PUBLICATIONS POLICY

LEGAL DEPOSIT

1) **LEGAL OBLIGATION**  
ACTS is obliged to send one copy of any printed publication (i.e. a document intended for members of the public) to the British Library *within one month of publication*.

A summary of Legal Deposit Requirements is attached as an Appendix to this policy.

(Legal Deposit Office, The British Library, Boston Spa, WETHERBY, West Yorkshire, LS23 7BY)

2) **VOLUNTARY DEPOSIT**  
ACTS will also send one copy of each printed publication, *within one month of publication*, to the National Library of Scotland.

(National Library of Scotland, George IV Bridge, EDINBURGH, EH1 1EW)

3) **RESPONSIBILITY**  
Responsibility for ensuring that copies are sent timeously to The British Library and the National Library of Scotland rests with the member of staff who oversees production of the printed material.

Members of Programme Groups, when beginning work on a document which will be sent for Legal Deposit, should be made aware of this responsibility.

Consignment of Deposit copies should be recorded by the member of staff in the log which is to be found in the “Legal Deposit” file in the Assistant General Secretary’s Office.

**Note** – Order forms for ISBNs, along with information on how to create an ISBN, are to be found in a folder held by the Assistant General Secretary.