in-house reference use of state publications;
6. Maintain an orderly, systematic record of receipt and subsequent arrangement of state publications;
7. Mark state publications received through Act 348 as "STATE DEPOSITORY DOCUMENT" and the date received;
8. Accept and use RDA cataloging as provided by the State Library;
9. Abide by policies established by the State Library for disposal of state publications;
10. Mark and shelve state publications within two weeks of receipt;
11. Abide by all items covered in the approved application for designation as a Depository Library; and
12. Report annually to the State Library as to the organization, use, and condition of the state publications collection;

This agreement shall continue in effect as long as it is mutually satisfactory to both parties. It may be terminated by the State Library, after a formal warning, if the Depository Library fails to maintain standards or by the Depository Library after giving the State Library three (3) months advance written notice.

IN WITNESS WHEREOF, the State Library and the Depository Library have caused this agreement to be executed by their duly authorized officers or representatives.

SOUTH CAROLINA STATE LIBRARY

Library Director

DEPOSITORY LIBRARY
(PUBLIC LIBRARY)

Library Director

Chairman, Board of Trustees

DEPOSITORY LIBRARY
(ACADEMIC LIBRARY)

Library Director

University or College President

Section D: Processing of State Documents – Physical Items

I. General Information

When a physical state document is received by the State Library, a decision is made as to whether the document is to be cataloged. All publications sent to depository libraries have been cataloged. All documents in a depository shipment will be listed on the shipping list which accompanies the shipment.

II. The Shipping List for Physical Documents

A. Organization on the shipping list

1. The Shipping List is arranged by State Documents Classification number. Ephemera are listed by issuing agency, title, and OCLC number. Serials, including annuals, monthly and weekly publications, and periodic publications, are listed separately, as are documents not included in depository shipments.
2. The format of the shipping list is as follows:
 - a) Serials
 - b) Monographs
 - c) Ephemera (cataloging supplied, but libraries are not required to keep these items)

B. Sample shipping list

(see Appendix 2)

Shipping lists may also be found online in our Digital Collections:

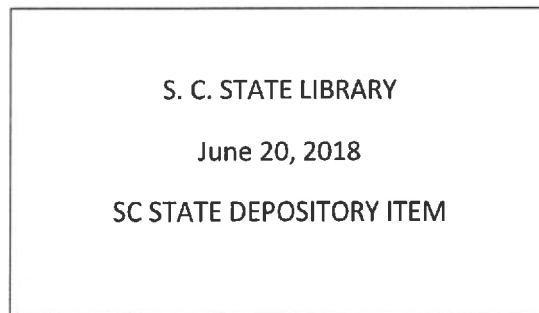
<https://dc.statelibrary.sc.gov/handle/10827/5405>

C. Checking in items on the shipping list

1. The shipment should be checked against the shipping list for possible errors or omissions.
2. If a document has been omitted, please notify the State Library giving the specific title of the document and the date of the shipping list.
3. A decision should be made by the individual depository library as to the disposition of documents categorized as “ephemera”. **Any document selected to be cataloged should be routed to the technical services or appropriate department for processing.**
4. Items of limited distribution:

When the State Library determines that an issuing agency cannot supply sufficient copies of a document to meet depository requirements, the State Library will make a decision as to which depository library will receive the publication. Such decisions will be based on local interest in the topic covered by the particular document. The item will be crossed out in red on the shipping list denoting that the library will not receive the document. In all cases, the State Library will acquire copies for interlibrary loan.

5. **Each document should be stamped with the depository library's state documents depository stamp. The stamp should include local ownership and date of receipt.** The following is an example of a depository stamp:



6. Retention of shipping list:

Libraries may discard shipping lists at their own discretion after cataloged items have been added to the collection.

III. **Cataloging and classifying state documents**

A. General information

Refer to the shipping list for the OCLC number for cataloging and classification. The descriptive cataloging conforms to RDA which all depository libraries should use. The subject cataloging uses Library of Congress subject headings. The State Documents Classification number is given, although depository libraries may determine which classification system to use.

B. Cataloged documents

1. Libraries may use the OCLC number to retrieve bibliographical records on the OCLC database.

2. Those libraries using the state documents classification system will need to refer to the shipping list and input the state documents classification number in the 099 field of the OCLC record. If the 099 field is already used for another special classification, the library may have to request a change in the OCLC profile.

3. "Cataloging required" documents

- a) Monographs should be fully cataloged through OCLC and included in the public catalog.
- b) Serials, excluding periodicals
 1. Same as 3. a. Monographs
 2. Once the State Library has supplied cataloging data for a serial, no further cataloging will be sent on the shipping list. The shipping list will include the serial title and date of issue being sent which is to be used to update local library holdings records.
 3. When a serial has been cataloged, depository libraries may exercise a local option in selecting a check-in procedure.
 4. For monographic serials, cataloging will be supplied.
- c) Periodicals – see 4b.

4. Supplementary materials to previously supplied items

- a) Supplements, revision pages and errata sheets, which are occasionally issued by state agencies, will be listed on the shipping list by state documents classification number and the title of the document which they supplement.
- b) Supplements should be marked and treated like the parent document.
- c) Revision pages and errata sheets require no processing and should be inserted in the base volumes promptly.

IV. Ephemera

1. Publications which the State Library has decided not to catalog will be listed in alphabetical order on the shipping list by agency. The decision to declare an item ephemera may be based on one or more of the following reasons:
 - a) Information is not of lasting value.
 - b) Information is extracted from a more substantial state document.

- c) Information is not unique to South Carolina state government and has been produced as a public information service.
2. Maintenance of ephemera is not required under the depository library agreement. Depository libraries may wish to consider the following options in dealing with ephemera:
- a) file in vertical files
 - b) use as display materials
 - c) place on general distribution table
 - d) catalog
 - e) discard immediately

Section E: Documents in Electronic Format

When state agencies began posting documents to their websites, the State Library realized that the future of the documents depository system would begin to change. The Library would copy the publications onto archival paper and would provide a link to the document in the public catalog. In a short time, agency websites changed and documents were often taken down. Agency domain names often changed also. The public catalog quickly accumulated broken links and documents were lost.

In 2005 the State Library began harvesting agency publications that had been published in electronic format, including born-digital. Documents are saved as PDFs and made accessible online in the [South Carolina State Documents Depository](#). Documents are archived and backed up in a library server, so that they will be permanently accessible. A monthly list of new born-digital documents are provided by us, and sent to the SC State Documents Depository libraries. Each document has its own unique URL. As with print documents, electronic format documents may be candidates for a Notable State Documents award.

- Depository Libraries are encouraged to save electronic documents to their own library catalogs.
- Depository Libraries should also record on catalog records electronic editions of serials, particularly the major titles listed in: Section D-2 (Retention and Discarding of State Documents), I.A. (Retention of State Documents, Guidelines), 2.b.; Section F (Public Service Use of State Documents), II. (State documents of reference value).
- If saving electronic documents to library catalogs is not a policy of the Depository Library, the depository librarian should direct users to the online State Library catalog, [SCLENDS](#), or to the electronic documents in the [South Carolina State Documents Depository](#).
- Depository staff should become familiar with electronic documents in the [South Carolina State Documents Depository](#).
- Depository Librarians are encouraged to become familiar with information found in the South Carolina State Documents Depository [subject guide](#).

