



Wisconsin Document Depository Program

Collection Development Policy

Purpose

The Wisconsin Document Depository Program (WDDP) provides long-term access to information published by Wisconsin State Government through the distribution, preservation, and cataloging of state documents.

Statutory role of the program, definitions, and scope

The WDDP collects, distributes, and preserves state documents as defined by [Wis. Stat. § 35.81\(3\)](#) with the goal of documenting the activities of Wisconsin State Government. Under sections [35.81-35.84 of the Wisconsin Statutes](#), as amended by 1991 Wisconsin Act 285, state agencies are required to participate in the WDDP by providing either print or electronic state documents to the program. Print documents are distributed to designated [depository libraries](#) throughout the state. Electronic documents are digitally archived and made accessible through the [Wisconsin Digital Archives](#).

State documents intended for public audiences can be deposited by state agencies in print and electronic formats as determined by the state agency based on [guidelines](#) provided by the program. Additional state documents are distributed to libraries throughout the state by the Department of Administration as outlined in [Wis. Stat. § 35.84 \(table\)](#) "Printing and Distribution of Public Documents."

The WDDP collects and distributes state documents published by all three branches of Wisconsin State Government: Executive, Judicial, and Legislative, including but not limited to state government task forces, boards, commissions, councils and special study groups. University of Wisconsin publications and public records are the responsibility of the



University of Wisconsin and the Wisconsin State Archives, respectively, and are not collected or distributed by the WDDP.

Examples of publications state agencies routinely issue (not an exhaustive list):

Agricultural impact statements	Licensing Standards
Annual/Biennial reports	Maps
Audit reports	Master plans
Budget reports	Newsletters meant for public audiences
Comprehensive plans	Regulations
Economic impact reports	Research and Technical reports
Environmental impact statements	Speeches
Financial reports	Statistics
Final project reports	Strategic plans
Guidebooks, Handbooks, and Manuals	Task force reports

Mission

The WDDP collects government information in order to preserve and make available publications that describe activities of state government; this include statistics, reports, and studies published by government agencies in the course of their work; and document how government and citizens interact.

- **Preservation** - create and maintain an archival collection of state documents preserved for future generations to document the work of state government.
- **Access** - provide statewide access to state documents through a network of depository libraries and an online repository.
- **Retrieval** - catalog and organize state documents so they can easily be located by depository libraries and researchers.
- **Transparency** - participation in the program by state agencies demonstrates commitment to the public's right to know how Wisconsin government is operating and their tax dollars are being spent.
- **Efficiency and cost savings** - publication and distribution costs are reduced for state agencies who participate in the program with electronic state documents.

Audience and Collection User Groups

The WDDP provides access to state documents that meet the needs of:

- researchers
- public libraries
- state agencies
- specialized libraries
- private and public K-12 schools
- colleges and universities
- legislators and their staff
- the general public

Responsibility For Selection

The WDDP accepts and distributes most print state documents that are provided to the depository program to designated depository libraries on behalf of the state agency.

Selection of electronic state documents to be digitally archived and accessed through the Wisconsin Digital Archives rests with the state level depository libraries - Dept. of Public Instruction, Wisconsin Historical Society and the Legislative Reference Bureau. State agencies can deposit electronic state documents by email to statedocuments@dpi.wi.gov for review. In addition, the state level depository libraries work collaboratively to regularly review state agency websites for state documents and welcome recommendations from the audience and collection user groups by email to statedocuments@dpi.wi.gov.

Ultimate responsibility for the selection of electronic state documents that are digitally archived and accessed through the Wisconsin Digital Archives rests with the state level depository libraries, based on the criteria set forth in this collection development policy. Questions about the content of the collection can be sent to statedocuments@dpi.wi.gov.

Selection Principles

The WDDP selects state documents for the program based on the following criteria. Not all criteria need to be met to be selected for the program.

- Ability to inform the public on the policies and programs of Wisconsin State Government.
- Educational value and/or public interest in the document and accessibility of the information.
- Variance of specific subject areas that are covered with each state agency based on their statutory responsibilities and requirements.
- Strengths and weaknesses of other library state document collections.
- Format state agencies choose to participate in the WDDP with some limitations.
- Ability to reflect current events, documenting a snapshot of state documents to facilitate the work of future researchers.
- Recognition that not all state agencies, departments, committees, commissions, and task forces are documented to the same level of detail.



Collection Exclusions

The following are types of materials that we do not generally collect:

- Applications and forms
- Items that cannot be attributed to a state agency
- Items requiring digitization by the WDDP. Items that have been digitized by the state agency may be reviewed for inclusion
- Items that cannot be captured due to technical limitations such as databases
- Public records as described in [Wis. Stat. § 16.61](#)
- Publications meant for internal use
- State documents that would be considered ephemeral, without long-term historical interest
- Training materials
- Items that are extremely technical in nature, meant for use by experts and requiring specialized knowledge
- University of Wisconsin publications

Funding

The Wisconsin Document Depository Program and Wisconsin Digital Archives collection is provided by the Department of Public Instruction, Division for Libraries and Technology using federal Library Services and Technology Act funds received from the Institute of Museum and Library Services.

Copyright and Fair Use

The [Wisconsin Digital Archives](#) currently uses two rights statements in the collection. [Creative Commons](#) is used for documents published by the Wisconsin Department of Public Instruction. All other state agency publications use the [Copyright Not Evaluated](#) copyright statement. We use these copyright statements as part of the Wisconsin Digital Archives ongoing participation of having the collection crawled for access through [Recollection Wisconsin](#) and the [Digital Public Library of America](#).

For More Information

For more information about the Wisconsin Document Depository Program email statedocuments@dpi.wi.gov.