



LOUISIANA PUBLIC DOCUMENT DEPOSITORY PROGRAM

REQUIRED NUMBER OF COPIES OF PUBLICATIONS: ACADEMIC INSTITUTIONS & SYSTEMS
Effective July 2018

Please review all three tables below to determine the current number of copies required for tangible publications from academic institutions and systems:

- Table 1, publications about a specific academic institution and its students;
- Table 2, general categories of publications from all academic institutions and systems; and
- Table 3, publications on other subjects which may be published by an academic institution or system.

For any tangible publication which does not fit into listed categories in Tables 1-3, submit 15 copies.

One copy of all digital publications (even those also published in tangible format) must be provided to the Recorder of Documents as an email attachment or on digital media (e.g., CD-ROM, flash drive), preferably in PDF format.

TABLE 1, PUBLICATIONS ABOUT THE INSTITUTION / SYSTEM AND ITS STUDENTS

The first table lists numbers of required copies of tangible publications about individual academic institutions and systems and their students. The number for each institution or system is given in the central column. Examples of publications about the institution or system include annual reports, commencement programs, and parking regulations; publications about student life and student affairs include residential life, Greek life, and student publications.

If applicable, numbers of copies of core titles published by the institution or system are given in the right-hand column, along with any other titles or categories of publications for which a non-standard number of copies is needed.

ACADEMIC INSTITUTION	STANDARD # OF COPIES	# OF COPIES OF CORE TITLES / OTHER SPECIAL PUBLICATIONS
Acadiana Technical College	10	N/A
Baton Rouge Community College	15	N/A
Board of Regents (including BTNEP & LUMCON)	20	N/A
Bossier Parish Community College	15	N/A
Capital Area Technical College	10	N/A
Central Louisiana Technical Community College	10	N/A
Delgado Community College	10	N/A
Fletcher Technical Community College	15	N/A
Grambling State University	15	N/A
Louisiana Community and Technical College System (LCTCS)	15	N/A
Louisiana Delta Community College	15	N/A
LSU	15	<ul style="list-style-type: none"> • <i>Louisiana Economic Outlook</i> (CORE TITLE) = 40 • <i>Louisiana Traffic Records Data Report</i> = 40
LSU Health Care Services Division	15	N/A
LSU AgCenter	20	<ul style="list-style-type: none"> • <i>Louisiana Summary</i> (CORE TITLE) = 40
LSU Alexandria	15	N/A
LSU Eunice	15	N/A

LSU Health New Orleans	10	N/A
LSU Health Shreveport	15	N/A
LSU Law Center	20	N/A
LSU Shreveport	15	N/A
Louisiana State University System	15	N/A
Louisiana Tech University	15	N/A
McNeese State University	15	N/A
Nicholls State University	15	N/A
Northeast Louisiana Technical College	15	N/A
Northshore Technical Community College	15	N/A
Northwest Louisiana Technical College	10	N/A
Northwestern State University	15	N/A
Nunez Community College	10	N/A
River Parishes Community College	15	N/A
South Central Louisiana Technical College	10	N/A
South Louisiana Community College	10	N/A
Southeastern Louisiana University	15	N/A
Southern University AgCenter	10	N/A
Southern University Baton Rouge	15	N/A
Southern University Law Center	15	N/A
Southern University New Orleans	15	N/A
Southern University Shreveport	15	N/A
Southern University System	15	N/A
SOWELA Technical Community College	15	N/A
University of Louisiana Lafayette	15	N/A
University of Louisiana Monroe	15	N/A
University of Louisiana System	20	N/A
University of New Orleans	15	N/A

TABLE 2, GENERAL CATEGORIES OF PUBLICATIONS FROM ALL INSTITUTIONS AND SYSTEMS

This table provides the required number of copies for certain categories of publications; these numbers apply to all institutions and systems that issue such publications.

GENERAL CATEGORIES OF PUBLICATIONS FROM ALL INSTITUTIONS	# OF COPIES
Biographies	20
Career Guides	20
Comics & Graphic Novels	15
Cooking & Cookbooks	20
<i>Ephemera (to be distributed to historical depositories only)</i>	6
Fiction	20
General Academic Catalogs	20
Law Reviews and Journals	25
Literary Journals	20
Yearbooks / Annuals	20

TABLE 3, PUBLICATIONS ON OTHER SUBJECTS

This table provides the required number of copies for tangible publications about subjects other than the academic institution or system; these numbers apply to all institutions and systems that issue such publications.

PUBLICATIONS ON OTHER SUBJECTS FROM ALL INSTITUTIONS	# OF COPIES
Agriculture	15
Business & Economics	20
Computers	15
Crafts & Hobbies	15
Education	20
Environmental Conservation & Protection	20
Family & Relationships	15
Fisheries & Aquaculture	20
Folklife / Customs & Traditions	15
Games	15
Gardening	15
Health, Fitness, and Safety	20
History	20
Library & Information Science	25
Medicine	20
Nature	20
Political Science	20