Section F: Retention and Discarding of State Documents

I. Retention of state documents

A. Guidelines

1. All materials received through the state document depository system that are designated as required or optional cataloging must be retained for a period of five full years from the date of the document's publication.
2. Exceptions
 - a. In the case of a title which has been clearly superseded by a newer edition, the earlier edition may be discarded.
 - b. Due to their historical value, the following titles may not be discarded without prior approval by the State Library.
 - 1) Legislative manual
 - 2) S.C. Vital and Morbidity Statistics
 - 3) Detailed Mortality Statistics, South Carolina
 - 4) South Carolina Statistical Abstract
 - 5) Economic Report, the State of South Carolina
 - 6) South Carolina State Budget
 - 7) Crime in South Carolina
 - c. There are no retention requirements governing state documents received as ephemera.

II. Discarding of state documents

A. Procedures

1. Using your discretion to distinguish between "less important" titles, send a list of the "important" titles you plan to discard to the Documents Librarian at the State Library to fill in any losses in that collection.

Section G: State Documents Classification System

The classification system for South Carolina state documents was devised by the State Library in 1970. It is based on a combination of the system devised by Raynard Swank for international, state, county, and municipal documents and the Documents Office Classification for federal documents.

Utilizing letters and numbers, the state documents classification system provides an alphabetic by agency arrangement with form division numbers for the type of publication. Individual publications are denoted by year of coverage or by Cutter number.

The 3-figure Cutter table is used to identify agencies; a simplified Cutter table devised for Florida documents is used for individual publications (see Simplified Cutter Table for South Carolina).*

SIMPLIFIED CUTTER TABLE FOR SOUTH CAROLINA

A-B	1
C-D	2
E-G	3
H-K	4
L-O	5
P-R	6
S-T	7
U-W	8
X-Z	9

The “Cutter” number is formed by writing the first letter of the word to be Cuttered, followed by the numbers for the next two letters:

e.g. Birds = B46

Tax = T19

*See Appendix 1 for full **Outline of South Carolina State Documents Classification System**.

Section H: Marketing and Promotion of State Documents

Using state documents depends upon two concepts: knowing that the documents with the needed information exist, and finding that information. Promotion of the collection must first make the users aware of the information available to them. Only then can library staff begin to help find the needed information.

To help promote your collection, consider some of these ideas:

- Include mention of and stop at the collection when giving tours of the library.
- Display the South Carolina State Documents Depository logo on websites and letterheads, or on related LibGuides. The logo is available at [South Carolina State Library Media Kit](#).
- Inform other staff of state government information.
- Consider offering introductory sessions or classes on state government information.
- Include state documents in information displays, particularly in offsite displays.
- Include state documents in a “new resources” newsletter.
- Add state documents titles and resources to your catalog.
- Promote and showcase state documents through your social media resources.

Appendix 1:
OUTLINE OF SOUTH CAROLINA STATE DOCUMENTS CLASSIFICATION SYSTEM

I. Conventions of the people (Constitutional, etc.)

A. First line

1. Constitutional conventions A2

2. Conventions other than constitutional

(These will be indicated by adding a capital letter to the first line [A2] keyed to the main issue at the convention [e.g. nullification, A2N]).

B. Second line

1. Form division 1.

a. Constitutions (S.C.)

b. Journals and proceedings 3.

c. Committee reports 8.

2. Individual publication designation

After form division add last three digits of the year in which convention adjourned.

II. Legislature

A. First line

1. Both houses A3

2. House of Representatives A4

3. Senate A5

4. Committees, councils and other special service bodies A3 with

a. Standing committees – Add one significant capital letter based A4 cutter
on the committee's name to the legislative symbol. If A5 number
necessary because of like letters in committee names, use as A3 with
many letters as necessary to maintain alphabetical order. A4 cutter
A5 number

e.g. A4W House Ways and Means Committee

A5Pena Senate Penal and Charitable Institutions

A5Peni Senate Penitentiary

b. Study of interim committees – Each study of interim committee A3 with
will be given a separate call number by Cuttering the subject of A4 cutter
the committee (3-digit Cutter table) and adding the results to the A5 number
first line.

e.g. A3Ag475 for the Study Committee on Aging.

B. Second line

1. Form division

- | | |
|--|----|
| a. Bills | 1. |
| b. Digests | 2. |
| c. Journals | 3. |
| d. Calendar | 4. |
| e. Session laws (applies to A3 only) | 5. |
| f. Revised statutes and codes (applies to A3 only) | 6. |
| g. General publications | 7. |
| h. Publications of committees, councils and other special service bodies, excluding hearings | 8. |
| i. Hearings of committees | 9. |
| j. Electronic documents | 0. |

2. Individual publication designation

a. Form divisions 1-7 –

- (1) If the General Assembly and session numbers are given on a publication, they will the form division.

e.g. A4 for the House Journal of the second session
3.99-2 of the 99th General Assembly

The four digits of the year will then follow on the 3rd line.

- (2) If only the year of publication is given, then the last three digits of the year will follow the form division.

e.g. A4 for the House Journal of 1852
3.852

- (3) An extra session will be indicated by adding an “x” to the session number (e.g. 99-2x).

b. Form division 8

For all committee reports issued annually covering the committee’s activities, the form division 8 will be followed by the last three digits of the year of publication. For other committee publications, excluding hearings, the form division will be followed by a simplified Cutter number taken from the subject of the publication. Subcommittee reports will be indicated by Sub.-1, etc. on the third line.

c. Form division 9

Form division 9 will be used only for hearings and will be followed by a simplified Cutter number for the subject of the hearing. When necessary, the location of the hearing will follow the Cutter number. Location designation will be based on Cities and Towns symbols devised by the State Library.

(See p. E9). The date of the hearing will be given on the 3rd line if necessary.

C. Designation of collected departmental reports (Reports and Resolutions)

1. First line

A9

2. Second line

a. Number indicating series

1. Title—“Reports and Resolutions” is No. 1
Subsequent series would receive 2., 3., etc.

- a. Three digits of last year of coverage follow series number
 - e.g. A9 for 1974 Reports and Resolutions
 - 1.974

3. Third line

Volume number, if applicable, will fall on the third line.

- e.g. A9 for v.2 of 1974 Reports and Resolutions
- 1.974
- v.2
- E4

III. Elective offices, state departments, independent commissions, and special committees, commissions, or conferences appointed by the governor or legislature.

A. First line

- 1. Indicate agency by Cuttering significant word in name by 3-figure Cutter table.

e.g. Ae825 Aeronautics Commission

- 2. Subdivisions of agency departments are indicated by adding one capital letter to the department symbol. If necessary, small letter (s) may be added to distinguish one subdivision from another.

e.g. Ed8332l Office of Instruction in Department
 of Education

B8595Res Division of Research and Statistical Services in the State Budget
 and Control Board.

