



Australian Government

Department of Finance and Deregulation
Australian Government Information Management Office

Library Deposit and Free Issue Schemes - *Guidelines for Claiming Australian Government Publications*

Libraries are eligible for **one copy only** of an Australian Government publication through the Library Deposit and Free Issue Schemes (LDS).

Claims may only be made for:

- Australian Government publications that are less than 12 months old.
- Australian Government publications that are sent by LDS consignment through the Australian Government Information Management Office.
- Australian Government publications that have been verified by the claiming library as having been published.

To make a claim, libraries should:

1. Check whether the publication has already been sent via the LDS. If the item has been sent, then no further copies can be claimed. Additional copies must be obtained through alternative acquisition methods.
2. Verify that the item has been published using the Australian National Bibliographic Database, the publishing agency's web site or some other verification tool. Ceased serials can be identified through these sources.
3. Provide full bibliographic details of the publication including ISBN/ISSN and details of source of verification (Amicus no., publication URL or photocopy of source).
4. Attach a verification checklist.
5. Send the claim to

Attn: Library Deposit Scheme Distribution Service
C/ Decipha Pty Ltd
Locked Bag 7760
Canberra Business Centre ACT 2610

or email to LDS@decipha.com.au.

To action a claim, the Library Deposit Scheme Administrator will:

1. Check whether the publication has been fully verified, and that the source of verification is included on the claim.
2. Return the claim to the library for verification if the publication is not fully verified.
3. Process the claim if the publication is fully verified and if it has not been previously distributed through the LDS.