

AD06**Legal Deposit**

Classification:	Administration
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To establish the policy on legal deposit requirements of College publications under the Library and Archives of Canada Act and assist employees in meeting those requirements.

SCOPE

All College publications with the exception of:

- Official publications of Canadian provincial, territorial and municipal governments
- Loose-leaf publications with updates in print format
- Materials not intended for public sale or distribution
- Pre-publication manuscripts or materials not formally published
- Portions of publications (abstracts, summaries, table of contents) without the complete text
- Publications missing essential attributes (a distinct title, a specific author or authoring body, a specific publication date, etc.)
- Materials with little or no substantial text (stationery, agendas, notebooks, forms, calendars, postcards, posters, newsletters, alerts, bulletins, etc. comprised only of hyperlinks, etc.) materials in poor physical condition

DEFINITIONS

Word/Term	Definition
College Publication	Material published by Algonquin College. College publications intended for public sale or distribution are subject to the AD 06 Legal Deposit Policy.
Legal Deposit	A legal requirement that the person or group submit copies of their publication to a repository (Library and Archives Canada).
Print Services	Print Services is responsible for print production, College printers, and provision of College Publications produced by Algonquin College for resale.
Publication	All books, serials (journals, periodicals, newsletters), spoken word sound recordings, video recordings, CD/DVD-ROMs and microforms, as well as maps, and online publications.

POLICY

1. College employees will comply with the legal requirements of the Library and Archives of Canada Act.
2. Under the Library and Archives of Canada Act, the College will submit copies of College publications for cataloguing. The catalogs are available as part of the Library and Archives Canada website.
3. Legal deposit applies to all types of publications in all types of formats. The requirements are:
 - Two copies must be deposited when 100 or more copies are made.
 - One copy must be deposited when more than three but fewer than 100 copies are made.
 - Legal deposit does not apply if less than three copies are made.
 - Only one copy of musical sound recordings and of multi-media kits must be deposited.
 - One copy of online or Internet publications must be deposited. Online publications submitted to Legal Deposit must have a distinct title, a specific author or authoring body, a specific publication date, be intended for public use, and be publicly-available (e.g., on the Internet or through a distribution list). Types of online publications that are to be deposited are books (monographs), serials (journals, periodicals, newsletters, magazines) and annual reports, research and working papers made available to public.
 - Applied Research will provide any applicable publications generated from their activity to Print Services for Legal Deposit.
4. Print Services will assign the publication numbers, make the required deposits and hold the listing of publication numbers for the College.

PROCEDURE

Action	Responsibility
1. Assign numbers to the College publications and make the required deposits to the Library and Archives of Canada.	Print Services
2. Maintain a list of the College publications.	Print Services
3. Call out to College departments for submissions to Legal Deposit once a year.	Print Services
4. Submit applicable College publications to Legal Deposit.	Print Services

SUPPORTING DOCUMENTATION

Appendix 1 Legal Deposit Forms

RELATED POLICIES

None

RELATED MATERIALS

Legal Deposit

<http://www.bac-lac.gc.ca/eng/services/legal-deposit/Pages/legal-deposit.asp> x

The Library and Archives of Canada Act (2004)

<https://library-archives.canada.ca/eng/services/publishers/legal-deposit/Documents/legal-deposit-monographs.pdf>

APPENDIX 1:
Legal Deposit Forms

https://www.bac-lac.gc.ca/eng/services/legal-deposit/Documents/14-302A_BIL_SaveEnable_Monograph.pdf