- 3. Lesser subdivisions are indicated by a second capital letter.

e.g. B8595ResG Geological Survey under the Division
 of Research and Statistical Services
 in the State Budget and Control Board

B. Second line

- 1. Indicate type of publication by form numbers given below:

- | | |
|--|----|
| a. Annual report (Biennial report) | 1. |
| b. General publication (never series except unnumbered series) | 2. |
| c. Serials, series, periodicals (numbered or dated) | 3. |
| d. Circulars, folders, maps | 4. |
| e. Laws | 5. |
| f. Rules, regulations, and instructions | 6. |
| g. Releases: news, statistics, etc. (non-series) | 7. |
| h. Handbooks, manuals, guides, directories, yearbooks | 8. |
| i. Proceedings, minutes, transactions, journals | 9. |
| j. Electronic documents | 0. |

2. Additional form divisions beginning with the number "10" may be used as needed for expansion.

3. Individual publication designation

If the form division is:

- a. 1 – follow with a three-digit code for the final year of the report.

e.g. L6165 S. C. State Library. Report,
1.981 1980/81.

- b. 2, 4, 7, 8, 9 – follow with simplified Cutter number for distinctive word in title (preferably subject).

e.g. G7461Ec S. C. Office of the Governor. Division
2.H31 of Economic Opportunity. HEAP, home
energy assistance program.

A second publication, entitled Operations Manual...
HEAP would be: G7461Ec
2.H31-2

- c. 3 – follow with Simplified Cutter number for distinctive word

in the series title (preferably subject).

e.g. H5386 S.C. Dept. of Highways and Public
3.A22 Transportation. South Carolina traffic
accidents.

- d. 5 or 6 – For publications applicable to (or by the authority of) an entire department or agency, follow the method which will keep like rules, regulations, or laws together on the shelf in logical sequence.

- (1) In the case where laws or regulations are issued by year, follow the form number by the 3-digit code for the year.

e.g. Ele255 S.C. Election Commission.
5.980 Registration and election
laws of South Carolina. 1980.

- (2) For those publications on a specific subject, or those not applicable to or by the authority of the department or agency as a whole, follow with a Simplified Cutter number for distinctive word (preferably subject) in title.

e.g. W6463 S.C. Wildlife and Marine Resources
6.F47 Dept. South Carolina fishing and
1980 hunting regulations, 1979/80.

- (3) In the case where laws or regulations are issued separately with a distinctive numbering system, use the form number 5 or 6 followed by a Cutter number for the title of the set. The number of the law or regulation on the fourth line and the date on the last line.

e.g. Ad495 S.C. Adjutant General's Office
6.R33 Regulations

no. 40-3	no. 40-3
C1	Change 1
970/10/8	8 Oct. 1970

[In the filing and shelving, the 5 or 6 with the three-digit code for year comes before the 5 or 6 with a Simplified Cutter number]

4. Separates (i.e. publications lifted from a larger work and issued separately) are classified like their parent publication and followed by an accession letter (lower case). This type of publication is rare.

e.g.	Ae825	Separate from 1969 Annual Report of
	1.969a	Aeronautics Commission

C. Third line

1. Further identification of individual publications is as follows:
- a. 2, 4, 7, 8, 9 – indicate new edition or revision of publication with four digits of year published, adding month and date if necessary. For coverage of an upcoming time period, use last year given; for a span of years, use both.

e.g.	Ed8332	S.C. Dept. of Education, List of
	2.L41	sources selection: library materials...
	1980	3 rd ed., 1980.

Ed8332	S.C. Dept. of Education. Directory
8.S24	of South Carolina schools, 1980/81.
1980	1980.

W6463	S.C. Dept. of Wildlife and Marine
3.S548-2	Resources. South Carolina wildlife
1978-1979	magazine index, Jan.-Feb. 1978-
	Nov.-Dec. 1979.

- b. 3 – give, in order of preference:

1. Number within the series

e.g.	C5935Ex	Clemson University. Extension
	3.C46	Service. Circular no. 611.
	no. 611	Revised 1980.
	1980	

2. Whole series number

e.g.	W7375Li	Winthrop College. Dacus Library.
	3.D12	Dacus focus. No. 15, 1981.
	no. 15	

3. Volume and issue number

L6165	S.C. State Library. News for
3.N38	South Carolina Libraries.
v.13/6	v. 13, no. 6.

e.g.

4. Year, month, day (if series is issued once a year, just put year) e.g.
 So135 S.C. Dept. of Social Services.
 3.T47 Title XX: comprehensive
 1979 annual services program plan.

c. 5 or 6 – see III. B. 3.d (2) and (3)

2. Indexes are given inclusive numbers of coverage with the word “Index” on the last line, thus filing at the end of the material indexed.

3. Supplements to publications are noted as:

a. For dated supplements, the 3 digits of the year will follow sup.

 e.g. sup. 980

b. For undated supplements, add sup. 1, sup. 2, etc.

c. Parts, addenda, etc. will be pt. 1, ad. 1, etc.

SIMPLIFIED CUTTER TABLE FOR SOUTH CAROLINA

A-B	1
C-D	2
E-G	3
H-K	4
L-O	5
P-R	6
S-T	7
U-W	8
X-Z	9

The “Cutter” number is formed by writing the first letter of the word to be Cuttered, followed by the numbers for the next two letters.

e.g. Birds = B46

 Tax = T19

Cities & Towns

Abbeville
Aiken
Alcolu
Allendale
Anderson
Andrews
Angelus
Antreville
Arcadia
Ashepoo
Aynor
Bamberg
Barnwell
Batesburg
Bath
Beaufort
Beech Island
Belton
Bennettsville
Bethune
Bishopville
Blacksburg
Blackville
Blair
Blenheim
Bluffton
Bowling Green
Bowman
Branchville
Buffalo
Burton
Calhoun Falls
Camden
Cameron
Campobello
Carlisle
Catawba
Cateechee
Cayce
Central
Chapin
Charleston
Cheraw
Cherokee Falls
Chesnee

Cities & Towns Symbol

A1A
A2A
C6A
A3A
A4A
G1A
C5A
A1An
S2A
C7A
H2A
B1B
B2B
L4B
A2B
B3B
A2Be
A4B
M3B
K1B
L3B
C3B
B2Bl
F1B
M3Bl
B3Bl
Y1B
O2B
O2Br
U1B
B3Bu
A1C
K1C
C1C
S2C
U1C
Y1C
P1C
L4C
P1Ce
L4Ch
C2C
C5C
C3C
S2Ch

County

Abbeville
Aiken
Clarendon
Allendale
Anderson
Georgetown
Chesterfield
Abbeville
Spartanburg
Colleton
Horry
Bamberg
Barnwell
Lexington
Aiken
Beaufort
Aiken
Anderson
Marlboro
Kershaw
Lee
Cherokee
Barnwell
Fairfield
Marlboro
Beaufort
York
Orangeburg
Orangeburg
Union
Beaufort
Abbeville
Kershaw
Calhoun
Spartanburg
Union
York
Pickens
Lexington
Pickens
Lexington
Charleston
Chesterfield
Cherokee
Spartanburg

Cities & Towns**Cities & Towns Symbol****County**

Chester	C4C	Chester
Chesterfield	C5Ch	Chesterfield
Clearwater	A2C	Aiken
Clemson	O1C	Oconee
Clinton	L2C	Laurens
Clover	Y1C	York
Columbia	R1C	Richland
Converse	S2Co	Spartanburg
Conway	H2C	Horry
Cordova	O2C	Orangeburg
Coward	F2C	Florence
Cowpens	S2Cp	Spartanburg
Dalzell	S3D	Sumter
Darlington	D1D	Darlington
Denmark	B1D	Bamberg
Dillon	D2D	Dillon
Dixiana	L4D	Lexington
Donalds	A1D	Abbeville
Drayton	S2D	Spartanburg
Due West	A1Du	Abbeville
Duncan	S2Du	Spartanburg
Easley	P1E	Pickens
Edgefield	E1E	Edgefield
Edisto Island	C2E	Charleston
Effington	F2E	Florence
Ehrhardt	B1E	Bamberg
Elgin	K1E	Kershaw
Elloree	O2E	Orangeburg
Enoree	S2E	Spartanburg
Estill	H1E	Hampton
Fairfax	A3F	Allendale
Fingerville	S2F	Spartanburg
Florence	F2F	Florence
Folly Island	C2F	Charleston
Fort Lawn	C4F	Chester
Fort Mill	Y1F	York
Fountain Inn	G2F	Greenville

Cities and TownsCities & Towns SymbolCounty

Gaffney	C3G	Cherokee
Georgetown	G1G	Georgetown
Gilbert	L4G	Lexington
Glendale	S2GI	Spartanburg
Gramling	S2Gr	Spartanburg
Graniteville	A2G	Aiken
Gray Court	L2G	Laurens
Great Falls	C4G	Chester
Greeleyville	W1G	Williamsburg
Greenville	G2G	Greenville
Greenwood	G3G	Greenwood
Greer	G2Gr	Greenville
Grover	D3G	Dorchester
Hamer	D2H	Dillon
Hampton	H1H	Hampton
Harleyville	D3H	Dorchester
Hartsville	D1H	Darlington
Heath Springs	L1H	Lancaster
Hemingway	W1H	Williamsburg
Hickory Grove	Y1H	York
Hilton Head	B3H	Beaufort
Hodges	G3H	Greenwood
Holly Hill	O2H	Orangeburg
Hollywood	C2H	Charleston
Honea Path	A4H	Anderson
Inman	S2I	Spartanburg
Irmo	L4I	Lexington
Iva	A4I	Anderson
Jackson	A2J	Aiken
Jamestown	B4J	Berkeley
Jefferson	C5J	Chesterfield
Joanna	L2J	Laurens
Johns Island	C2J	Charleston
Johnsonville	F2J	Florence
Johnston	E1J	Edgefield
Jonesville	U1J	Union
Kershaw	L1K	Lancaster
Kingstree	W1K	Williamsburg

Cities & Towns

Lady's Island
La France
Lake City
Lake View
Lamar
Lancaster
Lando
Landrum
Lane
Langley
Latta
Laurens
Leesville
Lexington
Liberty
Lincolnton
Little Rock
Loris
Lugoff
Lyman
Lynchburg
Manning
Marietta
Marion
Martin
Mauldin
Mayesville
McBee
McClellanville
McColl
McCormick
Moncks Corner
Mt. Croghan
Mt. Pleasant
Mullins
Murrell's Inlet
Myrtle Beach
Newberry
New Ellenton

Cities & Towns Symbol

B3L
A4L
F2L
D2L
D1L
L1L
C4L
S2L
W1L
A2L
D2La
L2L
L4L
L4Le
P1L
C2L
D2Li
H2L
K1L
S2Ly
L3L
C6M
G2M
M2M
A3M
G2Ma
S3M
C5M
C2M
M3M
M1M
B4M
C5Mt
C2Mt
M2Mu
G1M
H2M
N1N
A2N

County

Beaufort
Anderson
Florence
Dillon
Darlington
Lancaster
Chester
Spartanburg
Williamsburg
Aiken
Dillon
Laurens
Lexington
Lexington
Pickens
Charleston
Dillon
Horry
Kershaw
Spartanburg
Lee
Clarendon
Greenville
Marion
Allendale
Greenville
Sumter
Chesterfield
Charleston
Marlboro
McCormick
Berkeley
Chesterfield
Charleston
Marion
Georgetown
Horry
Newberry
Aiken

Cities & Towns**Cities & Towns Symbol****County**

Newry	O1N	Oconee
Nichols	M2N	Marion
Ninety Six	GeN	Greenwood
North	O2N	Orangeburg
North Augusta	A2No	Aiken
North Myrtle Beach	H2N	Horry
Ocean Drive Beach	H2O	Horry
Olanta	F2O	Florence
Olar	B1O	Bamberg
Orangeburg	O2O	Orangeburg
Pacolet	S2P	Spartanburg
Pageland	C5P	Chesterfield
Pamplico	F2P	Florence
Patrick	C5Pa	Chesterfield
Pawley's Island	G1P	Georgetown
Pelion	L4P	Lexington
Pelzer	A4P	Anderson
Pendleton	A4Pe	Anderson
Pickens	P1P	Pickens
Piedmont	G2P	Greenville
Pinewood	S3P	Sumter
Plum Branch	M1P	McCormick
Pomaria	N1P	Newberry
Pontiac	R1P	Richland
Port Royal	B3P	Beaufort
Prosperity	N1Pr	Newberry
Richland	O1R	Oconee
Ridgeland	J1R	Jasper
Ridge Spring	S1R	Saluda
Ridgeway	F1R	Fairfield
Rion	F1Ri	Fairfield
Rock Hill	Y1R	York
Rockton	F1Ro	Fairfield
Roebuck	S2R	Spartanburg
Round O	C7R	Colleton
Rowesville	O2R	Orangeburg
Ruby	C5R	Chesterfield
Ruffin	C7Ru	Colleton

<u>Cities and Towns</u>	<u>Cities & Towns Symbol</u>	<u>County</u>
Russellville	O2R	Orangeburg
Salley	A2S	Aiken
Saluda	S1S	Saluda
Santee	O2S	Orangeburg
Schofield	B1S	Bamberg
Scranton	F2S	Florence
Sellers	M2S	Marion
Seneca	O1S	Oconee
Sharon	Y1S	York
Simpsonville	G2S	Greenville
Six Mile	P1S	Pickens
Slater	G2Sl	Greenville
Smoaks	C7S	Colleton
Smyrna	Y1Sm	York
Society Hill	D1S	Darlington
Spartanburg	S2S	Spartanburg
Springfield	O2Sp	Orangeburg
Starr	A4S	Anderson
St. George	D3S	Dorchester
St. Matthews	C1S	Calhoun
St. Stephens	B4S	Berkeley
Summerton	C6S	Clarendon
Summerville	D3Su	Dorchester
Summit	L4S	Lexington
Sumter	S3S	Sumter
Surfside Beach	H2S	Horry
Swansea	L4Sw	Lexington
Tatum	M3T	Marlboro
Taylors	G2T	Greenville
Timmonsville	F2T	Florence
Travelers Rest	G2Tr	Greenville
Trenton	E1T	Edgefield
Troy	G3T	Greenwood
Turbeville	C6T	Clarendon
Una	S2U	Spartanburg
Union	U1U	Union
Van Wyck	L1V	Lancaster
Varnville	H1V	Hampton
Wadmalaw Island	C2W	Charleston

<u>Cities & Towns</u>	<u>Cities & Towns Symbol</u>	<u>County</u>
Wagner	A2W	Aiken
Walhalla	O1W	Oconee
Wallace	M3W	Marlboro
Walterboro	C7W	Colleton
Ward	S1W	Saluda
Ware Shoals	G3W	Greenwood
Wattsville	L2W	Laurens
Welford	S2W	Spartanburg
West Columbia	L4W	Lexington
West Union	O1We	Oconee
Westminister	O1Ws	Oconee
White Stone	S2Wh	Spartanburg
Whitmire	N1W	Newberry
Williamston	A4W	Anderson
Williston	B2W	Barnwell
Winnsboro	F1W	Fairfield
Woodford	O2W	Orangeburg
Woodruff	S2Wo	Spartanburg
Yemassee	H1Y	Hampton
York	Y1Y	York

Appendix 2:
SAMPLE SHIPPING LIST (paper)

SERIALS SHIPPING LIST
 July-August-September 2018

Ag8357 3.M16 OCLC 08246250	<i>South Carolina market bulletin</i> July 5, 2018 August 2, 2018 August 16, 2018 September 6, 2018 September 20, 2018	S.C. Department of Agriculture.
C4985A1 3.A58 OCLC 52889292	<i>Alumni news</i> Summer 2018	Citadel Alumni Association
C5935Bu 3.B82-2 OCLC 655755101	<i>Clemson University budget</i> 2018-2019	Clemson University. Office of Budgets and Financial Planning.
C5935Re 3.W56 OCLC 970663126	<i>Clemson world</i> Summer 2018 Fall 2018	Clemson University, Division of University Relations
C736Resear 3.E25-2 OCLC 1004769478	<i>Economic outlook</i> March 2018 April 2018	S.C. Dept. of Commerce, Division of Research May 2018 June 2018
J62 1. OCLC 12255259	<i>Annual report</i> 2013 2014 2015 2016 2107	S.C. Jobs-Economic Development Authority
L2335 3.G61 OCLC 34233007	[<i>Graduation program</i>] Spring 2018	Lander University
L2335R 3.L15 OCLC 33024345	<i>Lander magazine</i> Winter 2017-18	Lander University, University Relations and Publications Office
L6165Ta 3.C55 OCLC 820480935	<i>Connect the dots</i> Summer 2018	S.C. State Library, Talking Book Services
M4685Ar 1. OCLC 845321300	<i>Annual report</i> 2017	S.C. Area Health Education Consortium
N2197Me 3.W45 OCLC 935366471	<i>South Carolina wildlife and Outreach</i> July/August 2018	S. C. Dept. of Natural Resources, Office of Media

P9604C 3.P58 OCLC 47265850	<i>PowerSource</i> S. C. Public Service Authority. Corporate Communications. Summer 2018
R322GP 3.T19-2 OCLC 989513138	<i>South Carolina tax incentives for economic development</i> S.C. Dept. of Revenue, Office of General Council, Policy Section 2018
So135Ed 1. OCLC 213434101	<i>Annual report</i> S.C. Dept. of Social Services. Edgefield County 2016/2017

SHIPPING LIST
JULY-AUGUST-SEPTEMBER 2018

H8174 2.M56-34 OCLC 1050163429	<i>\$70,000,000 South Carolina State Housing Finance and Development Authority mortgage revenue bonds series 2018 A bonds (non-AMT)</i> [Official Statement] S.C. State Housing Finance and Development Authority
H8174 2.M56-35 OCLC 1050163633	<i>\$70,000,000 South Carolina State Housing Finance and Development Authority mortgage revenue bonds series 2018 A bonds (non-AMT)</i> [Preliminary Statement] S.C. State Housing Finance and Development Authority
P2375 2.C48 OCLC 1050166851	<i>United States Civil Rights Trail</i> S.C. Department of Parks, Recreation, and Tourism
P2375 2.O33 2018 OCLC 1044748922	<i>The official guide to South Carolina state parks</i> S.C. Department of Parks, Recreation & Tourism
P2375Pa 2.P16A1C OCLC 1050321098	<i>Calhoun Falls State Park</i> S.C. State Park Service
P2375Pa 2.P16A2 OCLC 1050178405	<i>Aiken State Park</i> S.C. State Park Service
P2375Pa 2.P16F1W OCLC 1050321200	<i>Lake Wateree State Park</i> S.C. State Park Service
P2375Pa 2.P16M1P OCLC 1050321222	<i>Hamilton Branch State Park</i> S.C. State Park Service

New South Carolina State Documents

A Monthly Report from the SC State Library



March 2019

These publications were produced by South Carolina state agencies and state-supported academic institutions. All titles are available online through the [State Documents Depository](#).

Agriculture



South Carolina Department of Agriculture

[Market bulletin](#) - 2019-01-17 [Market Bulletin](#)

[Market bulletin](#) - 2019-02-07

OCLC#: 8246250

The Market Bulletin has information about the agency, agriculture-related news, and free advertising available to farmers and consumers.

Audit & Control



South Carolina State Auditor

South Carolina Office of the State Treasurer

[Report on financial statement year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1029057164

This audit includes the respective financial position of the South Carolina State Treasurer and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



South Carolina State Auditor

[Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards](#) - 2018-06-30

OCLC#: 65326776

The Office of State Auditor audited the financial statements of the state of South Carolina using agreed upon procedures.

New South Carolina State Documents

A Monthly Report from the SC State Library



South Carolina State Auditor
South Carolina Legislative Services Agency
[State Auditor's report June 30, 2018](#) - 2018-06-30
OCLC#: 1089716844

This audit includes the respective financial position of the South Carolina Legislative Services Agency and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



South Carolina State Auditor
Calhoun Falls Municipal Court (S.C.)
[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2016](#) - 2016-06-30
OCLC#: 1089684873

The Office of State Auditor audited the financial statements of the Town of Calhoun Falls Municipal Court using agreed upon procedures.



South Carolina Department of Administration
[2017 comprehensive permanent improvement plan for the plan years 2018-2022 statewide](#) - 2017

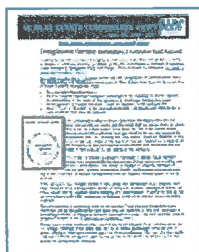
OCLC#: 1084655795

This planning document tells the costs and funding sources for capital improvements of state agencies for the plan years 2018-2022. Each agency has a summary of proposed permanent improvement projects including funding source, functional group and business area.

- [2018 comprehensive permanent improvement plan for the plan years 2019-2023 statewide](#) - 2018

OCLC#: 1084655795

Boards, Authorities & Commissions

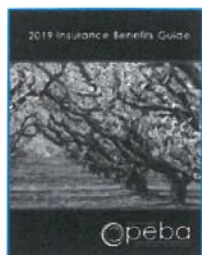


Department of Labor, Licensing and Regulation
South Carolina Real Estate Commission
[SC Real Estate Commission news](#) - 2019-01
OCLC#: 1089447905

The South Carolina Real Estate Commission publishes a newsletter with agency news, licensing information, statistics, and compliance advice.

New South Carolina State Documents

A Monthly Report from the SC State Library



South Carolina Public Employee Benefit Authority

[2019 insurance benefits guide](#) - 2019

OCLC#: 1057477764

This guide provides an overview of the insurance programs the South Carolina Public Employee Benefit Authority offers plus premiums and contact information.

Corrections

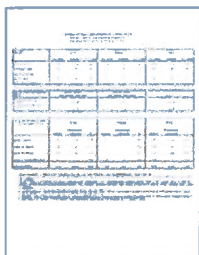


South Carolina Department of Corrections

[SCDC FAQs](#) - 2018-01 [Department of Corrections FAQs](#)

OCLC#: 899240136

These brochures give statistics on South Carolina prisons. Some items include SCDC average daily facility count per month, admissions to SCDC, recidivism rates of Inmates released, profile of inmates in institutional count, releases from SCDC by type, and average sentence length of SCDC admissions.



South Carolina Department of Corrections, Division of Resource and Information Management

[Inmate population summary for January 15, 2019](#) - 2019-01-15

OCLC#: 881734488

This paper shows the inmate population in South Carolina by male and female prisoners. It is broken down by count, agency high and month count and SCDC space utilization. These statistics show the prison population in SC prisons as of January 15, 2019.

Culture & History



South Carolina Department of Archives and History

[Historic preservation news and notes](#) - 2019-01-14 [Historic Preservation News and Notes](#)

OCLC#: 50595640

The State Historic Preservation Office at the South Carolina Department of Archives and History publishes a monthly newsletter featuring agency programs and events, and highlights those of state and national preservation groups.



Economic Development



South Carolina Department of Employment and Workforce

[S.C. Department of Employment and Workforce FY2018 management and trust fund review - 2019-01](#)

OCLC#: 1089446970

The following topics are covered in this report: Agency Mission, Primary Products and Services, Workforce and Economic Development, Business Intelligence Department, Unemployment Insurance, Employees, Results, Workforce and Economic Development, Unemployment Insurance, Current Unemployment Compensation Fund Status, Recent Unemployment Compensation Fund History, Overview of Advances/Federal Loan, Solvency Standards.

Education

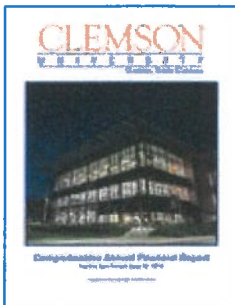


University of South Carolina. Department of Athletics

[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1089684557

An independent auditor audited the financial statements of the University of South Carolina Department of Athletics using agreed upon procedures.



Clemson University Controller's Office

[Comprehensive annual financial report for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 36626495

Each year Clemson University presents its comprehensive annual financial report. The report provides financial information about the University's operations during the year and describes its financial position at the end of the year.

New South Carolina State Documents

A Monthly Report from the SC State Library



South Carolina State University, Office of the Controller

[Comprehensive annual financial report](#) - 2018-06-30

OCLC#: 82452933

South Carolina State University annually publishes a comprehensive annual financial report with auditors report, financial statements, and statistics.

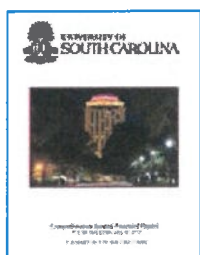


College of Charleston, Office of the Controller

[Comprehensive annual financial report for the fiscal year ended June 30, 2018](#) - 2018-06-30

OCLC#: 45694926

This documents the fiscal stability of the institution and the accountability in managing assets of the College. This report contains the financial statements as well as other information useful to those we serve and to whom we are accountable. The CAFR includes four major sections, Introductory, Financial, Required Supplementary Information, and Statistical Section, as well as all disclosures necessary for the reader to gain an understanding of the College's financial operations.



University of South Carolina, Controller's Office

[Comprehensive annual financial report for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1020794699

The University of South Carolina publishes this report annually to share important information concerning its operations and financial position.



Citadel, the Military College of South Carolina. Intercollegiate Athletics Program

South Carolina State Auditor

[Agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 144321640

This report includes an accountant's report, and statements of revenue, and expenditures.



Lander University

South Carolina State Auditor

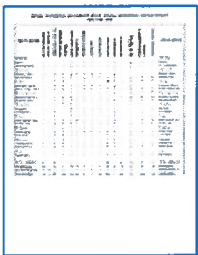
[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 46547611

This report includes an accountant's report, and statements of revenue, and expenditures.

- [Financial Statements For the Year Ended June 30, 2018](#) - 2018-06-30
OCLC#: 56908626

Environment & Natural Resources



South Carolina Department of Natural Resources

[SCDNR - waterfowl management areas - weekly harvest report January 14-19, 2019](#) - 2019-01-19

[SCDNR - waterfowl management areas - weekly harvest report January 26, 2019](#) - 2019-01-26

[SCDNR - waterfowl management areas - weekly harvest report January 21-26, 2019](#) - 2019-01-26

[SCDNR - waterfowl management areas - weekly harvest report January 19, 2019](#) - 2019-01-19

OCLC#: 1083670578

The South Carolina Department of Natural Resources manages Waterfowl Management Areas to maintain populations of migratory waterfowl. This report provides a summary of the species, number of hunters, ducks per hunter, shots fired, cripples lost, and percentage lost of waterfowl hunted in the management areas.



South Carolina Department of Natural Resources

[Tag & release volume 23, No. 5, November 2018](#) - 2018-11 [Tag & Release](#)

OCLC#: 259747176

Tag & Release is the newsletter for the South Carolina Governor's Cup Billfishing Series, an official program of the South Carolina Department of Natural Resources in cooperation with the South Carolina Department of Parks, Recreation and Tourism and the Harry R.E. Hampton Memorial Wildlife Fund.



South Carolina Department of Health and Environmental Control

Hughes, Andrea L. H.

Foxworth, Lance

[Waccamaw capacity use area : groundwater evaluation](#) - 2019-01

OCLC#: 1089691508

This explains the groundwater management plan for the Waccamaw Region which includes Horry and Georgetown counties and provides an evaluation of current groundwater use and recommendations for its management going forward.



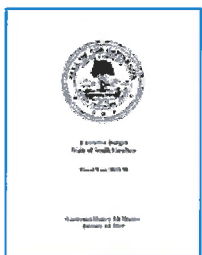
South Carolina State Climatology Office

[2018 South Carolina annual weather review](#) - 2018

OCLC#: 1086313740

This annual review gives a breakdown of weather statistics in South Carolina. It also gives the average highs and lows and participation totals on a monthly basis of the four geographic regions of the state.

Executive



South Carolina Office of the Governor

[Executive budget, state of South Carolina Fiscal Year 2019-20](#) - 2019-01-14

OCLC#: 774378290

Each year the Office of the Governor presents an Executive Budget to the General Assembly, consisting of a "complete and itemized plan of all proposed expenditures for each state department, bureau, division, officer, board, commission, institution, or other agency or undertaking.

Health



South Carolina WIC

[WIC's circle of care for breastfeeding mothers : how peer counselors help](#) - 2018-08

OCLC#: 1089689913

Peer counselors provide basic breastfeeding information and support for WIC mothers, contact mothers regularly during pregnancy, the early days of breastfeeding, and until the mother chooses to wean her baby, refers non-WIC mothers to other community breastfeeding resources if they are not eligible for WIC and refer mothers with concerns outside the peer counselor's scope of practice to appropriate lactation experts or healthcare professionals.



South Carolina WIC

[Breastfeeding basics for dads : your breastfeeding questions answered](#) - 2019-01

OCLC#: 1089449348

This brochure answers the questions: Why is breastfeeding the healthiest option for my baby? ; What other benefits does breastfeeding provide? ; How can I support breastfeeding?

- [Breastfeeding basics for grandmas : your breastfeeding questions answered](#) - 2019-01
OCLC#: 1088561334

- [Conceptos basicos sobre lactancia materna para las abuelas](#) - 2019-01
OCLC#: 1089449349

- [Conceptos basicos sobre lactancia materna para los padres](#) - 2019-01
OCLC#: 1089449554

Legislature



South Carolina General Assembly. House of Representatives

[Journal of the House of Representatives of the State of South Carolina](#) no 1 - no. 18 - 2018-12-04 to 2019-02-01

OCLC#: 7893931

The South Carolina House of Representatives publishes a daily journal of its proceedings, including matters considered by the House and the votes and other actions taken.

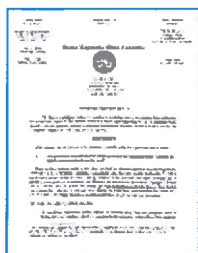


South Carolina General Assembly. Senate

[Journal of the Senate of the State of South Carolina](#) no. 1 - no. 15 - 2019-01-08 to 2019-01-31

OCLC#: 10140163

The South Carolina Senate publishes a daily journal of its proceedings, including matters considered by the Senate and the votes and other actions taken.



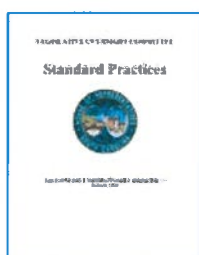
South Carolina General Assembly. House of Representatives. Legislative Ethics Committee

[Advisory opinion 2019-1](#) - 2019-01-10

[Advisory opinion 2019-2](#) - 2019-01-10

OCLC#: 41088223

The House Legislative Ethics Committee issues advisory opinions on various questions pertaining to what representatives are allowed to do.



South Carolina General Assembly. House of Representatives. Legislative Oversight Committee

[Standard practices](#) - 2019-01

OCLC#: 1089449364

This is an outline of rules pertaining to the standard practices of the Legislative Oversight Committee. Flowcharts are included.

Taxation & Finance



Revenue and Fiscal Affairs Office

Rainwater, Frank A.

["The time has come," the walrus said](#) - 2019-01-18

OCLC#: 1089684130

This powerpoint presentation highlights statistics on population, income and taxes in South Carolina and was presented to the Berkeley Chamber of Commerce.

- [South Carolina update economic and other trends](#) - 2019-01-25

OCLC#: 1089683260

This powerpoint presentation highlights statistics on population, income and taxes in South Carolina.



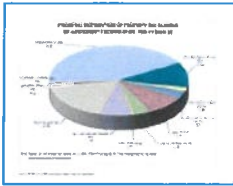
South Carolina Revenue and Fiscal Affairs Office

[South Carolina Revenue and Fiscal Affairs Office statement of estimated fiscal impact](#) - 2019-01-10

[South Carolina Revenue and Fiscal Affairs Office statement of estimated fiscal impact](#) - 2019-01-28

OCLC#: 908842846

These statements of fiscal impact provide the estimated expenditure costs and the estimated revenue impact of bills to the General Assembly for proposed legislation.



South Carolina Revenue and Fiscal Affairs Office

[Projected distribution of property tax revenue by assessment classification for FY 2019-20](#) - 2019-01-02

OCLC#: 1089683157

This pie chart shows the projected distribution of property tax broken down by commercial/rental, agricultural - corporate, agricultural - private, owner occupied, fee-in-lieu and joint individual, motor carrier, business personal, utility, manufacturing w/o fee-in-lieu, other personal property and personal property - vehicles.



South Carolina Department of Revenue

[SC information letter #19-1](#) - 2019-01-02

[SC information letter #19-2](#) - 2019-01-29

[SC information letter #19-3](#) - 2019-01-29

[SC information letter #19-4](#) - 2019-01-29

OCLC#: 85844573

The Department of Revenue publishes advisory opinions, written statements issued to the public to announce general information useful in complying with the laws administered by the agency.

- **[SC revenue ruling #18-15 \(revised\)](#)** - 2018-09-20

OCLC#: 85852641

The purpose of this revised advisory opinion is to update Department of Revenue guidance with respect to the criteria that must be met to require a retailer to remit a local jurisdiction's sales and use tax when delivering the product to a purchaser located in another local jurisdiction.

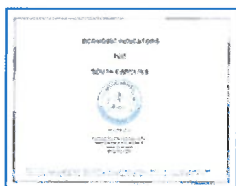


South Carolina Board of Economic Advisors

[General fund revenue December Fiscal Year 2018-19](#) - 2018-12 **[Monthly General Fund Revenue Reports](#)**

OCLC#: 966645610

Each month the Board of Economic Affairs at the South Carolina Revenue and Fiscal Affairs Office publishes a General Fund revenue report with summary of revenues, taxes by type, and other revenue sources.



South Carolina Board of Economic Advisors

South Carolina Revenue and Fiscal Affairs Office

[Economic indicators for South Carolina](#) - 2019-01

OCLC#: 1089450998

This publication is designed to provide an overview of the significant economic indicators affecting the major economic sectors of the South Carolina economy. This publication also serves as a stimulus to provoke thoughtful and meaningful discussion on economic issues affecting the state's economy.



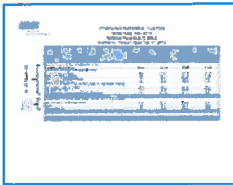
South Carolina Revenue and Fiscal Affairs Office

[South Carolina budget trends and issues FY 2019-20 and beyond](#) - 2019-01-22

OCLC#: 1089684256

This Powerpoint presentation gives statistics on demographics, economics, revenues and appropriations for South Carolina.

Transportation



South Carolina Department of Transportation

[Infrastructure Maintenance Trust Fund state Fiscal Year 2019 revenue projections to actual in millions, through December 31, 2018](#) - 2018-12-31

OCLC#: 1089449224

This chart breaks down the revenue projections for the Infrastructure Maintenance Trust Fund.

Appendix 4:

State Documents Depository System LOGO

Available at:

<http://www.statelibrary.sc.gov/media-kit>



SOUTH CAROLINA

STATE DOCUMENTS

DEPOSITORY SYSTEM

South Carolina Legislature

South Carolina Law > Code of Laws > Title 60

South Carolina Code of Laws Unannotated

Title 60 - Libraries, Archives, Museums and Arts

CHAPTER 2

State Documents Depository

SECTION 60-2-10. Definitions.

As used in this chapter, unless the context clearly indicates otherwise:

- (1) "Complete depository" means a place, usually a library, that requests and receives at least one copy of all state publications;
- (2) "Depository system" means a system established by the State Library in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;
- (3) "Electronic" means publication only in a computerized format;
- (4) "Print" means publication in a format other than an electronic or computerized format;
- (5) "Selective depository" means a place, usually a library, that requests and receives one copy of selected state publications;
- (6) "State publication" means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine, or other similar written material excluding interoffice and intraoffice communications issued in any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

SECTION 60-2-20. State Library as official state depository of all state publications.

Notwithstanding any other provision of law, the South Carolina State Library is the official state depository of all state publications, with the responsibility for organizing and providing bibliographic control over state publications and distributing state publications to all libraries participating in a depository system.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

SECTION 60-2-30. State agencies, departments, and state-supported institutions to provide copies of state publications; exceptions.

All state agencies, departments, and state-supported colleges and universities must provide at least fifteen copies of every state publication that the agency, department, college, or university prints or causes to be printed to the State Library within fifteen days after the printing. A publication produced only in electronic format must be electronically provided to the State Library within fifteen days of the publication's posting or distribution. The State Library Director may waive the deposition of any agency publication if:

- (1) the publication is of ephemeral value;
- (2) less than ten copies are to be printed and no electronic version is available; or
- (3) the issuing agency requests a waiver.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

Legislative Services Agency
<http://www.scstatehouse.gov>

List of Depository Libraries

South Carolina State Library

(Main Documents Collection and Distribution Point)

Reference@statelibrary.sc.gov

or

StateDocuments@statelibrary.sc.gov

1500 Senate Street

Columbia, SC 29201

Phone: (803) 734-8026

Fax: (803) 734-4757

Clemson University

Robert Muldrow Cooper Library

Clemson, SC 29634

Phone: (864) 656-3027

Fax: (864) 656-7156

College of Charleston

Marlene and Nathan Addlestone Library

66 George Street

Charleston, SC 29424

Phone: (843) 953-5530

Fax: (843) 661-1309

Francis Marion University

James A. Rogers Library

4822 E. Palmetto Street

Florence, SC 29506

Phone: (843) 661-1300

Fax: (843) 661-1309

Greenville County Library System

25 Heritage Green Place

Greenville, SC 29601

Phone: (864) 242-5000

Fax: (864) 235-8375

Horry Georgetown Technical College

Conway Campus Library

2050 Highway 501 East

Conway, SC 29526

Phone: (843) 349-5268

Fax: (843) 349-7811

Lander University

Larry A. Jackson Library

320 Stanley Avenue

Greenwood, SC 29646

Phone: (864) 388-8365
Fax: (864) 388-8816

South Carolina State University_

Miller F. Whittaker Library
300 College Street, NE
P.O. Box 7491
Orangeburg, SC 29117
Phone: (803) 536-7000
Fax: (803) 536-8902

Spartanburg County Public Library_

151 South Church Street
Spartanburg, SC 29306
Phone: (864) 596-3505
Fax: (864) 596-3518

USC Aiken

Gregg-Graniteville Library
471 University Parkway
Aiken, SC 29801
Documents Shipping Address:
650 Trolley Line Road, Graniteville, SC 29829
Phone: (803) 641-3320
Fax: (803) 641-3302

USC Beaufort_

USC-Beaufort Library
800 Carteret Street
Beaufort, SC 29902
Phone: (843) 521-4122
Fax: (843) 521-4198

Winthrop University_

Ida Jane Dacus Library
824 Oakland Avenue
Rock Hill, SC 29733
Phone: (803) 323-2211
Fax: (803) 323-3285

Federal Depository Libraries in South Carolina:

South Carolina State Library, Columbia

Robert Muldrow Cooper Library, Clemson University

Law Library, University of South Carolina, Columbia

Miller F. Whittaker Library, South Carolina State University, Orangeburg

Medford Library, University of South Carolina, Lancaster

Thomas Cooper Library, University of South Carolina, Columbia (Regional depository library)

Daniel Library, The Citadel Military College, Charleston

Headquarters Library, Spartanburg County Public Libraries, Spartanburg

Florence County Library, Florence

Addlestone Library, College of Charleston, Charleston

Benjamin F. Payton Learning Resource Center, Benedict College, Columbia

Larry A. Jackson Library, Lander University, Greenwood

James B. Duke Library, Furman University, Greenville

Greenville County Library System, Greenville

Dacus Library, Winthrop University, Rock Hill

Gregg-Graniteville Library, University of South Carolina, Aiken

James A. Rogers Library, Francis Marion University, Florence

Kimbel Library, Coastal Carolina University, Conway



south carolina STATE LIBRARY

Employee Education Bonus Policy

Section 72.84 of the 2007-2008 General Appropriations Act allows state agencies to spend state funds, federal funds, and other sources of revenue to provide lump sum bonuses not to exceed \$2,000 per year to employees. In addition, Section 72-18 of the 2007-2008 General Appropriation Act allows agencies to spend public funds and other funds for designated employee programs.

The purpose of this policy is to acknowledge and award the outstanding achievements and accomplishments of an employee who continues their education and knowledge enrichment, which further enhances the intellectual landscape of the Library. Guidelines for Employee Education Bonuses are:

Amount/Frequency of Bonuses and Source of Funds

- An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000. (Proviso 89.79 Employee Bonuses)
- State, federal, and other sources of revenue may be used to award bonuses.
- Agencies using federal funds for bonuses must show that the use of these funds is in compliance with federal law.

Approval Authority

- The Agency Director is the final authority responsible for approving employee bonuses.

Eligibility

- All permanent and probationary employees in full-time equivalent positions are eligible to receive a bonus under these provisions. Probationary employees will receive bonus after completion of probationary status.
- Agency Directors are not eligible to receive bonuses.
- Employees earning \$100,000 or more are not eligible to receive bonuses.

Approval Criteria

Bonuses may be awarded to recognize the achievement and completion of degreed and certificate programs. Examples of appropriate reasons for awarding bonuses are:

Graduate Degree or post Graduate received with a GPA of 3.5 - 4.0	\$2,000
Graduate Degree or post Graduate received with a GPA of 3.0 – 3.5	\$1,500
Bachelor's Degree received with a GPA of 3.5 – 4.0	\$1,500
Bachelor's Degree received with a GPA of 3.0 – 3.5	\$1000
Associate's Degree, Certificate and Designation in a specialty field in an approved course of study and meaningful to the organization	\$100 - \$1,000 <i>(specific amount at the discretion of the Agency Director)</i>

Last updated: 7/1/2009